Note: This handbook contains the policies and procedures that are unique to the professional discipline of Nursing and Department of Nursing. This handbook stands in addition to the general policies and procedures contained in the Muskingum University Student Handbook, Muskingum University Undergraduate Course Catalog, 2009-2010, and the Muskingum Adult Program: 2009-2010 Student Guidebook.

The original version of this Handbook was approved by the Ohio Board of Nursing and the Ohio Board of Regents in 2008. This current version has been revised and updated effective September 21, 2009. The BSN Students are held to standards contained in this publication and for subsequent revisions of policies and procedures at the time changes are made and added to the publication.

*Signing this page indicates that I have read the information contained on this page and agree to be responsible to the contents of this document. A complete copy of the BSN Student Handbook has been made available to me on my BLACKBOARD Nursing courses. If at any point I have a concern about the current nature of the document, I will be responsible for downloading and/or referring to the latest published version.

______________________________
Print Student Name

______________________________
Student Signature* Date
Acknowledgments

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Chapter 1. Nursing Program Description

Mission
The Department of Nursing reflects the mission of Muskingum University by providing quality nursing education which fosters critical thinking, positive action, ethical sensitivity and spiritual growth within the context of a caring community. Liberally educated nursing graduates are able to integrate knowledge, skills and values from the arts and sciences to provide safe quality nursing care, to act as advocates for families, groups and communities and to manage twenty-first century changes in the health care system.

Purpose
The purpose of Muskingum University Bachelor of Science in Nursing Program is to prepare graduates with intellectual skills and practice focused competencies for current and emergent generalist and professional nursing practice. The Bachelor of Science in Nursing Program will admit two types of students, the four year pre-licensure student and the registered nurse student who is either a graduate of a hospital diploma nursing program or an associate degree nursing program. The Bachelor of Science in Nursing Program provides a strong liberal arts and science foundation integrated throughout the program to create the basis for the study and practice of professional nursing. The Bachelor of Science in Nursing Program also provides a foundation for graduate study and continuing professional education.

Philosophy
The mission and purposes of the Department of Nursing are congruent with and supportive of the mission and educational purposes of Muskingum University. The faculty share the belief that Muskingum University provides: “quality academic programs in the liberal arts and sciences in the setting of a residential, coeducational, church related university and in the context of a caring community where individual fulfillment is encouraged and human dignity is respected.” The Muskingum University Department of Nursing services a rural area of East Central Ohio with a community representing a diverse cultural background. The rural context of the University provides a setting for explaining the application of knowledge to professional nursing practice. The faculty believe that the concepts of human, environment, health, nursing and nursing education are central to the development of baccalaureate nursing programs. These concepts serve as a foundation for the curriculum design and selection of instructional methods and practices.

Each human is a unique being of worth and dignity, holistic in nature, and whose body, mind, and spirit develop throughout the lifespan. Each human is motivated by a set of perceptions, values, and beliefs. Humans have power to be self-directive, to adapt or change behavior, to strive toward a healthy lifestyle, and to seek personal fulfillment for their lives. Humans consist of individuals, families, groups, organizations, communities and global populations.
The environment consists of biophysical and sociocultural factors that impact the health of humans. There is constant interaction between humans and the environment. Humans should view the environment as an integral part of health relationship between the environment and health for individuals, families, groups, organizations, communities and global populations. Humans can positively alter the environment to affect the health of themselves and others by promoting, maintaining, or changing the environment.

Health and illness are processes along a continuum that reflect the interaction between physiological, psychosocial and spiritual aspects of human life. Both processes depend upon lifestyle, environmental and genetic factors which create major determinants of illness, disease, disabilities and death. Humans’ potential and resources influence their abilities to cope with changes occurring along the health-illness continuum. Optimal health is the functioning of the human at maximum potential in an integrated way within the environment.

