



# SCHOOL OF NURSING

STUDENT HANDBOOK

2023 – 2024

8/17/2023



School of Nursing  
BOX 4037, CLINTON, MS 39058

Dear Nursing Student,

The faculty and staff in the Mississippi College School of Nursing (MCSN) welcome you to the nursing clinical program. We are pleased that you are pursuing your education with us and look forward to working with you to help you reach your career goals. Mississippi College and MCSN are committed to promoting success for students.

- Begin every day with God. In your Bible readings and prayer time, ask God to help you accomplish all he has for you today.
- Establish a personal relationship with the nursing faculty. One of the most important factors in nursing student success is a positive relationship with the faculty. Please take the initiative to do this at the beginning of every course.
- Get to know your advisor. They will be with you throughout your journey in nursing school. Use them.
- Maintain a positive attitude. Surround yourself with positive people. Keep your sense of humor and laugh often. Look for the good in others.
- Manage your priorities wisely. Balance your life. Make sure every day that you
  - Take some time for yourself
  - Sleep!
  - Eat Healthy
  - Put some exercise into your life for relaxations and stress release.

You have to be at your personal best to succeed in nursing.

- You can expect to study (review class notes, assigned reading, directed activities, supplemental assignments) at a minimum of 2 hours outside of class for every 1-credit hour in which you are enrolled. For example: if enrolled in 3-credit hours, expect to study at least 6 hours per week. If enrolled in 15 credit hours, expect to study at least 30 hours per week.
- Daily studying will help you retain the information.
- Join a study group of diverse persons.
- Use the resources available to you. This includes the writing lab, library, nursing faculty, peers, family and friends. They can support and encourage you.
- BE FLEXIBLE.
- Keep your eye on your goal---graduation and NCLEX exam mastery.

WE wish you the best. Have a great and wonderful journey.

# TABLE OF CONTENTS

## SCHOOL OF NURSING CREED SCHOOL OF NURSING EXPECTATIONS SCHOOL OF NURSING PIN

### 1. GOVERNANCE

- 1.03 Mississippi College School of Nursing Organizational Structure
- 1.04 History of the School of Nursing
- 1.05 Philosophy of the School of Nursing
- 1.06 Organizing Framework of the School of Nursing
- 1.07 Mississippi College School of Nursing Mission and Program Outcomes
- 1.09 Compliance with Mississippi College Regulations
- 1.10 Compliance with Federal Regulations
- 1.11 Clinical Compliance
- 1.11b Clinical Compliance RN-BSN
- 1.12 Medical Impact and Potential Risks for Pregnant Students in Clinical
- 1.13 Immunization Requirements
- 1.14 Infectious Disease/ Universal Blood and Body Fluid Precautions
- 1.15 Use of Garrison Skills and Learning Lab
- 1.17 Accreditation

### 2. ACADEMIC AFFAIRS

- 2.04 Admission and Progression: Progression
- 2.05 Attendance
- 2.05-b Attendance - Clinical
- 2.06 Attendance: Absence from Exams
- 2.08 Classroom Responsibility
- 2.10 Clinical Performance
- 2.13 Allocation of Credit Hours
- 2.14 Confidentiality
- 2.15 Curriculum Organization
- 2.17 Disabilities Policy
- 2.18 Dismissal
- 2.19 Dosage Calculations Exams
- 2.20 Final Examinations
- 2.21 Formal/Informal Papers
- 2.22 Grading Policies
- 2.24 Home Visiting Policies
- 2.25 Honors Program
- 2.27 Insurance
- 2.28 Clinical Electives
- 2.30 Procedure for Course/Faculty Evaluations
- 2.33 Time Limitation for Nursing Courses
- 2.36 Student Advising

- 2.37 Unsafe Clinical Performance
- 2.38 Writing Style Format
- 2.39 Student Requirements (Health Exam, TB Skin Test, Flu, Drug Screening, CPR, Background check)
- 2.40 Criminal Background Check
- 2.41 TOEFL
- 2.43 Standardized Comprehensive Assessment
- 2.44 Testing Policy

### 3. STUDENT AFFAIRS

- 4.01 Grievance Procedure
- 4.03 Smoking
- 4.04 Student Dress Code
- 4.05 Student Input
- 4.06 Student Nurses' Organizations
- 4.07 Awards and Scholarships
- 4.08 Student Employment
- 4.09 Substance Abuse and Drug\Alcohol Screening
- 4.10 Electronic Devices
- 4.11 Exposure to Latex
- 4.12 Social Media

### 4. APPENDICES

- 1. Advisor/student contract
- 2. Authorization for Release of information
- 3. Bill of Rights and responsibilities for students
- 4. CHRIST MODEL for Clinical Practice
- 5. Code of Ethics for Nurses-American Nurses Association
- 6. Confidentiality Agreement
- 7. Criminal background signature page
- 8. Fruit of the Spirit clinical outcomes
- 9. Handbook signature page
- 10. Health Insurance validation signature page
- 11. HIPPA Privacy and Security
- 12. Immunizations and TB Testing record
- 13. Mississippi College Mission, Strategic Goals and Denominational Affiliation --Policy 1.05
- 14. Mississippi College Organizational Structure -Policy 1.06
- 15. Preceptor agreement
- 16. Physical exam form
- 17. QuantiFERON request letter
- 18. Waiver Form for MCON

### 5. GLOSSARY

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## *MISSISSIPPI COLLEGE SCHOOL OF NURSING CREED*

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*I recognize that every person is created in the image of God;*

*That every person deserves respect as an unique individual;*

*and that every person has needs essential to his spiritual,*

*physical, and intellectual well-being.*

*I recognize the expanding roles of the profession,*

*the significance of being a vital member of the health care team;*

*and the emergence of professional nursing as a discipline and a science.*

*Therefore, I commit myself before God and this assembly,*

*to the well-being of those I serve, whether in illness or in health;*

*to use my knowledge and skills with compassion and respect;*

*to uphold the standards of professional nursing practice with pride*

*and diligence;*

*and to work with others in mutual cooperation for the improvement*

*of health care services.*

School of Nursing Honor Society  
1983

**In continuation of the Mississippi College School of Nursing Creed  
Mississippi College School of Nursing Professional Expectations**

A student enrolled in the Mississippi College School of Nursing is expected to:

1. appear and conduct self in a professionally acceptable manner;
2. participate in all the requirements of the Traditional, Accelerated BSN, RN-BSN, and MSN programs. These include, but are not limited to convocation, graduation, pinning, health fairs, community service, student nurses' association, Sigma Theta Tau, white coat ceremony, and other sponsored learning opportunities organized through the SON. These activities are considered to be an essential part of the learning experience of the nursing program and are subject to the usual criteria for class absence; if unable to participate the student must submit reasonable documentation to the Dean for approval to miss the school function;
3. be cognizant of and adhere to the channels of authority;
4. refrain from any academic or professional dishonesty, for example, cheating and plagiarism  
in academic assignments;
5. show respect for and be mutually supportive of fellow students, faculty and staff;
6. accept responsibility for reporting to the proper person all errors, omissions in care and incidents of misconduct;
7. regard as strictly confidential all information concerning each patient and refrain from sharing this information with any unauthorized individual;
8. show respect and consideration for the patient, regardless of race, age, marital status, veteran status, religion, gender, handicap, nationality, or economic status;
9. be guided at all times by concern for the welfare of all entrusted to one's care;
10. be guided at all times by moral and ethical behaviors inherent in the profession.

approved 4.19  
Reviewed/revised 5/21  
Reviewed 4/17/23

## Mississippi College School of Nursing Pin



Historically, the nursing pin is a 1000-year-old symbol of service to others. In the late 19<sup>th</sup> century a pin made of silver or gold was given to students who had excelled in the study of nursing. In the 21<sup>st</sup> century, the nursing pin is seen as an indication to the public, to patients and to co-workers that the nurse has successfully completed a nursing program and has the ability to function as a nurse. Over the years, the nursing pin has come to stand for service to, and caring for others, and for Christian values.

The Mississippi College School of Nursing pin was designed by faculty and the first graduating class of Mississippi College School of Nursing. The **blue and gold colors** of the pin represent the Mississippi College school colors. An image of **Provine Chapel** is imposed in the center of the pin. Along with its historical significance, Provine Chapel has been the site of many significant occasions for the School of Nursing. A **cross**, representing Christian caring and commitment is superimposed on the pin. The **words, "Mississippi College School of Nursing"** are inscribed in a circle around the image of Provine Chapel. A commitment to professional nursing through baccalaureate education is indicated by the "**B.S.N.**" that is highlighted on the bottom of the cross. A **laurel wreath of leaves** surrounds the pin signifying victory in completing the program.

The nursing pin stands for the best in nursing, the Christian foundation from which we operate, and the standard of faithfulness in our Christian walk.

By Susan McCaskill Richardson and Mary Ann Henriques  
Members of 1<sup>st</sup> graduating class, 1973

# **GOVERNANCE**



# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Governance

**NUMBER:** Policy 1.03

**SUBJECT:** School of Nursing Organizational Structure

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### ADMINISTRATIVE STRUCTURE

The School of Nursing is an integral part of Mississippi College. The responsibility for the administration of the School of Nursing is vested in the Dean. The Dean is responsible to the Provost of the College, and through him, to the President. The Provost and President are kept informed of the plans and progress of the School through conferences, written communications, and meetings of the Deans Council, and the Administrative and Academic Councils.

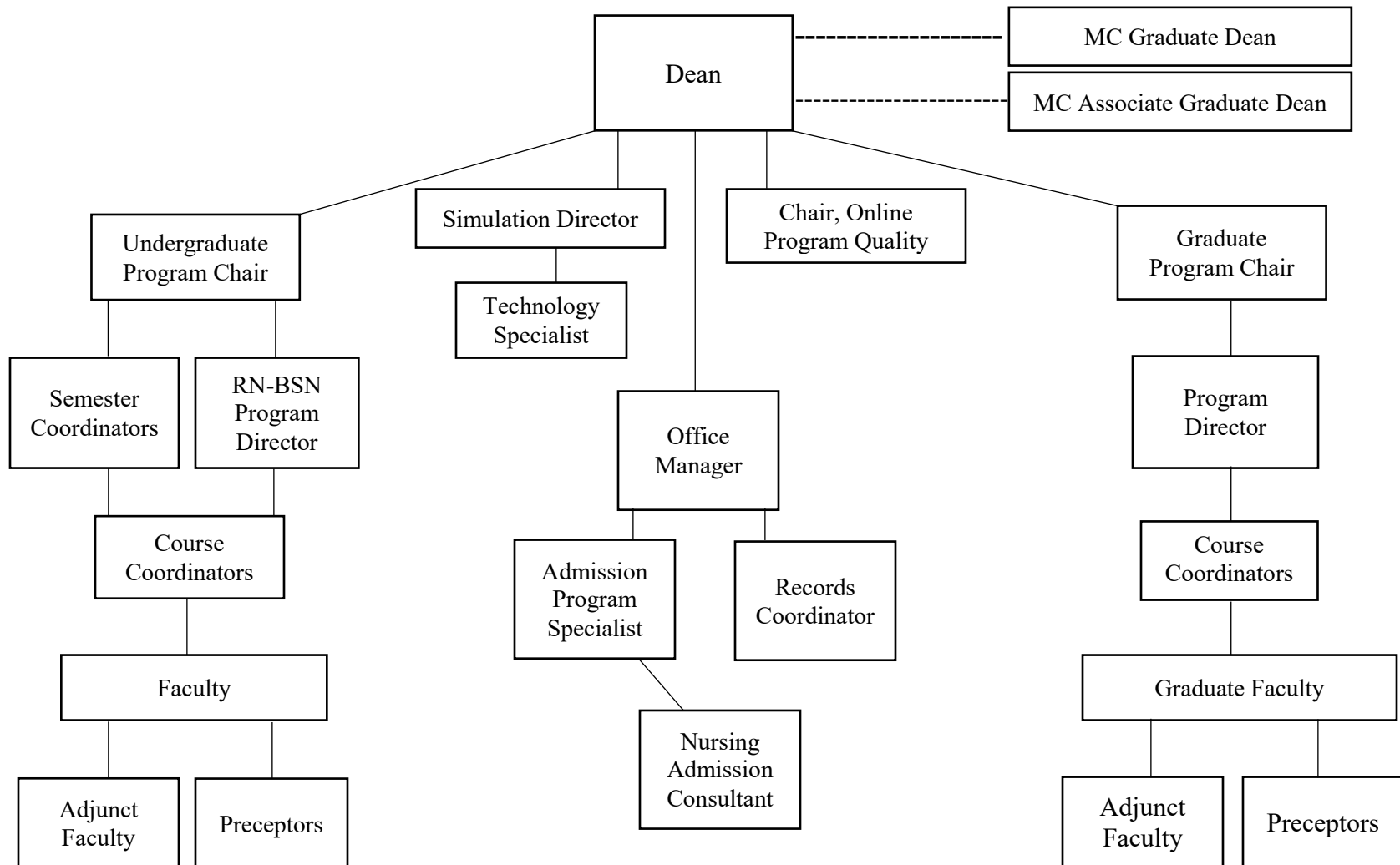
**Mississippi College Organization Chart:** [https://www.mc.edu/faculty-staff/application/files-archive/2615/0403/8697/G\\_-\\_1.06\\_-\\_Governance\\_-\\_Policy\\_-\\_Org.\\_Policy\\_\\_Chart.pdf](https://www.mc.edu/faculty-staff/application/files-archive/2615/0403/8697/G_-_1.06_-_Governance_-_Policy_-_Org._Policy__Chart.pdf)

**The School of Nursing Organizational Chart** – next page.

Reviewed 4/17/2023

School of Nursing Organizational Structure  
Policy 1.03 Revised 4.19

The School of Nursing Organizational Chart



# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA: Governance**

**NUMBER: Policy 1.04**

**SUBJECT: History of the School of Nursing**

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The establishment of the Mississippi College School of Nursing was due in large part to the efforts of Dr. Richard A. McLemore, former President of Mississippi College. Dr. McLemore believed that in keeping with the mission and purpose of the College, Mississippi College had the academic excellence and Christian environment necessary to educate nurses for a life of useful service to others. Additional impetus came for the establishment of the School when, in the late 1960s, the Foreign Mission Board of the Southern Baptist Convention raised its minimum requirements for missionary nursing to a Bachelor of Science degree in nursing.

In 1968, the decision was made to phase out the Gilfoy School of Nursing in Jackson, Mississippi, the only Baptist School of Nursing in the state. In July, 1968, the Board of Trustees of Mississippi College approved the establishment of the Mississippi College School of Nursing, and nursing was included in the list of possible curriculum majors from which the 1969 freshman could choose. Thirty coeds in the 1969-70 freshman class indicated nursing as their first choice as an intended major. Dr. Marion Bassett assumed the position of the first Dean of the School of Nursing in September of 1969, and one faculty member was employed to assist in the development of the program. The nursing course sequence was initiated in the Fall of 1970.

The first class of seventeen generic students graduated on May 20, 1973, and the first registered nurse student graduated in 1974. In 1982, evening sections of the nursing courses were added for registered nurse students, thereby making baccalaureate education more accessible for nurses in Central Mississippi.

Dr. Bassett guided the development of the School until her resignation in 1977. During that time, the School of Nursing received full accreditation from the Mississippi Board of Institutions of Higher Learning in June of 1973, following the graduation of the first class of students. In 1976, the School received initial accreditation from the National League for Nursing and has maintained full accreditation since that time. In addition to Marion Bassett, the persons have served as Dean of the School of Nursing: Dr. Sam Hughes, Dr. Patricia Hinton-Walker, Dr. Lisa Eichelberger, and Dr. Mary Jean Padgett. Four persons have served as Acting Dean, including: Ms. Susan Russell, Dr. Charles Martin, and Dr. Mary Jean Padgett and Dr. Mary Ann Henriques. In May, 2015 Dr. Mary Jean Padgett retired as Dean after 19 years. Dr. Kimberly Sharp began her tenure as Dean of the School of Nursing in the fall of 2015.

The School of Nursing has grown steadily since 1969. The student body has grown from the initial thirty students to a current enrollment of over 300 students, with 18 full-time faculty members and several adjunct faculty. There are over 2500 graduates of the School involved in the nursing profession throughout the United States and abroad. In addition to the traditional Generic BSN program the school now offers an accelerated BSN tract, an online RN-BSN program and an online MSN program.

The School of Nursing was first located in Lowery Hall. The continued growth of the school led to the building of Cockroft Hall, which has housed both the School of Nursing and the Department of Kinesiology since 1977.

Because of continued growth, in the summer of 2010, the School of Nursing began a remodeling and expansion project which was completed in March 2011. This building extension included reconfiguration of the administrative suites and faculty offices along with the addition of two classrooms, bathrooms, advising rooms and a multipurpose technology room.

Adopted 8/99; Revised 8/06, 8/11, 6/16, Reviewed 4/19; 4/23

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Governance

**NUMBER:** Policy 1.05

**SUBJECT:** Philosophy of the School of Nursing

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The philosophy of the Mississippi College School of Nursing reflects the Mississippi College statements of purpose and the College's desire to provide opportunities for the realization of personal values and the achievement of social competence. Through baccalaureate education the School of Nursing endeavors to prepare professional nurses who will be positive contributors to the community and the society in which they live and work. The School of Nursing philosophy is based on the concept of Christian caring with the belief that God creates, redeems and provides eternal life for all persons. This Christian perspective influences the faculty's beliefs about person, environment, health, nursing and teaching-learning.

Person is viewed as a unity of biological, psychosocial and spiritual components and may be conceptualized as an individual or in the aggregate. Person possesses dignity and worth with rights, responsibilities and the potential for change. Person is viewed developmentally on a continuum through the lifespan from conception through death and beyond. Person is unique with complex biological, psychosocial, and spiritual needs that are affected by stages of development and interaction of genetic, cultural and environmental influences. A person attempts to maintain stability and find meaning while adapting to change.

Environment is the context in which individuals, families, groups and communities live and develop, with the family as the basic unit of socialization. A person's behavior and perceptions are affected by this environment and should be interpreted within that framework. Environment is comprised of all factors affecting a person's life and survival and is both internal and external. The internal environment includes elements within the client/patient such as physical, mental and spiritual factors. A person's external environment includes elements outside the client/patient, such as physical, environment and socioeconomic factors. The reciprocal relationship between person and environment affects health.

Health is a dynamic state of well-being. The definition and perception of health is dependent upon values, attitudes, beliefs and the internal and external environment. These factors influence motivation to seek health care and the personal choices made relative to health care. This health care should be available and accessible to all. A person's health status is

multidimensional and can be assessed at any point in time utilizing identified categories of human functioning.

Nursing is an art and a science which distinguishes itself by its focus on the use of nursing therapeutics and the establishment of a caring nurse-client/patient relationship. The faculty believe that Christian caring serves as the foundation for effective nursing practice. Nursing is a helping profession that assists clients/patients in attaining, maintaining, and regaining health. Nurses assist clients/patients to transverse this dynamic state of health through the continuum of life to death with dignity.

Professional nursing is involved in research and other scholarly pursuits to refine and extend the practice of nursing. The professional nurse is accountable and responsible for the delivery of quality nursing care within legal and ethical guidelines. The practice of nursing involves various role functions in providing care including caregiver, advocate, teacher, counselor, researcher, leader/manager, and member of the profession. The practice of nursing involves the use of systematic processes to assess person's internal and external environment. Within the framework of the nursing process, the professional nurse utilizes creative and critical thinking skills in problem solving and decision making. In working with clients/patients and other health care team members, the professional nurse uses communication and leadership skills to improve health care delivery

The faculty believes that professional nursing education begins at the baccalaureate level. Baccalaureate nursing education prepares generalists who utilize knowledge from nursing science, the humanities, and natural and behavioral sciences in the provision of nursing care. Baccalaureate nursing serves as the basis for practice as a direct caregiver and manager of care in a variety of health care settings. Baccalaureate education provides the opportunity of personal and professional growth and serves as the basis for graduate education. The School of Nursing has a responsibility to provide a quality professional education program which will prepare its graduates to meet the health care needs of Mississippi with a global perspective.

Teaching learning is a reciprocal process in interactions involving the student, faculty, clients/patients and environment. Learning occurs in the cognitive, affective and psychomotor domains and reflects a change in behavior, perception and attitudes. Learning proceeds best when the learner actively participates in the process, accepts responsibility for learning, and participates in the evaluation of outcomes. Learning is facilitated when the body of knowledge is presented in an organized framework of interrelated components. Learning is also facilitated when experienced from simple to complex and from familiar to unfamiliar. Teaching involves the selection of a variety of strategies that provide opportunities for acquiring knowledge, skills and attitudes. The faculty, as role models, influence the individual and professional development of learning. The faculty is committed to establishing an environment conducive to learning, and one which fosters development of Christian caring.

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Governance

**NUMBER:** Policy 1.06

**SUBJECT:** Organizing Framework of the School of Nursing

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The School of Nursing curriculum builds on the general education requirements of Mississippi College. Goals for the general education program (core curriculum) includes: 1) analytical reasoning and effective communication, 2) personal values and attitudes and 3) social and cultural understanding. “The general education component is designed to prepare students for a lifetime of learning and to instill basic skills, knowledge and attitudes deemed necessary for disciplined study, global awareness, personal development and reasoned response to a changing world” (Mississippi College, Strategic Goal Statement # 10). In addition, the general education component contributes to the knowledge and skills integral to professional nursing education.

