

MOREHEAD STATE UNIVERSITY

College of Science and Technology

School of Health Sciences

Department of Nursing



Student Handbook

Supplement to
Morehead State University Student Handbook
Twenty- Six Edition
2013-2014

The Department of Nursing adheres to the current Non-Discrimination Statement as published on the Affirmative Action Office webpage at

<http://www2.moreheadstate.edu/aao/index.aspx?id=560>

Any inquires should be addressed to the Affirmative Action Officer/ADA Coordinator, Morehead State University, Affirmative Action Officer, 101 Howell-McDowell, Morehead, KY 40351, 606.783.2097.

Review of Policies, Procedures, and Content

All policies, procedures, and content of the *Department of Nursing Student Handbook* are reviewed by the respective faculty annually. Where revisions are made to policies or procedures, there is a notation in the document noting a revision, date, and initials of the approver.

Changes in Policies, Procedures, and Program Information

Changes in the Department of Nursing, ADN and BSN, policy, procedure and program information will be communicated to students admitted to the ADN/BSN by email, in class, or announcements posted on Blackboard. Updates to the *Student Handbook* will also be posted on the ADN, BSN and DN Websites.

Website and Published Documents

The Department of Nursing website reflects current information. Because the site is updated frequently, information on this website supersedes all Department of Nursing printed materials.

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MOREHEAD STATE UNIVERSITY
College of Science and Technology
School of Health Sciences
Department of Nursing HANDBOOK AGREEMENT FORM

The 2013-2014 Nursing Student Handbook has been reviewed with me on _____
 by _____. I have had the opportunity to clarify information in the
 handbook and agree by my signature to abide by the contents within.

PRINT NAME _____

STUDENT'S SIGNATURE _____

HANDBOOK GUIDELINE STATEMENT

It is understood that the Nursing Student Handbook **cannot be considered a legal contract** but, more a
 set of guidelines which may evolve over the time a student remains at Morehead State University.

STUDENT'S SIGNATURE _____

STATEMENT OF CONFIDENTIALITY AGREEMENT

The 2013-2014 Nursing Student Handbook Statement of Confidentiality has been reviewed with me on
 _____ by _____.
 I have had the opportunity to clarify information in the handbook and agree by my signature to abide by
 the contents within.

STUDENT'S SIGNATURE _____

STANDARDIZED TESTING POLICY

The Standardized Testing Policy has been reviewed with me on _____
 by _____. I have had the opportunity to clarify information in the
 testing policy and agree by my signature to abide by the contents within.

STUDENT'S SIGNATURE _____

ACADEMIC STANDARDS AND PROGRESSION POLICY

The Academic Standards and Progression Policy applicable to my program has been reviewed with me on
 _____ by _____. I have had the opportunity to
 clarify information in the Academic Standards and Progression Policy and agree by my signature to abide
 by the contents within.

STUDENT'S SIGNATURE _____

AUTHORIZATION FOR USE

I hereby authorize Morehead State University to use my photograph or video image for publication purposes, including but not limited to publicity and marketing, for the promotion of MSU, its programs, and activities.

I understand that my photograph or video image may be distributed by a variety of means, including but not limited to newspapers, magazines, television, video presentations, billboards, brochures, and Web sites.

I understand that when MSU uses my information, others not subject to MSU's supervision and control, may further disseminate my information.

I release MSU from any and all liability related to dissemination of my information. I specifically allow release of my information subject to any applicable state laws.

I have read this document and understand its contents.

STUDENT'S SIGNATURE

DATE

**Welcome to the Department of Nursing
Morehead State University**

Dear Nursing Students,

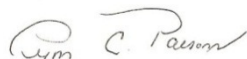
Welcome to the nursing program at Morehead State University! You made a great choice in selecting MSU for your collegiate experience and in choosing the nursing major.

There are several resources available to you as you progress in your program of study and I recommend that you take advantage of them. One important person you should meet with regularly is your advisor. This person knows our programs well and can help you as you progress in the nursing program.

The nursing curriculum is rigorous and time intensive; therefore, it is important to have good study habits. In addition to attending class and laboratory sessions you will be involved in clinical practice and attend clinical courses at our local hospitals, long term care facilities, community and public health department's and a myriad of other clinical facilities in our region.

If I can answer any questions please feel free to call on me. Again, welcome to the nursing program at Morehead State University!

Dr. Lynn C. Parsons, DSN, RN, NEA-BC



Professor and Chair
Department of Nursing

e-Mail: l.parsons@moreheadstate.edu

History of Nursing at Morehead State University

The ADNPN was originally instituted at MSU in 1971. The ADNPN was initially accredited by the National League for Nursing (NLN) in 1982. The ADNPN was closed in 1987 when shifts in enrollment occurred. The ADNPN was reinstated in 1991 in response to community interest. The ADNPN was again accredited by the NLN in 1993. The first ADNPN class was enrolled at the Mt. Sterling Campus fall 2007. In March 2008, the NLNAC formally extended the accreditation to include the Mt. Sterling Campus. The ADNPN participated in a NLNAC site visit fall 2012 and received continuing accreditation through 2020, with conditions of a follow up report due spring 2015. The NLNAC has undergone a change of name and is now officially called the Accreditation Commission for Education in Nursing, Inc. (ACEN). The ADNPN at the Morehead Campus and at the Mt. Sterling Campus has full approval by the Kentucky Board of Nursing (KBN).

The ADNPN requires four semesters for completion with an additional four pre-requisite courses. An advance placement component is available for Paramedics. The ADNPN is a face-to-face program utilizing interactive television (ITV), primarily lecturing from the Morehead campus. ADNPN graduates are eligible to apply for completion of the National Council Licensure Exam-RN to gain licensure as Registered Nurses (RNs).

The preliminary planning for the Baccalaureate Nursing Program (BNP) began in the fall of 1983. The program was officially approved by the Kentucky Council on Higher Education in October 1985. The KBN approved the program in February 1986.

The BNP has two components, a pre-licensure and a post-licensure (RN track) component. The Post-licensure Component, designed for registered nurses with diplomas or associate degrees, was implemented in the fall of 1986. In the fall of 1987, the pre-licensure component was implemented. The off-campus BNP Post-licensure component was implemented at the Big Sandy Center and the Ashland Center in 1992. Nursing classes for the off-campus RN Track student are currently available online. In the fall of 2011, a face to face RN-Track Program was launched at the MSU Center in Prestonsburg, Ky.

The BNP was required to graduate the first class of pre-licensure students before applying to the NLN for accreditation. The first class graduated in May 1990. The NLN granted accreditation to the program in March 1991. In 1996, the BNP was reaccredited until 2004. In spring 2005 the ADNPN was notified by the Accreditation Commission for Education in Nursing, Inc. (ACEN) of continuation of accreditation. In the fall of 2005 the BNP was notified by the Commission on Collegiate Nursing Education (CCNE) of accreditation until 2015. Holding two national accreditations, the faculty voted in December 2008 to continue accreditation solely with CCNE and voluntarily withdrew from NLNAC.

In spring 1996 a cooperative effort with the University of Kentucky (UK) to offer a Masters Degree in Nursing in the area of nurse practitioner was implemented. The joint program allowed

the RN Track student to complete a BSN from MSU and a MSN from UK. The last class for this program was admitted for Fall 2009.

The Associate Degree Nursing Program launched a distant program at the Mt. Sterling extended campus in Fall 2007. In Fall 2010, the Associate Degree Nursing Program launched the first Paramedic-RN Program approved by NLNAC and KBN.

In May of 2010 the Department of Nursing moved into the Center for Health, Education, and Research (CHER), a 90,000 square foot facility. This \$30 million project was constructed on land provided by St. Claire Regional Medical Center with funding from the state and federal governments for a joint partnership between Morehead State University, St. Claire Regional Medical Center, and University of Kentucky. It is considered the first such partnership involving a regional public university, a land grant university and a private, nonprofit hospital corporation.

The CHER facility houses four 2,000 square foot patient care laboratories equipped with high fidelity simulators and additional technologically advanced equipment. Classrooms within CHER are also spacious and equipped with technology to enhance teaching practices.

Nurses have an important role in the provision of health care in a variety of health care settings. Morehead State University has assumed a significant role in educating Eastern Kentucky's professional nurses.

MOREHEAD STATE UNIVERSITY
College of Science and Technology
School of Health Sciences
Department of Nursing

Vision

The Morehead State University Department of Nursing envisions educational programs that establish the Department of Nursing as a Center of Excellence in the campus community and within our service region.

Mission

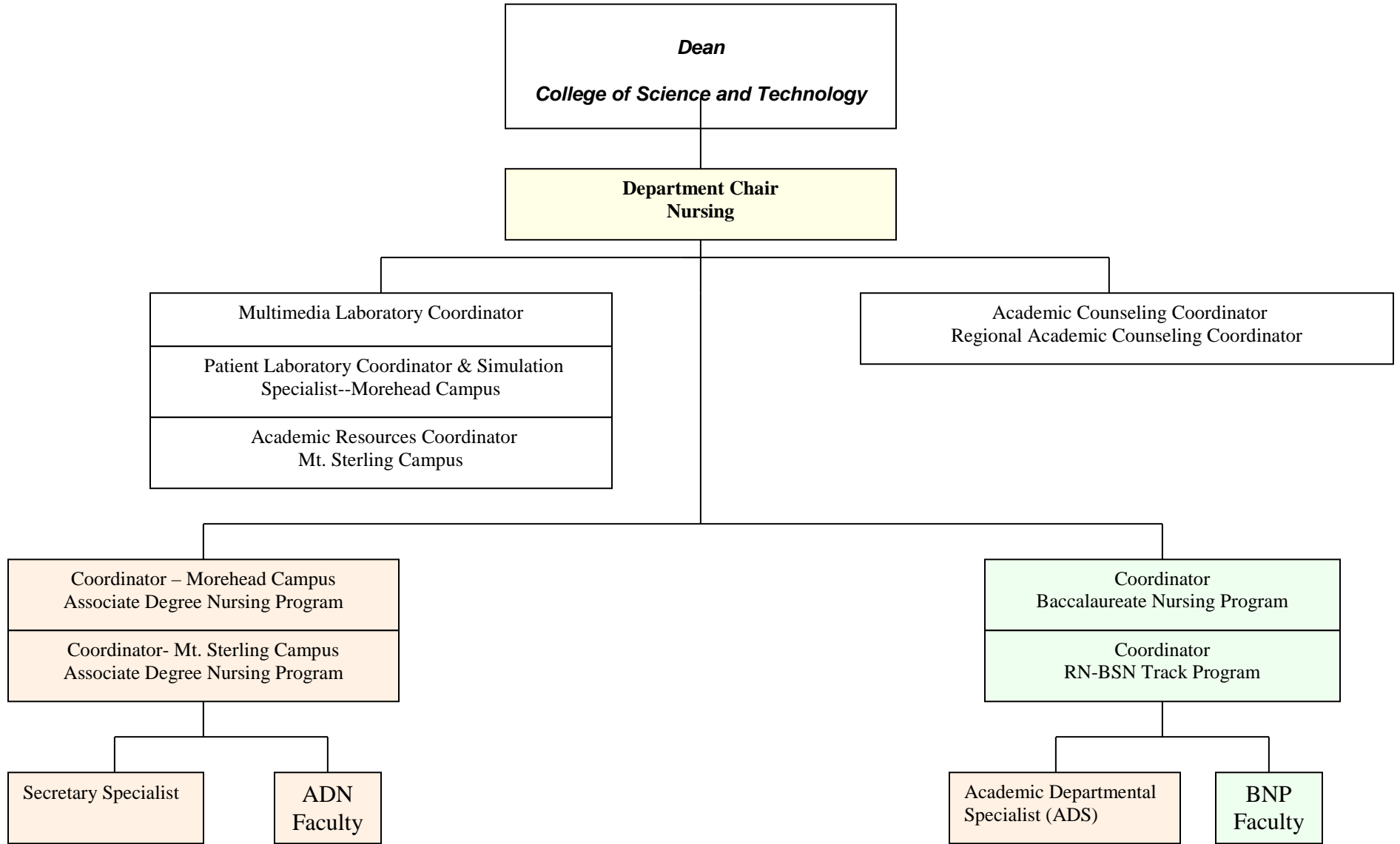
Department of Nursing Mission: The mission of Morehead State University Department of Nursing is to promote health and well-being among the people of northeastern and eastern Kentucky, the greater Commonwealth, and extending to those whom our graduates serve in our global community. In an academic environment that is responsive to health care changes situated within respective cultures, it is through excellence in nursing education in all programs, service, and commitment to scholarly activities that this mission is accomplished.

Values

The faculty and staff within the Department of Nursing value

- excellence in education, service, scholarly activities, advisement and support of students, thereby providing the opportunity for a meaningful and rewarding educational experience.
- a climate of open communication and cooperation.
- a responsive relationship with our community respecting our cultural heritage.
- student success in learning outcomes through individualized attention that promotes growth, improvement, and opportunity.
- diversity within the department reflecting our greater community.
- integrity and professionalism and the respect of academic freedom in our academic community.

MOREHEAD STATE UNIVERSITY
Department of Nursing



Regulations, Guidelines And Information

MOREHEAD STATE UNIVERSITY
College of Science and Technology
School of Health Sciences
Department of Nursing

STATEMENT OF CONFIDENTIALITY

The student must understand that all information regarding patient/clients must be kept confidential under the provision of *KRS 210.235. The student must understand that any information received may only be used for clinical purposes within the assigned clinical care setting. The student must be aware that violation of the requirement of confidentiality is punishable by a fine of up to five thousand dollars (\$5,000) or imprisonment for a term not to exceed five (5) years or both, pursuant to *KRS 210.291.

*KRS 210.235 - Confidential nature of records

All applications and requests for admission and release, and all certifications, records and reports of the cabinet for human resources which directly or indirectly identify a patient or former patient or a person whose hospitalization has been sought, shall be kept confidential and shall not be disclosed by any person, except insofar as:

1. The person identified or his guardian, if any, shall consent; or
2. Disclosure may be necessary to comply with the official inquires of the departments and agencies of the Commonwealth of Kentucky; or
3. Disclosure may be necessary to comply with the official inquires of the departments and agencies of the United States government; or
4. A court may direct upon its determination that disclosure is necessary for the conduct of proceedings before it and failure to make such disclosure would be contrary to the public interest. Nothing in this section shall preclude the disclosure, upon proper inquiry of the family or friends of a patient, of information as to the medical condition of the patient.

HISTORY: 1954 c 12, 1, eff. 7-1-54

*KRS = Kentucky Revised Statue

In addition, the student must understand and be compliant with the Health Insurance Portability and Accountability Act (HIPPA), Public Law 104-191, 104th Congress.

WRONGFUL DISCLOSURE OF INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION

SEC. 1177.

- (a) **OFFENSE** – A person who knowingly and in violation of this part –
- (1) Uses or causes to be used a unique health identifier;
 - (2) Obtains individually identifiable health information relating to an individual;
or
 - (3) Discloses individually identifiable health information to another person, shall be punished as provided in section (b).
- (b) **PENALTIES** – A person described in subsection (a) shall—
- (1) Be fined not more than \$50,000, imprisoned not more than 1 year, or both;
 - (2) If the offense is committed under false pretenses, be fined not more than \$100,000, imprisoned not more than 5 years, or both.

ACADEMIC HONESTY

The nursing faculty believes that nurses must maintain a high level of integrity. Integrity is demonstrated by honesty, fairness, respect, and trust. Therefore, deception for individual gain is an offense against the profession of nursing. Deception includes but is not limited to cheating, plagiarism, and misrepresentation.

Cheating is defined as wrongful giving, taking, altering or fabrication of any course work (examinations, written reports, care plans, etc.) for the purpose of gain for self or others.

Plagiarism is defined as the act of copying, stealing or using another’s ideas, words, or specific substances as one’s own without giving credit to the source. For example: submitting written work which is not the work of the student; failure to identify in part or in whole the original author; failure to use quotations for any idea which has not been assimilated in the writer’s own language; or paraphrasing (rewording) a passage so it is not grammatically changed.

Misrepresentation is defined as work submitted improperly or falsely to meet course requirements. For example: falsifying information; altering work for regarding; another person replacing student for an examination or laboratory; or presenting the same paper to different courses without prior approval of both faculty members.

Should a question arise regarding academic honesty in course work, it is the student’s responsibility to consult the instructor for clarification. Faculty will exercise one of the following sanctions for academic dishonesty:

1. A grade zero (0) on the individual assignment.
2. A grade “E” for the course in which the offense occurred.
3. Permanent dismissal from the Department of Nursing.