The basis of professional nursing is in liberal arts education and integrates knowledge from nursing, the arts, sciences and the humanities. In a liberal arts setting, professional nurses learn to use oral and written communication and information technology to communicate effectively. Nursing focuses on the promotion of health, prevention of disease and disability and provision of care for those who are ill or in the process of dying. The method of scientific inquiry is used with the nursing process framework to assess, diagnose, plan, implement and evaluate patient responses. Critical thinking is the basis for the nurse’s application and use of knowledge and experiences to make clinical decisions. Nurses evaluate and apply evidenced-based research findings into practice.

Professional nurses must be able to practice collaboratively and autonomously within ever-changing, complex healthcare delivery systems that require effective leadership, communication and technological skills to work productively with interprofessional personnel in a variety of healthcare settings. Professional nurses also practice in healthcare delivery systems that focus on cultural, historical, economic, legal, organizational, environmental, educational and political perspectives. Cultural competence is the process which the nurse seeks to work effectively within the cultural context of the individual, family or community. Cultural competence is defined in terms of cultural awareness, cultural knowledge, cultural skill and cultural encounter.

Based on nursing’s history and practices, caring is a process of nurturant activities and values that is essential to the practice of nursing. The University and the Department of Nursing seek to promote a positive influence on the health of the community through the caring process.

Nursing education is an interactive teaching-learning process within an environment conducive to the development of collegial relationships. Education is a dynamic process that directs and facilitates learning. Teaching is the ability of structuring content and processes for student learning. Learning is an active, life-long process of acquiring knowledge and skills that brings about actual or potential changes in behavior. Learning is facilitated when activities are goal-directed, purposeful, and meaningful for the learner. The faculty guide, direct, facilitate and evaluate learning while promoting critical thinking, active participation and independent thinking by students.
In the twenty-first century, the professional nurse must have knowledge and skills that prepare one for a long-term career in a changing practice environment which addresses the needs of individuals across the lifespan, including culturally diverse, vulnerable and underserved populations. With knowledge that is complex and changing, baccalaureate professional nurses cannot possess all the knowledge necessary to provide high quality nursing practice. Therefore, baccalaureate professional nurses need to promote self-evaluation and life-long learning.

Program Objectives

The students who successfully complete the Nursing Program will have satisfied the objectives identified in Table 1. The Pre-licensure Traditional Track is delivered in three levels, sophomore, junior, and senior years. The objectives are identified for the completion of each level. The RN-BSN Completion Track students will have met the objectives identified in the third level when they successfully complete the requirements of that track.

Table 1. Department of Nursing Program Objectives

<table>
<thead>
<tr>
<th>First Level</th>
<th>Second Level</th>
<th>Third Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophomore Year</td>
<td>Junior Year</td>
<td>Senior Year and RN-BSN Completion Track (Terminal Level Objectives)</td>
</tr>
<tr>
<td>1. Identify the nature of the human using concepts and theories learned through the study of the arts, sciences, humanities and nursing to provide professional nursing care.</td>
<td>1. Develop the nature of the human using concepts and theories through the study of the arts, sciences, humanities and nursing to provide professional nursing care.</td>
<td>1. Analyze the nature of the human using concepts and theories through the study of the arts, sciences, humanities and nursing to provide professional nursing care.</td>
</tr>
<tr>
<td>2. Acknowledge caring and cultural competence through the practice of professional nursing.</td>
<td>2. Demonstrate a commitment to caring and cultural competence through the practice of professional nursing.</td>
<td>2. Integrate caring and cultural competence through the practice of professional nursing.</td>
</tr>
<tr>
<td>3. Use critical thinking to make independent judgments in applying nursing process in the delivery of nursing care to individuals and families.</td>
<td>3. Use critical thinking components in making independent judgments in applying the nursing process in the delivery of nursing care to individuals, families and groups.</td>
<td>3. Use critical thinking to make independent judgments in applying the nursing process in the delivery of healthcare to individuals, families, groups, organizations, communities and global populations.</td>
</tr>
</tbody>
</table>
nursing-related research findings in professional nursing practice.