The organizing framework reflects the philosophy, purpose and objectives of the School of Nursing and provides the structure for the content in the baccalaureate program. The School of Nursing curriculum is based on major concepts of person, environment, health, and nursing as presented in the philosophy. Concepts, processes and skills identified in the organizing framework draw from several nursing and related theories rather than a single theory or model.

Adopted 8/99, Revised 6/11, 5/16, Reviewed 4/19; 4/23

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Governance

**NUMBER:** Policy 1.07

**SUBJECT:** School of Nursing Mission and Program Goals

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### **MISSION:**

The mission of the MC School of Nursing is aligned with the institutional mission to provide excellence in nursing education within a Christian institution, preparing nurse generalists to engage in professional practice in diverse settings and to positively impact the profession of nursing. The MC School of Nursing key verse affirms the faith and learning integration: “May the favor of the Lord our God rest on us; establish the work of our hands for us yes, establish the work of our hands.” Psalms 90:17 (NIV)

### **UNDERGRADUATE PROGRAM GOALS:**

The Program Goals of the MSON are designed to prepare a nurse generalist who will:

1. Incorporate clinical reasoning and Christian Caring in the delivery of safe, holistic, patient-centered care to diverse populations across the lifespan in a variety of settings.
2. Incorporate professional responsibility, accountability for one’s own knowledge, learning and critical thinking as the foundation for evidenced based health care delivery.
3. Demonstrate effective use of technology and informatics for the provision of safe, ethical, and quality care to diverse populations.
4. Apply management and leadership concepts in the delivery of quality patient-centered care.
5. Utilize communication techniques, collaborative skills, and clinical prevention interventions to facilitate safe, quality outcomes with patients, families and populations.

At the end of Semester One at Mississippi College School of Nursing, the student will:

1. Exemplify the characteristics of Christian Caring related to the profession of nursing, the students and faculty of the School of Nursing, and clients, families, and other health care professionals.
2. Demonstrate accountability of personal and professional behaviors related to patient-centered care and the nursing profession.
3. Utilize evidence based clinical reasoning in laboratory, simulation, and clinical settings.
4. Demonstrate therapeutic communication with staff, faculty and students of the School of Nursing and with clients, families and other health care professionals.
5. Deliver safe, holistic, patient-centered care to selected populations in selected health care settings.



At the end of Semester Two at Mississippi College School of Nursing, the student will:

1. Illustrate methods and characteristics of Christian Caring in the provision of patient centered care.
2. Demonstrate accountability of personal and professional behaviors related to patient-centered care and the nursing profession.
3. Develop evidence based clinical reasoning and informed decision making in laboratory, simulation and clinical settings.
4. Make use of multi-disciplinary communication skills in collaboration with patients, families, and other healthcare workers.
5. Deliver safe, holistic, patient centered care to diverse populations across the life span in a variety of settings.

At the end of Semester Three at Mississippi College School of Nursing, the student will:

1. Manifest characteristics of Christian Caring.
2. Demonstrate accountability for lifelong personal and professional behavior in the application of management and leadership concepts/skills.
3. Integrate evidence based clinical reasoning and informed decision making into nursing practice.
4. Utilize therapeutic communication techniques, collaborative skills, informatics and technology with patients, families, and healthcare facilities.
5. Deliver safe, holistic, patient centered care to diverse populations across the life span in a variety of settings.

#### **GRADUATE PROGRAM GOALS:**

The five end of program goals of the MASON MSN program build upon the five undergraduate [end of program BSN goals](#) that are delineated on the SON website and in the student handbook.

The MSN end of program goals seek to prepare nurse generalists who will:

1. Engage in clinical reasoning in the context of Christian Caring to deliver safe, holistic, patient-centered care to diverse populations across the lifespan in a variety of settings.
2. Analyze professional responsibility and accountability for one's own knowledge, learning and critical thinking as the foundation for evidence-based health care delivery.
3. Appraise information technology approaches that support the provision of safe, ethical, and quality care to diverse populations.
4. Evaluate management and leadership concepts in the delivery of quality patient-centered care.
5. Evaluate communication techniques, collaborative skills and clinical prevention interventions that facilitate safe, quality outcomes with patients, families and populations.

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Governance

**NUMBER:** Policy 1.09

**SUBJECT:** Compliance with Mississippi College Regulations

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### SMOKING POLICY

The School of Nursing adheres to Mississippi College policy related to smoking, as described in the student handbook, *The Mississippi College Student Handbook*. Absolutely no smoking or use of other tobacco products is permitted inside the School of Nursing building, on the grounds of Cockroft Hall, in clinical agencies, or when representing Mississippi College as a student nurse.

### DRUG FREE WORKPLACE

The School of Nursing adheres to Mississippi College policy [Reference is [MC Policy 1.10](#) & cross reference [MC Policy 3.21](#)] described in the *Mississippi College Policy & Procedure* and in *The Mississippi College Student Handbook*.

Mississippi College has had long-standing policies prohibiting the possession, distribution or use of drugs or related substances without appropriate medical supervision, and this includes beverage alcohol. Any offense in this area, whether by student or employee, will be subject to appropriately severe penalty, including possible dismissal.

Although College regulations apply independently of any applicable legal sanctions, it should be remembered that the various forms of drug abuse are subject to strict penalties under federal, state and local law.

As a part of the effort to provide a drug-free environment, drug-abuse courses and counseling are made available to all students.

**SOURCE:** MC Policy 1.10

Adopted 8.99; Revised 8.06; Reviewed 4/19, 5/21; 4/23

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Governance

**NUMBER:** Policy 1.10

**SUBJECT:** Compliance with Federal Regulations

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### STATEMENTS OF COMPLIANCE

In compliance with federal law, including provisions of Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972, Mississippi College does not illegally discriminate on the basis of race, color, national origin, gender, age, disability, or military service in admissions, in the administration of its education policies, programs, and activities or in employment. Under federal law, the university may exercise religious preferences in employment in order to fulfill its mission and purpose.

#### **Family Education Rights and Privacy Act of 1974**

Under this law, students in post-secondary education have the right to inspect and review their school records as defined by law. Other than for “Directory Information” Mississippi College will release information only with the student’s written consent and will use “Directory Information” in the best interest of the students. Parents of “tax dependents” will, under the law, have the right to knowledge of information without written consent of the student. Student inquiries regarding student records and information should be directed to the Registrar’s Office for university records, or the Dean’s Office, School of Nursing, for nursing student records. For more information, see the *Mississippi College Student Handbook*, Confidentiality of Records section.

#### **Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990**

In accordance with Section 504 of the Rehabilitation Act of 1973, Mississippi College does not discriminate on the basis of handicap in admission or access to, or treatment or employment in, its programs and activities. If students need special accommodations due to learning, physical, psychological, or other disabilities, they should direct their inquiries to Director of the Counseling and Career Development Center, Mississippi College, Telephone: 601.925.3354. For more information, see the [Mississippi College Student Handbook](#), section on “Students with Disabilities”.

The School of Nursing Disabilities Policy identifies the minimum performance requirements needed to do the work required in the School of Nursing (See Policy 2.17). Admission to and progression in the nursing program is based on the student's ability to meet these "standards". The "standards" should be used to assist each student in determining whether the student can meet the requirements, with reasonable accommodations.

## **Title IX**

Mississippi College has completed the self evaluation study required by Title IX of the Education Amendments of 1972. The university is committed to a policy of equal opportunity for men and women and, as such, does not discriminate on the basis of sex in employment or admission except in those instances which are claimed and exempted under Section 86.12 of the guidelines based on conflict with the religious tenets of the Mississippi Baptist Convention. Official Grievance Procedures have been established and copies may be obtained from and complaints filed with the Office of the President, P.O. Box 4001, Telephone: 601.925.3200 or the Graduate Dean, P. O. Box 4029, Telephone: 601.925.3225.

Reviewed 4/19; 4/23

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Governance

**NUMBER:** Policy 1.11

**SUBJECT:** Clinical Compliance

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Upon admission and prior to each clinical course, students must present documentation that qualifies them to participate in clinical learning experiences. This documentation is necessary for student health safety, client safety, and to fulfill contractual agreements with clinical agencies.

Students in Semester 1 must meet compliance by the 12<sup>th</sup> day of class, this includes the first Hepatitis B virus vaccine, if required. The student will be required to receive the flu vaccine every fall.

**All students enrolled in a clinical course in semesters 2, 3, & 4 MUST be in full compliance by August 1 for fall semester or by January 1 for spring & summer semesters.** It is the student's responsibility to upload the appropriate documentation into E-Value by August 1 for fall semester, or by January 1 for spring & summer semesters. This information must be up-to-date at all times while the student is enrolled in a nursing program.

Students who are not compliant by the dates stated above will be dropped from the clinical course/s agency rosters, and only the names of students meeting clinical compliance outcomes will be submitted. Reminders about deadlines will be posted **ONLY** in the E-Value system and documentation must be uploaded by the student by the required deadline. Students may petition to re-enroll in the clinical course after completing the compliance requirements up to 4:30 pm of the 1st day of semester classes start.

Students are responsible for obtaining and ensuring they meet any other requirements of the clinical or educational agencies with which we are affiliated. This may require additional vaccinations, clinical training, and/or policy training.

Students are encouraged to also keep a file with documentation submitted to E-value. As a professional nurse you will be required to provide proof of immunity, and CPR certification throughout your career.

Associated Policies: Governance 1.13, Academic Affairs 2.39, Academic Affairs 2.40

Approved 11/08/2021

## HEALTH COMPLIANCE REQUIREMENTS CHECKLIST

All completed testing and signed paperwork must be loaded into the E-value system. As a student of this school, it is your responsibility to be sure you are in compliance. Non-compliance may result in your inability to register for clinical course or being withdrawn from the clinical course.

### Compliance Requirements:

- **FBI- Criminal Background Check-** (good for 2 yrs.) If you have one done through your current employer and it is less than 2yrs old, you may submit a copy for our files. If you do not have a current one please, email [Jwimberley@mc.edu](mailto:Jwimberley@mc.edu) your mailing address. We will provide you with the finger print cards and instructions.
- **Proof of current CPR certification-** BLS certification through the America Heart Association
- **Copy of Current Driver's License** or official photo ID
- **Proof of positive Hepatitis B titer, MMR Titer, Varicella Titers** (if any of the titers are negative, you will need to have booster immunizations)
  - **Proof of vaccinations is not enough.** Even though your institution or agency that you work for may not require these titers, others may. If your titer(s) is negative you will be required to have a booster of that vaccine as recommended by the Centers for Disease Control and Prevention (CDC), not your local physician
- **Proof of Tdap immunization within the last 10 years.** (Please provide Form 121 from the MS Dept of Health)
- **Proof of current and valid health insurance with validation statement and copy of the card**
- **HIPPA Compliance Form-** signed and submitted after you have read and reviewed the attached HIPPA information.
- **Medical Release Form –signed.** This release allows Mississippi College to share information as needed with other health care agencies and partners
- **Covid 19 Vaccine –** per agency guideline

### Annual requirements

- **Physical-Mental Health Clearance:** See attached form on your E-value home page. Have this form completed by your primary health care provider.
- **Negative QuantiFERON test -** We no longer accept the Two Step TB skin tests. NOTE: (If you have had a positive skin test or QuantiFERON in the past and have received treatment, you must have a negative Chest x-ray annually)
- **Negative Drug Screen** (ten panel) – From an approved agency – results are to be sent to the school of nursing, the school will not take self-reported results.
- **Flu Immunization-** No Waivers excepted
- **Malpractice Liability Insurance –** (Purchased with student fees)

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Governance

**NUMBER:** Policy 1.11b

**SUBJECT:** Clinical Compliance – RN-BSN

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Prior to taking any clinical course, students must present documentation that qualifies them to participate in clinical learning experiences. This documentation is necessary for student health safety, client safety, and to fulfill contractual agreements with clinical agencies.

Students who are not compliant will not receive the codes to register for clinical course.

Reminders about deadlines will be posted ONLY in the E-Value system and documentation must be uploaded by the student by the required deadline.

Students are responsible for obtaining and ensuring they meet any other requirements of the clinical or educational agencies with which we are affiliated. This may require additional vaccinations, clinical training, and/or policy training.

Students are encouraged to also keep a file with documentation submitted to E-Value. As a professional nurse you are required to provide proof of immunity, and CPR certification throughout your career.

Associated Policies: Governance 1.13, Academic Affairs 2.39, Academic Affairs 2.40

Approved 11/08/2021

Reviewed 4/23

## RN-BSN Health Compliance Requirements

### Due by the completion of NUR 324

#### Items to be uploaded to E-Value:

- **Fingerprint Criminal Background Check** - (FCBC) (good for 2 years). Yearly attestation required. Please direct any questions to: [jwimberley@mc.edu](mailto:jwimberley@mc.edu)
  - **CPR Certification**- must be current and Basic Life Support (BLS) through the American Heart Association (good for 2 yrs.)
  - **Current Driver's License or official picture ID** -enter the date of issue of the Driver's License (event date) and expiration date into e-Value
  - **Personal Health Insurance** - upload health insurance card, yearly complete Validation of Health Insurance form and upload
  - **Nursing License** – obtain from <https://www.nursys.com/Default.aspx> update when you renew your license
  - **NSO Malpractice Insurance** - <https://www.nso.com/> (annually)
  - **Confidentiality Agreement form-HIPPA Compliance form**-signed
  - **Authorized Release of Health Information form** – signed
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### Clinical Health Compliance – must be completed before registration of first clinical course

IF, you are obtaining clinical hours at our place of employment, have the following Request for Validation of Health Requirements Letter signed by **your** Human Resources Department or your facilities Health Compliance Officer. This letter **must be notarized**. (See NUR 324 Canvas)

IF, you will be obtaining any clinical hours **other than at your place of employment** the following must be uploaded into E-Value.

- **Proof of positive titers for: Hepatitis B, MMR, Varicella** (If any titers are **negative**, you will need to have booster immunizations)
- **Proof of Tdap immunization** within the last 10 years.
- **Proof of completed COVID 19 immunization** (Upload card with name, birthdate, type of vaccine & where vaccine received visible)
- **Physical Exam and Mental Health Clearance** forms (Forms found on E-Value must be used)
- **Negative QuantiFERON test or One Step TB test** (If you have had a positive skin test in the past and have been treated for TB, you must have a negative chest x-ray)
- **Negative 10 panel drug screen** (results must be faxed to 601-925-7697, a secure fax line and our Records Coordinator will upload the results to E-Value)
- **Influenza Immunization**



# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Governance

**NUMBER:** Policy 1.12

**SUBJECT:** The Medical Impact and Potential Risks for Pregnant Students in Clinical

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### Policy Statement

If a student is or becomes pregnant while in nursing school, it is necessary for the student to notify their nursing advisor, semester coordinator, course coordinator, and clinical instructor as soon as possible. The student that is pregnant should be aware of the potential risk associated with some learning experiences such as, but not limited to, caring for clients with infectious diseases, strenuous activity, and toxic substances including radiation and chemo therapy, and the potential for bodily harm.

It is the responsibility of the student to consult with the semester coordinator, course coordinator and the clinical instructor prior to clinical experiences to identify clinical agency policies related to pregnant students and the impact of these policies on the student's ability to meet all the clinical outcomes. A plan for completion of all course work and clinical experiences must be developed and placed in the student's file for each semester the student is pregnant. It is also the responsibility of the student to provide documentation from their healthcare provider to the course coordinator and the clinical instructor allowing the student to perform clinical assignment duties without restrictions. This form must be uploaded to their E-value account under medical exemptions/release.

An individual experiencing a high-risk pregnancy or difficulties with a pregnancy will be assisted to withdraw from clinical courses.

When a student is returning to clinical during the semester after delivery, medical clearance from a healthcare provider stating that the student may resume clinical assignment duties without restriction is required and will be kept in the student's file and on E-value.

All medical documents will be kept in their student file and on E-value.

Neither Mississippi College School of Nursing nor its affiliating clinical agencies assume responsibility for any harm that might occur to a pregnant student or fetus.

**Pregnancy Accommodation Contract**

Any pregnancy accommodations must be addressed prior to classes beginning. This includes doctors’ appointments, expected delivery times, and clinical absences. This request must be submitted by email to the Dean of the School of Nursing and to the semester team **prior** to classes and clinical start times. The student must meet with the semester team regarding any accommodation request. A contract will then be developed.

Once accommodations are determined, there are certain criteria that are required to be met before delivery and after delivered. These criteria are outlined below.

**Before Delivery:**

- You need to develop a plan of action for each activity on the calendar during the time you may be absent. See the semester calendar.
- You need to develop a plan of action for your return to class and clinical, including the official date of return and childcare accommodations for clinical and lecture times.

**After Delivery:**

- You must have a written doctor’s clearance to return to clinical and lecture. Any clearance exceeding two weeks will require a withdrawal from the courses and resuming the program in the next semester.
- You must meet with each clinical course team for requirements related to your immediate clinical assignment and projects once you return.
- All missed lecture notes must be retrieved from a classmate.
- Missed clinical hours are required to be made up (maximum of 14 hrs.) and the requirements will be specific to the course and decided on by the course coordinators and clinical instructors

**Concerns:**

- It is ultimately your decision to continue on with the semester course load, but your planning must address absences from class/clinical and the added stressors and responsibilities with a newborn. Please carefully and prayerfully review your support network and do not place unrealistic expectations on yourself or your new baby.
- If you choose to withdraw from the term, we understand this is a feasible option with a newborn, and you will need to submit a request before (date) \_\_\_\_\_-to be admitted to the next semester cohort. If choosing to withdraw, prior to returning to the next semester you will need to complete a skills proficiency checkoff (similar to the round robin) and competencies to ensure readiness for clinical placements along with all of the usual health and clinical requirements.
- Finally, the possibility of bringing an infection, such as Covid, back home to a newborn from clinical is also a concern for your own and the baby’s safety.
- If any changes in the health status the student will notify semester coordinator for revision of contact.

The criteria above must be met for the student to be eligible to receive a passing grade in the courses.

**Signatures:** Student \_\_\_\_\_ Semester Coordinator \_\_\_\_\_

**Date:** \_\_\_\_\_

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Governance

**NUMBER:** Policy 1.13

**SUBJECT:** Immunization Requirements

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### HEPATITIS B VIRUS VACCINATION (HBV)

Students must present documentation of an HBV titer upon admission to the School of Nursing. If the titer is negative the student will be required to get and/or repeat the three-shot series of HBV immunizations within 6 months. If you have received two complete Hepatitis B series (one series consists of 3 vaccines) and the titer still shows no immunity, then you must provide proof of two complete vaccination series.

Students not providing documentation of HBV vaccination, due to medical risk, must sign a declination form and waiver of liability for Mississippi College.

Students are responsible for the cost of the titer and the vaccinations.

### MEASELS/ MUMPS/RUBELLA (MMR) VACCINATION

Students must present documentation of a positive MMR titer prior to admission to the School of Nursing.

If titer results are negative or inconclusive/equivocal and you have **no** documentation showing you have completed the MMR vaccine series (2 vaccines) then you must start the vaccination series, which involves 2 immunizations 30 days apart prior to the beginning of clinical.

If your titers are inconclusive and you do have documentation showing you have completed the MMR vaccination series, a booster MMR is required prior to beginning clinical.

Students are responsible for the cost of the titer and the vaccinations.

### VARICELLA VACCINATION

Students must present documentation of a positive varicella titer prior to admission to the School of Nursing.

If titer results are negative or inconclusive/equivocal and you have **no** documentation showing you have completed the Varicella vaccine series (2 vaccines) then you must start the vaccination series, which involves 2 immunizations 30 days apart prior to the beginning of clinical.

If your titers are inconclusive and you **do have** documentation showing you have completed the Varicella vaccination series, a booster Varicella is required prior to beginning clinical.

Students are responsible for the cost of the titer and the vaccinations.

### **TETANUS/DIPHThERIA/ACELLULAR PERTUSSIS (TDAP) VACCINATION**

Students must present documentation of a Tdap vaccination within the last 10 years at admission to the School of Nursing.

Students are responsible for the cost of the vaccination.

### **INFLUENZA VACCINATION**

Nursing students are required to have an annual Influenza vaccination each year. Students must provide documentation of the vaccine. **NO waiver statement will be accepted**

\*See immunization record in the appendix.

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Governance

**NUMBER:** Policy 1.14

**SUBJECT:** Infectious Disease

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Mississippi College School of Nursing utilizes the Centers for Disease Control's recommendations related to universal blood and body fluid precautions as presented in the Morbidity and Mortality Weekly Report (MMWR). Because information changes as new knowledge develops, students and faculty are responsible for utilizing the most recent information available. Students should follow the CDC guidelines for the most current precautions at <https://www.cdc.gov/infectioncontrol/guidelines/isolation/appendix/standard-precautions.html>

### **HIV Status:**

Faculty members and/or nursing students who perform "exposure prone" procedures have an ethical responsibility to know their HIV status. Nursing students and faculty who believe they may be at risk for HIV antibody, HBeAg, or HBsAg have an obligation to be tested and to report any positive results to the Dean of the School of Nursing.