Other information related to academic dishonesty can be found in *The Eagle Handbook*
<http://www2.moreheadstate.edu/dsl/eaglehandbook/>

ACADEMIC HONESTY POLICY

University Expectations for Academic Honesty

All students at Morehead State University are required to abide by accepted standards of academic honesty. Academic honesty includes doing one's own work, giving credit for the work of others, and using resources appropriately. If a student is determined to be guilty of academic dishonesty, the faculty member will issue one of the following sanctions:

1. Failure of a particular assignment or exam (Zero)
2. Failure of a particular class (E)
3. Other appropriate disciplinary action

Other information related to academic dishonesty can be found in *The Eagle Handbook*

Examples of Academic Dishonesty

1. Exams/Quizzes
 - a. Exchanging information with another person (giving/receiving)
 - b. Writing information on your person or objects to use during the exam
 - c. Using electronic devices to record or retrieve information
 - d. Submission of an exam/quiz in the name of someone other than the author of the exam/quiz
 - e. Opening additional or minimizing windows with online/computerized testing. The open windows permitted include the calculator and the window for the exam/quiz. Any other open/minimized window constitutes academic dishonesty.
2. Assignments
 - a. Plagiarizing
 - I. Having someone else do your work/write your paper
 - II. Submit an assignment for more than one course
 - III. Submitting someone's ideas/work as your own
 1. 3 or more words without being referenced as a quotation
 2. Failure to reference a source
 3. Copying and pasting from the internet to write a paper
 4. Obtaining a paper from someone or the internet and submitting it as your own work
 - b. Submission of an assignment in the name of someone other than the author of the assignment
 - c. Discussing concepts with other students is encouraged. When you begin to actually complete your assignments, the work should be yours and yours alone

Promoting Academic Honesty During Exams/Quizzes

- Turn off all phones, beepers and anything that makes noise. No electronic devices are permitted in the testing area.
- No personal belongings at your desk (all personal belongings must be placed in the area designated by faculty)
- No food/drinks, or hats in the testing area
- Calculators will be supplied
- Go to the bathroom prior to beginning the exam/quiz
- Use this paper to cover your answer sheet during the exam/quiz and turn in with your exam/quiz

I have read and understand the above information regarding academic dishonesty and agree to uphold the standards of academic honesty during my exam/quizzes and assignments throughout my educational program at Morehead State University.

Name (Print): _____
 Signature _____ Date _____

TECHNICAL PERFORMANCE STANDARDS

The Technical Performance Standards in the learning and healthcare environment required by the Department of Nursing will help students determine if accommodations or modifications are necessary. The standards will provide criteria upon which an informed decision of ability to meet requirements and perform the essential functions of nursing practice can be made.

- Standard 1: Critical thinking ability sufficient for clinical judgment.
- Standard 2: Communication skills sufficient to interact with individuals, families, and groups from a variety of social, behavioral, cultural, and intellectual backgrounds.
- Standard 3: Physical abilities sufficient to move from room to room and maneuver in small spaces.
- Standard 4: Gross and fine motor abilities sufficient to provide safe and effective nursing care.
- Standard 5: Auditory abilities sufficient to monitor and assess health needs.
- Standard 6: Visual ability sufficient for observation and assessment and delivery nursing care.
- Standard 7: Tactical ability sufficient for physical assessment.

If a student believes that they could not meet one of the standards without accommodation or modifications in the learning and healthcare environment, the nursing program will determine if reasonable modifications can be made using the following process.

1. Before admission to the nursing major, all students will have information regarding the Technical Performance Standards.
2. After admission to the major, students will be given a copy of the Technical Performance Standards.
3. A student who believes that he or she may need assistance in meeting the Technical Performance Standards should contact Evangeline Day, Disabilities Services at MSU, 204 E ADUC, or call 606-783-5188.

STUDENT PARTICIPATION

Students in the Department of Nursing are encouraged to provide input to the department faculty and staff regarding the overall curriculum and program. Each course invites student input through course and faculty evaluation. Evaluations are most helpful when they are honest, fair, constructive and pertinent to the class, clinical experience, or course. Faculty will seriously consider student evaluations in making modifications in the course, specific classes and clinical experience. The faculty value student evaluation of teaching effectiveness as a means of improving teaching skills. Students are encouraged to evaluate classroom and clinical instruction using the forms and methods provided. In addition, verbal input is welcome. The clinical instructor will also provide a tool for students to evaluate the clinical experience. The programs invite input through student participation on program curriculum committees. Please contact the Program Coordinator of the respective programs to learn more.

COURSE LOAD

The usual course load per semester is 15-18 credit hours. The minimum load for a full-time student is 12 credit hours. Students who plan to enroll for more than 18 hours must adhere to University regulations regarding overload (see University Undergraduate Catalog).

CONDITIONS FOR ENROLLMENT

1. Students may be assigned to clinical practicum areas other than those in the immediate area, requiring traveling some distance. Transportation to and from these settings is the responsibility of the student.
2. Clinical experiences and classroom activities may be required during various hours of the day, evening, night, and/or weekend.
3. Students have the responsibility for the cost incurred by enrollment in the nursing program. This cost includes clothing, equipment, liability insurance, criminal background checks, drug screenings, and academic materials.
4. Criminal Background Check and Drug Testing: A criminal background check and drug test (urine screen) are becoming standard requirements for employment at health care

facilities. Such requirements also apply to students who rotate through those health facilities as part of their educational experiences.

All MSU nursing students are required to have a national criminal background check (Certified Background) and urine drug screen. The student is responsible for the cost of the criminal background check and urine drug screen. Students will be given instructions for the online process for the Certified Background check and procedures for urine drug screen collection when admission to the program is offered. The background check includes a certified Badge for the student. Students must have the criminal background check prior to clinical rotations at health care facilities. Please refer to the Department of Nursing Criminal Background and Drug Policy Statement.

Nursing students may be required to have additional criminal background checks and drug screens for certain healthcare settings as the agencies set their own criteria around criminal background clearance. The student is responsible for any cost of additional criminal background checks or drug screens. In the event that a student leaves a program prior to program completion, the student may be requested to complete additional criminal background check and urine drug screen prior to reentry to the program. Students who fail to successfully pass a criminal background check or drug screen would be ineligible for enrollment or progression in required clinical courses and therefore, would not be able to complete the requirements for graduation.

The Department of Nursing does not accept responsibility for any student being ineligible for coursework, continued enrollment in the admitted program or subsequent licensure as a nurse for any reason.

Students who provide any false information regarding drug use or criminal offenses in any documents relating to their attendance within the Department of Nursing are subject to immediate dismissal.

MOREHEAD STATE UNIVERSITY
DEPARTMENT OF NURSING
Student Criminal Background Check and Drug Screening Policy
Adopted: May 2012

A. Introduction:

A criminal background check and drug screen are becoming standard requirements for employment at health care facilities. Such requirements also apply to students who rotate through those health facilities as part of their educational experiences.

All MSU nursing students are required to have a national criminal background check (Certified Background) and drug screen. The student is responsible for the cost of the criminal background check and drug screen. Students will be given instructions for the online process for the Certified Background check and procedures for drug screen collection when admission to the program is offered. The background check includes a certified Badge for the student. Students must have the criminal background check prior to clinical rotations at health care facilities. Please refer to the Department of Nursing Criminal Background and Drug Policy Statement.

Nursing students may be required to have additional criminal background checks and drug screens for certain healthcare settings as the agencies set their own criteria around criminal background clearance and drug screens. The student is responsible for any cost of additional criminal background checks or drug screens. In the event that a student leaves a program prior to program completion, the student may be requested to complete additional criminal background check(s) and drug screen(s) prior to reentry to the program.

Students who fail to successfully pass a criminal background check or drug screen would be ineligible for enrollment or progression in required clinical courses and therefore, would not be able to complete the requirements for graduation. The Department of Nursing does not accept responsibility for any student being ineligible for coursework, continued enrollment in the admitted program or subsequent licensure as a nurse for any reason.

Students who provide any false information regarding drug use or criminal offenses in any documents relating to their attendance within the Department of Nursing are subject to immediate dismissal.

B. Applicability

Conditionally admitted applicants must consent to, and satisfactorily complete a criminal background check and drug screen prior to final acceptance and matriculation into nursing programs with the Department of Nursing

C. Policy Statement

All conditionally admitted applicants must consent, submit to, and satisfactorily complete a criminal background check and drug screen as a condition of admission and matriculation into programs within the Department of Nursing. Enrollment will not be final until the completion of the criminal background check and drug screen results are deemed acceptable to the applicable program. All expenses associated with the criminal background check(s) and drug screen(s) are the responsibility of the applicant/student. Students who do not consent to the background check, refuse to provide information necessary to conduct the background check, or provide false or misleading information in regard to the background check will be subject to disciplinary action up to, and including, refusal of admission or dismissal from the program.

D. Implementation and enforcement

This policy will be implemented and monitored by the Department of Nursing Health Compliance Coordinator. Enforcement will be conducted by the Department of Nursing Admissions and Progression Committee in collaboration with MSU General Counsel, Chief Diversity Officer, Dean of Students, University Police, Caudill Health Clinic, and/or outside agencies in the conduct of background checks and drug screen investigations of students.

E. Procedures for Background Investigation and Drug Screens of Students

1. Application: Background investigations and drug screens will be conducted for applicants who are offered conditional admission to nursing programs. A statement such as the following shall be included on admission materials for all nursing programs:

“I understand that, as a condition of admission, I will be required to authorize MSU to obtain criminal background check(s). Further, I may be required to authorize clinical training facilities to conduct this check, and to permit the results to be provided by the reporting agency to MSU and/or to clinical facilities. Expenses associated with criminal background check(s) and drug screen(s) are to be the responsibility of the applicant/student. If I am offered conditional admission, the offer will not be considered final until results are deemed acceptable by the Department of Nursing. If the results of the background check(s) or drug screen(s) are not deemed acceptable by the Department of Nursing, or if information received indicates that I have provided false or misleading statements, have omitted required information, or in any way am unable to meet the requirements for completion of the program, the conditional admission, program re-entry or progression may be denied or rescinded resulting in program dismissal.”

“I understand that if I am convicted of a felony or any type of offense while a student in a nursing program at MSU, I must report that offense to the Department Chair of Nursing in writing within 30 days of a conviction. Conviction includes plea agreements, guilty pleas, etc.”

2. Final Admission and Progression Notification: Applicants/students will be informed via university email regarding final admission or progression in the respective program.

F. Consideration of Criminal Background Activities

The existence of a conviction does not automatically disqualify an applicant from entering, matriculating, or returning to a program within the Department of Nursing. Relevant considerations may include, but are not limited to: the date, nature, and number of convictions; the relationship the conviction bears to the duties and responsibilities of the position; and successful efforts toward rehabilitation. Any decision to allow an applicant to enter a nursing program with a conviction is solely at the discretion of the Department of Nursing’s Admission and Progression Committee.

G. Consideration of Drug Screen

The existence of a positive drug screen does not automatically disqualify an applicant from entering, matriculating, or returning to a program within the Department of Nursing. Applicant/student will be required to provide appropriate documentation of prescribed medications for review. Any decision to allow an applicant to enter or continue in a nursing program with a positive drug screen is solely at the discretion of the Department of Nursing’s Admission and Progression Committee to ensure the safety and well-being of others in the health care environment.

H. Review Committee Process

The Review Committee will be a subcommittee of Admissions and Progression Committee and the Department Chair.

A careful review of the self-reported information in the conditionally admitted applicant’s file including criminal convictions and pending adjudications, the information in the criminal background check report and relevant supplementary materials obtained from the applicant and from other sources including court documents will ensue. Facts involved in the individual case review may include, but not be limited to:

- the nature, circumstances, and frequency of any reported offense(s)
- the length of time since the offense(s)
- available information that addresses efforts of rehabilitation

- the accuracy of the information provided by the applicant in their application materials or letter of intent for reentry into program
- the relationship between the duties to be performed as part of the educational program and the offense committed

The Review Committee will be responsible for deciding whether the results of the background check or positive drug screen disqualifies and dismisses the conditionally admitted applicant/student from entrance, matriculation, or reentry to a nursing program. The Committee will forward their decision in writing to the applicant, Program Coordinator(s), Department Chair, Dean of College, and Dean of Students.

I. Appeals Process

For information regarding the University academic grievance procedure, see the undergraduate catalog.

CONDITIONS FOR PROGRESSION

The Department of Nursing expects students to conduct themselves in a professional manner that is in accordance with the Code of Ethics for nursing. The Code of Ethics for Nurses serves as a guide for carrying out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession.

A student demonstrating any of the following will be dismissed from the program prior to the end of the semester:

- Inability to transfer theory into practice.
- Consistent lack of understanding of his/her limitations.
- Inability to anticipate the consequences of action or lack of action.
- Consistent failure to maintain communication with faculty and staff about client care.
- Dishonesty about client care.
- Commitment of a civil/criminal act in the educational area.
- Breach of patient confidentiality.
- Impaired behavior.
- Unprofessional behavior or acts of incivility that place a client or colleague in physical or emotional jeopardy. Examples of incivility include but are not limited to:
 - using the “silent treatment”
 - spreading rumors
 - badgering or back-stabbing
 - rude or obnoxious behavior
 - sabotaging a project
 - damaging someone’s reputation

- vii. using humiliation, put-downs, and intimidation
- viii. failing to support a peer in collaborative relationships
- ix. setting up someone for failure
- x. undermining of work
- xi. verbal abuse
- xii. public reprimands
- xiii. sarcasm
- xiv. destroying confidence
- xv. losing one's temper or yelling at someone
- xvi. continual criticism
- xvii. encouraging others to turn against a peer
- j. Failure of acceptance to a clinical site based on denial of the clinical placement due to failure to comply to all hospital policies and procedures.
- k.. Failure of acceptance to a clinical site based on unprofessional behavior.

Please refer to the Academic Standards and Progression Policy for each respective program for standards to be met for progression.

DOSAGE CALCULATION

Each nursing program has a dosage calculation requirement. Students must satisfactorily meet requirements for each nursing course.

TRAVEL STATEMENT

Students are responsible for providing their own transportation to clinical practicum areas and service activities.

UNIFORM

The Morehead State University nursing uniform, jacket with emblem, and name tags are to be worn in the clinical areas. The uniform and identification represent the student nurse at MSU and the profession at large. Upon completion of clinical, the student is required to change out of the clinical uniform prior to resuming their day/evening. Students in uniform should conduct themselves professionally in the clinical setting as it reflects not only on the MSU Nursing Programs but the nursing profession.

1. The required student uniform will consist of a sailor blue uniscrub top and pants or skirt and white V neck cardigan lab coat. Pants must be hemmed to meet top of shoe. Skirts are to be hemmed no higher than knee length.
2. Certain assigned clinical facilities may require students to adhere to specific agency dress codes, in which case faculty for the course using the facility are responsible for informing

students of specific dress requirements. White lab coats with approved name tags and BNP/ADN Program patch are required for covering the uniform when the student is not in the clinical area. The lab coat with approved name tag and program patch are also required to cover street clothes when the student goes to the clinical area.

3. The following rules are to be observed:
 - a. The uniform is to be clean and pressed. Plain white hosiery or socks are to be worn with the uniform. Name tags and program patch are to be worn on lab coat and uniform.
 - b. Clean white closed toe shoes must be worn with the uniform.
 - c. Hair must be clean, neatly arranged, of a natural color, and not fall forward during patient care. All hair accessories must be conservative. Beards must be short and neatly trimmed.
 - d. Natural fingernails must be clean , well groomed, and cut short (not to extend beyond the finger tip). Artificial fingernails, overlays, bonding tips, wrapping and tapes are not acceptable.
 - e. Make-up may be used in moderation.
 - f. The only accepted jewelry is a plain band type ring, a watch, and one pair of small studs for pierced ears. Visual facial including nose, tongue, face or other body piercings are not permitted. Dangling earrings are not permitted.
 - g. All visible tattoos must be covered during the clinical experience.
 - h. A BLS/ACLS/PALS pin may be worn if the student is currently certified.
 - i. Gum chewing is prohibited while in the health care agency.

SMOKING POLICY

Each student must follow the smoking policy of each clinical agency to which they are assigned. Violation of agency smoking policies will result in an unsatisfactory for the clinical. Any student who comes to clinical smelling like smoke will be sent home and given an unsatisfactory for the clinical. Second-hand smoke is detrimental to the patients and it is our responsibility to protect the patients at all times.

University Smoking policy: The *Eagle Student Handbook* contains the Tobacco Policy The policy is documented in a University Administrative Regulation 902.01 which can be found under the Student Conduct Code section of the handbook.

FEES AND EXPENSES

There are fees and expenses specific to the Department of Nursing in addition to those required by the University. These fees are subject to change without prior notification. See the University catalog for general University fees/expenses.

ACCIDENTS, INJURIES, AND/OR SERIOUS ILLNESSES

The Department of Nursing will follow the guidelines for student accidents, injuries and/or serious illness outlined in the Morehead State University Emergency Operations Plan.

HEALTH REQUIREMENTS

All students entering Morehead State University's Department of Nursing must have verification of immunizations compliance on file in the Department of Nursing. A student will **not** be allowed to enter the clinical area until verification of immunizations are on file in the Department of Nursing office. It is the students' responsibility to obtain the verification form from Counseling and Health Services. Students are responsible to ensure immunizations are up to date and that verification of immunizations are on file in the Department of Nursing office. The delay in verification of immunizations could result in an unsatisfactory clinical evaluation. Diagnostic test requirements are subject to change.

BLS

All students are required to maintain current American Heart Association BLS certification for Health Care Providers in order to enter the clinical area and remain in clinical settings within the educational semester. A student will not be allowed to enter the clinical area until verification of BLS is on file in the Department of Nursing office. It is the students' responsibility to ensure that verification of BLS is on file in the Department of Nursing office. The delay in verification of BLS could result in an unsatisfactory clinical evaluation.