5. Determine effective leadership and management strategies used in acute and chronic care healthcare delivery systems.

5. Apply effective leadership and management strategies used in acute and chronic care healthcare delivery systems.

5. Analyze effective leadership and management strategies used in rapidly changing complex healthcare delivery systems.

6. Use oral and written communication and information technology to communicate effectively.

6. Use oral and written communication and information technology to communicate effectively.

6. Use oral and written communication and information technology to communicate effectively.

7. Know local factors involving social, ethical, political, legal, cultural, environmental and educational issues that influence healthcare and the advancement of the nursing profession.

7. Know local and national factors involving social, ethical, political, legal, cultural, environmental and educational issues that influence healthcare and the advancement of the nursing profession.

7. Analyze local, national and global factors involving social, ethical, political, legal, cultural, environmental and educational issues that influence healthcare, health policies and the advancement of the nursing profession.

8. Assess holistic professional nursing care with adults to promote health in selected healthcare settings.

8. Provide holistic professional nursing care across the lifespan to promote health in selected healthcare settings.

8. Provide holistic professional nursing care across the lifespan to promote health in a variety of healthcare settings.

9. Know the importance of working with other healthcare professionals in local healthcare agencies to promote cost-effective healthcare.

9. Collaborate with other healthcare professionals in local healthcare agencies to promote cost-effective healthcare.

9. Collaborate with other healthcare professionals in a variety of settings to promote cost-effective healthcare.

10. Assume responsibility and accountability for personal and professional growth and development, and value the commitment of lifelong learning.

10. Assume responsibility and accountability for personal and professional growth and development, and value the commitment of lifelong learning.

10. Accept responsibility and accountability for personal and professional growth and development, and value the commitment of lifelong learning.
Organizing Framework

The organizing framework is supported by process and content organizers that implement the philosophy, mission, purpose and objectives of the nursing program. The concepts identified in the organizers are used with the program objectives as guidelines to develop specific level objectives and then, course objectives. The integration of the development of the curriculum from design through implementation assures that the philosophy, mission, purpose, and objectives of the nursing program are emphasized within the organizing framework.

The organizers identified in the organizing framework provide guidance for the development of level and course objectives. The process organizers are consistently used and reinforced throughout the clinical nursing courses. The content organizers are used to identify and plan content and learning opportunities that build progressively year to year in the nursing program as represented in Figure 1.

![Organizing framework model for the Nursing curriculum.](image)

There are four process organizers: caring, nursing process with an emphases on critical thinking, culture and communication.

**Caring.** This organizer is derived from each of the concepts in the organizing framework: human, environment, health, and nursing. Caring is essential to the practice of nursing. Caring is a process comprised of nurturant activities and values that encompasses the student's empathy for the patient as well as the ability to incorporate these affective characteristics into compassionate, sensitive and appropriate nursing care. This organizer is reflected in the second program objective.
Nursing Process/Critical Thinking. This process organizer is derived from the concept of nursing from the organizing framework of the curriculum. Learning to use nursing process as a means for critical thinking and as a creative approach to patient care becomes a worthwhile endeavor. Nursing process involves five phases: assessment, analysis and diagnosis, planning, implementation of planned nursing interventions and evaluation.

Assessment. This is the initial phase in the nursing process. It involves the subjective and objective data from the patient and family to determine the patient's health status.

Analysis and diagnosis. This is the validation of data collected and compared with norms to determine what data may indicate a health problem or identify a pattern. Diagnosis is a development of a statement which describes the health condition or alteration in one's life processes which are within the domain of nursing.

Planning. This begins with identification of patient goals and determination of ways to reach these goals. This phase requires a great deal of critical thinking, analyzing and planning.

Implementation of planned nursing interventions. This occurs when the planned nursing interventions are initiated and carried out to achieve specific outcomes.

Evaluation. This is the final phase of the nursing process. Evaluation is an ongoing planned systematic comparison of the patient's health status with the identified outcome criteria.

The student uses the nursing process/critical thinking during the initial nursing courses and then, progressively develops it with greater complexity throughout the curriculum. Critical thinking is incorporated in this process by appraising and defining problems and exploring alternative solutions and their outcomes. This organizer is related to the program objective.