### **HIV Management and Education:**

Students are to receive printed and oral information and instructions on standard precautions in accordance with CDC guidelines prior to any exposure to clients/patients. **Students must sign an acknowledgment stating that this information has been provided.**

Students are also to be provided with appropriate information regarding personal health habits, HIV prevention, and risk behaviors as part of their prerequisite clinical preparation. These instructions are to be continually reinforced and clinical supervision to be managed to ensure strict compliance in all clinical learning experiences including well- child care, psychiatry, and community health, as well as acute in-patient experiences. Faculty members should be competent role models in the care of HIV/HBV infected patients.

All nursing personnel are professionally and ethically obligated to provide client/patient care with compassion and respect for human dignity. No nursing faculty member or nursing student may ethically refuse to treat a patient solely because the patient is at risk of contracting, or has, an infectious disease such as HIV, AIDS, or HBV. Student and faculty should understand and follow rules of confidentiality

## **HIV Positive--Students, Faculty, and Staff:**

Students and faculty who are HIV positive or who have AIDS may not pose a health risk to other students in an academic or residential setting, but in a clinical setting the CDC guidelines and standard precautions should be followed.

Clinical settings which pose additional risk to the personal health of HIV positive students and faculty should be identified, and persons affected should be advised of these risks and urged to consult their health care provider to assess the significance of the risks to their own health.

Faculty, students, and staff who are HIV positive are urged to voluntarily inform the Dean of the School of their status. The Dean will assess the need for individual ("case by case") modifications/accommodations in the clinical education of job performance. Modifications/accommodations will take into account the type of clinical activity, agency requirements, and technical expertise of the person, potential risks, functional disabilities, and transmissibility of simultaneously carried infectious agents. (Rev 6/11)

## **Blood and Body Fluid Policies: (including Needle Stick Protocol)**

Blood/body fluid exposure is defined as:

- Percutaneous inoculation-needle stick or sharps
- Non-needle percutaneous injury-open cuts or abrasions
- Direct ocular or mucous membrane contact--accidental splash
- Direct hand or other large area contact--exposure to large amounts of blood or body fluids contact without gloves or other protection.

Needle stick injuries are the most common form of accidental exposure to blood-borne infectious disease.

**Students having exposure to blood or body fluids will immediately notify their assigned faculty member and the School of Nursing Office. Faculty having exposure to blood or body fluids will notify the Dean.** Information regarding blood and body fluid exposure is kept confidential.

When faculty or students determine or "have concerns" that accidental exposure to blood or body fluids or other potentially infected materials have occurred, the faculty/student should:

1. Immediately utilize the appropriate antiseptic procedure. Agency protocol should be followed. If agency protocol is not available, the following guidelines can be used:
  - A. Use soap and water to wash areas exposed to potentially infectious fluids as soon as possible after exposure. Puncture wounds can be cleaned with an alcohol-based cleaner, chloroxylenol, or chlorhexidine.

- B. Flush exposed mucous membranes with water.
  - C. Flush exposed eyes with water or saline solution.
2. Complete agency reporting form at the time of the incident.
3. Students and faculty should be referred to the emergency department of the agency involved for care and to the infection control coordinator or person in a comparable position (employee health) at Mississippi College or a hospital for assessment based on CDC guidelines. Recommendations based on assessment may be:
- A. No further action is warranted.
  - B. Hepatitis B recommendations
    - If adequate immunity found, no further statement.
    - If inadequate immunity found, then Hepatitis B profile may be recommended or done on patient. If the patient's profile is negative, then no further action is required. If the patient's profile is positive, then prophylaxis treatment is encouraged.
    - If the patient's profile is unknown and student/faculty's hepatitis profile is negative, prophylaxis is recommended when it is established that the situation warrants concern. Prophylactic treatment may be rendered in the Emergency department or with any private health care provider. Prophylaxis treatment should start immediately.
  - C. HIV recommendations
    - If the patient is positive for HIV, refuses to be tested, or is negative but at high risk for HIV infection, it is strongly recommended that the student/faculty have an HIV antibody test done.** If the test is negative, the faculty/student should be retested at 6 weeks, 12 weeks, and 6 months following the original incident. Worker's compensation covers faculty costs; however, faculty must begin the claims process within 10 days of the incident.
    - If the patient is negative, then no further follow-up is necessary.
  - D. HIV PEP
    - student/faculty should be evaluated for the need of Pep Regimen. This regimen can be prescribed by an emergency room physician or personal physician. **The cost of the Pep regimen will be the responsibility of student.**

Per CDC recommendations- PEP can reduce your chances of getting HIV infection. PEP must be started within 72 hours (three days) after exposure

to HIV. However, the sooner PEP is started the better the outcome.

- E. A student or faculty member may choose at any point to refuse follow-up treatment after accidental exposure to blood or blood products. The decision to refuse follow-up treatment must be communicated in writing to the Dean on the MC SON Anecdotal form.
- 4. **Complete the MC SON Blood and Body Fluid Anecdotal form within one week of the incident. Said report will be maintained in a separate file in the Dean's office.**
- 5. Confidential testing and appropriate counseling will be arranged by the Dean.
- 6. HIV testing is available at the MS State Department of Health at no cost or for a minimal charge.



# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Governance

**NUMBER:** Policy 1.15

**SUBJECT:** Use of Garrison Skills and Learning Lab

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### **Guidelines for Learning Lab**

The Garrison Skills and Learning Lab is provided for use by students of the School of Nursing. Since this area is designed to simulate the clinical area, eating and drinking beverages are prohibited except in rare instances.

The faculty must be consulted prior to checking out any equipment. Students will sign a check-out list and furnish a telephone number when checking out equipment. Any defective equipment should be promptly reported.

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Governance

**NUMBER:** Policy 1.17

**SUBJECT:** Accreditation

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### ACCREDITATION

The School of Nursing accreditation compliance is through:

**Commission on Collegiate Nursing Education**

The (baccalaureate degree program in nursing/master's degree program in nursing at the Mississippi College School of Nursing is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

and

**Board of Trustees of State Institutions of Higher Learning**

3825 Ridgewood Road  
Jackson, MS 39211-6453  
Telephone: 601-982.6690

# **Academic Affairs**

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Academic Affairs

**NUMBER:** Policy 2.04

**SUBJECT:** Admission and Progression: Progression

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### PROGRESSION POLICY:

1. Students are required to carefully read and sign upon starting the nursing program that they remain in active compliance with all of the elements specified in the School of Nursing Student Handbook.
2. Students are expected to conform to the Code of Student Conduct as stated in the *Mississippi College Student Handbook*.
3. A minimum grade of "C" in each nursing course is required.
4. Students must achieve an average test score of 77 % in designated courses. Other work will only be averaged in if the test average is 77 % or higher
5. For purposes of progression in the School of Nursing, grades of D and F represent unacceptable work. Students must achieve a grade of 77% in designated course or higher in the combined testing elements for this course (weighted Unit tests and cumulative exams) before other assignments can be calculated in to the final overall grade for the course. Students must have a 77% or higher average in order to successfully complete a course.
6. All nursing courses must be taken in the sequence listed in the curriculum schema, or as specified in a prescribed course route.
7. Students who drop or withdraw from a nursing course with a grade of "D" or "F" must submit a request to repeat the nursing course. This request must be submitted to the Admissions and Progressions Committee of the School of Nursing **before** the next semester. A student will be permitted to withdraw from a nursing course to avoid a failure and retake the course only once, subject to availability of space.
8. Students who fail a nursing course with a grade of "D" or "F" **must** submit a written request to repeat the nursing course. This request must be submitted to the Admissions and Progressions Committee of the School of Nursing before the next semester.
9. Failure of any **two** nursing courses with a grade of "D" or "F" will result in dismissal from the nursing program.
10. All nursing students must remain current on clinical requirements with the Health Compliance officer to continue in upper division nursing.
11. All students are required to pass a Drug Calculations Proficiency Examination that is linked to one clinically related course each semester of upper division nursing. See Academic Affairs Policy 4.13.

12. All students are required to pass a “HESI” examination that is linked to one clinically related course each semester of upper division nursing.
13. All MC nursing students must meet professional competency and safety requirements that are delineated in the School of Nursing Student Handbook, and the Mississippi State Board of Nursing rules and regulations for nurses.
  - a. The benchmarks for unsafe or unprofessional behavior(s) are measured by clinical objectives that are outlined in the clinical evaluation tool and are explicated in the SON Student Handbook.
  - b. Students who do not meet these benchmarks will be immediately removed from the patient care environment and suspended from all clinical nursing courses pending a full review by the School of Nursing faculty.
  - c. Unsafe and unprofessional behaviors will not be permitted in nursing, and the protocols for the review of clinical issues related to unsafe or unprofessional behavior or clinical practice issues are addressed in the Student Policy Manual and the Mississippi State Board of Nursing rules and regulations for nurses.
  - d. If remediation of unsafe and/or unprofessional behaviors is unsuccessful, students may be dismissed from the nursing program and assisted with transfer decisions to another major.
14. ABSN students in the accelerated track may decelerate to the traditional track\* in one of the following situations:
  - a. Choosing to decelerate for personal reasons.
  - b. Failure to pass any one nursing course with eligibility to continue in nursing.  
\*Student designation does not change with deceleration. Students admitted as ABSN remain ABSN regardless of progression track.
16. ABSN students who have decelerated may be eligible for re-acceleration upon successful completion of required semester.
  - a. Students considering this option should discuss this option with their assigned academic advisor.
  - b. Students considering this option must complete the test taking strategies course if deceleration related to course failure.

**The School of Nursing reserves the right to make needed changes in curriculum requirements to maintain accreditation.**

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Academic Affairs

**NUMBER:** Policy 2.05

**SUBJECT:** Attendance

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### ATTENDANCE

Attendance at class and clinical experiences is expected, and nursing students are to attend regularly and on time. Absences are to be kept to a minimum, and unexcused absences may result in a penalty to your grade, including a possible failing course grade for unexcused clinical absences. In cases requiring an absence, students should contact their faculty member (or the School of Nursing office, when appropriate) prior to the onset of class or clinical, or at the earliest possible time if there has been an emergency preventing prior notification of absence. Clinical agencies should be notified of absences, when appropriate.

Students in the nursing major are subject to Mississippi College rules as set forth in the Mississippi College *Undergraduate Catalog* regarding class attendance and absences (see link below). Students should note that absences, when necessary, shall not exceed 25% of theory, components. Absences exceeding 25% of a nursing course will result in a grade of "F" for the course. Make-up clinical experiences may be arranged and is at the discretion of the faculty.

#### **Clinical Attendance:**

Clinical experience attendance is mandatory for students to meet course outcomes, and requested exceptions require a doctor's certificate or advance notification of a family emergency. (See Academic Affairs Policy 2.05-b)

Mississippi College: [Class Attendance](#)

#### **Appeal Process for Absences**

If a student misses more than the number of class periods specified in university policy and believes that there are reasonable explanations for the absences, the student may appeal the absences to the Dean of the School. Students may obtain a Student Absence Appeal Form from the Dean's Office.

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Academic Affairs

**NUMBER:** Policy 2.05-b

**SUBJECT:** Attendance-Clinical

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### ATTENDANCE

All clinical experiences are arranged through a clinical placement review process that extends across all clinical agencies AND schools of nursing in the state of Mississippi. Therefore, each and every clinical placement experience has been negotiated on behalf of our student population as a precious and highly sought-after hands-on learning opportunity. As the invited guests of our clinical agency partners, there are expectations for how we present ourselves that are part of the orientation sessions. Clinical agency outcomes and evaluations may be impacted by the conduct of students and faculty. For these reasons, attire, preparedness, diligence, attentiveness, timeliness, etc., build a collaborative foundation of trust between the student, the instructor, and the clinical agency. These behaviors are all incorporated into the Clinical Performance Evaluation Tool that tracks safety and performance benchmarks.

Clinical experience attendance is mandatory for students to meet course outcomes.

If circumstances beyond the students control result in a clinical absence, the student must personally notify the instructor prior to the scheduled arrival time or within 24 hours of an emergency situation. It is the student's responsibility to ensure that the clinical instructor receives the message. ***Any excused absence requires substantiation*** such as a doctor's excuse with rationale signed and stamped by a health care provider, court document, or military orders. The student must give a copy of the substantiated documentation to their clinical faculty and also upload the substantiated documentation to E-value.

The list below provides some examples of instances that may be considered excused absences.

- illness or injury requiring medical attention, with substantiation
- death in the immediate family
- jury duty or subpoenas
- military service

Any missed clinical without the student notifying their clinical faculty of their absence prior to the missed clinical session, or that is not substantiated by official documentation, is ***unexcused***. **More than one unexcused absence may result in course failure**, because this is a lack of professionalism and is in breach of our contracted agreement with our clinical agency partner.

Examples of unexcused reasons for clinical absences include but are not limited to:

- failure to notify clinical faculty
- scheduled medical or dental appointments
- work commitments
- job interviews
- vacations
- weddings
- childcare issues

### **Late Arrival to Clinical**

Students who are going to be late to clinical must notify the clinical faculty by phone or text at least 30 minutes prior to clinical start time. Students must receive permission from their clinical instructor to start their clinical shift late. The instructor will confirm with the student if they can start their assigned shift late, along with the specific time they are permitted to come to their assigned unit. The student will be recorded as having a tardy for the late arrival.

Late arrivals, without 30 minutes prior notification OR who are  $\geq 10$  minutes (no notification) after the assigned start time are not permitted to come onto the unit. These are considered to be an unexcused absence, and documentation will be required from the student with an explanation in writing to the instructor about the reason for the unexcused absence.

### **Tardies**

Students are expected to be at their designated meeting location at the clinical agency five minutes PRIOR to beginning work with their instructor. Students who are not ready to begin work with their instructors at the designated time AND location will be recorded as tardy. Students may be issued a tardy if they are between 1-9 minutes after the start time. Students 10+ minutes late or those who do not submit a prior late arrival notification are considered late and must follow the late arrival protocols designated above. Two tardies is a pattern of unprofessional behavior and equates to an unexcused clinical absence.

### **Make-up Clinical Requests**

The student must meet with the clinical faculty to determine if it **is possible** to make up the missed clinical time. Accreditation requirements stipulate the clinical hours to be verified for each clinical section. Make-up clinical experiences are at the discretion of the faculty and must take into consideration the availability of the clinical agency and the cost to employ faculty oversight outside of contracted hours. There is the possibility that alternate arrangements ~~may~~ cannot be made for make-up clinical and that the student may be assigned a grade of incomplete or have to repeat the course.

**When a student is absent for more than two (2) clinical days, for any reason, this is considered *excessive*. Students with excessive absences (>2) in any clinical course will receive a clinical course failure. Earning a clinical course failure equates to an automatic course failure with a grade of F.**

### **Clinical Return after Hospitalization or Injury**

- In the event of hospitalization or injury the student is required to obtain a Medical Release from their health care provider. This release must be shared with the Dean, Semester Coordinator, and Course Coordinator for validation and to ensure students safety.



# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Academic Affairs

**NUMBER:** Policy 2.06

**SUBJECT:** Attendance: Absence from Exams

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**Absence:**

1. Students are responsible to personally notify the faculty member conducting the test if the student will be absent on test day.
2. Faculty will determine if the absence is excused.
3. When a student misses an exam and **has not notified the instructor within 24 hours** of the exam or the absence (due to illness or family emergency) is unexcused, the penalty will be as follows:
  - Daily quizzes – Grade of “0” (zero)
  - Unit exams – Grade of “0” (zero).

**Review:**

1. Class reviews of highly missed content will address most student learning needs and concerns.
2. Faculty will conduct test reviews on an individual basis by **appointment ONLY**.
3. Students are responsible to request an appointment in writing via email with Faculty for the test review.
4. No individual test reviews will be conducted on the day of the test.

**Make-up:**

1. If a student misses an exam, the student is required to contact the faculty conducting the test **within 48 hours** to schedule a make-up exam/work that will be assigned to meet learning outcomes.
2. If the absence is excused, it will be the faculty’s decision as to whether the student will be given a make-up exam/work.

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Academic Affairs

**NUMBER:** Policy 2.08

**SUBJECT:** Classroom Responsibility

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### **CLASSROOM RESPONSIBILITY**

Students are expected to be regular and punctual in class attendance. Students are to be respectful of the faculty and their fellow classmates. Good manners provide the foundation for proper classroom behavior. Notably, students must be open to and respectful of the learning process in the classroom.

#### **Some unacceptable classroom behaviors (but not limited to):**

- Student tardiness and disturbing classroom entrances.
- Students nonverbally showing disrespect for others.
- Students getting up during class, leaving, and then returning.
- Students packing up books and/or belongings before class is dismissed.
- Students using their cell phones, allowing them to ring, or text-messaging during class.
- Students inappropriately using a computer or other technology in a disruptive way or when specifically asked not to use
- Students verbally indicating dissatisfaction with an activity, assignment, or grade.
- Students sleeping in class and other inattentive behavior.
- Students conducting side conversations during instruction.

If a student is absent, late for class or is asked to leave the classroom for any reason, the student will be held accountable for the content covered and the assignments made during such absence.

A failing grade may be incurred for any daily activities/grades affected by the absence or dismissal from class.

Approved 8/99; reviewed 6/11; 4/19, 3/21, 4/23; Revised 7/17

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Academic Affairs

**NUMBER:** Policy 2.10

**SUBJECT:** CLINICAL PERFORMANCE EVALUATION

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### **Clinical Performance Evaluation**

Each clinical nursing course uses the clinical evaluation tool which was developed by the faculty and is based on the critical behaviors that must be met by each student in each clinical course. Guidelines for clinical grading are found in the course overviews. Clinical performance evaluation is either Satisfactory or Unsatisfactory, based on the student's attainment of the 6 critical behaviors. Clinical courses also include numerical grades based on a variety of evaluation methods (see course syllabi and the Clinical Performance Evaluation Tool).

Approved 8/99; reviewed 6/11, 4/19, 4/23; revised 7/17

## Christ as a Role Model for Clinical Practice (MC Model)

C	CHRISTIAN CARING	Demonstrates Christian caring and respect for the rights, dignity, and individuality of the client and others to facilitate physical, mental, social, emotional, & spiritual health.	(1 Thess. 2:7) But we were gentle among you, like a nursing mother taking care of her own children.
H	HUMILITY	Plans appropriate care & demonstrates effective communications among individuals, families, & groups.	(Prov. 11:2) When pride comes, then comes disgrace, but with the humble is wisdom.
R	RIGOR	Shows evidence of preparation for the clinical experience by collecting, analyzing, & applying nursing knowledge relevant to client care.	(2 Tim. 2:15) Do your best to present yourself to God as one approved, a worker who has no need to be ashamed, rightly handling the word of truth.
I	INTEGRITY	Utilizes the nursing process, formulates appropriate plans of care, and demonstrates responsibility & accountability at a level consistent with the expected knowledge base.	(1 King 9:4) And as for you, if you will walk before me, as David your father walked, with integrity of heart and uprightness, doing according to all that I have commanded you, and keeping my statutes and my rules
S	SELFLESSNESS	Delivers safe and appropriate care for clients through: teaching & care planning among individuals, families, & groups; calculating & administering medications correctly; and maintaining medical & surgical asepsis.	(Luke 9:25) For what does it profit a man if he gains the whole world and loses or forfeits himself?
T	TRUST	Demonstrates ethical, legal, & professional behaviors consistent with professional nursing.	(Job 31:24) If I have made gold my trust or called fine gold my confidence

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Academic Affairs

**NUMBER:** Policy 2.13

**SUBJECT:** Credit Hours

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### ALLOCATION OF CREDIT HOURS

1. The unit of credit is the semester hour.
2. One semester hour is equivalent to fourteen clock hours of class in theory and forty-two hours of clinical laboratory experience.
3. One hour of Clinical Simulation will be equivalent to two hours of clinical laboratory experience.

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Academic Affairs

**NUMBER:** Policy 2.14

**SUBJECT:** Confidentiality

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### CONFIDENTIALITY OF RECORDS

The faculty respects the confidentiality rights of the student; however, in order to teach the applied science of nursing, it is necessary for the clinical instructor to communicate freely with the clinical agency staff concerning student activities. Each student is asked to authorize this communication by the signing of the Buckley Amendment form upon admission to the School of Nursing.

Each student is all required to read and sign a Confidentiality agreement related to patient information provided prior to entering nursing school. The purpose of this agreement is to help clarify student obligations regarding confidential information.

Confidential information is protected by Federal and State laws, regulations, including HIPAA, the Joint Commission on Accreditation of Healthcare Organizations standards, and strict University policies. The intent of these laws, regulations, standards and policies is to insure that confidential information will remain confidential - that is, that it will be used only as necessary to accomplish the purpose for which it is needed.

As an employee/volunteer/student, you are required to conduct yourself in strict conformance with applicable laws, standards, regulations and University polices governing confidential information. Your principal obligations in this area are explained below. You are required to read and to abide by these rules. Anyone who violates any of these rules will be subject to discipline, which might include, but is not limited to expulsion from the University. In addition, violation of these rules may lead to civil and criminal penalties under HIPAA and potentially other legal action.

As a student, you may have access to confidential information, which includes, but is not limited to, information relating to:

- Medical record information (includes all patient data, conversations, admitting information, demographic information and patient financial information).
- Protected Health Information (PHI) as defined by HIPAA includes, but is not limited to, names, all

geographic subdivisions; all elements of dates (except year) for dates directly related to an individual, telephone numbers, fax numbers, electronic mail addresses, social security numbers, medical record numbers, health plan beneficiary numbers, account numbers, certificate/license numbers, vehicle identifiers, device identifiers and serial numbers, web universal resource locators (URLs), internet protocol (IP) address numbers, biometric identifiers, including finger and voice prints, full face photographic images and any comparable images; and any other unique identifying number, characteristic, or code.