POLICY ON INFECTIOUS DISEASES

The Department of Nursing adheres to Morehead State University's "Guidelines on Institutional Response to AIDS".

Students will be taught the precautions and practices to be taken to prevent the transmission of infectious diseases. These learning activities will be introduced during the first semester of the student's program of study and reinforced and updated throughout the program. The student must satisfactorily demonstrate skill in universal precautions prior to assignment to a client/patient.

Students will utilize www.cdc.gov as a resource as well as facility policies and procedures.

CONFIDENTIALITY PROCEDURE FOR CLINICAL ASSIGNMENTS

The following is to be followed for all oral and written materials related to assigned patients in healthcare agencies:

1. Remove name, initials, and dates of birth from all written documents related to patient assignments.
2. Under no circumstances are photocopies of patient records to be made by nursing students.
3. Only hand written notes which do not have name(s), initials, or dates of birth, social security number, address or telephone number are to leave the health care agency.

(Only exceptions are assignments that involve home visits.)

SOCIAL NETWORK STATEMENT

Students must strictly observe confidentiality regarding client care and clinical experiences. Discussion of clinical experiences and/or posting of pictures of the clinical setting in any type of social networking is unacceptable and is a violation of patient confidentiality and nurse ethics. Also, appearing in pictures with the student nametag, nursing uniform, and/or lab coat in nonclinical activities is unacceptable. Such postings are a violation of professional expectations, and will lead to course failure or program dismissal. Students are required to view the National Council of State Boards of Nursing (NCSBN) video “Social Media Guidelines for Nurses” video and brochure “A Nurse’s Guide to the Use of Social Media.” The video and brochure can be downloaded at https://www.ncsbn.org/NCSBN_SocialMedia.pdf.

LIABILITY INSURANCE STATEMENT

All students in the nursing program must have current liability insurance coverage for all clinical nursing courses. A student will **not** be allowed to enter the clinical area until liability insurance has been paid. Payment of the insurance fee is directed by each program. BNP students will have direct-billing, while ADNPs will have course-specific payment methods which will either be direct-billing or will be paid at the Cashier’s Window located in Howell-McDowell. With the latter, a receipt as proof of payment must be provided to the individual program staff. Students who are out of sequence or transfer students will be required to submit payment at Howell-McDowell and provide a receipt as proof of payment to program staff.

INJURY LIABILITY

The student is responsible for coverage of health care costs associated with injury or illness during assigned clinical/laboratory/service activity experiences. Please refer to *The Eagle Student Handbook* for more information on Student Health Services.

STUDENT EMPLOYMENT

Students providing nursing care must be under the supervision of a nursing instructor. A student's liability insurance is in effect only if the student is providing nursing care as part of nursing program requirements.

If the student chooses to work in a health care agency, he/she is **not** employed as a nursing student and cannot wear the student uniform or use the initials N.S. after the signature. Liability of the student in an employing agency rests with the individual and the agency.

STUDENT RECORDS REQUIREMENT

All students enrolled in the Department of Nursing are required to notify the Academic Counseling Coordinator of any changes in name, local or permanent address, and/or phone number. All information is considered confidential and will not be released. References will be furnished as requested providing the potential employer sends a statement signed by the student (or graduate) granting permission for the information to be released. Written permission must also be provided to allow information to be sent to other educational programs.

CHANNELS OF COMMUNICATION

Students who have an academic complaint, grade challenge, or are seeking clarification of course requirements should first talk with the instructor involved. If the student is not satisfied with the information/action at this level, he/she may discuss the situation at the next level. The rank order for this communication is as follows: clinical instructor (if applicable), course leader, program coordinator, department chair, college dean, provost, and president. For information on the academic grievance procedure, see the undergraduate catalog.

DISTANCE EDUCATION

Distance education is defined, for the purposes of accreditation review, as a formal educational process in which the majority of the instruction occurs when student and instructor are not in the same place. Instruction may be synchronous or asynchronous. Distance education may employ correspondence study, or audio, video, or computer technologies.

The Department of Nursing students must follow the technology requirements listed in the link below: <http://www.moreheadstate.edu/dl/>.

Technology requirements for Morehead State University students including hardware and software requirements are outlined on the distance learning website: <http://www.moreheadstate.edu/dl/>

LICENSING EXAMINATION

A. Applications for Licensure in Kentucky

Application to take the licensing examination must be filed with the Kentucky Board of Nursing (KBN) as instructed by KBN. The application forms with instructions are available on the KBN web site at <http://kbn.ky.gov/apply/examination.htm>

B. Applications for Licensure in Other States

Students who plan to take the licensing examination in a state other than Kentucky should write the board of nursing of that state and request an application form. This should be done at the beginning of the last semester of the nursing program.

CAMPUS LAB EQUIPMENT CHECKOUT

Equipment stored in the campus lab may be checked out as necessary for skills or for fulfillment of a course requirement (i.e. physical assessment of a patient). Requirements for checking out equipment:

1. Students must request use of equipment from the campus lab coordinator(s).
2. Students must sign the form in the equipment check out log, list items to be checked out, and state that he/she assumes responsibility for the care of the equipment while in his/her possession and for the return of the equipment within 24 hours or by the agreed time.
3. If an item checked out by a student is lost or damaged while in his/her possession, the student is responsible for costs of repair or replacement. A "hold"* will be placed on the student's records until such costs have been paid.

*“ Hold” on a student’s record prevents that student from registering for classes or obtaining a transcript from this University for any reason until the amount has been paid and the “hold” removed from his/her record.

Notice:

Items in clinical labs are for educational use only.
Items may or may not actually be sterile (though marked sterile)
due to cost saving packaging, donated items where we have no control
over prior condition, or reuse/recycle methods.

No invasive procedures
of any kind by a student on another person are permitted.

ABSENCE STATEMENT

- Theory:** Theory (classroom) attendance is strongly recommended. In case of absence the student is responsible for any information given in class for the achievement of theory objectives.
- Examinations:** Examinations are to be taken at the scheduled time. If absence is unavoidable, it is the student’s responsibility to contact the instructor **prior to** the scheduled examination time. Make-up examinations for excused absences will be at the discretion of the course instructor. Contacting course faculty regarding making up missed examinations is the responsibility of the student and must be done upon return to class. Failure of the student to adhere to these guidelines will result in a zero for the examination. Make-up exams may be of a format different from the original.
- Clinical:** Attendance in clinical and campus lab is required. If an absence is unavoidable, the student **must** personally notify the clinical instructor **prior** to the scheduled clinical or campus lab. Clinical hours are approved in the institution’s curriculum by the Kentucky Board of Nursing and therefore all clinical hour requirements must be met according to the faculty discretion. Clinical absences in excess of 12 hours will require a mandatory meeting with the course leader and/or program coordinator to determine if progression is allowed.

MOREHEAD STATE UNIVERSITY
College of Science and Technology
School of Health Sciences
Department of Nursing
Challenge Examination

REVISION: May 4, 2007

CHALLENGE EXAMINATION

Purpose: To outline the policy for obtaining nursing course credit by challenge examination. *NOTE:* Students may choose to take courses instead of challenge exams.

ELIGIBILITY:

Individuals who have successfully completed comparable courses, but are not eligible for transfer credit may be eligible to obtain course credit through challenge examinations. Examples include the following:

1. Individuals who have successfully completed associate degree or baccalaureate degree courses in another nursing program or health-related program.
2. Graduates of a state approved practical nursing program.

TIME SEQUENCE:

1. Individuals must contact the Department of Nursing to arrange to take the challenge examination.
2. Any challenge examination may be taken once and must be taken prior to course offering. Students who are unsuccessful and wish to earn credit for the course, must take the course(s) for which the challenge exam was failed.

FEE:

A fee will be assessed for the challenge exam.

**AVAILABLE
NURSING**

Comprehensive challenge exams are provided for the following nursing course:

**CHALLENGE
EXAMINATIONS:**

1. NURS 349: Pharmacology

Successful Achievement:

1. An externally reliable achievement test will be utilized for NURS 349: Pharmacology.
2. In order to successfully complete the challenge exam for NURS 349: Pharmacology, students must obtain at or above average on a nationally-normed score.

MOREHEAD STATE UNIVERSITY
College of Science and Technology
School of Health Sciences
Department of Nursing

Process: Exam Grading & Review

Administer exam and announce review date.
Responsible: Nursing Faculty



Score exam via ParScore. **Responsible:** Nursing Faculty



Review item analysis of exam and make any adjustments.
Responsible: Nursing Faculty



Post exam scores to Blackboard (no earlier than 24 hours after exam)
Responsible: Nursing Faculty



Conduct exam review outside of class within 7 business days of testing. Provide a document of question rationales with exam for students to view. Students may challenge the rationales on their student report sheet or other and submit it at conclusion of exam review. Exam guidelines to be implemented during review (i.e. No talking, no cell phones, etc...). * Note that standardized exams (i.e., HESI examinations) administered within the HESI iNET test delivery system are confidential, secure exams. HESI Exams cannot be accessed by the student outside of the proctored, secure test environment. Contents are not disclosed to anyone outside of the proctored testing environment at the time that the exam is administered to the student and therefore an exam review cannot be conducted for standardized examinations. HESI results are made available to students within 24-72 hours via their personal EVOLVE account.

Responsible: Nursing Faculty



Review comments from exam review and make any adjustments.
Responsible: Nursing Faculty



Post final exam scores to Blackboard (no later than 2 days after the exam review). All grades will then be final for that semester on the exam reviewed.
Responsible: Nursing Faculty

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MOREHEAD STATE UNIVERSITY
College of Science and Technology
School of Health Sciences
Department of Nursing

Integrated Practicum Statement

Students enrolled in nursing programs at Morehead State University must take as their last course, the nursing course in which the integrated practicum occurs (KBN 201 KAR 20:320). Consequently, the integrated practicum will be the last nursing course in which the student participates in prior to graduation. If the student must take another course after the integrated practicum, the integrated practicum must be repeated successfully.

Associate Degree Nursing

MSU Morehead Campus
MSU Mt. Sterling Campus

Message from the ADNP Coordinators – MSU Morehead/MSU Mt. Sterling

Dear Nursing Student:

Welcome to the Associate Degree Nursing Program at Morehead State University Morehead and Mt. Sterling campus. We are pleased that you have selected this program to prepare for a nursing career.

To assist you in becoming familiar with the Associate Degree Nursing Program, the faculty have compiled a Nursing Student Handbook as a supplement to the Morehead State University Student Handbook, the Eagle, and the Undergraduate Catalog. The Nursing Student Handbook contains the program requirements and program policies which will answer many of your questions about your responsibility as a nursing student at Morehead State University. The Nursing Student Handbook will help you identify the people who can assist you if problems arise and the resources available to you in the Department of Nursing, Associate Degree Nursing Programs. Because this information is important to your success as a nursing student at Morehead State University, we encourage you to read the handbook carefully and to clarify any questions you have about this information.

Nursing is an exciting and rewarding profession. The Associate Degree Nursing Program is challenging and, at times, difficult. As questions, concerns, and problems arise, please bring them to the program coordinators or your faculty advisor. The faculty and coordinators wish you success in your pursuit of a career in nursing.

Sincerely,

Lucy Mays DNP, APRN, CNE

Teresa Howell DNP, RN, CNE

Lucy Mays, DNP, APRN, CNE ADNP Coordinator, MSU Morehead Campus
Teresa Howell, DNP, RN, CNE Coordinator, MSU Mt. Sterling Campus

The Morehead State University Associate Degree Nursing Program is nationally accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 850, Atlanta, GA. P.404.975.5000.
The ADN Program maintains full approval status with the Kentucky Board of Nursing.

MOREHEAD STATE UNIVERSITY
College of Science and Technology
School of Health Sciences
Department of Nursing

Associate Degree Nursing Program Mission Statement

The nursing faculty believes it is the responsibility of Morehead State University to prepare graduates to meet the educational, economical and cultural needs of the region served. The nursing faculty believes it is their responsibility to prepare nurses to meet the health care needs of the service region, primarily northeastern and eastern Kentucky.

Associate Degree Nursing Philosophy

The nursing faculty believes that nursing education is based upon a foundation from the natural, behavioral, and mathematical sciences, humanities, nursing theory, and is reflective of local and national trends in health care delivery. Incorporation of principles forms a foundation which provides for the development of effective nursing judgment and professional identity. Interpersonal and communication skills, as well as psychomotor, clinical informatics and technical skills are necessary to attain competencies required of the registered nurse. The educational process of the nurse integrates ethical and legal concepts in a multicultural society.

The faculty views the individual in a holistic manner, at any stage of the life span, as a unique biopsychosocial individual who is worthy of dignity and respect and who is affected by an ever changing environment.

Health is viewed as a dynamic biopsychosocial and spiritual processes that occurs when an individual is able to meet human needs in a way which allows for effective functioning and human flourishing. An individual's state of health varies in relation to growth and development, culture, nutrition, the environment, ability to meet human needs, and is impacted by acute and chronic illness states. Health is further influenced by genetics, abilities, coping and results of decision making strategies. The nurse, as a member of the interprofessional health care team, provides patient-centered care by assisting individuals through health promotion, illness prevention activities, restoration of an optimal level of functioning or dignified death.

The nursing faculty accepts the American Nurses Association's definition of nursing: "Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations." The faculty of the nursing program believes that this definition serves the entry level nurse as well as the advanced practitioner.

The nursing faculty believes that the role of the nurse educator is to provide a challenging environment to facilitate learning and nursing judgment. The faculty takes into consideration unique learning styles and needs of each learner. The nursing faculty collaborates among themselves and with learners to provide an effective learning environment. Learners are expected to interact in the learning environment as motivated and self-directed individuals with a spirit of inquiry, including a need and desire for the pursuit of life-long learning. Following completion of the program, learners are expected to assume the role of the registered nurse as a productive member of a multicultural society.

The nursing faculty believes that the associate degree nurse should be prepared to function in diverse health care settings to provide nursing care to clients and significant others with increasingly complex needs in dynamic and multifaceted health care systems. The competencies inherent in the role of the graduate associate degree nurse are professional behaviors, communication, assessment, nursing judgment, pharmacology, caring interventions, client education skills, collaboration, and managing care.

Program Student Learning Outcomes for the Associate Degree Nursing Program

Upon completion of the associate degree nursing program at Morehead State University, the graduate will be able to:

1. Compare and contrast the roles of the registered nurse into the nursing practice to promote human flourishing.
2. Critique communication skills used in therapeutic and collaborative roles.
3. Evaluate the effectiveness of the use of the nursing process and clinical reasoning within a multicultural society in a holistic manner.
4. Develop competency in the performance of caring behaviors to meet client care needs using a patient centered approach.
5. Develop concepts of effective management of client care through prioritization, collaboration, coordination, delegation, and effective utilization of resources in dynamic health care systems while maintaining a spirit of inquiry.
6. Appraise legal, ethical, and values-based issues embedded in nursing.
7. Evaluate the influences of nutrition and pharmacology in the care of individuals with diverse backgrounds across the lifespan.
8. Critique the use of current technologies and clinical informatics used in the provision and management of nursing care.

Level One Student Learning Outcomes for the Associate Degree Nursing Program

Upon completion of the first year the student will be able to:

1. Relate role development of the registered nurse in basic nursing, foundations of child-adult nursing and maternal-newborn nursing with emphasis on assuming accountability for own nursing practice to promote human flourishing.
2. Demonstrate effective communication skills in basic nursing, foundations of child-adult nursing and maternal-newborn nursing in both therapeutic and collaborative roles.
3. Integrate the use of the nursing process for effective clinical reasoning within a multicultural society in a holistic manner.

4. Implement competent performance of caring behaviors in the provision of nursing care using a patient centered approach.
5. Relate concepts of effective management of client care through prioritization, collaboration, coordination, delegation, and effective utilization of resources in dynamic health care systems while maintaining a spirit of inquiry.
6. Assess legal, ethical and values-based issues embedded in basic nursing care, maternal-newborn and foundations of child-adult nursing.
7. Relate the influences of nutrition and pharmacology in the care of individuals with diverse backgrounds across the lifespan.
8. Relate the impact of current technologies and clinical informatics in the provision and management of nursing care.