Culture. This process organizer is derived from the concepts of human and nursing. The student needs to be prepared to work with individuals from various cultures and to present healthcare in ways that are appropriate for each individual in different cultures. As the student progresses through the curriculum, an increased development of understanding related to cultural diversity evolves. Cultural competence is manifested through attributes such as cultural awareness, cultural knowledge, cultural skill and cultural encounter.

Cultural awareness. This involves the process of becoming sensitive to interactions with other cultures.

Cultural knowledge. This is the process in which the students gain knowledge concerning other world views of culture.

Cultural skill. This involves the ability to conduct a cultural assessment.
Cultural encounter. This is the process that enables the student to engage in cross-cultural interactions with individuals from culturally diverse backgrounds. This organizer is directly related to the second program objective.

Communication. This organizer is derived from the concepts of human and nursing. Communication is a complex, ongoing, interactive process that forms the basis for building interpersonal relationships among individuals, families, groups, organizations, communities and global populations. Communication includes listening, as well as oral, nonverbal, written and information technology skills. The first and sixth objectives relate to this organizer.

The four content organizers are: human system, healthcare delivery system, research, and leadership.

Human System. This organizer is derived from the two major concepts of human and environment. The focus of the human system in the care of patients in the clinical courses moves from the individual to the family and then to the group, community, organization and global populations. The third objective applies to this content organizer.

Healthcare Delivery System. This organizer is derived from each of the concepts in the organizing framework; human, health, environment and nursing. Healthcare delivery consists of four levels: disease prevention, health promotion chronicity, acute and critical care.

Disease prevention. This involves methods of keeping an illness or injury from occurring, diagnosing and treating a disease in its early development and preventing further deterioration of individual's health.

Health promotion. This involves activities which emphasize maximizing health such as patient teaching, behavioral change, family dynamics, holistic assessment, etc.

Chronicity. This is a disease state that has one or more of the defined characteristics:
1. is permanent;
2. leaves permanent disability;
3. causes nonreversible pathophysiology;
4. requires special training of patient in rehabilitation; and
5. requires a long period of care.

Acute. This is a disease state that has a rapid onset, short duration and is self-limiting.

Critical care. This is the nursing which deals specifically with human responses to life-threatening problems.

Research. This content organizer is derived from the concept of nursing. Research is a major organizer in the nursing curriculum where the focus is to understand the basic elements of the research process and models for applying evidenced-based research findings to practice.
Research progresses through the curriculum from reading research to applying evidenced-based research findings to practice. The fourth program objective relates to this content organizer.

**Leadership.** This content organizer is derived from the concepts of nursing and environment. Leadership is a process in which the leader creates a climate of change so that an organization will have the adaptability needed to survive. Principles of leadership are used by effective nurse managers when planning, organizing and directing healthcare delivery systems. This organizer is implemented in the curriculum through interpersonal relationships, systems theory and change theory. The fifth, seventh and ninth objectives relate to this organizer.

Supporting theories and concepts derived from the major concepts in the Muskingum University Department of Nursing philosophy are listed in Table 6. These theories and concepts are developed in the nursing courses throughout the curriculum.

**Glossary of Terms**

**Accountability.** Being responsible for one’s actions and accept the consequences for one’s behavior.

**Assessment.** Process of systematically collecting data pertaining to the individual, family, community or global populations. Assessment is the first phase of the nursing process.

**Caring.** A nurturing means of relating to a valued other person to whom one feels a personal sense of commitment and responsibility. Caring is manifested through knowing, being with, doing for, enabling and maintaining belief.

**Change Agent.** A graduate level professional nurse who demonstrates expertise in making innovative ideas to enhance the practice of nursing and institute changes within organizations.

**Collaboration.** To work cooperatively with others to achieve common goals.

**Communication.** Process by which information is given from one individual to another individual either directly or indirectly.