Students are required to redact all patient identifying information used for coursework. Assignments must not contain any patient identifying information. Patient identifying information includes, but is not limited to, patient name, patient medical record number, patient address, patient date of birth, photographs of patient, and video recordings of patient.

- Students will not fax, misplace, or lose notes that could be read by others.
  - Students will not discuss, text, e-mail, or otherwise communicate identifiable patient information, including case details and diagnoses, in public spaces such as elevators, cafeterias, bathrooms, hallways, parking lots, social media, or any area outside the agency. Students will not photocopy, scan, photograph, or record patient information
  - Students will not misuse confidential information/data or be careless with it.
- As a student will be responsible for your misuse or wrongful disclosure of confidential information and for your failure to safeguard confidential information/data or any other authorization that allows you to access confidential information/data.
  - The University may take disciplinary action against you up to and including termination or expulsion from the University in the event you violate this Confidentiality Agreement. In addition, the University may initiate legal action including but not limited to civil litigation or criminal prosecution.

“I certify that I have read and understand the Confidentiality Statement printed above and hereby agree to be bound by it.”

Confidentiality related to clients/patients and agencies must be observed at all times. Conversations regarding clients/patients and/or agencies are to occur only in appropriate locations. Each student will carefully monitor clinical papers which might in any way jeopardize the confidentiality rights of a patient or agency. Only the first and last initials are to be used on patient papers. The names and addresses of clients/patients and agencies are to be disguised in written work. All other identifying data must be secured in such a way that it will not be readily lost or stolen. In order to audio- or video-tape a patient interaction for learning purposes, the student must obtain written consent on the appropriate form, following appropriate agency policies.

**See confidentiality form in Appendix.**

Approved 8/99 Revised 7/17; Reviewed 4/19, 7/20, 4/23

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Academic Affairs

**NUMBER:** Policy 2.15

**SUBJECT:** Curriculum Organization

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### CURRICULUM ORGANIZATION

The nursing curriculum for pre-RN (or generic) students is organized into four levels of learning. These four levels are freshman, sophomore, junior, and senior. The freshman and sophomore levels are completed prior to continuation into the School of Nursing and include core curriculum and nursing prerequisite courses. As students' progress to the junior and senior levels, they will have courses with nursing content and clinical components.

The nursing curriculum is also organized into four semesters of learning. Each course within a Semester must be completed before progressing to the next semester.

The philosophy, objectives, organizing framework, and courses "are reviewed regularly to ensure core knowledge and experiences reflect the expectations of graduates of baccalaureate nursing programs in the current health care environment."



# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Academic Affairs

**NUMBER:** Policy 2.17

**SUBJECT:** Disabilities and Accommodation Policy

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### DISABILITIES POLICY

#### PREAMBLE

A disability, according to the Americans With Disabilities Act (ADA), is defined as a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such impairment; or being regarded as having such an impairment.

Nursing is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Mississippi College School of Nursing has adopted the attached list of requirements needed to be able to do the work required in the School of Nursing. These “standards” were drafted from the National Council of State Boards of Nursing (1994) “*Essential Competencies for the Practice of Nursing*,” and are reflective of the required Mississippi College course objectives. Admission to and progression in the nursing program is based on the student’s ability to meet these “standards”. The “standards” should be used to assist each student in determining whether accommodations or modifications are necessary for the student to be able to accomplish the work of the School of Nursing program.

Reasonable accommodation is defined by the ADA to include: making existing facilities readily accessible to and usable by equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities (1992). For the purpose of compliance with the School of Nursing program, a “qualified individual with a disability” is one who meets the essential eligibility requirements for participation and progression in this program. This individual has a choice of whether to request and/or accept accommodations or modifications.

#### POLICY AND PROCEDURE

It is the policy of the School of Nursing to comply with the guidelines set forth in the ADA. The Department of Vocational Rehabilitation may be contacted by the student for assistance in meeting the needs for accommodation or modification. The student is required to adhere to the Disabilities Policy and following procedure as directed by the MC School of Nursing.

1. The point of contact for initiating, receiving and monitoring referrals for reasonable accommodation and/or modification requests is the Dean of the School of Nursing.
2. Students are required to provide a written report, from their physician or case manager, of the disability with accommodations or modifications necessary to meet the “Essential Core Performance Standards” of the School of Nursing Program within one month after initial contact with the Dean of the School of Nursing.
3. The Dean of the School of Nursing will review the report, ascertain any needed administrative feedback, meet with the student to discuss the accommodation and modification request and may at the Dean’s discretion, clarify follow-up recommendations with the student.
4. Once the report is received and approved by the Dean of the School of Nursing and the student accommodation and modification conference is complete, the Dean will sign and issue a written Accommodation and Modification Request within 3 working days. The Dean will route a copy of the request to the student, Semester Coordinator, the student’s Advisor and if applicable, the Admission and Progression Committee Chairman. The student is responsible for submitting and discussing the request within 3 working days with the course coordinator of each course. The course coordinator will advise the student as to the student’s responsibility to notify each faculty member teaching within the course at the same time. (The course coordinator may wish to notify course faculty or may require the student to complete the notification.) In all cases, the student must retain a copy of the Accommodation and Modification Request.
5. Accommodation and modification requests are effective for one academic year and reissued for additional years. Students are to meet with their academic advisor at the end of each semester to evaluate the student’s response to the accommodation or modification and to determine any adjustments in the plan which may be warranted. A formal written referral for additional accommodations or modifications may be initiated based on the evaluation conferences.
6. Students are expected to practice self-advocacy. This means that students recognize and meet the needs specific to their disability without compromising the dignity of themselves or others. Students are expected to adhere to the procedures as responsible partners in the Disabilities Policy.

## ESSENTIAL CORE PERFORMANCE STANDARDS

### PERFORMANCE

### STANDARD

Analytical/Critical  
Thinking

Analytical/Critical thinking ability  
sufficient for clinical judgment to include:

- inductive/deductive thinking
- assessment/problem solving
- prioritizing tasks
- evaluating/re-evaluating
- focusing
- processing information
- calculating medication

Interpersonal  
with  
Communication  
include:

Interpersonal communication abilities sufficient to interact  
individuals, families, groups from a variety of social,  
emotional, cultural, and intellectual backgrounds to

- client/family teaching
- client interaction i.e., explaining procedures, emotional  
support with a caring attitude
- reporting client's condition to others
- collaborating with other health care workers
- using the telephone
- interaction with others in written form
- charting
- filling out reports or forms
- transferring orders

Mobility

Physical abilities sufficient to move  
from room to room and maneuver in small spaces to  
include:

- bending or stooping
- standing and keeping balanced or coordinated
- reaching equipment
- using body for suctioning or CPR
- moving quickly in response to emergency
- climbing i.e., ladders, stairs
- physical endurance
- repetitive movements i.e., CPR

## Motor Skills

Gross and fine motor abilities sufficient to provide safe and effective nursing care to include:

- calibrate and use equipment
- perform physical assessment
- positioning clients
- carrying equipment/supplies
- performing CPR
- performing sterile techniques
- using and adjusting equipment
- using telephone and computer
- administering medication i.e., starting IV's
- holding a child
- lifting clients and/or equipment
- handling small objects

## Hearing

Auditory ability sufficient to monitor and assess health needs to include:

- hears monitor alarms and emergency signals
- hears auscultator sounds and other faint body sounds i.e., blood pressure
- hears cries for help
- responds to fire alarms, intercom, call bells
- responds to client's verbal cues

## Visual

Visual ability sufficient for observation and assessment necessary in nursing care to include:

- observes client responses
- reads charts and orders
- detects physical and behavioral changes in clients i.e., rashes, body language
- charting and computer skills
- reads test results i.e., acutest
- assess changes in body drainage, fluids
- distinguish color codes
- detects spills
- administering medications

Tactile

Tactile ability sufficient for physical assessment to include:

- perform palpation and functions of physical examination
- assess skin temperature, turgor, rashes
- perform venipuncture
- determine temperature of environment and solutions
- assess and find landmarks i.e., CPR, EKG

Smell

Olfactory ability sufficient for observation and assessment necessary in nursing care to include:

- detect potentially hazardous conditions
- detect physical conditions i.e., alcohol

Emotional Stability

Emotional stability sufficient to adapt to changing environments, stress and deal with the unexpected.

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Academic Affairs

**NUMBER:** Policy 2.18

**SUBJECT:** Dismissal

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### DISMISSAL

Academic probation and suspension policies other than those of the School of Nursing are discussed in the Mississippi College *Undergraduate Catalog*. Nursing majors are subject to those regulations as stated in the [Undergraduate Catalog](#).

In addition to dismissal from the nursing program because of inability to progress in the nursing courses for academic reasons, (MCSO Policy 2.04), other grounds for dismissal include:

- \* Plagiarism or cheating;
- \* Excessive absences as outlined in the Attendance Section and in the Mississippi College *Undergraduate Catalog*;
- \* Unsafe clinical performance (see Unsafe Clinical Performance Section, MCSO Policy 2.37);
- \* Falsification of records or written assignments, or misrepresentation of presence at assigned clinical or community activities;
- \* Defacing and/or destroying School of Nursing, Mississippi College, or clinical agency property; or
- \* Unethical or illegal conduct, including use of social media and internet activity. (All students are expected to adhere to the legal, moral, and legislative standards of acceptable behavior for nurses. The American Nurses' Association Code for Professional Nurses, National Student Nurses' Association, Inc., the American Nurses' Association, Mississippi Law Regulating Practice of Registered and Practical Nursing, and HIPPA are used as standards.)

A student who is dismissed from the program has the right to appeal the dismissal through appropriate grievance procedures (see MCSO Grievance Policy 4.01).

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Academic Affairs

**POLICY:** Policy 2.19

**SUBJECT:** Dosage Calculations Exams

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### Agency Proficiency Examination Requirement:

- a) A specific electronic dosage exam will be used for proficiency with a required score of 100%.
- b) The agency proficiency examination must be completed by the end of semester one.
- c) Student will not be permitted to participate in clinical if proficiency is not met.
- d) Clinical Reasoning Course Designation (NUR 378)

### Course Proficiency Examination Requirement:

- a) Semesters I-III will offer 4 attempts at dosage calculation exams to achieve a passing score (0 – 1 question missed).
- b) If the requirements are not met within the 4 attempts, the student will receive a failing grade in the clinical course in which the exam is assigned.
- c) Each exam will consist of 15-20 questions per exam and will be given prior to medication administration in the clinical setting.
- d) Each exam must be comprised of similar test material and formatted in a consistent manner.
- e) In all semesters, the exams should include the following types of questions: PO tablets, mg/kg, mg/kg/day, per dose, per day, and insulin administration.
- f) In semesters II and III, the exams should also include drop factor and intravenous (IV) medications with administration of heparin infusions in semester III.
- g) Each semester will incorporate the following measurement equivalents: tbsp, tsp, oz, liter, mL, mg, mcg, lb, and kg.
- h) For each question that needs to be rounded, round to the tenth except for drop factor. Drop factor questions will always be rounded to the nearest whole number. Do not round until the end of the calculation.
- i) The same set of generalized rules & guidelines will be given to each student. (See attachment below.)
- j) Clinical Course Designation:
  - Semester 1 NUR 386 - Permit progression into semester II clinical courses.
  - Semester 2 NUR 379 - Permit progression into semester III clinical courses.
  - Semester 3 NUR 406 - Permit progression into semester IV clinical courses.

## Dosage Calculations Study Guide (General Rules):

Answers without a unit of measurement are counted wrong unless specifically indicated in the dosage problem. Drop Factor is the **ONLY** one you round to a **WHOLE** number (you can't half a drop). If "per dose" or "per day" isn't specified, always assume "per dose".

**TO KNOW:** Calculate all answers to the nearest **tenth** place. (During NCLEX, they state in the question to which place to round, e.g., tenth, hundredth, whole number, etc.)

**REMEMBER:** round at the very end; never in the middle of a problem

**REMEMBER:** to use only abbreviations that are approved; if you're not sure, spell it out to be safe

**NEVER:** forget to put a unit of measure on your answers (e.g., mL, gram, units, kg, etc. [5 = wrong; 5mL = correct])

**NEVER:** use a trailing zero **AFTER** a decimal if the unit is a whole number (e.g., 3.0 = wrong; 3 = correct)

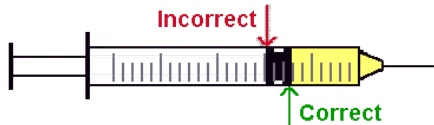
**NEVER:** use a trailing zero as a place holder at the end of the number (e.g., 3.70 = wrong; 3.7 = correct)

**ALWAYS:** use a zero **BEFORE** a decimal when dose is less than a whole unit (e.g., .5 = wrong; 0.5 = correct)

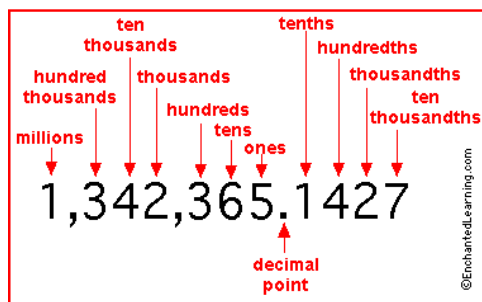
**ALWAYS:** study the medications you are doing calculations on, because you will need to know these on NCLEX. They are **SOME** of the most commonly used medications in the healthcare setting.

**KNOW:** types of insulin, which can be mixed, long acting and short acting, how to mix, all abbreviations, kg vs lbs, all units of measure, how to read a label

### FOR SYRINGE MEDICATIONS:



### Place Value Chart:



### Equivalent Measurements:

1 inch = 2.54 cm  
1 gram = 1000mg  
1 liter = 1000mL  
1 mg = 1000 mcg  
1 oz = 30 mL = 2 tablespoons (T or TBS or Tbsp)  
1 dram (dr) = 4 mL  
1 tsp or t (teaspoon) = 5 mL  
1 Tbsp (tablespoon) = 15 mL = 3 tsp (teaspoons)  
1 glass = 8 oz = 240 cc  
1 cup = 8 oz = 240 cc  
1 teacup = 6 oz = 180 cc  
1 kg = 2.2 lb  
1 lb = 16oz  
1mL = 1cc



## Policy 2.19 –Addendum

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**Semester I** - Sequence for course proficiency dosage calculation exam attempts and remediation process:

- Faculty introduce and review dosage calculations within week 1 of the term.
- Student study guide posted the week of course start for student prep and exam expectations.
- Four attempts at dosage calculation exams will be administered to achieve a passing score (0 – 1 question missed) with an average of 15-20 questions per exam.
- Exam one will be administered within week two.
- Remediation offered within week three.
- Exam two will be administered within week four.
- Remediation offered within week five.
- Exam three will be administered within week six.
- Remediation offered within week seven.
- Exam four will be administered within week eight.
- If unsuccessful on attempt four, a failure in clinical placement will be recorded and the student must withdraw from the designated clinical course.
- Clinical medication administration begins week ten of the semester term.

**Semester II & III** - Sequence for course proficiency dosage calculation exam attempts and remediation process:

- A student study guide will be posted before the course begins for students to prepare and review exam expectations.
- Four attempts at dosage calculation exams will be administered to achieve a passing score (0 – 1 question missed) with an average of 15-20 questions per exam.
- Week one includes orientation to address content expectations and includes a practice session.
- Exams one through four will be administered before the end of week six/module 6 of the semester.
- Remediation and practice calculations are required between each exam attempt.
- If unsuccessful on all four attempts, a failure in clinical placement will be recorded and the student must withdraw from the designated clinical course.
- Designated clinical courses:
  - Semester 1 NUR 386 - Foundations
  - Semester 2 NUR 379 - Medical-Surgical/Pediatrics/NUR390 Maternal Newborn Health
  - Semester 3 NUR 406 - Chronic Health

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Academic Affairs

**NUMBER:** Policy 2.20

**SUBJECT:** FINAL EXAMINATIONS

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### FINAL EXAMINATIONS

All examinations are to be given at the time scheduled. No faculty member has the right to alter this schedule for an individual, for an entire class, or for his own convenience. Any deviation from this practice will be approved by the dean of the school in which the course is taught.

For further information refer to [MC Academic Catalog](#).

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Academic Affairs

**NUMBER:** Policy 2.21

**SUBJECT:** Formal/Informal Papers

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### FORMAL/INFORMAL PAPERS

Papers submitted in fulfillment of the course requirements of the School of Nursing will be categorized as either formal or informal. A formal paper is one which is required to be typed and must follow APA format for guidelines related to grammar, typing instructions, and editorial style. Formal papers are expected to be grammatically correct and free of spelling errors.

Assignments not specified as formal are considered informal papers. They are graded for content related to nursing.

Penalties related to errors in formal and informal papers are to be determined by each course team, and this information will be made available to the student in writing as a part of the evaluation criteria for the paper. The amount of feedback given for style is at the discretion of the individual instructor.

Each faculty member has the right to refuse to accept a paper which appears unacceptable because of style or readability. Papers which must be rewritten will usually be penalized by a lower grade. **The highest grade possible for the rewritten paper is 77%**

Papers, either formal or informal, are considered late if not submitted by the date and time set by the instructor. Any difficulty in meeting a due date should be discussed with the instructor prior to the due date. Written clinical assignments missed due to absence from clinical are considered late.

Late penalties may be imposed at the discretion of the instructor and can include, but not be restricted to, **a drop of 5 points per late day**. For the purpose of calculating late penalties, each 24-hour period will count as one day. In the event that a student is required to redo a paper, there will be a late penalty imposed if the deadline for the revised paper is missed. (Note: due to the compressed nature of the 5, 7, 8-week and ABSN courses, late work submitted that exceeds 4 days late will receive a zero.

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Academic Affairs

**NUMBER:** Policy 2.22

**SUBJECT:** Grading Policies

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### GRADING POLICIES

#### Grading Scale

##### Undergraduate

93-100 = A

85-92 = B

77-84 = C

70-76 = D

69 and below = F

For purposes of progression in the School of Nursing, grades of D and F represent unacceptable work. Students must have a 77% or higher average in order to successfully complete a course.

##### Graduate

90-100% = A

85-89% = B+

80-84% = B

75-79% = C+

70-74% = C

60-69% = D

less than 60% = F

Grades below a B are below graduate level expectations, and students with a GPA below 3.0 will be placed on academic probation after 6 credit hours. Please review Graduate Policy 2.15 section D for procedures for non-progression.

#### Grade Computation

1. Grades assigned to students' tests shall be in percentages (0-100%).
2. Rounding of grades will occur only for computation of the end of semester grade.
3. Rounding-up of grades will occur when the decimal is equal to or greater than 0.5; rounding-down will occur when the decimal is less than 0.5.

**Grade Determination**

Course grade will be computed as indicated in the course syllabus.

**Policy on Posting Grades**

In accordance with Mississippi College policy, there will be no grades posted publicly. Grades will be provided only to the individual student in person, or on Banner or Moodle. Faculty will not provide grades by telephone, email or text message. Timeline for posting of grades will be determined by individual course faculty.

Adopted 8/99; Revised 2/02, 5/01, 8/09, reviewed 6/11, 4/19, 4/23 revised 8/14, 10/3/20

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Academic Affairs  
**NUMBER:** Policy 2.24  
**SUBJECT:** Home Visiting Policies

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### HOME VISITING POLICIES

#### Purpose:

Based on the philosophy and conceptual framework of Mississippi College School of Nursing, continuity of health care is a goal of the professional nurse. Visiting families in their home environment is a method for achieving this goal. A home visit is a planned learning experience to facilitate meeting the family's health care needs as well as achieving course objectives.

In regard to home visiting, the policies of Mississippi College School of Nursing are the following:

Transportation: The student may use a personal vehicle for home visiting. Car pooling with other students for home visits is encouraged. Clients are not to be transported in personal vehicles.

Faculty Advisement: Upon family selection, the student shall provide in writing to the appropriate faculty member, the family name, address, telephone number and other significant identifying data.

Home Visiting Schedule: The student shall provide the instructor with a planned schedule of home visits prior to any visits with the family.

Appropriate Dress: Uniform or lab jacket and a name badge shall be worn during home visits as a means of identification for the student nurse. \*

Hours: Home visits are to be made during daylight hours. \*

Buddy System: The student nurse shall make home visits accompanied by another student nurse, adult family member or friend. \*

High-Crime Areas: In known high-crime areas, the student nurse must strictly adhere to all policies relating to personal safety in home visits. No exception will be made.

The student must complete the Family Agreement letter form (these letters are included in the specific syllabi) and return it before beginning visits. Student must have faculty approval and have provide a family visit schedule before any home visit can be made.

During the Home visit:

1. Try to arrive on time. Look around the neighborhood and the home. Be aware of your surroundings.
2. If you notice any signs of criminal behavior or feel that the home is not a safe place, do not go in. Call Protective Services or police as necessary.
3. Consider cultural practices and attitudes when entering the patient's home, i.e.: removing shoes, whom to address first as a sign of respect etc.
4. Introduce yourself and your partner to the family.
5. Make note of family dynamics and the environment.
6. Be sure to thank the patient/family for their courtesy in allowing you into their home.

\*Any exception to these policies shall be discussed with the appropriate faculty member prior to the home visit. The student shall specify the exception and its rationale.