Operational Definitions for Concepts and Subconcepts in Philosophy and Conceptual Framework

The operational definitions for the concepts and sub-concepts are as follows:

1. **Accountability** is the assumption of responsibility for one's actions both in the delivery of nursing care and for self-development.
2. **Associate Degree Nurse** is a registered nurse prepared as an accountable nursing care provider for clients and significant other(s) in various health care settings.
3. **Caring** Assistive, supportive, enabling, and facilitative culturally based ways to help people in a compassionate, respectful, and appropriate way to improve a human condition or lifeway or to help people face illnesses, death or disability (Leininger, 2002).
4. **Clinical Informatics** is the use of computer based information systems in delivery of direct patient care and health system operation.
5. **Collaboration** is the coming together of various health care disciplines with the client and significant other(s) to plan, implement, and evaluation client care
6. **Confidentiality** is securing and maintaining the privacy of the client and significant other(s) through all modes of communication.
7. **Critical Thinking in Nursing** is the ability to incorporate knowledge, skills and experiences that are based on principles of the nursing process in order to obtain desired

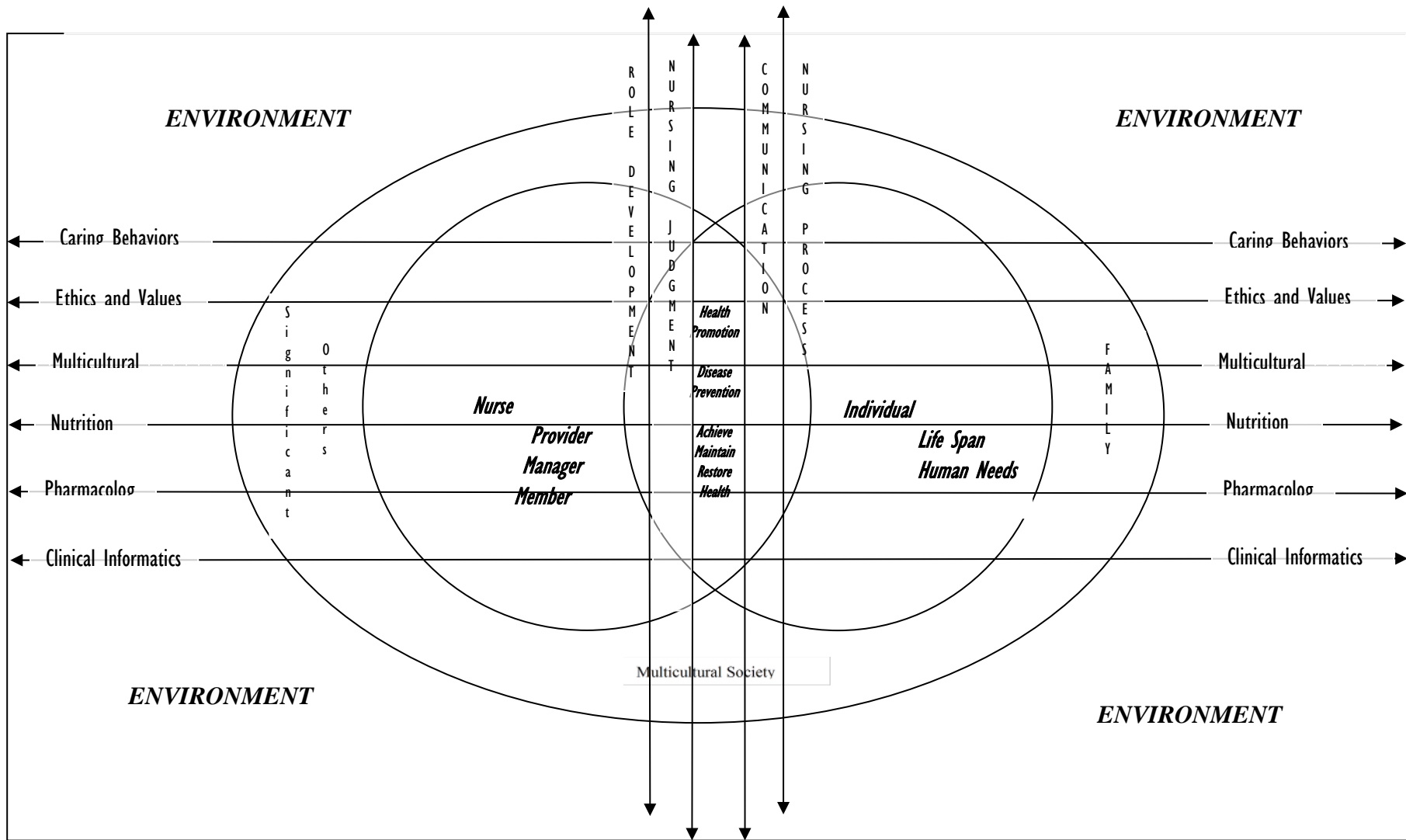
- outcomes. This process involves constant reevaluation and requires motivation and self-direction.
8. **Culture** is learned and shared beliefs, values, and lifeways of a designated or particular group that are generally transmitted intergenerationally and influence one's thinking and actions modes (Leininger, 2002).
 9. **Environment** includes both the internal and external surrounding and includes social, economic, political, legal, technical, and cultural aspects that affect life and growth and development of the individual.
 10. **Ethical Nursing Practice** is the practice of morally right nursing actions in provision of client care utilizing the nursing codes of ethics.
 11. **Family/Significant Others** as the basic unit of society is a group of individuals bonded by mutual ties of emotions, needs, rules, communication, and often, kinship.
 12. **Health** is a dynamic process that occurs when an individual is able to meet human needs in a way which allows effective functioning.
 13. **Health Care Team** is a group of people working cooperatively to provide patient services that are necessary for comprehensive health care.
 14. **Human Flourishing** entails the promotion of the individual within a family and community context to meet human needs and strive for self-actualization.
 15. **Human Needs** as conceptualized by Maslow are physiological, safety and security, love and belonging, self-esteem, and self-actualization.
 16. **Illness** is the inability to meet human needs which leads to ineffective functioning.
 17. **Intellectual Skills** are those that deal with knowledge, comprehensive, application, analysis, synthesis, and evaluation of information.
 18. **Life Span** is the period of time existing from conception through the death process.
 19. **Nursing Judgment** includes the utilization of evidence based practice, critical thinking and clinical judgment to provide quality nursing care in a safe and effective manner for individuals in a holistic manner.
 20. **Nursing Informatics** the integration of nursing, computer and information sciences to manage and communicate data and information to support nurses in evidence based practice in all roles and settings.

21. **Nursing Process** is the use of evidence based practice and critical thinking are the basis for utilization of the nursing process. The nursing process as a clinical decision making tool requires knowledge and skills of nursing and knowledge of professional roles and standards of practice.
22. **Nutrition** is the provision of elements necessary to promote and support body processes and function.
23. **Patient-Centered Care** includes viewing the unique individual in a holistic manner, involving the patient and significant other(s) in decisions regarding care and promoting safe and effective care in a respectful and efficient manner, including transition of care.
24. **Professional Identity** includes the roles of the nurse as provider of care, manager of care and member within the discipline of nursing. Professional identity encompasses internalization of discipline aspects related to safe and effective nursing care provided in a patient-centered manner.
25. **Society** refers to a composition of individuals, families, and groups at community, national, and international levels.
26. **Spirit of Inquiry** refers to the motivation and self-direction required by the nurse including desire for the pursuit of life-long learning to improve patient care outcomes through the provision of quality nursing care.
27. **Teaching/Learning** is a dynamic process of interaction between the teacher and learner in which specific behavioral learning objectives and goals are achieved.
28. **Technical Skills** are those skills used in the performance of nursing care.
29. **Therapeutic Communication** is the process in which the nurse consciously influences a client or helps the client to a better understanding through verbal and/or nonverbal communication.
30. **Values** include the personal belief about worth that serves as a standard to guide behavior.

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**Morehead State University
Associate Degree Nursing Program
Conceptual Framework Model**



MOREHEAD STATE UNIVERSITY
Department of Nursing
Associate Degree Nursing Program

STANDARDIZED TESTING POLICY

Purpose:

To outline standardized testing requirements in the Associate Degree Nursing Program (ADNP) curriculum for individuals enrolled in the ADNP.

Requirements:

Health Education Systems Incorporated (HESI) examinations are nationally standardized examinations that are content-specific and based on the National Council of State Boards of Nursing (NCSBN) Testing Blueprint. HESI's online exams test students on their skills in clinical application and critical thinking which are cornerstones of ADNP student preparation. HESI provides institutional and student diagnostic reports that include an item-by-item topic comparison between Morehead State University's ADNP group's percentage answered correctly and the national group norm answered correctly. Additionally, HESI provides an individualized detailed remediation plan for the students regarding their specific areas of weakness.

Scoring of the HESI examination:

The scores range from 0 to over 1,000, and can be as high as 1,500 (depending on the difficulty level of the exam). An acceptable level of performance is 850. However, the recommended level of performance is 900 and above for all scores provided. Each school is responsible for establishing their specific standards related to outcome measures of acceptable scores. Many schools choose a certain overall score as a benchmark for progression, and such benchmarks are set at the discretion of the school's faculty and administrators. However, when preparing for the NCLEX-RN, it is recommended that students seriously remediate any subject area category in which they obtained a score of less than 850. All test items are weighted according to their difficulty level. Each individual student score reflects application of the HESI Predictability Model (HPM) to the overall score and each subject area score. Research studies have found the HPM to be highly accurate in predicting NCLEX-RN success. The conversion score is a weighted percentage score that considers the average difficulty of the exam and the average difficulty of the test items answered. The HESI score is a better predictor of NCLEX-RN success than the conversion score because it reflects application of the HPM in its calculation, whereas the conversion score does not.

HESI exams are used throughout the curriculum within MSU's ADNP from admission through the capstone course. The rationale for utilizing the HESI series of examinations is to prepare the student for eventual NCLEX-RN ("Boards") success. The individual exams offered throughout the curriculum are provided as stepping stones which culminate in taking the HESI Exit Exam,

which is a course requirement in the NURA 209: Nursing IV course. Therefore, preparation, completion and remediation, as indicated on all of the HESI exams, are essential elements throughout the curriculum and are performed in order to prepare the student for success. HESI exams are utilized in the following courses: NURA 103 - Nursing I, NURA 107 - Nursing II, NURA 201 - Nursing III and NURA 209 - Nursing IV.

Use of Standardized Testing Across the Associate Degree Nursing Program Curriculum

Course	HESI Exam Utilized	How HESI Exam is Utilized	Requirement for Remediation
NURA 103	<ul style="list-style-type: none"> • Admission Assessment • Fundamentals 	<ul style="list-style-type: none"> • Advising Tool • Final exam grade based upon conversion percentage score 	<ul style="list-style-type: none"> • No remediation. • Any student scoring less than the National ADN mean score on the exam.
NURA 107	<ul style="list-style-type: none"> • Custom 107 Adult/Pediatrics Medical Surgical • Maternity 	<ul style="list-style-type: none"> • Exam grade based upon conversion percentage score • Exam grade based upon conversion percentage score 	<ul style="list-style-type: none"> • Any student scoring less than 850 on the exam • Any student scoring less than 850 on the exam
NURA 111	<ul style="list-style-type: none"> • Fundamentals • Custom 107 Adult/Pediatric Medical Surgical • Maternity 	<ul style="list-style-type: none"> • Exam grade based upon conversion percentage score • Exam grade based upon conversion percentage score • Exam grade based upon conversion percentage score 	<ul style="list-style-type: none"> • Any student scoring less than the National ADN mean score on the exam. • Any student scoring less than 850 on the exam • Any student scoring less than 850 on the exam
NURA 201	<ul style="list-style-type: none"> • Custom 201 Adult/Pediatric chronic health conditions • Psychiatric Mental Health 	<ul style="list-style-type: none"> • Exam grade based upon conversion percentage score • Exam grade based upon conversion percentage score 	<ul style="list-style-type: none"> • Any student scoring less than 850 on the exam • Any student scoring less than 850 on the exam
NURA 208	<ul style="list-style-type: none"> • No HESI exams administered 		

NURA 209	<ul style="list-style-type: none"> • RN Exit Exam (administered at midterm and final week of classes) 	<ul style="list-style-type: none"> • Exam grade based upon conversion percentage score. 	<ul style="list-style-type: none"> • Any student scoring less than 850 on the exam • Any student scoring less than 850 on the exam will be assigned a faculty mentor in the NURA 209 course. Students will be required to meet on a weekly basis to document their remediation plan and progress. Failure to participate in mentor meetings or complete a plan of remediation may negatively impact the student's success in NURA 209 course.
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In regard to remediation, following the completion of any HESI standardized examination; students who have not successfully met the course guidelines for the exam are required to be accountable for their remediation by accessing their individual HESI remediation plan via the Evolve website within two weeks of the availability of the exam score. Students that progress to the subsequent nursing course will meet prior to the first exam of the beginning of the following semester with assigned faculty. Students are recommended to contact and schedule a remediation meeting to document action toward their remediation plan based upon the students' individual, identified deficiencies of the specific HESI exam. The Evolve remediation should be completed prior to attendance at the remediation meeting. Failure to schedule a meeting or complete a plan of remediation may negatively impact the students' success in courses throughout the ADN curriculum, success on the HESI course requirement housed within NURA 209 in the final semester of the ADN, as well as success on the NCLEX-RN (licensure exam).

Note: Policy Subject to Change

7/13/12 ADN Faculty

Required Curriculum Sequence for ADNPN

Purpose: To outline curricular requirements and sequence of courses for the ADNPN student.

Note: **Clinical education is a mandatory component of the program. Due to accreditation requirements of the clinical education centers, students are likely to be required to obtain a criminal background check and/or undergo drug testing prior to acceptance to the clinical assignment. The student is responsible for the incurred cost. Any student who fails acceptance to the clinical assignment will be unable to complete the program.**

COURSE	COURSE DESCRIPTION	Credit Hrs.	Clinical Hrs./semester
Prerequisites			
*BIOL 234	Principles of Human Anatomy & Physiology I	3	
*BIOL 235	Principles of Human Anatomy & Physiology II	3	
ENG 100	Writing I	3	
MATH Core	Math 135, Mathematics for Technical Students, recommended (or Math 131, 152, 174 or 175)	3	
FIRST SEMESTER			
NURA 103	Nursing I	6	90
*FYS 101	First Year Seminar	3	
ENG 200	Writing II	3	
PSY 154	Introduction to Psychology	3	
*Transfer students with 24+ credit hours may replace this class with a Social & Behavioral Science area elective.			
SECOND SEMESTER			
NURA 107	Nursing II	8	135
BIOL 217 & 217 L	Elem. Medical Microbiology & Lab	4	
THIRD SEMESTER			
NURA 201	Nursing III	8	135
COMS 108	Fundamentals of Speech Communication	3	
Humanities 1 or 2	Humanities Elective	3	
FOURTH SEMESTER			
NURA 208	Transition to Practice	2	225
NURA 209	Nursing IV	10	

* Note that BIOL 244 Human Anatomy & Physiology I and BIOL 244L Human Anatomy & Physiology I Lab also meets the BIOL 234 Principles of Human Anatomy and Physiology I requirement

* Note that BIOL 245 Human Anatomy & Physiology II and BIOL 245L Human Anatomy & Physiology II Lab also meets the BIOL 235 Principles of Human Anatomy and Physiology II requirement

*Note that after entry into the ADNP, all NURA courses must be taken in the semester sequence listed. Support courses may be taken prior to but no later than the curriculum sequenced semester.

*The curriculum requirements and course sequencing may be changed as part of the process of program evaluation. The responsibility of keeping abreast of changes in curriculum requirements is shared by faculty and students.

Required Curriculum Sequence Paramedic to ADN track

COURSE	COURSE DESCRIPTION	Credit Hrs.	Clinical Hrs./Semester
Prerequisites			
*BIOL 234	Principles of Human Anatomy & Physiology I	3	
*BIOL 235	Principles of Human Anatomy & Physiology II	3	
	Computer Competence	3	
ENG 100	Writing I	3	
ENG 200	Writing II	3	
MATH Core	Mathematics for Technical Students (or Math 131,152, 174 or 175 or equivalent)	3	
*FYS 101	First Year Seminar	3	
PSY 154	Introduction to Psychology	3	
NOTE:	The above prerequisites must be completed prior to NURA 111.		
Corequisites			
NURA 111	Paramedic to ADN Track Transition	6	90
BIO 217 & 217 L	Elem. Medical Microbiology and Lab	4	
*K credit (14 hours) is awarded for first year nursing courses (NURA 103 and NURA 107) following admission to the ADN program by completion of approved Paramedic program and completion of NURA 111, Paramedic to ADN Track Transition, with minimum grade of "C".			
FIRST SEMESTER			
NURA 201	Nursing III	8	135
COMS 108	Fundamentals of Speech Communication	3	
Humanities 1 or 2	Humanities Elective	3	
SECOND SEMESTER			
NURA 208	Transition to Practice	2	225
NURA 209	Nursing IV	10	

* Note that BIOL 244 Human Anatomy & Physiology I and BIOL 244L Human Anatomy & Physiology I Lab also meets the BIOL 234 Principles of Human Anatomy and Physiology I requirement

* Note that BIOL 245 Human Anatomy & Physiology II and BIOL 245L Human Anatomy & Physiology II Lab also meets the BIOL 235 Principles of Human Anatomy and Physiology II requirement

*Note that after entry into the ADNPN, all NURA courses must be taken in the semester sequence listed. Support courses may be taken prior too but no later than the curriculum sequenced semester.

*The curriculum requirements and course sequencing may be changed as part of the process of program evaluation. The responsibility of keeping abreast of changes in curriculum requirements is shared by faculty and students.

MOREHEAD STATE UNIVERSITY
College of Science and Technology
School of Health Sciences
Department of Nursing
Associate Degree Nursing Program
Academic Policy – Program Specific

ADMISSION POLICY

PURPOSE: To outline selection criteria for admission into the Associate Degree Nursing Program.