**Curriculum.** A total of learning activities that are designed to achieve specific educational goals.

**Community.** A group of people who have common characteristics such as age, occupation, common bonds, location, etc.

**Compassion.** An awareness of one’s relationship with others which involves participation in their experiences and emotions.
Competence. The ability of having knowledge, skills and judgment necessary to meet professional nursing responsibilities.

Concept. A basic idea; a symbol or a general impression expressed in words.

Content Organizers. Concepts related to content outlined in the organizing framework to identify and plan progressive learning experiences that build on a yearly basis throughout the nursing courses in the curriculum.

Coordination. Two or more people providing services to an individual or group and keeping all participants informed of their activities.

Critical Thinking. Purposeful thinking in which the thinker appraises and defines problems and explores alternative solutions and their results.

Culture. Complex concept that is part of an individual’s make-up and includes knowledge, beliefs, values, customs and habits acquired by members of a society.

Environment. All cultural, developmental, physical and psychosocial conditions external to an individual that influence the growth and development of an individual or group.

Family. A group of individuals who have kinship and are mutually concerned with each other’s affairs and ambitions.

Group. A gathering of two or more individuals who share a common purpose.

Health. A dynamic process that is multidimensional in nature that enables the individual to reach for the highest level of functioning on a health-illness continuum.

Healthcare Delivery. System by which healthcare is provided to individuals, families, groups, communities and global populations.

Health Promotion. Activities directed toward enhancing functioning toward health and optimal well-being.

Human. A unique being with intellect; the ability to reason and make choices; the capacity to live; and the capacity to appreciate, interact with, and respond emotionally to the environment.

Individual. Social being who is rational and sentient.

Leadership. A process of influencing individuals to accomplish goals or to move toward goal achievement.

Learning. Process-oriented and relates to developing abilities which leads to a permanent change in behavior.
Nursing. A professional discipline based on theory, practice and research which involves individuals, families, groups, communities and global populations.

Nursing Diagnosis. A statement which identifies a health condition in one's life processes which pertains to nursing.

Nursing Process. A model for nursing practice using a problem-solving approach which involves the phases of assessment, nursing diagnosis, plan, implementation and evaluation.

Nursing Theory. Provides a way of identifying and expressing key ideas about the essence of nursing practice.

Organization. Comprised of a group of individuals who are systematically united in a functional structure.

Organizing Framework. Relates to one aspect of the total curriculum process which is grounded in the philosophy and terminal objectives of the nursing program. It provides the sequential ordering and following of content and processes identified in the framework.

Organizer. A concept that guides the organizing structure. Organizers are either process or content related.

Process. A series of progressive changes and has an organizational structure that enables a goal to be achieved.

Process Organizers. Concepts identified in the organizing framework that are developed horizontally throughout the nursing curriculum and reinforced.

Research. Systematic inquiry that uses scientific methods to identify questions and solve problems.

Responsibility. Obligation of the individual to fulfill the terms of an agreement.

Role. Set of expected behaviors that relate to specific position being held.


Self-Direction. Ability to make independent decisions about one’s life.

Populations (Global). A group of individuals living in communities who have common expectations and organized patterns of communications. The health of populations focuses on the preventive action targeting the broad distribution of diseases and health determinants.

Service. An act of helping or benefiting another; behavior conducive to the benefit of another.
**Teaching.** Serves as one component of the educational process which involves an intentional act of communicating information to the learner.

**Theory.** A hypothesis involving a plausible explanation to a concept or a relationship between concepts from which predictions can be made.

**Therapeutic Nursing Interventions.** Nursing actions designed to achieve specific outcomes of nursing care for individuals or aggregates. Therapeutic nursing interventions is part of the implementation phase of the nursing process.
Chapter 2. Department of Nursing Structure

Table of Organization

The Department of Nursing is one of six departments that make up the Division of Science at Muskingum University. Appendix A is a graphic representation of how the Department of Nursing fits within the organizational structure of Muskingum University.