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Academic Affairs

**NUMBER:** Policy 2.25

**SUBJECT:** Honors Program

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### HONORS PROGRAM

The School of Nursing participates in the Mississippi College Honors Program which was established in 1963.

A nursing student in the junior year, who has a cumulative grade point average of 3.25 or higher, and has had at least 12 credit hours at Mississippi College, and who has the approval of the department in which one proposes to do honors work, may be invited to enter an honors program designed to run through three consecutive semesters. This is a program of independent reading and research under the guidance of a faculty director. Six semester hours may be earned in the field in which the student is working. For specifics related to the honors program please see the information in the current academic catalog:

[http://catalog.mc.edu/preview\\_program.php?catoid=63&poid=4637&returnto=2553](http://catalog.mc.edu/preview_program.php?catoid=63&poid=4637&returnto=2553)

Whether or not the student elects to participate in the Honors Program and graduate with honors should be decided after the student has completed the first honors course. Once a commitment has been made to participate in the Honors Program, the College expects the student to complete the program. Students who do not complete the Honors Program requirements will not be allowed to count Honors Program courses as their nursing elective course(s).

For additional information regarding this program, contact the School of Nursing Institutional Review Board (IRB) liaison.



# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Academic Affairs

**NUMBER:** Policy 2.27

**SUBJECT:** Insurance

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### LIABILITY INSURANCE

Nursing liability insurance is required of all students enrolled in the School of Nursing. The liability insurance required of all nursing majors is billed through Mississippi College and is renewed annually.

### HEALTH INSURANCE

Proof of current health care insurance is required of all students enrolled in the School of Nursing. Insurance must be valid for the entire term the student is in nursing courses.

See form in Appendix

Revised 6/16, 7/17; Reviewed 4/19, 7/20, 4/23

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Academic Affairs

**NUMBER:** Policy 2.28

**SUBJECT:** NURSING CLINICAL ELECTIVES

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### POLICIES RELATED TO NURSING CLINICAL ELECTIVES

**Administration of medications:** (All of these are to be performed under the **direct supervision** of the preceptor.)

Students **may**:

1. Give p.o., sublingual, topical, IM, and Sub Q medications.
2. Hang routine IVS and IV piggybacks, change tubing, provide care to IV site, and discontinue IV's.
3. Hang lipids and hyper alimentation.
4. Perform venipuncture and start IV's.
5. Flush INT needles.

Students **may not**:

1. Hang lipids, hyperalimentation, chemotherapy, rejection medications, epidurals, and/or experimental drugs.
2. Titrate IV medications.
3. Administer or restart blood products.
4. Withdraw blood from arterial lines.
5. Discontinue PICC or Central IV lines.
6. Conduct cardiac outputs or manipulate arterial and/or invasive monitoring lines (including removal of catheter).
7. Access controlled medications.
8. Remove or hang narcotics for PCA pumps.
9. Carry the narcotics keys or count narcotics.
10. Access dialysis devices and/or implantable ports.
11. Tape, extubate, or manipulate endotracheal tubes.
12. Manipulate respiratory ventilator equipment, auto-infusion devices, and/or dialysis devices.
13. Discontinue chest tubes
14. Perform vaginal examinations.
15. Triage of ED patients

If the student has made a medication error, the preceptor and the faculty member must be notified at once.

### **Preceptor supervision of students**

1. The course coordinator will oversee the preceptor selection process
2. The preceptors are individuals in a practice setting who function as role models or who assist individual students in achieving specific objectives.
3. The nurse preceptor must possess at least a baccalaureate degree in nursing and expertise in practice as demonstrated by academic preparation, documented continuing education activities or certification, and a minimum of one year of experience
4. The precept experiences are guided by objectives developed by faculty, and student evaluations are conducted by faculty. The faculty member shall be readily available to the student during the time the student is performing in a nursing capacity with clients.
5. The preceptor shall be assigned no more than two students for any preceptor experiences.
6. The preceptor shall be physically present on the unit and available to the student at all times when the student is performing in a nursing capacity with clients.
7. In the event that the preceptor cannot work as scheduled, the student must notify the instructor of the schedule change.
8. If there is a problem, faculty should be notified immediately.

### **Dress code:**

1. Students will abide by the Mississippi College School of Nursing dress code, or as directed by the agency.
2. The agency will designate the appropriate name tag to be worn by the student.

### **Agency Policy Differences:**

If agency policy for any clinical experience is more restrictive than the Mississippi College School of Nursing policy, then the agency policy will be followed.

See preceptor form in Appendix

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Academic Affairs

**NUMBER:** Policy 2.30

**SUBJECT:** PROCEDURE FOR COURSE/FACULTY EVALUATIONS

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### PROCEDURE FOR COURSE/FACULTY EVALUATIONS

Students are given the opportunity to evaluate all nursing courses. All courses taught are evaluated each time they are offered and are conducted on appropriate learning management system (LMS).

The procedure for conducting faculty evaluations is an online process. The student is able to provide feedback anonymously. The results are tabulated and sent to the faculty for review.

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Academic Affairs

**NUMBER:** Policy 2.33

**SUBJECT:** Time Limitation for Nursing Courses

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### **TIME LIMITATION FOR NURSING COURSES POLICY:**

The Admission and Progression Committee will review the applications of all students wishing to reenter the program following a period of absence. Readmission to the program is dependent upon available space, academic standing and length of absence for school.

Students reentering the program must be able to demonstrate competency in the nursing courses they have completed if:

1. Successful completion of the final exam (theory and applicable lab), and/or;
2. Demonstrating appropriate utilization of the nursing process (clinical course).
3. Passage of a dosage proficiency exam

Students wishing to reenter the program should contact the chairman of the Admission and Progression Committee to indicate their desire to be considered for readmission.

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Academic Affairs

**NUMBER:** Policy 2.36

**SUBJECT:** Student Advising

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### STUDENT ADVISING

Academic advising of all pre-nursing and nursing majors is provided through the School of Nursing faculty and the Dean's office. Faculty provide the majority of advising, with referral to the Dean's office when necessary.

Each nursing student is assigned a faculty advisor. It is the responsibility of the student to communicate with the assigned advisor through email to set up an appointment to discuss the class schedule for the upcoming semester as well as receive the alternate PIN to access registration tools in banner. Please note the alternate PIN changes each semester. Advisors also valid the plan of student the student is following and ensure that any accommodation plans are effective.

Faculty members keep designated office hours as posted on their individual calendars. Phone Numbers and email address are also posted.

Personal counseling and advising is available through the Mississippi College Counseling Center. Students are encouraged to use this as their primary resource for personal problems. Additional personal counseling is available through area counseling services, many times at reduced rates for students.

See advisor/student contract in Appendix.

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Academic Affairs

**NUMBER:** Policy 2.37

**SUBJECT:** Clinical Performance

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### **Clinical Evaluation Policies and Procedures:**

There are clinical behaviors considered critical to the student's safe practice. These behaviors are the same for each clinical course, but the complexity of factors required to reach expected satisfactory practice levels change with each subsequent clinical course.

The student will be provided with examples of clinical skills and problem-solving exercises to demonstrate satisfactory clinical behaviors expected for each clinical course. **These lists serve only as examples and cannot be considered inclusive.**

Both student and faculty will evaluate the student's clinical performance. The student will provide a self-evaluation of each critical behavior by (1) marking "Satisfactory" or "Unsatisfactory" in appropriate spaces; and (2) providing specific examples which illustrate steps toward satisfactory achievement of all behaviors.

The end of the semester evaluation is summative. Each clinical behavior is evaluated on the basis of "Satisfactory" or "Unsatisfactory." The determination of the final clinical rating will be based on patterns of behavior established by the student during the semester. **If the student receives an overall evaluation of "Unsatisfactory" on any one clinical behavior, the final clinical evaluation will be "Unsatisfactory." If the final clinical evaluation is "Unsatisfactory" and the student has a 77% test average the letter grade of "D" will be given for the course. If the final clinical evaluation is "Unsatisfactory" and the student has less than a 77% test average the letter grade of "F" will be given for the course.**

To receive a satisfactory clinical grade, the student must adhere to the policies in the Student Handbook and maintain a satisfactory performance in each clinical critical behavior. A final rating of unsatisfactory on any critical behavior will result in a course failure.

**Pattern:** Student demonstrates a reliable sample of traits, acts, or other observable features characterizing a behavior. The recurrence of a behavior may be deemed a pattern.

## UNSAFE CLINICAL PERFORMANCE

Faculty have the right to dismiss a student from the clinical setting if the student's unsafe behavior jeopardizes the safety of a client/patient. The decision for dismissal will be based on the severity of the behavior, the pattern of behavior exhibited by the student, and the results of attempts to correct inappropriate behavior. Unsafe behavior as described below which is not modified to safe behavior will result in a failure for the clinical rotation.

### **Unsafe/Professional Clinical Practice Policy**

Student must meet academic and professional standards of behavior and adhere to clinical agency policies and procedures when in clinical practice to ensure client safety and well-being. **Where there is unsafe or unprofessional practice a student may be removed from clinical practice to maintain client safety and well-being as well as the safety and well-being of themselves, other students, faculty, and agency personnel.**

Although students will normally be notified during the semester when they are not meeting expectations, it should be understood that egregious deviations from the standards of care or other actions jeopardizing client safety or unprofessional conduct can result in failure in a clinical course and/or dismissal from the Nursing program from a single incident in which no notification can be reasonably made.

Examples of unacceptable clinical behaviors include, but are not limited to, the following:

- Inadequate preparation for the clinical assignment
- Careless or negligent behavior when caring for a client
- Providing care without supervision or a registered nurse or clinical preceptor
- Physical or verbal abuse
- Failure to report an omission of, or error in, care
- Falsifying client records
- Breach of client confidentiality
- Breach of professional ethics
- Failure to adhere to agency policies and procedures
- Absence from clinical practice without appropriate notification to instructor and /or agency
- Chronic tardiness
- Impairment (drugs and/or alcohol; sleep deprivation, mental, physical or emotion condition)
- Non-adherence with School of Nursing practice attire requirements

## INFORMATIONAL RESOURCES

- Based on the Mississippi Code Title 73 Professional and Vocations; Chapter 15 ([73-15-29](#)), the School of Nursing may deny, suspend or refuse a student's participation in clinical if the faculty deems the student's ability to practice is impaired by physical or emotional condition.
- [ANA Code of Ethics](#) with interpretive statements. (also see Appendix)



# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Academic Affairs

**NUMBER:** Policy 2.38

**SUBJECT:** Writing Style Format

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### WRITING STYLE FORMAT

Papers written for any course in the School of Nursing will be written in accordance with American Psychological Association (APA) format. Since APA is the format of choice in many graduate programs and in most nursing literature, nursing students should become familiar with and use this format.

It is expected that nursing students will be able to write formal and informal papers that are logical, readable, and free of grammar and spelling errors. The use of writing handbooks/style books is **REQUIRED**. Students demonstrating writing deficiencies should seek help at the Mississippi College writing lab.

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Academic Affairs

**NUMBER:** Policy 2.39

**SUBJECT:** STUDENT REQUIREMENTS-Health

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### ANNUALLY

#### PHYSICAL EXAMINATION

Nursing students are required to have an annual physical examination before beginning clinical experiences. Documentation of the completed physical must be on file in the School of Nursing office prior to beginning clinical experiences in Semester I and must be updated annually. **Students will not be allowed to participate in clinical experiences without validation of a current physical examination.**

Forms for the initial physical and the annual update are available in the School of Nursing office. Completed forms should be turned into the School of Nursing office **PRIOR** to the beginning of clinical.

#### TUBERCULOSIS SKIN TEST

Nursing students are required to have a QuantiFERON test for Tuberculosis. Documentation of the negative results of this test must be on file in the School of Nursing prior to beginning clinical experiences in Semester I and must be rescreened annually. **Students will not be allowed to participate in clinical experiences without validation of a negative result.**

**NOTE:** *There are no exceptions. Annual Tuberculosis screening is required for the Traditional & Accelerated BSN student.*

*For the student with a current unencumbered RN license and are employed a Two Step TB skin tests may be accepted with conformation letter from the clinical agency.*

Students with positive QuantiFERON test must provide a copy of a negative chest x-ray annually and/or clearance by screening from the Mississippi Department of Health.

## **INFLUENZA VACCINATION**

Nursing students are required to have an annual Influenza vaccination each year.

Students must provide documentation of the vaccine annually. **No Waivers will be accepted.**

## **SUBSTANCE ABUSE AND DRUG / ALCOHOL SCREENING**

Nursing students are required to have a substance abuse and drug / alcohol screening annually (SEE Policy 4.09).

### **Every Two Years**

## **CARDIO-PULMONARY RESUSCITATION CERTIFICATION (CPR)**

Students are to show proof of CPR Certification (BLS for Health care providers) for adults and infants **PRIOR** to beginning **of all** clinical experiences and must maintain current certification for all clinical nursing courses thereafter. This certification can be obtained through the American Heart Association, local fire departments or hospitals. It is the responsibility of the individual student to obtain initial certification and renewal. A copy of certification and annual renewal must be on file in the nursing office.

## **CRIMINAL BACKGROUND CHECKS**

Criminal background checks must be renewed every two years. (See Policy 2.40)

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Academic Affairs

**NUMBER:** Policy 2.40

**SUBJECT:** CRIMINAL BACKGROUND CHECK

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Pursuant to an amendment to Mississippi House Bill HB 1077, Section §43-11-13, Mississippi Code of 1972, students in the School of Nursing must undergo the FBI Criminal Background Check (FBI-CBC) prior to beginning clinical experiences and subsequently every two years from the initial FBI-CBC if enrolled in the school of nursing. This FBI Criminal Background Check (FBI-CBC) must be done through the Mississippi College School of Nursing.

The following histories may disqualify an individual from continuation in the Mississippi College School of Nursing program: felony convictions; misdemeanor convictions or felony deferred adjudications involving crimes against persons, e.g. physical or sexual abuse; convictions related to moral turpitude, e.g. prostitution, public lewdness/exposure, etc.; any adjudication related to the sale, possession, distribution, or transfer of narcotics or controlled substances; or registered sex offender.

If a student is disqualified for clinical experiences at an agency, the School of Nursing may determine that the student cannot maintain student status since clinical experiences are an essential requirement of the nursing program.

The student must sign a follow-up attestation annually stating that no disqualifying activity or changes to the background status have occurred since the official FBI-CBC was conducted.

Students may be asked to furnish an up-to-date criminal background history at any time during their enrollment in the program.

The agency for administration of the background check will be selected by Mississippi College School of Nursing.

Students are responsible for all charges incurred for the background checks.

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Academic Affairs

**NUMBER:** Policy 2.41 - Students beginning Fall 2016

**SUBJECT:** Admission and Progression: TOEFL Admission

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### TOEFL ADMISSION POLICY

A certain level of English proficiency is necessary for academic success in nursing as well as for patient safety. In addition to Mississippi College's English proficiency requirements, all applicants to the School of Nursing whose first language is not English (including international and/or U.S. residents) must meet additional requirements.

**The Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) is required of all applicants to the School of Nursing whose first language is not English, with the exception of licensed practical nurses and registered nurses who hold current United States LPN or RN licensure.** (LPN and RN students may be required to take the TOEFL / IELTS or other testing before or during the course of the program, if so recommended by the Dean and/or School of Nursing faculty instructors).

#### **Minimum TOEFL Scores for Consideration of Admission:**

To be considered for admission to the School of Nursing, applicants must achieve minimum scores on the TOEFL Internet-based test (TOEFL iBT) of:

**Minimum Cumulative Score of:**

**83 combined (6.5 IELTS banding)**

**AND Minimum Individual Scores of 18, with target scores of:**

**26 in Speaking**

**20 in Writing**

**20 in Reading**

**20 in Listening**

In comparison, the paper-based TOEFL of 550 is required, 213 or better on the *computer-based* TOEFL, or 83 overall.

#### **Test Preparation and Registration**

##### **TOEFL iBT Registration:**

- Complete information on the TOEFL iBT, including free test preparation materials, testing sites, and registration, is available online at <http://www.toefl.org>. Applicants may register for the TOEFL iBT by Internet, telephone (1-800-468-6335) or mail.
- To request official TOEFL iBT scores to be sent to Mississippi College, School of Nursing, enter **Institution Code XXXX**.

- Students who have taken previous versions of the TOEFL (computer-based or paper-based tests) should contact the School of Nursing at 601-925-3837.
- Only official score reports will be accepted. TOEFL scores are valid for two years from the test date (see score information [online](#)).

**Policy for Continuing Nursing Students**

Nursing students whose first language is not English should be aware that they may not be able to complete the program of study within the described time frame. Individual advising is available and is directed toward student success.

Current students who have difficulty in the program may be encouraged to take extra steps (e.g., enroll half-time in nursing courses, participate in ESL courses or activities) in an effort to increase the probability of their success in the program and on the certifying examinations.

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Academic Affairs

**NUMBER:** Policy 2.43

**SUBJECT:** Standardized Comprehensive Assessment

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### EVOLVE COMPREHENSIVE ASSESSMENT AND REVIEW STRATEGIES

#### **Goals:**

Planning for student success begins as soon as students commence the nursing program. The Elsevier Evolve system helps to prepare students for the NCLEX-RN® by systematically strengthening their knowledge base throughout their nursing education at Mississippi College. The student will be responsible for utilizing the system to enhance their knowledge base to successfully complete nursing courses building towards NCLEX-RN® success. Therefore, proctored assessment(s) will be completed in designated courses in each upper-division semester, which are included in students' fees and timetables. The steps to be followed are delineated below. The signed attendance roster affirms understanding of the protocols outlined for student success.

#### **Progression HESI steps to be taken:**

1. In designated clinical courses (Semesters 2-4):
  - a. Students must complete and pass their regular testing components at 77% before any graded coursework is added to the final grade.
  - b. Students must meet the 77% testing average to be eligible to sit for the designated HESI examination as listed below. The score earned on the HESI exam contributes to the overall course grade.
  - c. A HESI proctored exam is included in the course calendar as a required exam in semesters 2-4 of the nursing program. Any student scoring below the required HESI benchmark score on the exam must follow the remediation guidelines.
  - d. Students who are unsuccessful in achieving the required benchmark score on the HESI exam are permitted one scheduled re-sit opportunity at the time specified by the nursing faculty in semesters 2-4.
  - e. Students will be able to access HESI remediation packets electronically in their Elsevier account following a HESI exam and must complete and submit for verification the remediation and EAQ work at the designated level to be eligible to take the second HESI attempt.
  - f. The highest HESI conversion score will be entered as the final exam grade once the specified HESI benchmark is met (850 for semesters 2-4).

2. Students who do **not** have a 77 % test average in their clinical course will not be eligible to sit the HESI and must re-enroll in their failed course with the corresponding testing review course and carry a PR in the clinical reasoning course (if there is not a prior nursing course failure).
3. Students who qualify for HESI but do not pass on their second attempt with an 850 will be required to repeat the course with the NUR 230 HESI remediation course that utilizes the Lippincott resources.
4. Students in semester 4 who have passed the testing portion of the course with a 77% (but have not met the 850 HESI benchmark on either of two attempts) may participate in the graduation exercises with an incomplete in NUR 433. These students have one additional semester following graduation to remove the incomplete by making an 850 score on the comprehensive HESI examination at a Prometric testing facility.
5. If the student is not successful on HESI in the post-program semester, they will receive a failure in the course and must repeat the course the following semester if they are eligible.

**Progression HESI Summary & Content Focus (n=3 exams):**

Semester 2 – 850 (NUR 379)

Semester 3 – 850 (NUR 406)

Semester 4 – 850 (NUR 433)

**Content Strengthening Testing Using HESI (steps to be taken):**

In designated courses (Semesters 1-4):

- a. Students must complete and pass all testing at 77% before any graded coursework is added to the final grade.
- b. One or two content strengthening HESI tests are included in the course calendars for each semester as listed below.
- c. The strengthening tests are required tests for designated courses (listed below) with the conversion score grades included as assignment grades in the overall average for the course(s).
- d. All students will have one attempt at the strengthening HESI examinations. Any student scoring below the required HESI 850 benchmark score on the one attempt must follow the remediation guidelines and meet their target, submitting verification of completion before commencing day one of the next semester of study.
- e. Students who have not met the remediation requirements (item d above) will not be permitted to progress to the following semester clinical course and must withdraw.

**Content Strengthening HESI Summary & Focus (n=7 tests):**

Semester 1 – 850 - Fundamentals of Nursing (NUR 386) & Pathophysiology (NUR 383)

Semester 2 – 850 - Maternal Newborn (NUR 390)

Semester 3 – 850 – Health Assessment (Sem Start) & Dosage Calculations (Mid Sem) (NUR 406)

Semester 4 – 850 - Medical Surgical (Sem Start) & Pharmacology (Mid Sem) (NUR 433)

**HESI steps to be taken (Semester 1):**

In designated clinical courses:

- a. Students must complete and pass their regular testing components at 77% before any graded coursework is added to the final grade.
- b. The HESI tests included in semester 1 will be strengthening tests not used for progression.



- c. The strengthening tests will count toward the overall course grade in the designated clinical courses.
- d. Students are required to take both strengthening tests and complete the required remediation packets for each test, when the score of 850 is not met.

The BSN program is a very exacting degree because our focus is patient care. Preparation for NCLEX licensure testing and potential entry into the nursing profession is very demanding. Students should therefore aim for a B or above in all coursework. Those who earn less than a B on exams and coursework may be less able to perform on NCLEX licensure examinations and should continue to work on content review, practice NCLEX questions, and avail themselves of recommended study resources to support their success.