CRITERIA: Applicants to the Associate Degree Nursing Program will be selected upon the following admission criteria:

1. American College Test (ACT) score with a mandatory minimum composite score of 20.
2. Successful completion of 12 credit hours of prerequisite courses with a grade of “C” or better. The prerequisite courses include:
 - BIOL 234
 - BIOL 235
 - ENG 100
 - MATH 135

*Applicants may be conditionally admitted to the program pending successful completion of prerequisite courses required for admission to the program.
3. A minimum GPA of 3.0 with a grade of “C” or above on pre-requisite courses required for the program.
4. Students with a grade less than "C" on two courses required for the ADN within the last two years are not eligible for admission.
5. A minimum cumulative GPA of 2.0 on all work at the university.
6. Paramedic applicants who meet the admission criteria may elect to begin at the first semester level or seek advanced placement. See Paramedic to ADN Admission and Placement Policy.
7. Evidence of current American Heart Association (AHA) cardiopulmonary resuscitation (CPR) certification for Basic Life Support for Healthcare Providers.

MOREHEAD STATE UNIVERSITY
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Academic Policy – Program Specific

TRANSFER POLICY

PURPOSE: To outline transfer requirements for individuals who have completed nursing courses in other nursing programs and who wish to be considered for admission into Morehead State University's Associate Degree Nursing Program.

ELIGIBILITY: Students that are considered in good standing from the transferring nursing program are eligible to apply for transfer credit. Students who have received less than a "C" grade in nursing course, or who have been dismissed from another nursing program are not eligible for transfer.

REQUIREMENTS: Applicants who have completed nursing courses in other nursing programs must fulfill the following requirements in order to be considered for admission to the Associate Degree Nursing Program at Morehead State University:

1. Meet requirements of the Morehead State University Transfer Policy.
2. Meet admission criteria of the Associate Degree Nursing Program.
3. Have a minimum grade of "C" in previous nursing courses. Course(s) more than five years old may not be considered eligible for transfer.
4. Submit to the Department of Nursing college catalog and syllabi of nursing courses be evaluated for transfer credit.
5. Be in good standing, both academic and social, in the program from which transferring.
6. Provide written recommendation from the director/coordinator of the nursing program from which transferring.

7. Nursing I (NURA 103) and Nursing II (NURA 107) are the only courses eligible for transfer credit.

NOTE: Enrollment in this program is limited. Applicants wishing to transfer will be considered for admission along with other applicants to the program.

MOREHEAD STATE UNIVERSITY
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Academic Policy – Program Specific

PARAMEDIC to ADN ADMISSION AND PLACEMENT POLICY

PURPOSE: To outline the policy for admission and placement for Paramedic to ADN students.

ELIGIBILITY: Paramedics who have (1) successfully completed a National Standard Curriculum Paramedic Course, (2) hold an active paramedic national certification with no restrictions, and (3) have the equivalent of one year's experience as a paramedic.

ADMISSION: Applicants seeking admission must meet the admission criteria as identified in the Admission Policy for Associate Degree Nursing Program.

PLACEMENT: Applicants seeking advanced placement into NURA 201: Nursing III must meet the following criteria:

1. Hold an active national certification with no restrictions to practice as a paramedic .
2. American College Test (ACT) Score with a mandatory minimum composite score of 20.
3. Successful completion of the first year of required general education and support course with a minimum grade of "C".
4. Students with a grade less than "C" on two courses required for the ADN within the last two years are not eligible for admission.
5. A minimum GPA of 3.0 on all pre-requisite courses required for the ADN.
6. A minimum GPA of 2.0 on all work at the university
7. Successful completion (grade "C" or better) of NURA 111 PARAMEDIC to ADN Transition Course within the last two years prior to proposed ADN admission date.

Following successful completion of NURA 111 and official admission to the Paramedic component of the ADN, credit will be awarded for all first year NURA courses. First year courses include:

- a. NURA 103: Nursing I - 6 hours
- b. NURA 107: Nursing II – 8 hours

- 8. Prerequisite courses must be successfully completed before entry into the determined placement level.
- 9. Evidence of current cardiopulmonary resuscitation (CPR) certification for Basic Life Support for Healthcare Providers.
- 10. Documentation of meeting all health and physical capabilities requirements.

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Academic Policy – Program Specific

ACADEMIC STANDARDS AND PROGRESSION POLICY

PURPOSE: To outline for the student academic standards to be met for progression in the Associate Degree Nursing Program.

STANDARDS FOR PROGRESSION: The following academic standards are required for student progression in the Associate Degree Nursing Program:

The student will:

1. Complete each required course in the curriculum with a minimum grade of "C".
2. Achieve a "C" or higher grade in nursing and general education/support courses which are required at each semester level prior to progressing to subsequent nursing courses.
3. Achieve a satisfactory in clinical for nursing courses with a clinical component.
4. Maintain a minimum cumulative GPA of 2.0 on all work at the University.
5. Cease to attend clinical immediately upon receiving two "U"s at any time during a clinical rotation.
6. Repeat both theory and clinical components of a nursing course in which less than a "C" grade is achieved; or when the clinical component is evaluated as unsatisfactory.
7. Repeat required general education/support courses in which less than a "C" grade is achieved prior to progressing to the next nursing course.

8. If a course repeat is required, the student must submit a written request at the time of course failure to the coordinator of the ADN Program stating the desire to repeat the course. If a written statement is not received it will be considered an unofficial withdrawal from the program.
9. NURA 208 and NURA 209 are required to be taken consecutively during the final semester of the program to meet KBN requirements for the 120 hour direct patient care experience during the last semester of the program. In the event that a student is unsuccessful in NURA 208, NURA 209 must be repeated regardless of previous successful grade earned to fulfill 201 KAR 20:320. A student who is unsuccessful in NURA 208 and NURA 209 will be dismissed from the program.
10. For consideration for reinstatement in the nursing program the student may be required to complete an interview with the Admissions and Progression Committee.
11. Be reinstated in the nursing program providing:
 - a. Space is available in the nursing class.
 - b. Recommendation for reinstatement was made by the Admission and Progression Committee.
 - c. Submission of written request for reinstatement was made.
 - d. Required general education/support courses were successfully completed.
 - e. Course failures have not exceeded the limits as stated below. (See #16)
12. Complete the nursing program within six semesters after initial entry into the program.
13. Transfer students who enter the program in the second semester of required courses must complete the program within five semesters. Transfer student who enter the program in the third semester of required courses must complete the program within four semesters.
14. Maintain current American Heart Association (AHA) cardiopulmonary resuscitation (CPR) certification for Basic Life Support for Healthcare Providers.
15. Present evidence of current liability insurance coverage payment before progressing into a clinical nursing course that requires learning activities within a health care facility.

16. Be dismissed from the nursing program for any of the following situations after admission to the nursing program:
- a. Achievement of less than a "C" grade twice in the same course.
 - b. Achievement of less than a "C" in any two required courses in the curricular sequence.
 - c. Inability to complete the nursing program within six semesters after beginning the program.
 - d. Inability for transfer or Paramedic to ADN students who have entered the program at the third semester to complete within four semesters.
 - e. Inability to transfer theory into practice.
 - f. Consistent lack of understanding of his/her limitations.
 - g. Inability to anticipate the consequences of action or lack of action.
 - h. Consistent failure to maintain communication with faculty and staff about client care.
 - i. Dishonesty about client care.
 - j. Commitment of a civil/criminal act in the educational area.
 - k. Breach of patient confidentiality.
 - l. Impaired behavior.
 - m. Failure of acceptance to a clinical site based on denial of the clinical placement due to failure to comply to all hospital policies and procedures.
 - n. Unprofessional behavior or acts of incivility that place a client or colleague in physical or emotional jeopardy.
Examples of incivility include but are not limited to:
 - i. using the "silent treatment"
 - ii. spreading rumors
 - iii. badgering or back-stabbing
 - iv. rude or obnoxious behavior
 - v. sabotaging a project
 - vi. damaging someone's reputation
 - vii. using humiliation, put-downs, and intimidation
 - viii. failing to support a peer in collaborative relationships
 - ix. setting up someone for failure
 - x. undermining of work
 - xi. verbal abuse
 - xii. public reprimands
 - xiii. sarcasm
 - xiv. destroying confidence
 - xv. losing one's temper or yelling at someone
 - xvi. continual criticism
 - xvii. encouraging others to turn against a peer
 - o. Failure of acceptance to a clinical site based on unprofessional behavior

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READMISSION POLICY

PURPOSE:

To outline eligibility and requirements for readmission into the Associate Degree Nursing Program. Following dismissal students must successfully complete all required support courses for the ADN Program with a grade of "C" or better and achieve a minimum GPA of 2.5 in Courses required for the ADNPN.

ELIGIBILITY
AND
READMISSION:

1. Students who have been dismissed from the Associate Degree Nursing Program for any reason must petition the Associate Degree Nursing Admissions and Progression Committee for readmission.
2. Students must meet all current admission criteria for the Associate Degree Nursing Program.
3. Consideration for readmission will be based on the Associate Degree Nursing Admissions and Progression Committee recommendation and the students' documentation of corrected deficiencies.
4. Students applying for readmission are considered only after all applicants who meet admission criteria are selected and out of sequence students are reinstated.
5. Students accepted for readmission are accountable for changes in courses and/or degree requirements at the time of readmission.
6. Readmitted students will be enrolled into NURA 103 and must successfully complete all program courses as outlined in the program policy.

DISMISSAL:

1. Students readmitted to the nursing program will be dismissed from the program if either a nursing course or other required course is failed after being readmitted.
2. The student who is dismissed twice from the nursing program is not eligible for readmission.

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Academic Policy – Program Specific

REINSTATEMENT POLICY

- PURPOSE:** To outline the requirements to be met when normal program sequencing is interrupted by the student.
- DEFINITION:** Students who do not complete the Associate Degree Nursing Program in four consecutive semesters are considered "out of sequence". Students may be out of sequence because of elective interruption or course failure.
- REQUIRED COURSES:** Required courses taken when the student is out of sequence will be counted toward graduation requirements whether the student voluntarily interrupted the program or was required to interrupt the program for course failure. Required courses that are failed while the student is out of sequence will be counted in total course failures as explained in Academic Standards and Progression Policy.
- ELECTIVE PROGRAM INTERRUPTION:**
1. Students may elect to interrupt the sequence of the nursing program with permission of the nursing coordinator for one of the following:
 - a. Course Auditing - students may audit one nursing course.
 - b. Leave of absence - students may request a leave of absence from the nursing program for personal reasons.
 - c. Withdrawal from nursing course(s)
 2. A student who is out of program sequence for any of the above reasons will be reinstated into the appropriate nursing course(s) providing:
 - a. space is available in the appropriate nursing class.
 - b. a letter of intent to remain in the program was submitted to the program coordinator prior to the interruption.
 - c. The projected program completion date will be within six semesters after initial entry into the program.
 3. It is the responsibility of the student to verify with the program coordinator availability of space before registration.
 4. Transfer students see Transfer Policy.
 5. Exceptions to this policy will be reviewed on an individual basis and final approval must be given by the program coordinator.

**COURSE
FAILURE:**

1. A student who is out of program sequence because of failure to satisfactorily complete a required course(s) will be reinstated into the appropriate nursing course(s) providing:
 - a. Space is available in the appropriate nursing class. Students out of sequence for NURA 103 will only be considered after all eligible new student applicants have been exhausted.
 - b. A letter of intent was submitted to the program coordinator at the time of course failure(s).
 - c. The required course(s) was (were) successfully completed.
 - d. Course failures have not exceeded limits as stated in the Academic Standards and Progression Policy.
 - e. The student will not exceed the time limitation for program completion as outlined in the Academic Standards and Progression Policy.
 - f. Projected date for program completion will be within six semesters after entry into the program. (Transfer students - see Transfer Policy).
 - g. Minimum cumulative GPA is 2.0 on all work at the university.

2. It is the responsibility of the student to verify with the program coordinator availability of space in the nursing class prior to pre-registration.

Attendance:

The ADN program is a face-to-face program utilizing interactive television (ITV), primarily lecturing from the Morehead campus. The ADN program is not an online program and classroom attendance is expected.

Baccalaureate Nursing Program

Dear BNP Student:

Welcome to the Baccalaureate Nursing Program at Morehead State University. We are pleased that you have selected our program to prepare for a professional nursing career.

To assist you in becoming familiar with the Baccalaureate Nursing Program (BNP), the faculty has compiled a section in the Nursing Student Handbook as a supplement to the Morehead State University Student Handbook, and the Undergraduate Catalog. The Nursing Student Handbook contains program requirements and program policies that will answer many of your questions about your responsibility as a nursing student at Morehead State University. The Nursing Student Handbook will help you identify the people who can assist you if problems arise and resources available to you in the Department of Nursing. I encourage you to read the handbook carefully and to clarify any questions you have about this information. Handbooks are, by necessity an evolving document. It cannot be considered a legal contract but, more a set of guidelines which may change during your career here. This information, however, is important to your success as a nursing student at Morehead State University.

Nursing is an exciting and rewarding profession. The Baccalaureate Nursing Program is challenging and, at times, difficult. If questions, concerns, or problems arise, please bring them to the program coordinator or your faculty advisor. The faculty and I wish you success in your pursuit of a career in nursing!

Sincerely,

Kim Clevenger EdD, RN, BC

Kim Clevenger, EdD, RN, BC
Coordinator of Baccalaureate Nursing & RN-BSN Programs
Associate Professor of Nursing

The Baccalaureate Nursing Program at Morehead State University is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, D.C. 20036(202)887-6791.

The Morehead State University BNP Program maintains full approval status with the Kentucky Board of Nursing.

Baccalaureate Nursing Program (BNP)

Mission

The mission of the Baccalaureate Nursing Program is to provide excellence in baccalaureate nursing education which prepares graduates to promote health and well-being among the people of eastern Kentucky, the greater Commonwealth, and those whom our graduates serve in the global community.

Philosophy

The philosophy for the Baccalaureate Nursing Program at Morehead State University identifies the underlying beliefs and values of the faculty and describes the beliefs about the metaparadigm of nursing – person, health, nursing, environment and baccalaureate nursing education.

Person. The nursing faculty view each person as a unique, dynamic being who is more than and different from the sum of biopsychosocial, cultural, spiritual and developmental dimensions and is in constant interaction with an ever changing environment. The person is viewed as a member of a family, group and local and global communities. The nursing faculty places a high value on life and human dignity. They recognize that all life experiences involve the dynamic and complex processes of human development and the achievement of personal growth through learning.

Health. Health is viewed in a holistic manner, as a dynamic state of being that moves along a continuum from wellness to death, where the person/client effectively adapts to altered biopsychosocial needs while influenced by environment, cultural and global influences.

Nursing. The nursing faculty believe nursing is a caring, dynamic health care discipline that places the client as the focus of efforts. Professional nurses use the nursing process to assist the person/client at any stage of developmental level/lifespan within their cultural context to promote, maintain or restore optimal level of health or achieve a dignified death. The role of the professional nurse is multifaceted and encompasses manager, coordinator/provider of care, collaborator, teacher-learner, advocate, change agent, leader, researcher, and member of a profession. Through a mutual partnership, the professional nurse assists clients/ families, groups, communities, and populations across the lifespan in their adaptation to changes in their internal/external environments in a holistic manner. The professional nurse is committed to serving the needs of others, regardless of ethnic identity, race, gender, age, status, diagnosis, or ability to pay.

To implement this role, the professional nurse must:

- possess strong critical thinking and assessment skills;
- communicate effectively in a variety of spoken, written, and technological formats;
- possess competence, confidence, and commitment;
- base practice on current knowledge, theory, and research;
- assume responsibility and accountability for practice;
- serve as a member and leader within interdisciplinary health care teams;

- foster trust without dependence;
- provide compassionate, sensitive, spiritual and culturally appropriate care;
- act with altruism and integrity;
- honor patients' right to make decisions about their care;
- act in accordance with ANA code of ethics for nursing and accepted standards of practice.

Environment. The nursing faculty believe the environment is a complex integration of physical, political, social and cultural factors. The relationship between the person/client and the environment is open and ongoing throughout the lifespan.

Baccalaureate Nursing Education. The nursing faculty believe that baccalaureate nursing education is based upon a foundation from the natural sciences, behavioral sciences, humanities, mathematical sciences, nursing research and nursing theory. Incorporation of principles from this foundation provides for the development of critical thinking, decision making and independent judgment in the educational preparation for evidence-based practice in nursing. Further, the nursing faculty believe that teaching/learning is a partnership in which the nurse educator structures appropriate educational objectives to achieve desired student learning outcomes. The student, as partner, demonstrates commitment, motivation and preparation to actively participate in the learning process. Each individual learner has unique learning needs and participates actively in the learning process through interaction with the nurse educator in progression toward educational goals. The nurse educator selects essential content and provides multiple and varied learning activities which progress from simple to complex and from general to specific.