Offices

The administrative offices for the Department of Nursing are located on the fourth floor of the Boyd Science Center. The Director and Chair of the Department of Nursing can be located in room 413. The department secretary is in room 416. This is where student records for clinical placement requirements will be housed. In addition, faculty who teach in the Pre-licensure track will have mail boxes located in this office. Faculty for the Department have offices located in Boyd 411, 412, 414, and 415.

The Post-licensure (RN-BSN Completion) track students will find the Assistant Dean for their track located in Montgomery Hall, room 16.

Nursing Skills Laboratory

The Nursing Skills Laboratory is located in the Boyd Science Center on the second floor, rooms 238, 212, and 214. The Laboratory Coordinator and Nursing Instructor will be responsible for teaching and coordinating use of the laboratory for every nursing course that has a laboratory component. She also acts as the primary purchasing agent for equipment and supplies that are allocating for teaching learning. The Nursing Skills Laboratory contains the essential equipment and supplies needed to prepare students for safe clinical practice. MU Nursing majors are fortunate to be using state-of-the-art Laerdal® patient simulators to augment learning.

Student Governance

The Department of Nursing has an internal governance structure in addition to the governance structure of Muskingum University. Internal to the Department, students will be invited to actively participate in governance activities. Each student track will participate in a format that is appropriate to that track.
Department of Nursing Committees with Student Members

- **Admission/Progression/Graduation Committee.** The functions of this committee are to identify problems encountered in implementing admission policies, reviewing of applicants for admission, as well as being available to students for admission counseling and to track nursing student progress toward completion of the program.

- **Curriculum Committee.** The functions of this committee are to review and evaluate course outlines, proposed curriculum changes, grading and evaluation policies, and clinical expectations of each course.

- **Faculty/Student Activities Committee.** This committee facilitates student/faculty interactions, guides the development and planning of non-curricular student activities and serves as a communication link between students and faculty.

- **University Committees.** All students are encouraged to take an active role in campus life. Serving on a campus committee is one way to demonstrate involvement on campus.

Selection of Student Representatives

*Traditional Pre-licensure Track.* Class officers for this track will be elected by the second week of every fall semester by and for each class (sophomore, junior, and senior). Officers include: President, Vice President, Secretary/Treasurer and one alternate for each position.

The class officers are responsible for the following activities:

- President: Attend Curriculum Committee meetings, conduct class meetings and coordinate fundraisers and class activities.
- Vice President: Attend Admission/Progression/Graduation Committee meetings, conduct class meetings and perform other presidential duties in the absence of the president and assist the president in fundraising projects and class social activities.
- Secretary/Treasurer: Attend Faculty/Student Activities Committee meetings, record minutes of class meetings, be responsible for class correspondence and manage class finances.

The alternates will attend their designated meetings when their class officers are unable to attend. It is the responsibility of the officers to contact the alternate representative if they are unable to attend these meetings.

*RN-BSN Completion Post-licensure Track.* RN-BSN Completion Post-licensure Track. There will not be class officers selected for this track. However, RN to BSN students will be
notified at the beginning of each academic year about the need for input to the Curriculum Committee, the Admission/Progression/Graduation Committee and the Faculty/Student Activities Committee. One RN to BSN student may volunteer to participate on each committee. In addition, all RN to BSN students will be solicited for feedback regarding matters discussed in the three committees that pertain to their degree completion process. This will be done through the university email system.

**Academic Advising**

**Traditional Pre-licensure Track.** Following admission as a nursing major, each student will be assigned a nursing faculty advisor. It is the responsibility of every student to arrange appointments with their faculty advisor to review their course of study and graduation requirements. Appointments should be made at least once every semester prior to scheduling. Your advisor must “release” you in Muskie Link before you can schedule for the next term.

Students experiencing academic or personal difficulties are encouraged to contact their faculty advisor to facilitate support and advice in the situation. The Pre-licensure (BSN Track) Curriculum Worksheet is located in Appendix B.