Revised 4/23; 8/23

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## OPERATING POLICIES AND PROCEDURES

**AREA:** Academic Affairs

**NUMBER:** Policy 2.44

**SUBJECT:** Testing Policy

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### TESTING POLICY

Students are responsible for an honest and independent effort during testing. When there is evidence of cheating, disciplinary action may be taken; including, but not limited to, receiving a zero for the exam or being withdrawn from the course.

**Cheating includes, but is not limited to:**

1. Looking at or copying from another student's exam
2. Communicating or receiving answers during the exam
3. Using unauthorized notes, texts or other materials during an exam
4. Obtaining and/or distributing an unauthorized exam or part of an exam
5. Having additional browser windows open before, during, or after an exam
6. Discussing exam content or questions with classmates who have not yet taken the exam

**Policy and Procedure for Classroom Testing:**

1. Student seating during exams may be randomly assigned by the faculty or proctor. All desks must be turned around with screens visible.
2. During all computerized testing, students are expected to be looking only in the direction of their own computer. Students who are observed looking at other computer screens will be verbally warned. If the behavior continues, the student's computer test will be terminated and the student will receive a zero for that exam.
3. All computerized tests must be taken on a laptop or desktop computer. Tablets (ex: iPads) will not be acceptable.
4. The only browser window allowed to be open during an exam is the one that is being used to administer the exam. Absolutely no other browser, window, file or application are to be opened during, or after an exam (including emails). Faculty may request for student to close computer lid if there is any browser, window, file or application open during the test.
5. The student may not open a scheduled, proctored exam unless instructed to do so by faculty.
6. Students are not permitted to copy tests or exams in any format (moved from #27). Under no circumstances will a student print out or email an exam or exam results.
7. Students may not discuss the content of an exam until all students have taken the exam.
8. If a student skips a question or does not save an answer properly, the student will not receive

credit for that question.

9. All books and personal belongings, including hats, are to be placed at the front of the class (exception of headgear worn for religious reasons). If student wears a long sleeves shirt the faculty may request to observe the student's forearm before the student is allowed to sit for exam.
10. Only faculty/proctor approved items are allowed during test (scratch paper, Kleenex, etc. provided by faculty). The student will not remove scratch paper from testing room. All scratch paper will be taken up by faculty.
11. No drinks or food are allowed during a test, unless approved by faculty or proctor.
12. ~~No~~ All cell phones or other electronic devices (mechanical or electronic devices capable of receiving, storing or transmitting information, such as cell phones, hand-held computers, smart watches or watches with computer communication and/or memory capability; recording or filming devices; or calculators) must be placed in students' backpacks or in a faculty-designated area. All cell phones or other electronic devices should be placed in "airplane" mode or turned off. If a calculator is required, one will be provided for you.
13. Passing notes, calculators or any other items or materials to another student after the exam has started is prohibited. Any questions or requests should be made directly to the instructor or proctor.
14. Students will not be allowed to leave the room during testing unless there is an emergency. Students must request permission from proctor to leave the room during the examination. The examination must be submitted prior to leaving the room.
15. Laptops must be closed when the student finishes testing.
16. Testing start and end times will be listed on the board or computer. Students who arrive late may have alternate testing site. If the student arrives late and the door is closed the student will not be allowed to sit for the exam and must contact the course coordinator within two hours.
17. Students taking examinations (proctored and non-proctored) are expected to adhere to the academic integrity policy. It is expected that the examination reflects one's own independent and individual work. Failure to abide by the academic integrity policy can result in academic sanctions up to and including dismissal from the program.
18. Faculty will not define or explain the meaning of terminology for students during an exam. The faculty will not accept questions concerning answer rationales during the exam.
19. Final test scores will be posted no sooner than twenty-four hours after the exam and no later than five working days after the exam. All grade adjustments are made before the grades are posted in the grade book.
20. Nursing students who make less than 77% on any unit exam are required to meet with faculty to remediate.
21. Test review may be scheduled by instructor after the test is submitted. Students are not allowed to record any information (written or electronically) while reviewing an examination.
22. Students are expected to notify assigned faculty prior to any absence for a test or exam.
23. If a test or exam is missed due to illness, a doctor's excuse may be required for an excused absence. Other reasons for missing a test or exam may be excused on an individual basis.
24. An unexcused absence from a test or exam will result in a grade of 0. It will be at the discretion of the faculty whether or not the student will be allowed to make-up the missed

assessment.

25. When a test or exam is missed, the student must make arrangements with the course coordinator within 2 days to reschedule the test or examination. Failure to do so may result in a 0 for the assessment.
26. The format of the makeup test or exam may be altered.
27. If cheating has been suspected during an exam, the student should sit quietly with computer closed until exam time is complete. The student will meet with course faculty immediately following the test. An interaction report should be typed up from the student and faculty of the cheating action.

## **Online Courses and Non-Proctored Testing**

### **Taking Online Tests**

As part of the online learning experience, the student will likely be required to take one or more tests for the online class. Like the tests taken in face-to-face classes, online tests could include multiple-choice questions as well as essay format questions. In all cases, the student should find a quiet place to take the test free from interruptions. Many tests require that you complete them once you start, so make sure you set aside enough time to complete whatever test you are required to take. Most instructors schedule their online tests to be available for a certain time period. Make sure you know when tests are scheduled.

Test taking requires absolute honesty and cheating of any kind will not be tolerated. In fact, cheating on a test is grounds for formal academic discipline up to and including failing the class. Be absolutely sure you know what your instructor requires from you before you take the test. Under no circumstances should you ever allow anyone to log-in to your class to take a test for you.

Student will make sure to have a stable internet connection. If technical difficulties arise contact course faculty by email or phone immediately.

### **Academic Honesty in Online Courses**

Mississippi College is committed to maintaining the highest ethical standards possible related to student academic performance in our online and face-to-face classes.

As a Mississippi College Nursing student, when you are given access to a testing site or online course software, you are expected to keep confidential your username and password and to never allow anyone else to log in to your account. Sharing access or passwords is considered a breach of academic integrity and could result in you being removed from your class.

When you log in to the learning management system, (~~Canvas or Moodle~~) you do so with the understanding and agreement to produce your own work, to complete course activities yourself, and to take course exams, tests or quizzes without the assistance of others.

Allowing others to complete your course work or to take your quiz, test, and exams is considered cheating and could subject you to receiving an "F" for the course. In addition, this type of dishonesty can result in formal disciplinary action being taken against you by the college. If you have questions about your work in an online course, please ask your instructor.

### **Definition of Academic Honesty**

Mississippi College School of Nursing values integrity, honor, and respect in all endeavors, both personally and professionally. Thus, the faculty at Mississippi College School of Nursing wishes to help our students maintain the highest academic standards of honesty; therefore, it is expected that a student's academic work be of his/her own making. In spite of the increased use of collaborative learning and other forms of group work (e.g., labs, study groups, group projects), it is important that each student remain accountable for his/her own work, whether it be work individual or group assignments or tests. We recognize that the vast majority of students maintain highly ethical work standards; however, failure to abide by this standard of conduct is considered to be academic dishonesty.

### **Types of Academic Dishonesty**

1. Copying from others on a quiz, test, examination, or assignment (“cheating”);
2. Allowing another student to copy one's work on a quiz, test, exam, or assignment;
3. Having others take any exam instead of taking the exam oneself;
4. Buying or using a term paper or research paper from an internet source or other company or taking any work of another, even with permission, and presenting the work as one's own;
5. Giving other students information that allows the student an undeserved advantage on an exam, such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class;
6. Taking and using the words, work, or ideas of others and presenting any of these as one's own work is plagiarism. This applies to all work generated by another, whether it be oral, written, or artistic work. Plagiarism may either be deliberate or unintentional, but it must be avoided at all costs.

### **To Avoid Plagiarizing, One Must:**

1. Submit only one's own work;
2. Appropriately cite sources used;
3. Appropriately paraphrase or summarize another's ideas or language and acknowledge the source according to set academic standards;
4. Document all verbatim borrowing from another according to set academic standards;
5. Document any use of a format, method, or approach originated by others; If a student is unclear as to what constitutes academic dishonesty, he or she should consult the instructor.

### ***Exam Review***

1. It is at the faculty's discretion if a group review is conducted. If so, the students will not be allowed to take any notes or pictures; they can only read the exam questions with the rationale and discuss questions with other students or the faculty.
2. If notes or pictures of exam items occur, the student may be expelled from the program.
3. All testing materials are the property of the Nursing Department.

**\*Students will sign the Acknowledgment of Testing Policy form every semester and submit the signed form to their course faculty. The form will be placed in the student file.**

### **Acknowledgment of Testing Policy 2.44**

I have received a copy and have read the Mississippi College School of Nursing Testing Policy.

By signing, I indicate my understanding and willingness to comply with these regulations and requirements.

Student Name \_\_\_\_\_  
(Print)

Student Signature \_\_\_\_\_

Date: \_\_\_\_\_

# **STUDENT AFFAIRS**

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Student Affairs

**NUMBER:** Policy 4.01

**SUBJECT:** Grievance Procedure

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### GRIEVANCE PROCEDURE

In matters of academic grievance, the process of academic appeal is outlined in the [Mississippi College Undergraduate Catalog](#) and [Academic Appeals & Complaints](#) procedure. This campus-wide procedure applies to nursing and pre-nursing students as does the procedure outlined in the Mississippi College School of Nursing *Student Handbook*.

Grievances regarding non-academic matters for the College are subject to the student judiciary processes as administered through the Men's Affairs Board, the Women's Affairs Board, and the [Student Judicial Council](#). These processes are outlined in the Mississippi College *Student Handbook*, and apply to cases involving violations of College policy, rules, regulations, and standards not otherwise designated. Below is the link to [Mississippi College Organizational Chart](#).

#### **Academic Issues in School of Nursing**

Grievances pertaining to the academic performance of a nursing student should be discussed by the student and the faculty member involved. If a problem cannot be resolved between the student and faculty member, the issue is then referred to the course coordinator. If unresolved, the entire Semester team may be included. The student who still believes that the decision is inaccurate or unjust may file an appeal in writing (not email or verbal communication) to the Dean of the School of Nursing. Final appeal is to the Provost, who may seek the advice of the Academic Council in resolving the issue.

Formal Complaints are those written complaints (grievances) that follow the grievance procedure through the appropriate channels. Any formal complaint is submitted in written form to the Dean of the School of Nursing by the person filing the formal complaint (No verbal or email communication). An appointment with the Dean must be made to discuss the concern. The complaint should indicate the nature of the complaint, the date, and the person(s) against whom the complaint is being filed. The Dean will determine whether the grievance procedure has been followed, or whether the complaint needs to be returned to person(s) at an earlier level of grievance. If the grievance cannot be resolved by the Dean of the School of Nursing and is to be appealed to the Provost, the Dean will provide the written complaint to the Provost.



Grievances pertaining to admission, progression or dismissal of a nursing student are referred to the Admission and Progression Committee. The Dean is involved at the next stage, and the Provost is available for final arbitration if resolution of the grievance has not been achieved earlier in the process. Below is the Link to Mississippi College's [Organizational Chart](#).

**Course Related Issues:**

Student(s) → Faculty member(s) directly responsible → Course Coordinator → Semester Coordinator → Semester Team → Dean → Provost (See above for link to organization chart for the Mississippi College) Also SON governance policy 1.03.

**Admission, Progression, Dismissal Issues:**

Student → Admission and Progression Committee → Dean → Vice President for Academic Affairs

**Non-Academic Concerns in the School of Nursing**

The Student Welfare and Public Relations Committee is available to act as a grievance committee for student concern(s) of a non-academic nature. Issues which do not affect the academic status of a student or group of students should be handled through the non-academic process. Three students are members of the Student Welfare/Public Relations Committee and have the responsibility for presenting issues and concerns of fellow students to the committee, and for sharing information from the committee with students.

Grievances involving non-academic matters are first appealed to the Student Welfare and Public Relations Committee. A decision may then be appealed to the Dean, who may consult either the Faculty Organization or the Vice President for Student Affairs.

**Non-academic**

Student(s) → Student Welfare/Public Relations Committee\* → Dean → Faculty Organization → Provost

\*Next step will be determined by committee action and/or student(s) according to the nature of the concern.

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Student Affairs

**NUMBER:** Policy 4.03

**SUBJECT:** Smoking

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### **SMOKE FREE CAMPUS**

The School of Nursing adheres to Mississippi college policy for a smoke free campus as described in the Mississippi College [Student Handbook](#) and the Mississippi College *Undergraduate Catalog*.

Absolutely no tobacco products are permitted inside the School of Nursing building, at clinical agencies, or when representing Mississippi College as a student nurse.

The use of all tobacco and smoking products, which includes all electronic cigarettes and vapor products, is not permitted.

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## OPERATING POLICIES AND PROCEDURES

**AREA:** Student Affairs

**NUMBER:** Policy 4.04

**SUBJECT:** Student Dress Code and Uniforms

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The School of Nursing adheres to the Mississippi College policy related to student dress code as described in the Student Handbook [MC Code of Conduct](#)

In keeping with the ideals of Mississippi College, each student is expected to dress neatly and appropriately at all times. Shoes should be worn at all times in academic areas, offices and dining facilities.

Regardless of the intent, display of the following is inappropriate on campus:

- i. Undergarments
- ii. Excessively tight and/or form fitting clothing
- iii. Clothing displaying alcohol, drugs, tobacco products, inappropriate language, or related graphics, descriptions or logos inconsistent with the Christian mission of Mississippi College
- iii. Clothing that is lewd, derogatory, and/or suggestive

Working together as a community, students, faculty and staff help foster a campus atmosphere that furthers the mission of Mississippi College and the School of Nursing. Students are expected to enhance and follow the standards outlined above. This standard call for behavior that demonstrates Mississippi College's five principles for student conduct: **Respect for Campus Values; Respect for Community; Respect for Property; Respect for Authority; and Respect for Inquiry and Knowledge.**

### UNIFORMS

Clinical equipment and supplies may be purchased from the Mississippi College Bookstore or at any local uniform shop or through various web or mail-order sites.

When participating in clinical experiences which require uniforms, the rules of dress as listed below will apply. Individual student will receive one warning per semester to comply with uniform policy. **Failure to adhere to the guidelines for student uniform may result in the student being denied entry to the learning experience and could result in failure of the clinical course.** Any alteration in the uniform must be approved by the appropriate faculty member.

**Generic Students: REQUIRED Uniform**

- Uniform (style information for all uniform pieces is available from TC's Uniforms. All required embroidery is through TC's Uniforms)
  - Navy scrub top with MC School of Nursing embroidered in gold on the right front
  - Navy scrub pants
- Information about skirts or pregnancy uniforms available through School of Nursing Office.
- White lab jacket with MC School of Nursing embroidered in navy on the right front.
- Shoes: Any style or brand but **MUST** be:
  - Solid colored, navy, black, brown or white
  - Closed toe, closed heel
- Solid colored hose with skirts/dress and socks/hose with pants.
- Mississippi College School of Nursing name badge (See Nursing Office for ordering information)

**Registered Nurse Students: Uniforms**

Mississippi College School of Nursing Name badge (See Nursing Office for ordering information)

**Optional for All Students:**

- Navy or Gray Fleece jacket with MC School of Nursing embroidered on the right front.

**When wearing the school uniform, the following rules are to be observed:**

1. Hairstyles should not be extreme and should be either short or pulled back and appropriate for the agency and the clinical area. Head bands should be black, white or navy blue.
2. Hair color should not be extreme but be of a natural occurring hair color.
3. The only acceptable jewelry is a wedding band, watch, and one stud earring per ear lobe. No other visible body jewelry is allowed. When using fillers, they must be flesh colored.
4. Uniforms and jackets must be neat, clean and wrinkle free.
5. No colored or patterned under-garments should be visible.
6. Long or short sleeved white, navy, or gray t-shirts may be worn under navy scrub tops. No shirts with visible logos will be allowed. Long sleeved shirt must be able to be pushed up above elbows.
7. Fingernails must be short and clean; fingernail polish, if worn, must be clear and not chipped. No acrylic, fiberglass or other types of artificial nails or nail tips are allowed.
8. Dresses or skirts (if worn) must extend to mid-knee or cover the knees.
9. Shoes and shoe laces must be clean.
10. Facial hair must be clean, well-groomed, and neatly trimmed.
11. Perfume is not allowed while working in a clinical area.
12. No visible tattoos. Tattoos must be covered. (Any exceptions must be made by the Dean of the School of Nursing.)
13. Gum chewing is not permitted while working in a clinical area.
14. Smoking of any kind or use of any type of tobacco product is prohibited while in clinical experiences. Also prohibited are e-cigarettes or any vaping devices.
15. All rules of Mississippi College regarding dress and conduct apply to nursing students.

The lab jacket or optional fleece jacket may be worn into the community and clinical setting but must be removed when the student is on the unit and/or participating in direct patient care. The student may wear the white lab jacket when obtaining hospital assignments. Faculty of individual courses will provide specific information on when street clothes are appropriate. Faculty has discretion in what students may wear in specific clinical areas.

**Students are representing the Mississippi College School of Nursing** and should dress appropriately in public settings.

- Blue jeans, leggings, shorts, low cut blouses or tops, halter tops, short skirts / dresses, sandals, etc., are not appropriate in clinical or professional settings at any time.
- While you are wearing your Mississippi College School of Nursing Uniform you represent the MASON, and you are expected to maintain an exemplary code of conduct. This includes, but not limited to, going to and leaving the clinical setting.
- Failure to adhere to the guidelines for student dress may result in the student being denied the learning experience and could result in failure of the course.

### **Clinical Practice Supply List**

All students need the following equipment. Supplies will be available through the Mississippi College Bookstore or at any local uniform shop or through various web or mail-order sites:

- Stethoscope with bell and diaphragm
- Bandage scissors
- Black ink pen
- Watch with second hand (may be digital)
- Penlight
- Blood pressure cuff
- Nursing Skills Record

### **Eye Protection**

Students are to wear eye protection for use during clinical experiences where there exists the possibility of exposure to body fluids.

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Student Affairs

**NUMBER:** Policy 4.05

**SUBJECT:** Student Input

### **CHANNELS FOR STUDENT INPUT**

Nursing students have input into the operation of the School of Nursing through several channels. These channels for consideration of student views have been developed through collaboration of students and faculty.

Students have input through voting memberships by representatives elected by their peers to the following School of Nursing committees. These committees meet on designated Mondays starting at 2:00 pm.

#### **Committee**

Faculty Organization

#### **Membership\Meeting Times**

Student representatives from each semester: (1 TRAD & 1 ABSN), one RN-BSN student and one MSN student. Meetings once a month.

Student Welfare & Public Relations

One to two student representatives from each semester (at least one Traditional and one ABSN), one RN-BSN student and one MSN student. Meetings twice a semester.

Faculty Development & Resources

One third semester student from fall and spring semester (1 TRAD & 1 ABSN), who would serve for one year, one RN-BSN student who has completed NUR324, and one MSN student who has completed NUR5000. Meetings twice a semester.

Curriculum

One student representative from each semester: (1 TRAD & 1 ABSN), one RN-BSN student and one MSN student. Once appointed will serve until graduation. Meetings once a month during academic year.

Students who have elected as committee representatives are expected to attend committee meetings. If the student has a conflict that prevents their attending, the student is expected to find a student proxy and notify the committee chair. Student committee representatives are expected to disseminate information as appropriate to their fellow students. They are also expected to share validated concerns of the students with the committee.

Students have channels of input through the election of two team representatives in each semester who function as a liaison between the semester faculty team and the students and through the election of other class leaders as needed.

Students also provide input through completion of School of Nursing evaluation tools in each course and through senior surveys at graduation.

Adopted 8/99, Revised 5/06; 8/20; Reviewed 6/11, 7/17, 4/19, 7/20, 4/23

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Student Affairs

**NUMBER:** Policy 4.06

**SUBJECT:** Student Nurse' Organizations

### STUDENT NURSES' ASSOCIATION

The Mississippi College Student Nurses' Association is a pre-professional organization open to all nursing majors and pre-nursing students. Membership is required of all junior and senior level generic nursing majors. It is affiliated with the Mississippi Student Nurses' Association and the National Student Nurses' Association.

Some of the functions of the local association are: to provide educational meetings to aid students in developing awareness of nursing issues of local, regional, and national concern; to provide opportunities to participate in activities of the Mississippi Association of Student Nurses and the National Association of Student Nurses; to provide activities to prepare students to participate in professional nursing organizations; and to communicate to the public regarding professional nursing. (See Appendix for the NSNA Student Bill of Rights.)

Activities include:

1. Educational programs at meetings
2. Speakers at meetings
3. Community service projects
4. Attendance at state convention, which includes participation in:
  - a. business meetings
  - b. meetings with selected speakers
  - c. Mississippi Student Nurse Contest (one student selected by the local association participates in the contest)
  - d. delegate activities (delegates to represent the local association are chosen prior to the convention from members or both the national and state associations)

Membership in the organization provides the opportunity for tangible benefits which include: reduced rates to *American Journal of Nursing*; quarterly issues of the national magazine, *Imprint*; the monthly issues of the state newsletter, *PRN*; and eligibility for SNA scholarships.