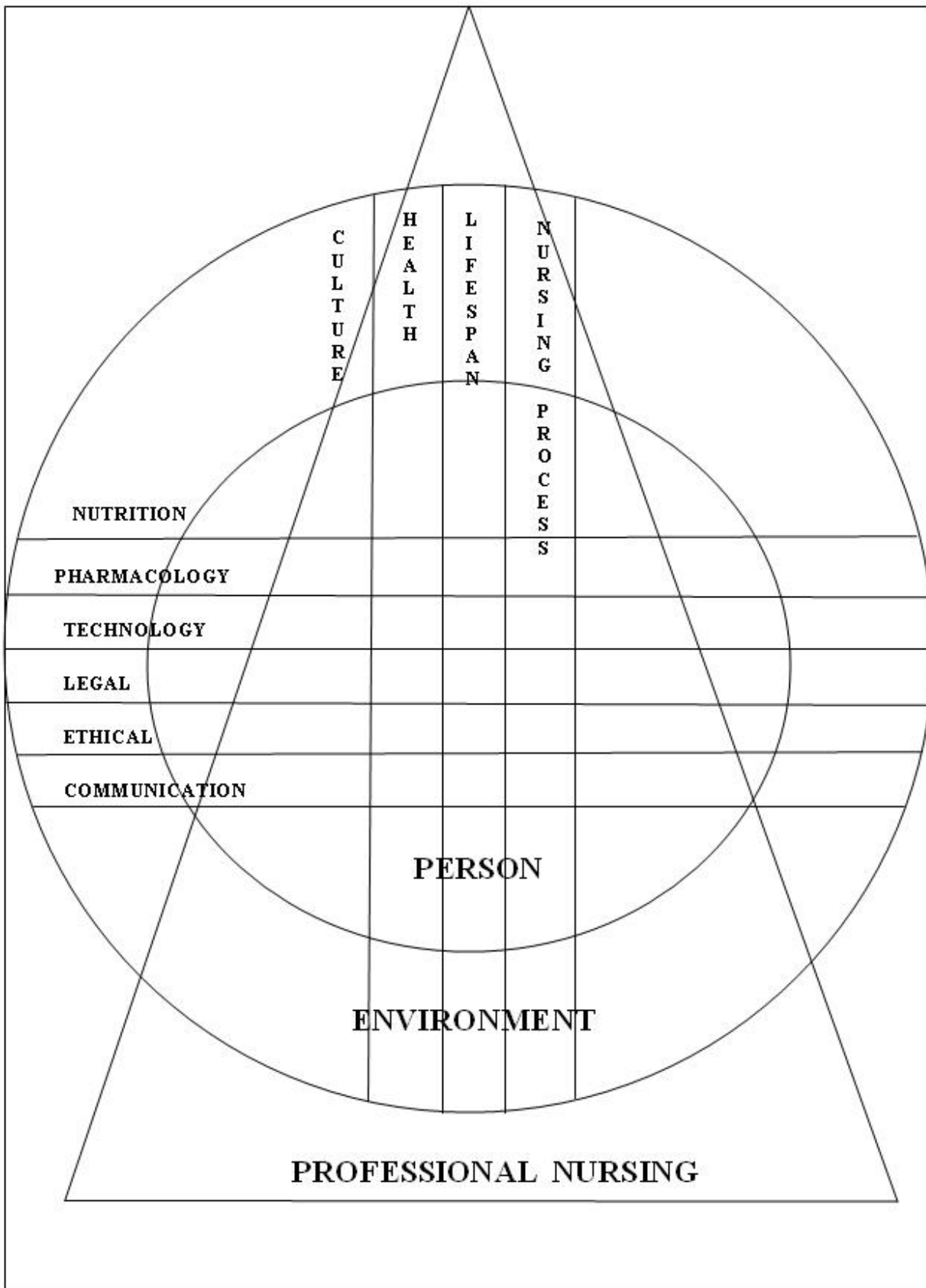
Operational Definitions

Vertical Threads:

- Culture- the sum total of the knowledge, morals, traits, learned behaviors and spiritual beliefs of a group of people that are acquired as a member of group/community and establish the uniqueness of the group/community.
- Health promotion- the science & art of helping others modify their behaviors to progress or maintain a state of optimal health.
- Lifespan- developmental and transitional stages from birth to death
- Nursing process- a problem solving method utilizing assessment, nursing diagnoses, planning, implementation and evaluation to address the needs of a person.

Horizontal:

- Communication- the exchange of information between two or more persons including oral, written, verbal, and nonverbal format.
- Nutrition- all the processes involved in the taking in and utilization of nutrients for growth, repair, and maintenance of health. These processes included ingestion, digestion, absorption, and cellular metabolism.
- Pharmacological- the study of the biopsychosocial effects of chemicals and their origin, nature, properties, and effects on the person.
- Technology- the practical application of scientific knowledge to increase efficiency of management of client care through available resources.
- Legal- all nursing rules/regulations that impact nursing, their practice setting and their clients.
- Ethical- moral practices and beliefs of professional nurses who work together in the delivery of health care and the inquiry into the moral dimensions of conduct consistent with ANA Code of Ethics.



CONCEPTUAL FRAMEWORK

- The organizing framework is derived from the philosophy. Lifespan and health are the organizing concepts for the program curriculum and individual courses. Each individual client is considered within his/her cultural context. Professional nursing occurs at the intersection of the individual and the environment.
- The vertical concepts of the organizing framework are health, lifespan, nursing process, and culture. These concepts are studied according to the student's level in the BNP. The horizontal concepts of the curriculum are communication, nutrition, pharmacological, technology, legal, and ethical. These concepts are present throughout the curriculum and are applied to specific course content.
- The role of the professional nurse is integrated throughout the curriculum. New concepts expand student's capabilities to practice as a professional nurse in a variety of structured and unstructured health care settings. The nursing process is leveled by the extent of assessment, nursing diagnoses and interventions required. With increasing complexity, students assess, provide, plan and deliver care to individuals/groups of all ages and stages of development.

MOREHEAD STATE UNIVERSITY
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Baccalaureate Nursing Program

Level Objectives

Level One:

By completion of level one the student will be able to:

1. Apply critical thinking skills through the nursing process in the planning and provision of nursing care to well persons.
2. Communicate effectively in a variety of spoken, written, and technological formats.
3. Show competence and initiative within personal professional practice.
4. Identify current scientific knowledge, nursing theory and nursing research necessary to deliver quality health care in accordance with the ANA Standards of Care and Code of Ethics for Nurses.
5. Identify leadership roles within interdisciplinary health care team and the profession of nursing.
6. Provide compassionate, sensitive, spiritual and culturally appropriate nursing care for patients at any stage of the life span.
7. Determine local and state issues in the context of cultural diversity.
8. Identify a health care environment that is conducive to wellness and health promotion.

Level Two:

By completion of level two, the student will be able to:

1. Apply critical thinking skills through the nursing process in the planning and provision of nursing care for persons with common alterations in health.
2. Communicate effectively in a variety of spoken, written, and technological formats.
3. Show competence and initiative as member of the health care team.
4. Use current scientific knowledge, nursing theory and nursing research to deliver quality health care in accordance with the ANA Standards of Care and Code of Ethics for Nurses.

5. Incorporate leadership roles within interdisciplinary health care team and the profession of nursing.
6. Provide compassionate, sensitive, spiritual and culturally appropriate nursing care for patients at any stage of the life span.
7. Analyze national issues in the context of cultural diversity.
8. Maintain a health care environment that is conducive to wellness and health promotion.

Level Three:

Graduates of the BNP will be able to demonstrate the role of the professional nurse by:

1. Demonstrating the application of critical thinking skills through the nursing process in the planning and provision of nursing care.
2. Communicating effectively in a variety of spoken, written, and technological formats.
3. Demonstrating competence, initiative, and commitment to the nursing profession.
4. Integrating current scientific knowledge, nursing theory and nursing research to deliver quality health care in accordance with the ANA Standards of Care and Code of Ethics for Nurses.
5. Assuming leadership roles within interdisciplinary health care teams and the profession of nursing.
6. Providing compassionate, sensitive, spiritual and culturally appropriate nursing care for patients at any stage of the life span.
7. Analyzing global issues in the context of cultural diversity.
8. Creating a health care environment that is conducive to wellness and health promotion.

MOREHEAD STATE UNIVERSITY
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Baccalaureate Nursing Program

STUDENT EVALUATION

The grading scale of the Baccalaureate Nursing Program is as follows:

<u>Percentage Points</u>	<u>Letter Grade</u>
90-100	A
80-89	B
76-79	C
68-75	D
Below 68 Points	E

To successfully complete a nursing course, the student must achieve a “C” or above in the theory component and a “satisfactory” evaluation for the clinical component of the course. Clinical failure (unsatisfactory evaluation) in any nursing course will result in failure for that course. See specific course for measures that constitute a “satisfactory” or an “unsatisfactory” grade.

Progression in the nursing program is dependent upon the student’s satisfactory completion of all individual course objectives, both clinical and theory.

See also: Academic Standards and Progression Policy

MOREHEAD STATE UNIVERSITY
Department of Nursing
Baccalaureate Nursing Program
Program Specific: Pre-licensure Program

STANDARDIZED TESTING POLICY

Purpose: To outline standardized testing requirements in the Baccalaureate Nursing Program curriculum for individuals enrolled in the Pre-Licensure Baccalaureate Nursing Program.

Requirements: Health Education Systems Incorporated (HESI) examinations are nationally standardized examinations that are content-specific and based on the National Council of State Boards of Nursing (NCSBN) Testing Blueprint. HESI's online exams test students on their skills in clinical application and critical thinking which are cornerstones of BSN student preparation. HESI provides institutional and student diagnostic reports that include an item-by-item topic comparison between Morehead State University's BSN group's percentage answered correctly and the national group norm answered correctly. Additionally, HESI provides an individualized detailed remediation plan for the students regarding their specific areas of weakness.

HESI exams are used throughout the curriculum within MSU's BNP from admission through the capstone course. The rationale for utilizing the HESI series of examinations is to prepare the student for eventual NCLEX-RN ("Boards") success. The individual exams offered throughout the curriculum are provided as stepping stones which culminate in taking the HESI Exit Exam, which is a course requirement in the NURB 499C Advanced Nursing Practicum capstone course. Therefore, preparation, completion, and remediation as indicated on all of the HESI exams, are essential elements throughout the curriculum, and are performed in order to prepare the student for success.

Specifically, HESI exams are utilized in the following courses: NURB 262 Foundational Skills for Professional Nursing, NURB 264 Family Health Nursing, NURB 320 Care of Older Adults, NURB 322 Mental Health Nursing, NURB 324 Acute Alterations in Adult Health I, NURB 420 Acute Alterations in Adult Health II, NURB 422 Chronic Alterations in Health, NURB 461 Nursing Leadership, NURB 498 Nursing Senior Seminar, and NURB 499C Advanced Nursing Practicum.

Use of Standardized Testing Across the Baccalaureate Nursing Program Curriculum

Course	HESI Exam Utilized	How HESI Exam is Utilized	Requirement for Remediation
NURB 262	Fundamental	Final exam grade based upon conversion percentage score	Any student scoring less than 850 on the exam
NURB 264	Peds/OB	Final exam grade based upon conversion percentage score	Any student scoring less than 850 on the exam
NURB 320	Custom Mid-curricular	Final exam grade based upon conversion percentage score	Any student scoring less than 850 on the exam
NURB 322	Mental Health Nursing	Final exam grade based upon conversion percentage score	Any student scoring less than 850 on the exam
NURB 324	Custom Adult Med-Surg	Final exam grade based upon conversion percentage score	Any student scoring less than 850 on the exam
NURB 420	Comprehensive Med-Surg.	Final exam grade based upon conversion percentage score	Any student scoring less than 850 on the exam
NURB 422	Custom Chronic	Final exam grade based upon conversion percentage score	Any student scoring less than 850 on the exam
NURB 461	Leadership/Management	Final exam grade based upon conversion percentage score	Any student scoring less than 850 on the exam
NURB 498	Pharmacology	An exam grade based upon the conversion percentage score	Any student scoring less than 850 on the exam
NURB 499C	Exit Exam	A course requirement of the following: HESI score of 850. The HESI Exit will be administered approximately during	Any student scoring less than 850 on any attempt at the exam

		<p>Week 6 of the semester. If necessary, a second exam may be administered at student cost prior to exit from the course. The second exam will be scheduled approximately six (6) weeks following the first attempt or in Week 12 of the semester. If the student is not successful on the second attempt, a third exam will be scheduled during Week 16, so as not to be in conflict with Finals Week. If the student is not successful on the third attempt, an E is assigned to the course, regardless of other earned scores in the course. The conversion percentage score attained on the first attempt of the Exit Exam will be utilized as a course exam grade, as well.</p>	
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In regard to remediation, following the completion of any HESI standardized examination, students who have not successfully met the course guidelines for the exam are required to be accountable for their remediation by accessing their individual HESI remediation plan via the Evolve website within two weeks of the availability of the exam score. Within two weeks of the beginning of the following semester, students are required to contact and schedule a remediation meeting with the course leader/designee of the course, in which the HESI was housed. A proposed remediation plan of action, based upon the students' individual, identified deficiencies of the specific HESI exam should be completed prior to attendance at the remediation meeting. Failure to schedule a meeting or complete a plan of remediation may negatively impact the

students' success in courses throughout the BNP curriculum, success on the HESI course requirement housed within NURB 499C in the final semester of the BNP, as well as success on the NCLEX-RN (licensure exam).

In regard to scoring of the HESI examination, the scores range from 0 to over 1,000, and can be as high as 1,500 (depending on the difficulty level of the exam). An acceptable level of performance is 850. However, the recommended level of performance is 900 and above for all scores provided. Each school is responsible for establishing their specific standards related to outcome measures of acceptable scores. Many schools choose a certain overall score as a benchmark for progression, and such benchmarks are set at the discretion of the school's faculty and administrators. However, when preparing for the NCLEX®, it is recommended that students seriously remediate any subject area category in which they obtained a score of less than 850. All test items are weighted according to their difficulty level. Each individual student score reflects application of the HESI Predictability Model (HPM) to the overall score and each subject area score. Research studies have found the HPM to be highly accurate in predicting NCLEX® success. The conversion score is a weighted percentage score that considers the average difficulty of the exam and the average difficulty of the test items answered. The HESI score is a better predictor of NCLEX® success than the conversion score because it reflects application of the HPM in its calculation, whereas the conversion score does not.

*Note: Policy Subject to Change
6/26/12/BNP Faculty/kc

MOREHEAD STATE UNIVERSITY
College of Science and Technology
School of Health Sciences
Department of Nursing
Baccalaureate Nursing Program

Curriculum Requirements/Sequence (Pre-Licensure Student)

Purpose: To outline curricular requirements and sequence of courses for Prelicensure student.

NOTE: The curriculum requirements and course sequencing may be changed as part of the process of program evaluation. The responsibility for keeping abreast of changes in curriculum requirements and/or sequencing is shared by faculty and students.

FRESHMEN FIRST SEMESTER		
COURSE	DESCRIPTION	Credit Hours
*BIOL 234	Principles of Human Anatomy and Physiology I	3
ENG 100	Writing I	3
MATH 135	Math for Technical Students or Higher	3
FYS 101	First Year Seminar	3
PSY 154	Introduction to Psychology	3
SECOND SEMESTER		
*BIOL 235	Principles of Human Anatomy and Physiology II	3
COMS 108	Fundamentals of Speech Communication	3
ENG 200	Writing II	3
SOC 203	Contemporary Social Problems	3
CHEM 101 & 101L	Survey of General Chemistry	4
SOPHOMORE FIRST SEMESTER		
BIOL 217 & 217L	Elementary Medical Microbiology & Lab	4
NURB 260	Wellness and Health Promotion	2
NURB 262	Foundational Skills for Professional Nursing	6
PSY 156	Life Span Developmental Psychology	3
SECOND SEMESTER		
BIOL 336	Pathophysiology	4
NURB 264	Family Health Nursing	6
NURB 266	Community-Based Nursing Care	5
	Humanities 1	3

JUNIOR		
FIRST SEMESTER		
NURB 320	Care of Older Adults	5
NURB 322	Mental Health Nursing	4
MATH 353	Statistics	3
	Humanities 2	3
SECOND SEMESTER		
NURB 324	Acute Alterations in Adult Health I	7
NURB 326	Advanced Nursing Assessment	2
NURB 361	Nursing Research	3
	Nursing Elective	3
SENIOR		
FIRST SEMESTER		
NURB 420	Acute Alterations in Adult Health II	7
NURB 422	Chronic Alterations in Health	5
NURB 424	Public Health	3
SECOND SEMESTER		
NURB 461	Nursing Leadership	3
NURS 345	Global Health	3
NURB 498	Nursing Senior Seminar	3
NURB 499C	Advanced Nursing Practicum	3

* Note that BIOL 244 Human Anatomy & Physiology I and BIOL 244L Human Anatomy & Physiology I Lab also meets the BIOL 234 Principles of Human Anatomy and Physiology I requirement

* Note that BIOL 245 Human Anatomy & Physiology II and BIOL 245L Human Anatomy & Physiology II Lab also meets the BIOL 235 Principles of Human Anatomy and Physiology II requirement

MOREHEAD STATE UNIVERSITY
College of Science and Technology
School of Health Sciences
Department of Nursing
Baccalaureate Nursing Program
 Academic Policy – Program Specific

ADMISSION OF THE PRELICENSURE STUDENT

REVISION DATE: April 2011/BNP faculty/kc Supersedes all previous versions
 September 26, 2008/em
 Supersedes all previous versions

PURPOSE: To outline selection criteria for admission into the prelicensure baccalaureate nursing program.