Students join the organization during their first semester of nursing courses. The fee for membership



is billed to the student's account by the Business Office. This fee covers membership for a two-year period at national, state, and local levels.

## **BAPTIST NURSING FELLOWSHIP**

The School of Nursing has an active student chapter of the National Baptist Nursing Fellowship. Baptist Nursing Fellowship believes that healthcare professionals have the unique skill set to imitate Jesus' ministry in their lives. They can use their professions as platforms for sharing the gospel. Baptist Nursing Fellowship is designed to help health-care professionals utilize their talents to fulfill their desires to serve God alongside other people.

Baptist Nursing Fellowship provides Christian professional fellowship; promotes continuing education and growth for members and nurse missionaries; and encourages nursing service evolving from a personal commitment to Jesus Christ.

The objectives for accomplishing these purposes on a local, regional, national, and international basis are:

1. To empower members through studying the Bible, worshipping, witnessing, and sharing of Christian experiences.
2. To present and participate in planned nursing and health care programs in a variety of areas of interest to nurses based on assessed need of the members.
3. To expand global Christian nursing service and personal involvement through mission support, education, and health care activities.

Activities include:

1. Spiritual care programs at meetings.
2. Community service projects, including special opportunities for missions' support through partnerships with both home and foreign missions.
3. Attendance at national meetings of Baptist Nursing Fellowship.
4. Working in conjunction with the Mississippi College Student Nurses' Association to sponsor community projects.

Students join the organization during their first semester of nursing courses. The fee for membership is billed to the student's account by the Business Office. This fee covers membership for a two-year period at national, state, and local levels.

## **SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING OMICRON LAMBDA CHAPTER**

The Mississippi College School of Nursing Honor Society was established in 1995. The Honor Society was chartered as the Omicron Lambda Chapter of Sigma Theta Tau International Honor Society of Nursing in April, 1998. The purposes of this organization are to: recognize superior achievement, recognize the development of leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the nursing profession. The Omicron Lambda Chapter inducts members two times a year in the fall and spring.

Candidates for admission to Sigma Theta Tau must have demonstrated superior scholastic achievement, academic integrity, professional leadership potential, and/or marked achievement in the field of nursing. Nursing students who have completed at least one-half of the required nursing component of the baccalaureate curriculum, and who have demonstrated ability in nursing, are considered for induction if they have a grade average of at least 3.0 and rank not lower than the highest 35% of their class in scholarship. Candidates for membership shall be voted upon by the membership of Omicron Lambda Chapter based upon the eligibility criteria.

Adopted 8/00; reviewed 6/11, 7/17, 4/19, 7/20, 4/23

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Student Affairs

**NUMBER:** Policy 4:07

**SUBJECT:** Awards and Scholarships

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### AWARDS AND SCHOLARSHIPS

Throughout the academic year, several awards and scholarships are presented to students by the School of Nursing and other organizations. These awards are usually presented at the Mississippi College Honors Day Program in the Spring or the Mississippi College School of Nursing Pinning Ceremony on graduation day. At the present time these awards include:

**Balfour Award:** Presented to the senior with highest grade point average (pre-registered nurse/generic students only).

**John D. And Natoma C. Noble/Faculty Award:** Presented to the graduating generic student who best exemplifies the philosophy of professional nursing as set forth by the School and who demonstrates potential to contribute to the profession.

**Bob Marts Award:** Presented yearly by the School of Nursing to the senior student chosen as best exemplifying commitment to the profession of nursing, the School of Nursing at Mississippi College, and support of fellow students in the School.

**Bob Marts Scholarship(s):** Given yearly to one or more junior nursing students selected by the School of Nursing faculty as exhibiting good character and a commitment to nursing. This scholarship was established in 1984 by Mrs. Bob Marts in memory of her husband who was a junior nursing student at the time of his death.

#### **The Frances J. and Walter B. McGuffee Memorial Scholarship**

A monetary award given annually to a deserving female minority student who has demonstrated academic ability, exhibits strong Christian principles and has expressed a commitment to working as a professional nurse in the state of Mississippi.

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Student Affairs

**NUMBER:** Policy 4.08

**SUBJECT:** Student Employment

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### STUDENT EMPLOYMENT WHILE ENROLLED IN SCHOOL OF NURSING

The School of Nursing does not regulate a student's number of job hours or type of employment. The faculty believe that students should learn to set priorities and therefore leaves decisions regarding work to the student. However, any student needing to be employed while enrolled in the School of Nursing is encouraged to explore opportunities **for part-time employment while enrolled full-time in professional nursing studies**. Should a student's performance in class or clinical learning experience be in jeopardy as a result of working, the faculty/advisor and student will reevaluate the realities of working while taking academic courses.

# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Student Affairs

**NUMBER:** Policy 4.09

**SUBJECT:** Substance Abuse and Drug/Alcohol Screening

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Mississippi College School of Nursing is committed to protecting the safety, health and welfare of its faculty, staff, students and the community of interest including patients and staff in clinical agencies. To this end, the School of Nursing prohibits the illicit use, possession, sale, conveyance, distribution and manufacture of illegal drugs, intoxicants, and/or controlled substances in all instances. The abuse of non-prescription and prescription drugs and alcohol is prohibited, and their usage while participating in school-related experiences should be limited to avoid impairment. Students are permitted to take legally prescribed medications consistent with appropriate treatment plans while on duty. However, when such prescribed medications impair the student's mental and/or physical abilities, and affect the student's safety, academic performance, the safety of fellow students, faculty/staff, patients, or members of the public, the student must notify the appropriate faculty member and refrain from clinical experiences.

In order to ensure the safety and physical and mental well-being of patients, families and other health care workers, students must abide by the drug and alcohol abuse policy of the School of Nursing. Most clinical agencies now require students and faculty to show evidence of a clean drug screen in order to participate in clinical experiences in their agencies. To this end, students must provide evidence of a clean urine drug screen when requested, and in order to participate in clinical experiences.

The School of Nursing requires all students to submit to drug testing (at their own expense) under any or all of the following circumstances:

- upon matriculation into the School of Nursing;
- annually while in the School of Nursing;
- random testing;
- as required by clinical agencies; and
- for cause: any student exhibiting behavior which in the judgment of a faculty member indicates impairment related to drugs and/or alcohol abuse may be subject to mandatory drug testing and screening according with the written guidelines.

The School of Nursing has arranged with specified agencies for drug testing. The School of Nursing will not accept drugs screens form other agencies without prior approval.

**The cost of each drug testing will be the responsibility of the student.** Specific procedures for obtaining the screen will be distributed upon admission and throughout the classes in the nursing program and are available through the School of Nursing office.

Every student will be expected to participate in the drug screening when requested and within a specified time frame. Student failure to submit to a drug screen, attempting to tamper with, contaminate, or switch a sample will result in the student **not being able to continue in the program.**

**Students who test positive for one or more illicit drugs will be dismissed from the program.**

A STUDENT WILL NOT BE ALLOWED TO PARTICIPATE IN ANY CLINICAL EXPERIENCE AT ANY TIME WHILE AWAITING RESULTS OF A DRUG SCREEN AND WILL RECEIVE UNEXCUSED CLINICAL ABSENCES.

**MISSISSIPPI COLLEGE  
SCHOOL OF NURSING**

**Operating Policies and Procedures**

**AREA: Student Affairs**

**NUMBER: Policy 4.10**

**SUBJECT: Electronic Devices**

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Use of any electronic devices (i.e. cell phones, smart watches, computers, ipods, tablets) during **clinical or classroom** experiences must have faculty permission.

Students using any electronic devices not related to classroom activities may be dismissed from the classroom.

Inappropriate use of electronic devices at any time may be grounds for disciplinary action.

**MISSISSIPPI COLLEGE  
SCHOOL OF NURSING**

**Operating Policies and Procedures**

**AREA: Student Affairs**

**NUMBER: Policy 4.11**

**SUBJECT: Exposure to Latex**

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Students may be exposed to equipment, supplies, and/or an environment that contains latex. Exposure to latex may cause an allergic reaction in individuals with this type of sensitivity. Students are responsible for documenting any allergies in their health records, and will be responsible for supplying latex-free equipment and supplies to meet program requirements.



# MISSISSIPPI COLLEGE SCHOOL OF NURSING

## Operating Policies and Procedures

**AREA:** Student Affairs

**NUMBER:** Policy 4.12

**SUBJECT:** Social Media

### Mississippi College Social Media Policy

In online social networks, the lines between public and private, as well as, personal and professional are blurred. By identifying yourself as a student, you are considered a representative of the Mississippi College School of Nursing. In doing so, you are creating perceptions about the School of Nursing (MCSO) and your level of expertise. Be sure that all content associated with you is consistent with your level of abilities and the MCSO's mission and reputation. This document serves as the official policy for student use of social media at the MCSO. These guidelines apply to all students and faculty creating or contributing to any kind of social media affiliated with the MCSO. This document can and will be updated as is necessary with the rapid changes in social media. Therefore, it is your responsibility to check back and stay up to date with this document. We trust that you will adhere to these policies. If, for any reason an incident occurs that violates the policy, we expect you to bring it to our attention immediately, so we can work together toward a resolution that is acceptable to the mission of the MCSO and Mississippi College.

#### **Social Media**

The term 'social media' refers to various types of interactive communities typically accessed through the World Wide Web or mobile device and computer applications (apps). The communities are usually characterized by user-generated content, user-shared content or areas designed for free and open discussion, or can be a mix of all three.

Social media includes, but is not limited to, blogs (Blogger, Blogspot, Wordpress, etc.), photo and/or video-sharing sites and apps (YouTube, Flickr, Instagram, SnapChat, Vine, etc.), e-zines (digital magazines), wikis (Wikipedia), social networks (Facebook, Twitter, LinkedIn, Pinterest, etc.), video and audio podcasts (posted to the web or hosted by applications (ex.: iTunes)), ratings sites and apps (Urbanspoon, Yelp, etc.), and discussion sections of web pages or applications (comment section under articles on news or information websites).

#### **Your Online Reputation**

The information you post and share online is NOT confidential. Assume anything you post — or, are tagged by — is visible to the world-at-large, and may affect your professional reputation for years to come. Today, many employers and academic institutions routinely search potential candidate's online reputations. For more on developing and protecting your online reputation, we strongly encourage you to review:

- ANA – Social Networking: Principles for Social Networking and the Nurse American; Nurses Association resource guide for nurses and nursing students on how to maintain professional standards in new media environments. <https://www.nursingworld.org/~4af4f2/globalassets/docs/ana/ethics/social-networking.pdf>
- NCSBN – Social Media Guidelines National Council of State Boards of Nursing in partnership with the ANA offers nurses guidelines on using social media responsibly, both personally and professionally. [https://www.ncsbn.org/NCSBN\\_SocialMedia.pdf](https://www.ncsbn.org/NCSBN_SocialMedia.pdf)
- White Paper: A Nurse’s Guide to the Use of Social Media [https://www.ncsbn.org/Social\\_Media.pdf](https://www.ncsbn.org/Social_Media.pdf)

### **Prohibited Uses**

- You may not post the personal information or photograph of any patient or client you come in contact with. Removal of an individual’s name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, types of treatment, or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from one of the medical outreach trips) may still allow the reader to recognize the identity of a specific individual. Posting of patient information could violate state or federal laws such as the Health Insurance Portability and Accountability Act (HIPAA).
- You may not post private (protected) academic information of a student or trainee. You may not post the personal information or photograph of any student/trainee at MC. Posting of inappropriate student/trainee information could violate federal laws such as the Family Educational Rights and Privacy Act (FERPA). However, this policy does not prohibit a student/trainee from posting his or her own information. Additionally, the policy does not prohibit posting information or photographs related to non-MC interactions and activities.
- You may not post vulgar, false, obscene, harassing statements, or statements disparaging the race, religion, age, sex, sexual orientation or disability of any individual with whom you come into contact as a result of your role at MC.
- You may not disclose any financial, proprietary, or other confidential information of MC.
- You may not present yourself as an official representative of, or spokesperson for, MC.
- You may not utilize MC’s trademarks or logos.
- You may not represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent the prohibitions included herein.
- You may not utilize your official MC email address for social media purposes unless specifically authorized to do so by the Division of Public Affairs.
- Any violation of this policy will be dealt with on an individual basis and could possibly result in dismissal from the MC School of Nursing and/or issues with sitting for the NCLEX.

### **Branding Guidelines**

The MCSO “Brand” has a carefully defined look comprised of logos, colors, fonts, and styles. Questions about branding? Please direct your questions to Tracey Harrison, Public Relations at MC.

**Live the MC and MCSO philosophy**

Be sure that all content associated with you is consistent with your abilities and the MC AND MCSON's philosophy - that social media is about building relationships. Never impersonate someone else, or purposely obscure your identity as a representative of the MCSON. Build your own reputation. Care about what you are talking about.

### **Write what you know**

Stick to your area of expertise and provide unique, individual perspectives on what's going on at the SON and in the world. Don't tell secrets. Respect proprietary information, confidentiality, brand, trademark, copyright, and fair use.

### **Remember everything online is discoverable**

There is no such thing as a private social media site. Search engines turn up posts years after they were published. Comments can be forwarded, copied, and printed. Archival systems save information even if you delete a post.

### **Understand and use privacy settings**

We do not expect all of your social media use to be SON-related, but we do expect you to keep the items you share with your close personal friends separate from what you share with your SON “friends.”

**Adhere to HIPAA** <http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html>

### **Keep It Legal**

Have all the facts before you post. It's better to verify information with a source first than to have to post a correction or retraction later. Cite and link to your source. Keep your links up to date and make sure they work.

### **Be Respectful and Professional**

SON students should always keep in mind our principles of respect for others and the civil and thoughtful discussion of ideas. The freedom and speed of online conversations can often prompt people to behave in ways they may otherwise would not. Your reputation and SON are best served when you express yourself professionally. Don't spam. Ever.

**Institutional and Personal Privacy** Do not post confidential or proprietary information about the SON, its students, alumni, employees, patients, or its clinical agencies. Use good ethical judgment and follow university policies, as well as federal requirements.

### **Likes and For-Profit Ventures**

SON does not endorse for-profit ventures; i.e., please do not choose to “Like” a for-profit entity!

### **Give credit where credit is due**

Always cite when quoting someone else. Make sure images are shareable through Creative Commons, and attribute them, too. Never use copyrighted material without permission.

### **Mistakes happen**

If you make a mistake, admit it quickly. Most of the time, you can then move on. If not, let us help you fix your mistakes; explain the situation and we can help you to find a solution to any problem.

# APPENDIX

**MISSISSIPPI COLLEGE SCHOOL OF NURSING**

**ADVISOR/ADVISEE AGREEMENT**

**I. My purpose as your advisor is to help you:**

- A. Clarify your educational objectives
- B. Plan your educational program
- C. Become the person that God wants you to be
- D. Meet graduation requirements

**II. You can expect ME to:**

- A. Endeavor to understand your abilities
- B. Help you develop your career goals
- C. Offer specific advice concerning your academic program
- D. Encourage you to make the most of your university experience and suggest ways of doing so
- E. Maintain accurate records of your academic program/progress
- F. Be knowledgeable of university academic policies and programs found in the university catalog
- G. Provide times that you can meet with me by appointment
- H. Demonstrate genuine concern for you in the physical, intellectual, social, emotional, and spiritual dimensions
- I. Role model a Godly life, including nursing practice based upon Biblical truth

**III. I will expect YOU to:**

- A. Be honest with me about your needs and interests
- B. Do your best in all that you do
- C. Demonstrate a genuine interest in your progress in becoming God’s kind of person in your physical, intellectual, social, emotional, and spiritual dimensions
- D. Develop educational/career goals
- E. Be aware of academic policies found in the university catalog
- F. Come to each advising session prepared with possible courses and a proposed schedule
- G. Be responsible for meeting all requirements for graduation
- H. Respectfully consider my academic counsel

**Advisor:** \_\_\_\_\_ **Office:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Advisee:** \_\_\_\_\_ **Phone:** (    ) \_\_\_\_\_ - \_\_\_\_\_

**Please print**

**Student ID#:** \_\_\_\_\_

**AUTHORIZATION OF RELEASE OF HEALTH INFORMATION**

**Printed Name:** \_\_\_\_\_

**700-**\_\_\_\_\_

I hereby give \_\_\_\_\_ permission to release and/or discuss privileged health and other related information including, but not limited to:

- Physical exam form
- Tuberculosis screening results
- Hepatitis B Titer
- Varicella Titer
- Measles, Mumps, and Rubella Titer
- CPR certification
- Proof of Health Care Insurance
- Drug Screen results

**To the Mississippi College School of Nursing and the School’s clinical partners.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## STUDENT BILL OF RIGHTS

AN NSNA STUDENT BILL OF RIGHTS AND RESPONSIBILITIES WAS INITIALLY ADOPTED IN 1975. THE FOLLOWING UPDATED VERSION WAS ADOPTED BY THE NSNA HOUSE OF DELEGATES IN SAN ANTONIO, TEXAS.

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students should exercise their freedom in a responsible manner.
3. Each institution has a duty to develop policies and procedures which provide and safeguard the students' freedom to learn.
4. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, creed, sex, color, national origin, handicap, or marital status.
5. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
6. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise should be considered confidential and not released without the knowledge or consent of the student or used as a basis of evaluation.
8. The student should have the right to have a responsible voice in the determination of his/her curriculum.
9. Institutions should have a carefully considered policy as to the information which should be a part of a students' permanent educational record as to the conditions of this disclosure.
10. Students and student organizations should be free to examine and discuss all questions of interest to them and to express opinions publicly and privately.

11. Students should be allowed to invite and to hear any person of their own choosing, within the institution's acceptable realm, thereby taking the responsibility of furthering their education.
12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g. through a faculty-student council, student membership, or representation on faculty committees.
13. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy.
14. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.
15. As citizens and members of an academic community, students are subject to the obligations which accrue them by virtue of this membership and should enjoy the same freedoms of citizenship.
16. Students have the right to belong or refuse to belong to any organization of their choice.
17. Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected.
18. Adequate safety precautions should be provided by nursing programs, for example, adequate street lighting, locks, and other safety measures deemed necessary by the environment.
19. Dress code, if present in school, should be established with student input in conjunction with the school director and faculty so the highest professional standards are maintained but also taking into consideration points of comfort and practicality for the student.
20. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.
21. Students should have a clear mechanism for input into the evaluation of nursing faculty.



### Christ as a Role Model for Clinical Practice (MC Model)

C	CHRISTIAN CARING	Demonstrates Christian caring and respect for the rights, dignity, and individuality of the client and others to facilitate physical, mental, social, emotional, & spiritual health.	(1 Thess. 2:7)
H	HUMILITY	Plans appropriate care & demonstrates effective communications among individuals, families, & groups.	(Prov. 11:2)
R	RIGOR	Shows evidence of preparation for the clinical experience by collecting, analyzing, & applying nursing knowledge relevant to client care.	(2 Tim. 2:15)
I	INTEGRITY	Utilizes the nursing process, formulates appropriate plans of care, and demonstrates responsibility & accountability at a level consistent with the expected knowledge base.	(1 King 9:4)
S	SELFLESSNESS	Delivers safe and appropriate care for clients through: teaching & care planning among individuals, families, & groups; calculating & administering medications correctly; and maintaining medical & surgical asepsis.	(Luke 9:25)
T	TRUST	Demonstrates ethical, legal, & professional behaviors consistent with professional nursing.	(Job 31:24)

## American Nurses Association Nurses' Code of Ethics

### **Provision 1**

The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

### **Provision 2**

The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

### **Provision 3**

The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

### **Provision 4**

The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

### **Provision 5**

The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

### **Provision 6**

The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

### **Provision 7**

The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

### **Provision 8**

The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

### **Provision 9**

The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principle of social justice into nursing and health policy.

### **To access the ANA Code of Ethics with Interpretive Statements:**

<http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html>

Publishing, 2015



**MISSISSIPPI  
COLLEGE**

A CHRISTIAN UNIVERSITY

## **Confidentiality Agreement**

School of Nursing

As a student at Mississippi College School of Nursing, you may have access to “Confidential Information”. The purpose of this agreement is to help you understand your obligations regarding confidential information. Confidential information is protected by Federal and State laws, regulations, including HIPAA, the Joint Commission on Accreditation of Healthcare Organizations standards, and strict University policies. The intent of these laws, regulations, standards and policies is to insure that confidential information will remain confidential - that is, that it will be used only as necessary to accomplish the purpose for which it is needed. As an employee/volunteer/student, you are required to conduct yourself in strict conformance with applicable laws, standards, regulations and University polices governing confidential information. Your principal obligations in this area are explained below. You are required to read and to abide by these rules. Anyone who violates any of these rules will be subject to discipline, which might include, but is not limited to expulsion from the University. In addition, violation of these rules may lead to civil and criminal penalties under HIPAA and potentially other legal action.

As a student, you may have access to confidential information, which includes, but is not limited to, information relating to:

- Medical record information (includes all patient data, conversations, admitting information, demographic information and patient financial information).
- Protected Health Information (PHI) as defined by HIPAA includes, but is not limited to, names, all geographic subdivisions; all elements of dates (except year) for dates directly related to an individual, telephone numbers, fax numbers, electronic mail addresses, social security numbers, medical record numbers, health plan beneficiary numbers, account numbers, certificate/license numbers, vehicle identifiers, device identifiers and serial numbers, web universal resource locators (URLs), internet protocol (IP) address numbers, biometric identifiers, including finger and voice prints, full face photographic images and any comparable images; and any other unique identifying number, characteristic, or code.

Students are required to redact all patient identifying information used for coursework. Assignments must not contain any patient identifying information. Patient identifying information includes, but is not limited to, patient name, patient medical record number, patient address, patient date of birth, photographs of patient, and video recordings of patient.

- Students will not fax, misplace, or lose notes that could be read by others.

- Students will not discuss, text, e-mail, or otherwise communicate identifiable patient information, including case details and diagnoses, in public spaces such as elevators, cafeterias, bathrooms, hallways, parking lots, social media, or any area outside the agency. Students will not photocopy, scan, photograph, or record patient information
- Students will not misuse confidential information/data or be careless with it.

• As a student will be responsible for your misuse or wrongful disclosure of confidential information and for your failure to safeguard confidential information/data or any other authorization that allows you to access confidential information/data.

• The University may take disciplinary action against you up to and including termination or expulsion from the University in the event you violate this Confidentiality Agreement. In addition, the University may initiate legal action including but not limited to civil litigation or criminal prosecution.

“I certify that I have read and understand the Confidentiality Statement printed above and hereby agree to be bound by it.”

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature Print Name Date

**AREA: Academic Affairs**

**NUMBER: Policy 2.40**

**SUBJECT: CRIMINAL BACKGROUND CHECK**

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Pursuant to an amendment to Mississippi House Bill HB 1077, Section §43-11-13, Mississippi Code of 1972, students in the School of Nursing must undergo the FBI criminal background check prior to beginning clinical experiences

**I hereby state that no changes in my Criminal background have occurred within the last year since last criminal background check.**

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## FRUITS OF THE SPIRIT

Clinical outcomes: Mapping of assessments to include acquisition of specific faith and learning outcomes in clinical courses. The following table outlines how students will use reflective journaling and other formative and summative assessment elements to demonstrate growth in the Biblical “**Fruits of the Spirit**” ... evidences of Christian character development.

Course #	Clinical Course Title	Fruit of the Spirit
NUR 250	Transition to Nursing Practice	Love
NUR 386	Foundations of Nursing	Peace
NUR 382	Health Assessment Across the Lifespan	Patience
NUR 390	Maternal and Newborn Health	Gentleness
NUR 393	Pediatrics	Kindness
NUR 406	Chronic Health Problems	Goodness
NUR 484	Mental Health	Self-Control
NUR 433	Unstable Health Problems	Joy
NUR 421	Public Health Nursing	Faithfulness
NUR 437	Leadership/Management	Love

“But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.” (Galatians 5:22 NIV)

### Application for Clinical

The intention in introducing the “Fruit of the Spirit” outcomes is to encourage students to integrate faith elements within their clinical practice. It is anticipated that at least one assignment per clinical course will address the respective *Fruit of the Spirit* identified for that course. This may be done through a particular focus within the reflective journal, or inclusion in a case study, etc.

For example, for NUR 250 the *Fruit of the Spirit* is love and students begin their first clinical practice experiences and they may be asked to relate how a patient they work with receives love or how they have experienced love as a student commencing clinical practice. For NUR 386 Foundations of Nursing, the *Fruit of the Spirit* is Peace. They may wish to describe how they see or wish to see peace in the lives of patients they work with or how they can experience peace for themselves amidst the turmoil of commencing work in a nursing program. It is up to each course team to decide how the *Fruit of the Spirit* will be examined and assessed for each clinical course, using the rubric for journaling that is provided.

Other approaches to assessing *Fruit of the Spirit* in clinical are encouraged, and innovation is welcome. For example, previously in mental health students have been asked to find examples from self-control from the bible and relate this to their own lives or the lives of patients with mental health problems who have challenges with self-control.

## Handbook Policy Acknowledgement and Student Signature Page

**Please print your name in each blank and sign this form at the bottom of the page that you have read and understand the following.**

I, \_\_\_\_\_, have read the Mississippi College School of Nursing Handbook and agree to abide by all policies and regulations stated in the handbook.

I, \_\_\_\_\_, acknowledge that I have read Policy and Procedure related to Human Immunodeficiency Virus and AIDS in the SON Student Handbook. I further acknowledge that I recognize the steps to take should I receive blood/body fluid exposure, and the urgency of treatment as soon as possible after exposure.

I, \_\_\_\_\_, acknowledge that I have read Policy and Procedure related to Social Media Policy in the SON Student Handbook and agree to abide. Any violation of this policy will be dealt with on an individual basis and could possibly result in dismissal from the MC School of Nursing and/or issues with sitting for the NCLEX.

I, \_\_\_\_\_, hereby give my permission to release my identification number to clinical agencies while enrolled in the MC School of Nursing.

I, \_\_\_\_\_, hereby give my permission the use of, and release the rights to photographs and/or video footage taken of me by a representative of Mississippi College, Mississippi College Student Nursing Association/Baptist Nursing Fellowship, media or local hospitals. Photographs and/or video may be used in local newspapers, news media outlets, the MC website, MC School of Nursing Group page on Facebook, or other areas of the World Wide Web. Photographs and video footage are for educational or promotional use only, and will not be used for profit.

I, \_\_\_\_\_, understand that Chapel is a requirement of all students at Mississippi College. Because of the complexity of the nursing curriculum and classes and clinical experiences on days when Chapel is offered, I understand that during the senior semesters at MCSON I will be unable to attend Chapel. Therefore, I understand the need for me to complete my Chapel requirements as soon as possible, and that I will not be able to attend Chapel during Semesters III and IV of the nursing curriculum. Should I be unable to complete Chapel requirements prior to admission to the Semester III and IV courses, I understand that I will be completing Chapel requirements by the alternate route that involves reading required books and writing reports of these. (N/A for Second Degree and RN/BSN students)

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

**AREA: Academic Affairs**

**NUMBER: Policy 2.27**

**SUBJECT: Insurance**

To be attached to the Health Insurance Liability Card:

Date: \_\_\_\_\_

I (Print Name), \_\_\_\_\_

hereby state that my health insurance is valid and provides coverage for me during the clinical nursing courses this year.

Signature \_\_\_\_\_



# Mississippi College School of Nursing Immunization/ Titer Results Record

Semester Level \_\_\_\_\_

Name \_\_\_\_\_ Gender: M  F  Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

**NOTE: a copy of ALL Immunization records  
(Mississippi Department of Health Form 121 or equivalent from another State)  
AND the most current lab/titer results are to be submitted along with this form.  
Titers must be within the last 6 months**

## Hepatitis B Surf Ab, QN

Titer Date: \_\_\_\_\_ Titer Results: \_\_\_\_\_

Note: If Negative, Start Hepatitis B Series: #1 date \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_  
Day 1      30 days After #1      6 Months after #1

**\*\*NOTE:** If you have received two complete Hepatitis B series (one series consists of 3 vaccines) and the titer still shows no immunity, then you must provide proof of two complete vaccination series

## Measles/Mumps/Rubella (MMR)

Titer Date: \_\_\_\_\_ Titer Results: \_\_\_\_\_

Note: If titer results are negative or inconclusive/equivocal and you have **no** documentation showing you have completed the MMR vaccine series (2 vaccines) then you must start the vaccination series which is 2 immunizations 30 days apart.

Date of Immunization #1: \_\_\_\_\_ Date of Immunization #2: \_\_\_\_\_  
If your titers are inconclusive and you do have documentation showing you have completed the MMR vaccination series, a booster MMR is required.

## **Varicella IgG, AB (Chickenpox)**

**Titer Date:** \_\_\_\_\_ **Titer Results:** \_\_\_\_\_

Note: If titer results are negative or inconclusive/equivocal and you have no documentation showing you have completed the Varicella vaccine series (2 vaccines) then you must start the vaccination series which is 2 immunizations 30 days apart.

Date of Immunization #1: \_\_\_\_\_ Date of Immunization 2: \_\_\_\_\_

If your titers are inconclusive and you do have documentation showing you have completed the Varicella vaccination series, a booster Varicella vaccination is required.

## **Tetanus Diphtheria Acellular Pertussis (Tdap ) Booster:**

Must have received one Tdap even if you have recently received a TD booster. You should have a Tetanus (TD) every ten years.

Date of vaccination: \_\_\_\_\_

## **Influenza Vaccination**

Date of vaccination: \_\_\_\_\_

**Note:** you must show proof of the flu vaccination annually. Flu Vaccine will be made available to you if you have not already had the vaccination for the current year.

**No Waivers will be accepted.**



**MISSISSIPPI  
COLLEGE**  
A CHRISTIAN UNIVERSITY

School of Nursing  
BOX 4037, CLINTON, MS 39058

### Physical Form

Name \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_ Phone number \_\_\_\_\_

Date of Birth \_\_\_\_\_ Allergies \_\_\_\_\_

List chronic medical conditions: \_\_\_\_\_

List current medications: \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Temp. \_\_\_\_\_ Pulse \_\_\_\_\_ Blood pressure \_\_\_\_\_

#### PHYSICAL EXAM

Normal	Abnormal	Systems	Note: comment on abnormalities
		Head	
		ENT	
		Neck	
		Heart/vascular	
		Lungs	
		Abdomen	
		Musculoskeletal	
		Skin	
		Neurologic	
		Mental status	
		Other	

**\*\*This student is safe to participate in clinical practice. Yes \_\_\_\_\_ No \_\_\_\_\_**

If NO; please elaborate \_\_\_\_\_

**By signing this form, I affirm that the information noted above is correct and has been reviewed with the patient, including medications and chronic conditions.**

Health care Provider: Printed Name: \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



School of Nursing  
BOX 4037, CLINTON, MS 39058

## **Request for QuantiFERON-TB**

**The following student is a full time student at Mississippi College School of Nursing.**

**This student needs an annual quantiFERON TB test in order to be compliant with the health requirements at the school of nursing.**

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**Students Name**

**Thank you,  
Deborah Bolian, MN, RN  
Mississippi College School of Nursing  
Health Compliance Team**

**MISSISSIPPI COLLEGE  
SCHOOL OF NURSING**

**WAIVER FORM**

MISSISSIPPI COLLEGE, CLINTON, MISSISSIPPI, and her appropriate agents and

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Number

I am completing the required courses at MISSISSIPPI COLLEGE for the Bachelors Degree in Nursing and intend to participate in clinical learning experiences for the completion of my studies.

I understand the Mississippi College will be better able to assist me in my studies if the faculty is able to communicate freely concerning my studies and my progress. It is my desire for the institution to communicate freely, either in writing or orally, concerning my work, my program, my progress and my potential as well as any weaknesses.

Therefore, under the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, I authorize the free and open communication and sharing of papers, grades, comments, evaluations and other matters pertaining to my courses of study including, where applicable, transcripts, schedules, performances and evaluations. I also consent to the free and helpful discussion of my performance and progress at any formal or informal meetings that may be held between the faculty and staff of Mississippi College and any institution where I may be involved in clinical experience. I specifically authorize any institution involved in my clinical experiences to send to Mississippi College, written reports regarding my progress.

This the \_\_\_\_\_ day of the month of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Student's Signature)

# GLOSSARY

## GLOSSARY

**Christian Caring:** Christian caring provides the foundation for nursing practice and is incorporated throughout the curriculum plan. Christian caring is defined as love and concern for self and others, as exemplified by the life and teachings of Jesus Christ. Christian caring involves attitudes and behaviors based on the value of altruism. Personal attitudes include being flexible, nonjudgmental, honest, respectful and kind. In interaction with others, caring involves being compassionate and responsive to the needs of self and others.

**Critical Thinking:** All or part of the process of questioning, analysis, synthesis, interpretation, inference, inductive and deductive reasoning, intuition, application, and creativity (AACN, 1998). Critical thinking underlies independent and interdependent decision making.

**Clinical Judgment:** The outcomes of critical thinking in nursing practice. Clinical judgments begin with an end in mind. Judgments are about evidence, meaning and outcomes achieved (Pesut, 2001).

**Clinical Reasoning:** The process used to assimilate information, analyze data, and make decisions regarding patient care (Simmons, Lanuza, Fonteyn, & Hicks, 2003). The nurses collect cues, process the information, come to an understanding of a patient problem or situation, plan and implement interventions, evaluate outcomes, and reflect on and learn from the process. **Cues:** Identifiable physiological or psychosocial changes experienced by the patient, perceived through history or assessment and understood in relation to a specific body of knowledge and philosophical beliefs. Cues also include the context of care and the surrounding clinical situation.

**Clinical Prevention:** Individually focused interventions such as immunizations, screenings, and counseling, aimed at preventing escalation of diseases and conditions.

**Communication Process:** Communication is a two-way process that involves exchange of information and/or feelings between the sender and receiver. Communication abilities include written, oral and nonverbal communication, group process, and use of information technology. Communication as a process is introduced early in the curriculum with the expectation that students will become increasingly proficient as the curriculum progresses. Students are expected to expand their knowledge of communication to include assessment of communication patterns within families and communities, as well as collaboration and negotiation skills needed in managing the care of clients/patients and improving health care delivery. Students have opportunity to communicate with members of different socio-economic and cultural groups in the client/patient's own environment.

**Cultural Humility:** Incorporates a lifelong commitment to self-evaluation and self-critique, to redressing the power imbalances in the patient clinician dynamic, and to developing mutually beneficial and advocacy partnerships with communities on behalf of individuals and defined populations. Cultural humility is proposed as a more suitable goal than cultural competence in healthcare education (Tervalon & Murray Garcia, 1998).

**Cultural Sensitivity:** Cultural sensitivity is experienced when neutral language, both verbal

and not verbal, is used in a way that reflects sensitivity and appreciation for the diversity of another. Cultural sensitivity may be conveyed through words, phrases, and categorizations that are intentionally avoided, especially when referring to any individual who may be interpreted as impolite or offensive (American Academy of Nursing Expert Panel on Cultural Competence, 2007).

**Decision-Support System (Clinical):** Interactive computer programs designed to assist clinicians with decision making tasks. Clinical decision support systems link health observations with health knowledge to influence choices by clinicians for improved health care.

**Diversity:** The range of human variation, including age, race, gender, disability, ethnicity, nationality, religious and spiritual beliefs, sexual orientation, political beliefs, economic status, native language, and geographical background.

**Evidence-based Practice:** Care that integrates the best research with clinical expertise and patient values for optimum care (IOM, 2003b).

**Health Care Setting:** Health care setting is defined as the setting in which nurse-client/patient interaction occurs. The type of health care setting can vary according to the category and needs of the client/patient system served and the external environment variables present. External environmental variables include the amount of technology available, the degree of structure present, and the amount of supervision and independent practice possible. The curriculum is designed for experiences in a variety of health care settings, from structured, with minimal environmental variables to less structured settings with multiple environmental variables.

**Health Determinants:** Complex interrelationships of factors, such as the social and economic environment, the physical environment, individual characteristics, and behaviors that influence health.

**Health Literacy:** The degree to which individuals have the capacity to obtain, process, and understand basic health information and services needed to make appropriate health decisions (U.S. Department of Health and Human Services, 2000b)

**Healthcare Team:** The patient plus all of the healthcare professionals who care for the patient. The patient is an integral member of the healthcare team.

**Herd Immunity:** Immunity of a sufficient proportion of the population to reduce the probability of infection of susceptible members of that population.

**Holistic Health Care:** A system of comprehensive or total patient care that considers the physical, emotional, social, economic, and spiritual needs of the person; his or her response to illness; and the effect of the illness on the ability to meet self-care needs.

**Immersion Experience:** Clinical experiences with a substantive number of hours in a consistent clinical setting over a concentrated period of time.



**Information Technology:** The study, design, development implementation, support, or management of computer-based information systems, particularly software applications and computer hardware.

**Integrative Strategies for Learning:** Coherent organization of educational practices that integrate general education concepts throughout the major, through the widespread use of powerful, active, and collaborative instructional methods (Association of American Colleges and Universities, 2004).

**Interprofessional:** Working across healthcare professions to cooperate, collaborate, communicate, and integrate care in teams to ensure that care is continuous and reliable. The team consists of the patient, the nurse, and other healthcare providers as appropriate (IOM, 2003b).

**Intraprofessional:** Working with healthcare team members within the profession to ensure that care is continuous and reliable.

**Microsystem:** The structural unit responsible for delivering care to specific patient populations or the frontline places where patients, families, and care teams meet (Nelson, Batalden, Godfrey, 2007).

**Moral Agency:** A person's capacity for making ethical judgments. Most philosophers suggest that only rational beings, people who can reason and form self-interested judgments, are capable of being moral agents.

**Multidimensional Care:** Relating to or having several dimensions; it speaks to the fullness of the patient clinician experience, but also to people's lives in general. Spirituality is one of those many dimensions.

**Nursing Process:** Nursing process is the sequence of operations applied to a problem or potential problem for its resolution or modification. These operations include assessment, nursing diagnosis, outcome identification, planning, implementation and evaluation. The nursing process is used as the basis for establishment of a therapeutic nurse/client/patient relationship and to assist clients/patients to attain, maintain or regain health. Within the framework of the nursing process, the professional nurse utilizes creative and critical thinking skills in problem solving and decision making.

**Nursing Roles:** The role of a nurse is varied, with nurses assuming different roles according to the needs of the client/patient system, the external environment in which the nurse-client/patient interaction occurs, the level of functioning of the client/patient, and the educational and experiential background of the nurse. Nursing roles are a set of expectations about how a nurse acts in a given situation and includes direct care giver, teacher, advocate, researcher, counselor, leader/manager and member of the profession. Role enactment is a developmental process learned throughout the curriculum and is progressive in nature.

**Nurse Sensitive Indicators:** Measures of processes and outcomes—and structural proxies for these processes and outcomes (e.g., skill mix, nurse staffing hours)—that are affected, provided, and influenced by nursing personnel, but for which nursing is not exclusively

responsible (National Quality Forum, 2003).

**Outcome:** Broad performance indicator, related to the knowledge, skills, and attitudes, needed by a baccalaureate graduate.

**Patient:** The recipient of nursing care or services. This term was selected for consistency and in recognition and support of the historically established tradition of the nurse patient relationship. Patients may be individuals, families, groups, communities, or populations. Further, patients may function in independent, interdependent, or dependent roles, and may seek or receive nursing interventions related to disease prevention, health promotion, or health maintenance, as well as illness and end-of-life care. Depending on the context or setting, patients may, at times, more appropriately be termed clients, consumers, or customers of nursing services (AACN, 1998, p. 2).

**Patient Centered Care:** Includes actions to identify, respect and care about patients' differences, values, preferences, and expressed needs; relieve pain and suffering; coordinate continuous care; listen to, clearly inform, communicate with, and educate patients; share decision making and management; and continuously advocate disease prevention, wellness, and promotion of healthy lifestyles, including a focus on population health (IOM, 2003b).

**Population Health Interventions:** Actions intended to improve the health of a collection of individuals having personal or environmental characteristics in common. Population health interventions are based on population focused assessments. Professional Nurse: An individual prepared with a minimum of a baccalaureate in nursing but is also inclusive of one who enters professional practice with a master's degree in nursing or a nursing doctorate (AACN, 1998).

**Professionalism:** Professionalism in nursing has many components. Professionalism encompasses the traditional role of direct care giver, and includes research, professional development, accountability and responsibility for delivery of quality nursing care within legal and ethical guidelines. Professionalism is viewed as a continuum along which nursing and nurses may move, and includes informed and involved membership in professional organization. Socialization of students into the role of a professional nurse is an ongoing process. It is expected that the students will incorporate the values and beliefs of professional nursing into their own personal philosophies of nursing.

**Research Process:** The process of research is an integral complement of professional nursing. Students are introduced to the research process, critique of research studies and application of research findings to nursing practice. Integration of research is essential for maintaining professional standards and contributing to improvement of nursing care.

**Simulation:** An activity that mimics the reality of a clinical environment and is designed to demonstrate procedures, decision-making, and critical thinking through techniques such as roleplaying and the use of devices (e.g., interactive videos, mannequins) (National Council of State Boards of Nursing, 2005).

**Spiritual Care:** “Interventions, individual or communal, that facilitate the ability to experience the integration of the body, mind, and spirit to achieve wholeness, health, and a sense of connection to self, others, and a higher power” (American Nurses Association and Health Ministries Association, 2005, p. 38).

**Spirituality:** Speaks to what gives ultimate meaning and purpose to one’s life. It is that part of people that seeks healing and reconciliation with self or others (Puchalski, 2006).

**Teaching/learning Process:** The teaching-learning process provides the framework for behavioral changes in the cognitive, affective and psychomotor domains. The teaching-learning process within nursing is inherent in the delivery of holistic nursing care. Teaching/learning process relates with the communication process and is integrated throughout the curriculum.

**Therapeutic Interventions:** Therapeutic Interventions are theory based and provide the foundation for individualized nursing action based on human needs. These actions facilitate the delivery of safe nursing care aimed at preventing illness, restoring health and promoting wellness in individuals, families, group and/or communities. These interventions include psychomotor and psychological therapeutics directed at individuals and/or aggregates. The integration of therapeutic interventions in the curriculum is based on guidelines from the literature and nursing organizations.

**Vulnerable Populations:** Refers to social groups with increased relative risk (i.e., exposure to risk factors) or susceptibility to health related problems. The vulnerability is evidenced in higher comparative mortality rates, lower life expectancy, reduced access to care, and diminished quality of life (Center for Vulnerable Populations Research, UCLA School of Nursing, 2008).