The Baccalaureate Nursing Program (BNP) has limited enrollment. In the event there are more qualified applicants than available positions, students with the highest GPA will be accepted. Applicants to the BNP are selected based on the following criteria:

1. Completion of the 31 credit hours of the required pre-nursing courses listed in the curriculum sequence for the first year of the program.
2. Minimum grade point average of 3.0 or above (with no rounding) based on the required 31 credits with no grade being less than a “C”.
3. Minimum grade point average of 2.5 or above for BIOL 234: Principles of Human Anatomy and Physiology I, BIOL 235: Principles of Human Anatomy and Physiology II (or BIOL 244/244L and BIOL 245/245L), and MATH 135: Math for Technical Students.
4. Submission of ACT composite score. A minimum ACT composite score of 20 or above is required for admission eligibility.
5. More than two failures of any two required courses within three (3) years of application to the program will result in ineligibility for admission. Students with course failures prior to the 3-year period will be considered for admission if the student has demonstrated satisfactory academic progress (C or above in required courses) since the course failures. Full time study for two consecutive semesters will be required in order to evaluate academic status. At least two-thirds (2/3) of these credits must be in program required general education or support courses. This policy also applies to transfer students.
6. Applicants who are currently enrolled but have not yet completed the required 16 semester hours of the second semester at the time of application are eligible for conditional acceptance based on mid-term grades. A copy of current midterm grades must be submitted with the application packet or as soon as available after the application deadline. Final acceptance will

be dependent on maintaining course grades and grade point average as outlined in the above criteria.

7. Compliance with the Technical Performance Standards.
8. Possess current certification by the American Heart Association in Basic Life Support for Health Care Providers (CPR).
9. Documentation of compliance with all health requirements.
10. Documentation of Criminal Background Check. .

MOREHEAD STATE UNIVERSITY
College of Science and Technology
School of Health Sciences
Department of Nursing
Baccalaureate Nursing Program

CONDITIONS FOR ENROLLMENT

1. Students may be assigned to clinical practice areas other than those in the immediate area, requiring traveling some distance from campus. Transportation to and from these settings is the responsibility of the student.
2. Clinical experiences and formal lectures may be required during various hours of the day (including weekends), evening, and night.
3. Students have the responsibility for the costs incurred by enrollment in the nursing program. These costs include CPR, immunizations, professional malpractice insurance, criminal background check(s), academic materials, testing fees, clothing, and equipment.
4. Clinical education is a mandatory component of the BNP. Due to accreditation requirements of the clinical education centers, students will be required to obtain a criminal background check and/or undergo drug testing prior to acceptance of clinical assignment. The student is responsible for any incurred cost. Any student who fails acceptance to the clinical assignment will be unable to complete the program. Please see the Department of Nursing's Criminal Background Check and Drug Testing Policy and Conditions for Enrollment for specific details. Students are required to abide by the policy set forth.

MOREHEAD STATE UNIVERSITY
College of Science and Technology
School of Health Sciences
Department of Nursing
Baccalaureate Nursing Program
 (Pre & Post Licensure)
 Academic Policy – Program Specific

ACADEMIC STANDARDS AND PROGRESSION

REVISION DATE:

June 26, 2012/kc BNP Faculty Supersedes all previous versions

April 6, 2007/jg Supersedes all previous versions

PURPOSE: To outline for the students, standards to be met for progression in the Baccalaureate Nursing Program.

STANDARDS FOR PROGRESSION:

The following standards are required for student progression in the Baccalaureate Nursing Program:

The student will:

1. Complete each required course in the required curriculum with a minimum grade of “C”.
2. Achieve a minimum grade of “C” in nursing, general education, and/or support courses at each semester level prior to progressing to subsequent nursing courses.
3. Achieve a satisfactory in clinical for nursing courses with a clinical component.
4. Cease to attend clinical immediately upon receiving two unsatisfactories (“U”s) at any time during a clinical rotation.
5. Repeat both theory and clinical components of a nursing course in which less than a “C” grade is achieved; or when the clinical component is evaluated as unsatisfactory.
6. Repeat required nursing course/general education/support courses in which less than a “C” grade is achieved prior to progressing to the next nursing course.
7. Maintain 2.0 total cumulative grade point average in order to continue in nursing program.
8. Complete the nursing program within five years after official acceptance into the program.
9. For the Postlicensure Component, complete all required semester one and two nursing and general education courses prior to enrolling in NURB 461: Nursing Leadership and Management, NURB 498: Nursing Senior Seminar, and NURB 499C: Advanced Nursing Practicum.
10. Maintain compliance with immunization requirements.
11. Maintain compliance with technical performance standards.
12. Present evidence of having current certification in basic cardiopulmonary resuscitation for health care providers by the American Heart Association before progressing to a clinical nursing course that requires patient/student interaction.

13. Documentation of drug testing (dates scheduled by program)
14. Present evidence of current liability insurance coverage payment before progressing into a clinical nursing course that requires learning activities within a health care facility.
15. Present evidence of professional treatment prior to registering for subsequent nursing courses in the event that there is evidence of emotional instability or drug or alcohol abuse which could affect the ability to provide safe nursing care (Please refer to the Department of Nursing Drug Screening Policy located within the student handbook for further details).
16. Adhere to the following guidelines with respect to deficiencies:
 - a. In the event of having to repeat a nursing course or required support course, the student must submit a written request at the time of course failure to the Coordinator of the Baccalaureate Nursing Program stating the desire to repeat the course. This statement must be received no later than one week after the registrar's office has released the grades to the student's Datatel Account. If a written statement is not received it will be considered an unofficial withdrawal from the program. (See Resumption of Program Policy for details regarding statement).
 - b. All courses repeated due to failure to achieve a course grade of "C" or above will be counted in determining the number of course failures.
17. Be dismissed from the nursing program for any of the following situations after admission to the nursing program:
 - a. Achievement of less than a "C" grade twice in the same course.
 - b. Achievement of less than a "C" in any two required courses in the program curricular sequence.
 - c. Inability to complete the nursing program within five years after beginning the program.
 - d. Placing a patient in extreme emotional or physical jeopardy.
18. The Department of Nursing and the BNP expects students to conduct themselves in a professional manner that is in accordance with the Code of Ethics for Nursing. The Code of Ethics for Nurses serves as a guide for carrying out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession.

A student demonstrating any of the following will be dismissed from the program **prior** to the end of the semester:

- a. Inability to transfer theory into practice.
- b. Consistent lack of understanding of his/her limitations.
- c. Inability to anticipate the consequences of action or lack of action.
- d. Consistent failure to maintain communication with faculty and staff about client care.
- e. Dishonesty about client care.
- f. Commitment of a civil/criminal act in the educational area.
- g. Breach of patient confidentiality.
- h. Impaired behavior.

- i. Unprofessional behavior or acts of incivility that place a client or colleague in physical or emotional jeopardy. Examples of incivility include but are not limited:
 - using the “silent treatment”
 - spreading rumors
 - badgering or back-stabbing
 - rude or obnoxious behavior
 - sabotaging a project
 - damaging someone’s reputation
 - using humiliation, put-downs, and intimidation
 - failing to support a peer in collaborative relationships
 - setting someone up for failure
 - undermining of work
 - verbal abuse
 - public reprimands
 - sarcasm
 - destroying confidence
 - losing one’s temper or yelling at someone
 - continual criticism
 - encouraging others to turn against a peer
- j. Failure of acceptance to a clinical site based on denial of the clinical placement due to failure to comply to all hospital policies and procedures.
- k. Failure of acceptance to a clinical site based on unprofessional behavior.

19. Students who perform below the national average on any nationally normed achievement examination are required to meet with the course leader and the program coordinator to develop a retention plan. Retention plan must be developed, initiated, and completed prior to progressing to the next nursing course.

MOREHEAD STATE UNIVERSITY
College of Science and Technology
School of Health Sciences
Department of Nursing
Baccalaureate Nursing Program
Academic Policy – Program Specific

TRANSFER STUDENTS

REVISION DATE: October 7, 2009/em Supersedes all previous versions

Purpose: To outline transfer requirements for individuals who have completed nursing course to other baccalaureate nursing programs and who wish to be considered for admission into Morehead State University's Baccalaureate Nursing Program.

Requirements: Applicants who have completed nursing courses in other Baccalaureate Nursing Programs within the last five years must fulfill the following requirements in order to be considered for admission to the Baccalaureate Nursing Program at Morehead State University:

1. Meet requirements of Morehead State University Transfer Policy.
2. Meet Baccalaureate Degree Nursing Program minimum GPA of 2.5 on all course work required in the nursing program at the time of transfer.
3. Meet Admission criteria of Morehead State University Baccalaureate Nursing Program.
4. Have a minimum grade of "C" in previous Baccalaureate Nursing courses.
5. Submit to the Department of Nursing college catalog and syllabi of nursing courses that are to be evaluated for transfer credit.
6. Be in good standing, both academic and social, in the program from which he/she is transferring.
7. Provide a written recommendation from the director/coordinator of the nursing program from which he/she is transferring.

NOTE: Enrollment in this program is limited. Applicants wishing to transfer will be considered for admission along with other applicants to the program.

MOREHEAD STATE UNIVERSITY
College of Science and Technology
School of Health Sciences
Department of Nursing
Baccalaureate Nursing Program
Academic Policy – Program Specific

RESUMPTION OF PROGRAM

REVISION DATE: April 6, 2007/jg Supersedes any previous version

PURPOSE: To outline the requirements to be met when normal program sequencing is interrupted by the student.

DEFINITION: Students who do not complete the Baccalaureate Nursing Program in six consecutive semesters are considered “out of sequence.” Students may be out of sequence because of elective program interruption or course failure. Required courses taken when the student is out of sequence will be counted toward graduation requirement whether the student voluntarily interrupted the program or was required to interrupt the program for course failure. Required courses that are failed while the student is out of sequence will be counted in total course failures as explained in Academic Standards and Progression Policy.

ELECTIVE PROGRAM INTERRUPTION:

1. A student may elect to interrupt the sequence of the nursing program with permission of the program coordinator for one of the following:
 - a. Leave of Absence-student may request a leave of absence from the nursing program for one year for personal reasons.
 - b. Withdrawal from one nursing course - students may elect withdraw from a nursing course one time during the program.
2. A student who is out of program sequence related to interruptions outlined in #1 above will be automatically enrolled into the appropriate nursing course(s) providing:
 - a. A written statement of intent to remain in the nursing program was submitted to the program coordinator prior to the interruption (See attached form at the end of this policy).
 - b. Space is available in the appropriate nursing class.
3. The student who is out of program sequence is responsible for verifying with the program coordinator the availability of space in the nursing class before registering for the specific course.

4. Exceptions to this policy will be reviewed on an individual basis and final approval must be given by the BNP faculty.

COURSE FAILURE:

1. A student who is out of program sequence because of failure to satisfactorily complete a required course(s) will be automatically enrolled into the appropriate nursing course(s) providing:
 - a. Course failure(s) have not exceeded the limits as stated in the “Academic Standards and Progression Policy.”
 - b. A written statement of intent to remain in the program was submitted to the program coordinator at the time of course failure.
In the event of having to repeat a nursing course or required support course, the student must submit a written request at the time of course failure to the Coordinator of the Baccalaureate Nursing Program stating the desire to repeat the course. This statement must be received no later than one week after the registrar’s office has released the grades to the student’s Datatel account. If a written statement is not received it will be considered an unofficial withdrawal from the program (See attached written statement form at the end of this policy).
 - c. The required course(s) was/were successfully completed.
 - d. Space is available in the appropriate nursing course.
 - e. Recommendation for reinstatement was made by the BNP Admission and Progression Committee. Note that consideration for reinstatement in the nursing program, the student may be required to complete an interview with the BNP Admissions and Progression Committee.
2. Availability of space for courses required in the first semester of the BNP curriculum is determined after the admission process for that academic year has been completed.
3. The student who has had course failure(s) is responsible for verifying with the program coordinator the availability of space in the nursing course(s) before registering.

RETENTION PLAN:

1. A student who is out of program sequence for any reason is required to meet with the course leader and program coordinator to develop a retention plan prior to returning to the required nursing course.
2. A student who is returning to a required nursing course must provide evidence of currency of previous learned technical nursing skills.

MOREHEAD STATE UNIVERSITY
College of Science and Technology
School of Health Sciences
Department of Nursing
Baccalaureate Nursing Program

REQUEST TO RE-ENTER NURSING PROGRAM FORM

MSU ID: _____

NAME: _____

ADDRESS: _____

PHONE: _____

MSU EMAIL ADDRESS (*Required): _____

- You will be notified of your status in the program by email

Last Semester enrolled in Nursing Sequence: Spring 20 _____ **Fall 20** _____

Request re-entry into which nursing course: NURB _____

Please submit with this form, your written request for re-entry into the program. State reasons/conditions for leaving the program and your plan for success in the nursing program upon return (See next page for template).

Signature

Date

FOR DEPARTMENT USE ONLY

Date Received: _____

MSU GPA: _____ **ACT Com.** _____

Initial Date of Entry: _____

Referred to Academic Standards and Progression Policy? _____ **Yes** _____ **No**

Referred to Resumption of Program Policy? _____ **Yes** _____ **No**

Approved for re-entry? _____ **Yes** _____ **No**

Signature

Date

**MOREHEAD STATE UNIVERSITY
College of Science and Technology
School of Health Sciences
Department of Nursing
Baccalaureate Nursing Program**

Letter of Intent

Please state specific reasons/conditions for leaving the program and your detailed plan for success in the nursing program. Please include specific plans for maintaining prior knowledge learned within the program as well as how you will address your deficiencies.

Signature

Date

MOREHEAD STATE UNIVERSITY
College of Science and Technology
School of Health Sciences
Department of Nursing
Baccalaureate Nursing Program

FORMAL COMPLAINT POLICY

Purpose: To outline for the students the formal complaint process

Written Complaints

A formal complaint is defined as a written and signed/dated expression of dissatisfaction about the Morehead State University Baccalaureate Degree Nursing Program (BNP) or its processes, by parties interested in the BNP.

Academic Grievances

Student appeal of academic decisions will follow the MSU Undergraduate on Academic Grievance Procedure as stated in the *Undergraduate Catalog*.

Procedure

A formal complaint must be addressed in writing and signed/dated and sent to the Baccalaureate Degree Nursing Program at ATTN: BNP Coordinator via fax at (606) 783-9104, e-mail to incumbent BNP Coordinator or the U.S. Postal Service to the Department of Nursing/ Baccalaureate Degree Nursing Program, Morehead State University, 316 West 2nd Street, CHER Suite 201, Morehead, KY 40503

Any formal complaint will be reported upon receipt to the Department Chair of Nursing.

Acknowledgment of the received complaint will be made by the BNP Coordinator in writing within five business days. It is expected that all complaints will be resolved as quickly as possible.

The written complaint should provide specific details of the dissatisfaction, including dates and names where appropriate, and documentation of specific incident or issue.

The complaint will be addressed first by the BNP Coordinator and then moved up in administrative lines through Chair, Dean, Provost, and President as appropriate.

A record of all complaints and their resolution will be kept on file in the Baccalaureate Degree Nursing Program office in a location that assures maintenance of confidentiality.

Post–Licensure RN-BSN Program

Dear RN-BSN Student,

Welcome to the Baccalaureate RN-BSN Program at Morehead State University (MSU). We are pleased that you have selected our program to complete your professional nursing degree. We have developed a high quality, fully accredited, nurse-friendly program that meets the needs of the adult learner.

The need for well-educated, highly skilled nurses has never been greater. Based on our long history of educating nurses, you can be assured that Morehead State University's RN-BSN Program will prepare you for various positions of responsibility in all areas of health.

To assist you in becoming familiar with the RN-BSN Program at MSU, the faculty have compiled a Nursing Student Handbook as a supplement to the MSU Student Handbook, and the Undergraduate Catalog. This handbook contains program requirements and program policies that will answer many of your questions about your responsibility and role as a nursing student at MSU. This handbook also identifies individuals who can assist you if problems arise and identifies resources available to you in the Department of Nursing.

I encourage you to read the handbook and become familiar with the contents. Handbooks are an evolving document which may change during your career here. This information is not a legal document; it is a set of beneficial guidelines, and is important for your success as a nursing student at Morehead State University.

If questions, concerns, or problems arise, please bring them to your faculty advisor or program coordinator. The faculty and I wish you success in your pursuit of a career in nursing.

Sincerely,

Kim Clevenger EdD, RN, BC

Kim Clevenger, EdD, RN, BC
Coordinator of Baccalaureate & RN-BSN Programs
Associate Professor of Nursing

The Baccalaureate Nursing Program at Morehead State University is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, D.C. 20036, (202)887-6791.

The Morehead State University Baccalaureate Nursing Program maintains full approval status with the Kentucky Board of Nursing

MOREHEAD STATE UNIVERSITY
College of Science and Technology
School of Health Sciences
Department of Nursing

Post-Licensure RN-BSN Program
Outcomes

Graduates of the BNP will be able to demonstrate the role of the professional nurse by:

1. Demonstrating the application of critical thinking skills through the nursing process in the planning and provision of nursing care.
2. Communicating effectively in a variety of spoken, written, and technological formats.
3. Demonstrating competence, initiative, and commitment to the nursing profession.
4. Integrating current scientific knowledge, nursing theory and nursing research to deliver quality health care in accordance with the ANA Standards of Care and Code of Ethics for Nurses.
5. Assuming leadership roles within interdisciplinary health care teams and the profession of nursing.
6. Providing compassionate, sensitive, spiritual and culturally appropriate nursing care for patients at any stage of the life span.
7. Analyzing global issues in the context of cultural diversity.
8. Creating a health care environment that is conducive to wellness and health promotion.

MOREHEAD STATE UNIVERSITY
College of Science and Technology
School of Health Sciences
Department of Nursing
Post-Licensure RN-BSN Program

STUDENT EVALUATION

The **grading scale** of the Baccalaureate Nursing Program is as follows:

Percentage Points Letter Grade

90-100 A

80-89 B

76-79 C

68-75 D

Below 68 Points E

Evaluation Method:

Each student must perform satisfactorily in both theory and clinical components in order to obtain a passing grade in an NURB course. Clinical performance is evaluated as satisfactory or unsatisfactory. Clinical failure will result in a letter grade of "E" for the course. If the clinical component is evaluated as satisfactory then the theory grade received will be the course grade. Students of the BNP must earn a 76% or higher theory grade to pass the course successfully.

See also: Academic Standards and Progression Policy

MOREHEAD STATE UNIVERSITY
Department of Nursing
Baccalaureate Nursing Program
Program Specific: Post-licensure (RN-BSN) Program

STANDARDIZED TESTING POLICY

Purpose: To outline standardized testing requirements in the Baccalaureate Nursing Program curriculum for individuals enrolled in the Post-Licensure Baccalaureate Nursing Program.

Requirements: Health Education Systems Incorporated (HESI) examinations are nationally standardized examinations that are content-specific and based on the National Council of State Boards of Nursing (NCSBN) Testing Blueprint. HESI's online exams test students on their skills in clinical application and critical thinking which are cornerstones of BSN student preparation. HESI provides institutional and student diagnostic reports that include an item-by-item topic comparison between Morehead State University's BSN group's percentage answered correctly and the national group norm answered correctly. Additionally, HESI provides an individualized detailed remediation plan for the students regarding their specific areas of weakness.

HESI exams are utilized in the following RN-BSN Program courses: NURB 461 Nursing Leadership, NURB 498 Nursing Senior Seminar, and NURB 499C Advanced Nursing Practicum.

Use of Standardized Testing in the Post-Licensure (RN-BSN) Program Curriculum

Course	HESI Exam Utilized	How HESI Exam is Utilized	Requirement for Remediation
NURB 461	Leadership/Management	Final exam grade based upon conversion percentage score	Any student scoring less than 850 on the exam
NURB 498	RN-Exit	An exam grade based upon the conversion percentage score	Any student scoring less than 850 on the exam
NURB 499C	RN-BSN Exam	An exam grade based upon the conversion percentage score	Any student scoring less than 850 on the exam

In regard to remediation, following the completion of any HESI standardized examination, students who have not successfully met the course guidelines for the exam are required to be accountable for their remediation by accessing their individual HESI remediation plan via the Evolve website within two weeks of the availability of the exam score. Within two weeks of the beginning of the following semester, students are required to contact and schedule a remediation meeting with the course leader/designee of the course, in which the HESI was housed. A proposed remediation plan of action, based upon the students' individual, identified deficiencies of the specific HESI exam should be completed prior to attendance at the remediation meeting

(may occur online/by phone/email as this is an online program). Failure to schedule a meeting or complete a plan of remediation may negatively impact the students' success in courses throughout the BNP curriculum, success on the HESI course requirement housed within NURB 499C in the final semester of the BNP.

In regard to scoring of the HESI examination, the scores range from 0 to over 1,000, and can be as high as 1,500 (depending on the difficulty level of the exam). An acceptable level of performance is 850. However, the recommended level of performance is 900 and above for all scores provided. Each school is responsible for establishing their specific standards related to outcome measures of acceptable scores. Many schools choose a certain overall score as a benchmark for progression, and such benchmarks are set at the discretion of the school's faculty and administrators. It is recommended that students seriously remediate any subject area category in which they obtained a score of less than 850. All test items are weighted according to their difficulty level. Each individual student score reflects application of the HESI Predictability Model (HPM) to the overall score and each subject area score. The conversion score is a weighted percentage score that considers the average difficulty of the exam and the average difficulty of the test items answered.

*Note: Policy Subject to Change

6/26/12/BNP Faculty

MOREHEAD STATE UNIVERSITY
College of Science and Technology
School of Health Sciences
Department of Nursing
Post Licensure RN-BSN Program

Curriculum Requirements/Sequence

NOTE: The curriculum requirements and course sequencing may be changed as part of the process of program evaluation. The responsibility for keeping abreast of changes in curriculum requirements and/or sequencing is shared by faculty and students.

General education and support courses required prior to official admission to the BNP Post licensure (RN Track Component)

RN-BSN Online Program Pre-Requisites

Pre-requisites prior to official admittance
*NURS 375: 32 K credit hours for lower level nursing courses or pre-licensure RN program
General Education SBS 1 or SBS 2 (Social/Behavioral) for FYS 101: First Year Seminar (3 credit hours) (with the exception of an earned bachelor degree or fully gen ed certified)
BIOL 217 & 217L: Elementary Medical Microbiology & Lab (4 credit hours)
General Education NSC 1 Exchange Course (Natural Sciences) BIOL 234: Principles of Human Anatomy & Physiology I (3 credit hours) or BIOL 244 & 244L
BIOL 235: Principles of Human Anatomy & Physiology II (3 credit hours) or BIOL 245 & 245L
General Education NSC 2 Exchange Course (Natural Sciences) CHEM 101 & 101L: Survey of Chemistry & Lab (4 credit hours)
COMS 108: Fundamentals of Speech Communication (3 credit hours)
ENG 100: Writing I (3 credit hours)
ENG 200: Writing II (3 credit hours)
MATH 135: Mathematics for Technical Students recommended or (131, 152, 174, 175 or equivalent) (3 credit hours)
General Education SBS 2 (Social/Behavioral) (PSY 154 - Introduction to Psychology) (3 credit hours)
PSY 156: Life Span Developmental Psychology (3 credit hours)
General Education HUM 1 (Humanities) (3 credit hours) (Ex. ART, 160, ART 263, CMEM 210, ENG 120, FLM 170, HON 205, HUM 203, MUSH 261, MUSH 270, PHIL 100, PHIL 103, or THEA 110)
General Education HUM 2 (Humanities) (3 credit hours) (Ex. COMS 290, ENG 205, FRN 101, GOVT 180, HIS 101, HIS 103, PHIL 106, or SPA 101)
General Education SBS 1 (Social/Behavioral) (SOC 203 - Contemporary Social Problems) (3 credit hours)
Free Elective (Additional to general education) (1 credit hour)

RN-BSN Online Program Course Sequence

Semester #1-Fall Semester	Semester #2-Spring Semester
NURB 326: Advanced Health Assessment (2 credit hours)	NURB 361: Intro to Nursing Research (3 credit hours)
NURB 327: Transition to Professional Nursing Practice (4 credit hours)	NURB 424: Public Health (3 credit hours)
BIOL 336: Pathophysiology (4 credit hours)	NURS 345: Global Health (3 credit hours)
MATH 353: Statistics (3 credit hours)	Free Elective (must be at the 300 or above level) (3 credit hours)
Nursing Elective (NURS course) (3 credit hours)	Nursing Elective (NURS course) (3 credit hours)
Semester Total = 16 credit hours	Semester Total = 15 credit hours
Semester #3-Fall Semester	Quick Notes
NURB 461: Nursing Leadership and Management (3 credit hours)	<p>*You need NURB 326 & NURB 327 completed and must be officially admitted to progress to NURB 361 & NURB 424.</p> <p>*You need all of Semester #1 and Semester #2 coursework completed to progress to Semester #3.</p> <p>*You may need to register for NURS 472 Independent Study to earn 1 credit hour to have enough hours to graduate.</p>
NURB 498: Nursing Senior Seminar (3 credit hours)	
NURB 499C: Advanced Nursing Practicum (3 credit hours & 180 hrs. with an approved preceptor) “A request for reduction in practicum hours will be reviewed on an individual basis”.	
Free Elective (must be at the 300 or above level) (3 credit hours)	
Semester Total = 12 credit hours	Program Total = 43 credit hours

MOREHEAD STATE UNIVERSITY
College of Science and Technology
School of Health Sciences
Department of Nursing
Post Licensure RN-BSN Program
Academic Policy – Program Specific

ADMISSION OF THE POSTLICENSURE STUDENT

REVISION DATE: April 6, 2007/jg Supersedes all previous versions

PURPOSE: To outline selection criteria for admission into the post-licensure component of the baccalaureate nursing program.

Admission Criteria:

1. Hold a current Kentucky license to practice as a registered nurse.
2. Be a graduate of an Associate Degree Nursing or Diploma Nursing Program.
3. Graduates of Diploma Programs must complete national standardized exams for the RN student.
4. Have completed 45 hours of prescribed general education and support courses required for a bachelor's degree in nursing.
5. Have a cumulative grade point average of 2.5 on all course work required for admission to the RN-BSN component of the Baccalaureate Nursing Program.
6. Hold a minimum grade of "C" in each of the required general education, support and nursing courses.
7. Possess professional malpractice insurance.
8. Possess current certification by the American Heart Association in Basic Life Support for Health Care Providers.
9. Documentation of compliance with all health requirements.
10. Compliance with the Technical Performance Standards.

MOREHEAD STATE UNIVERSITY
College of Science and Technology
School of Health Sciences
Department of Nursing
Baccalaureate Nursing Program
(Pre & Post Licensure)
Academic Policy – Program Specific

ACADEMIC STANDARDS AND PROGRESSION

REVISION DATE:

June 26, 2012/kc BNP Faculty Supersedes all previous versions

April 6, 2007/jg Supersedes all previous versions

PURPOSE: To outline for the students, standards to be met for progression in the Baccalaureate Nursing Program.

STANDARDS FOR PROGRESSION:

The following standards are required for student progression in the Baccalaureate Nursing Program:

The student will:

1. Complete each required course in the required curriculum with a minimum grade of “C”.
2. Achieve a minimum grade of “C” in nursing, general education, and/or support courses at each semester level prior to progressing to subsequent nursing courses.
3. Achieve a satisfactory in clinical for nursing courses with a clinical component.
4. Cease to attend clinical immediately upon receiving two unsatisfactories (“U”s) at any time during a clinical rotation.
5. Repeat both theory and clinical components of a nursing course in which less than a “C” grade is achieved; or when the clinical component is evaluated as unsatisfactory.
6. Repeat required nursing course/general education/support courses in which less than a “C” grade is achieved prior to progressing to the next nursing course.
7. Maintain 2.0 total cumulative grade point average in order to continue in nursing program.
8. Complete the nursing program within five years after official acceptance into the program.
9. For the Postlicensure Component, complete all required semester one and two nursing and general education courses prior to enrolling in NURB 461: Nursing Leadership and Management, NURB 498: Nursing Senior Seminar, and NURB 499C: Advanced Nursing Practicum.
10. Maintain compliance with immunization requirements.
11. Maintain compliance with technical performance standards.
12. Present evidence of having current certification in basic cardiopulmonary resuscitation for health care providers by the American Heart Association before progressing to a clinical nursing course that requires patient/student interaction.

13. Present evidence of current liability insurance coverage payment before progressing into a clinical nursing course that requires learning activities within a health care facility.
14. Present evidence of professional treatment prior to registering for subsequent nursing courses in the event that there is evidence of emotional instability or drug or alcohol abuse which could affect the ability to provide safe nursing care (Please refer to the Department of Nursing Drug Screening Policy located within the student handbook for further details).
15. Adhere to the following guidelines with respect to deficiencies:
 - a. In the event of having to repeat a nursing course or required support course, the student must submit a written request at the time of course failure to the Coordinator of the Baccalaureate Nursing Program stating the desire to repeat the course. This statement must be received no later than one week after the registrar's office has released the grades to the student's Datatel Account. If a written statement is not received it will be considered an unofficial withdrawal from the program. (See Resumption of Program Policy for details regarding statement).
 - b. All courses repeated due to failure to achieve a course grade of "C" or above will be counted in determining the number of course failures.
16. Be dismissed from the nursing program for any of the following situations after admission to the nursing program:
 - a. Achievement of less than a "C" grade twice in the same course.
 - b. Achievement of less than a "C" in any two required courses in the program curricular sequence.
 - c. Inability to complete the nursing program within five years after beginning the program.
 - d. Placing a patient in extreme emotional or physical jeopardy.
17. The Department of Nursing and the BNP expects students to conduct themselves in a professional manner that is in accordance with the Code of Ethics for Nursing. The Code of Ethics for Nurses serves as a guide for carrying out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession.

A student demonstrating any of the following will be dismissed from the program **prior** to the end of the semester:

- a. Inability to transfer theory into practice.
- b. Consistent lack of understanding of his/her limitations.
- c. Inability to anticipate the consequences of action or lack of action.
- d. Consistent failure to maintain communication with faculty and staff about client care.
- e. Dishonesty about client care.
- f. Commitment of a civil/criminal act in the educational area.
- g. Breach of patient confidentiality.
- h. Impaired behavior.
- i. Unprofessional behavior or acts of incivility that place a client or colleague in

physical or emotional jeopardy. Examples of incivility include but are not limited:

- using the “silent treatment”
 - spreading rumors
 - badgering or back-stabbing
 - rude or obnoxious behavior
 - sabotaging a project
 - damaging someone’s reputation
 - using humiliation, put-downs, and intimidation
 - failing to support a peer in collaborative relationships
 - setting someone up for failure
 - undermining of work
 - verbal abuse
 - public reprimands
 - sarcasm
 - destroying confidence
 - losing one’s temper or yelling at someone
 - continual criticism
 - encouraging others to turn against a peer
 - Failure of acceptance to a clinical site based on denial of the clinical placement due to failure to comply to all hospital policies and
- j. Failure of acceptance to a clinical assignment based on the criminal background check requirement
- k. Failure of acceptance to a clinical site based on unprofessional behavior.

18. Students who perform below the national average on any nationally normed achievement examination are required to meet with the course leader and the program coordinator to develop a retention plan. Retention plan must be developed, initiated, and completed prior to progressing to the next nursing course.

MOREHEAD STATE UNIVERSITY
College of Science and Technology
School of Health Sciences
Department of Nursing
Post Licensure RN-BSN Program
Academic Policy – Program Specific

REDUCTION IN PRACTICUM HOURS FOR THE RN STUDENT

REVISION DATE: April 6, 2007/jg Supersedes all previous versions

PURPOSE: To outline guidelines and criteria for requesting a reduction in practicum hours for NURB 499C: Advanced Nursing Practicum for the RN student.

1. A written request for a reduction in practicum hours must be submitted to the clinical faculty prior to the beginning of the scheduled practicum.
2. Work experience may be in any clinical setting.
3. In order to qualify for credit for equivalent work experience, job activities must have included responsibilities reflective of course objectives for NURB 499C: Advanced Nursing Practicum. Completion of intensive fellowship within a healthcare facility may also qualify for credit pending review.
4. Work experience must be documented by a curriculum vitae and a written description of work related experiences.
5. A reduction of 45 clock hours from the total number of required practicum clock hours (180 hours required) will be granted for every 2 years of equivalent work experience. After review of documentation faculty will notify the applicant of the number of hours granted for equivalent work experience.
6. A minimum of 90 clock hours in a different health care setting will be required to document satisfactory completion of course outcomes.
7. All written work outlined in the course syllabus must be satisfactorily completed.
8. Evaluation for a reduction in practicum hours will be completed by course faculty and approved by the RN-BSN Coordinator.

MOREHEAD STATE UNIVERSITY
College of Science and Technology
School of Health Sciences
Department of Nursing
Baccalaureate Nursing Program

FORMAL COMPLAINT POLICY

Purpose: To outline for the students the formal complaint process

Written Complaints

A formal complaint is defined as a written and signed/dated expression of dissatisfaction about the Morehead State University Baccalaureate Degree Nursing Program (BNP) or its processes, by parties interested in the BNP.

Academic Grievances

Student appeal of academic decisions will follow the MSU Undergraduate on Academic Grievance Procedure as stated in the *Undergraduate Catalog*.

Procedure

A formal complaint must be addressed in writing and signed/dated and sent to the Baccalaureate Degree Nursing Program at ATTN: BNP Coordinator via fax at (606) 783-9104, e-mail to incumbent BNP Coordinator or the U.S. Postal Service to the Department of Nursing/ Baccalaureate Degree Nursing Program, Morehead State University, 316 West 2nd Street, CHER Suite 201, Morehead, KY 40503

Any formal complaint will be reported upon receipt to the Department Chair of Nursing.

Acknowledgment of the received complaint will be made by the BNP Coordinator in writing within five business days. It is expected that all complaints will be resolved as quickly as possible.

The written complaint should provide specific details of the dissatisfaction, including dates and names where appropriate, and documentation of specific incident or issue.

The complaint will be addressed first by the BNP Coordinator and then moved up in administrative lines through Chair, Dean, Provost, and President as appropriate.

A record of all complaints and their resolution will be kept on file in the Baccalaureate Degree Nursing Program office in a location that assures maintenance of confidentiality.