**RN-BSN Completion Post-licensure Track.** Following admission to the RN to BSN completion track each student will be advised by the Assistant Dean of Graduate and Continuing Studies. In addition, the Muskingum Adult Program (MAP) Coordinator will also serve as a co-advisor to the student on matters not related to the nursing courses, e.g. liberal arts courses. An articulation worksheet will be used as a guide to assist students with tracking their progress toward their degree completion. A copy of the Articulation Worksheet (RN-BSN Track) can be found in Appendix C.

A total of 130 semester credits are required for the BSN completion. Associate degree and diploma nursing course credit will be transferred using the “Ohio Nursing Articulation Model”. RN students from a CCNE or NLN-AC accredited diploma or associate degree program receive validation credit for prior learning for NURS 210, 220, 230, 250, 350, 360, 370, and 380. Students entering the BSN completion track who did not graduate from an associate degree or diploma nursing program accredited by the NLN-AC or CCNE will be asked to successfully complete with a grade of “C” or higher, six credits of nursing coursework, and six credits of non-nursing coursework before they will be formally admitted to the nursing program.
Chapter 3. Department of Nursing Program Tracks

Degree Requirements for All Students

A Candidate for the BSN degree must complete:

- all requirements in the major
- all requirements in the Liberal Arts Essentials
- at least 130 semester hours

In addition, a candidate must:

- have a cumulative grade point average of at least 2.0 in the major as well as in all work taken at Muskingum University,
- earn a final grade of C or higher in all nursing courses; Chemistry 111, 115; Biology 121, 122, 312 and 346; Psychology 208 and English 121,
- have the last 31 credit semester hours toward graduation earned as a degree-seeking student at Muskingum University,
- satisfy the degree requirements of Muskingum University as defined in the Muskingum University Undergraduate Course Catalog 2009-2010 or the Muskingum Adult Program: 2009-2010 Student Guidebook (if RN-BSN Completion Track) and
- complete the “Application to Graduate Muskingum University” form.

Traditional Pre-licensure Track Course Requirements for the BSN Degree

Liberal Arts Essentials (LAE). As published in the Muskingum University Undergraduate Course Catalog: 2009-2010. The Pre-licensure track students were approved at the April 15, 2008 Meeting of the MU Faculty Organization to apply NURS 430 “Perspectives in Global Nursing and Health” for the LAE “Cultural Understanding, International Perspectives” requirement as well as NURS 460 “Community Health Nursing/Clinical” for the LAE “American Experience Requirement.

Required Support Courses for the BSN Degree. These include the following courses or their equivalent as published in the Muskingum University Undergraduate Course Catalog 2009-2010: Chemistry 111, 115, Biology 121, 122, 306, 312, 346, Psychology 208, 232, Philosophy 370, Sociology 101, 345

Required in the Major: Lower Division.

Nursing 210: Nutrition - 3 credits
Nursing 220: Health Assessment/Introduction to Nursing - 4 credits
Nursing 230: Pharmacology - 3 credits
Nursing 250: Introduction to Clinical Practice/Medical/Surgical Nursing - 5 credits

Required in the Major: Upper Division.
Nursing 340: Nursing Research - 3 credits
Nursing 350: Adult Nursing/Clinical - 6 credits
Nursing 360: Mental Health Nursing/Clinical - 4 credits
Nursing 370: Pediatric Nursing/Clinical - 4 credits
Nursing 380: Parent/Newborn Nursing/Clinical - 4 credits
Nursing 430: Perspectives in Global Health - 3 credits
Nursing 450: Critical Care Nursing/Clinical - 4 credits
Nursing 460: Community Health Nursing/Clinical - 4 credits
Nursing 475: Issues and Trends - 2 credits
Nursing 480: Nursing Leadership/Clinical - 4 credits
Nursing 490: Special Topics - 2 credits

Pre-licensure Sample 4-year Curriculum Plan

<table>
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<th>Spring Semester</th>
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</table>
### Post-licensure RN-BSN Track Course Requirements for the BSN Degree

**Liberal Arts Essentials (LAE).** Students enrolled in the Post-licensure RN-BSN Track through the Muskingum Adult Program (MAP) program are exempt from the “Wellness” LAE requirement. The “Western Heritage” Category “C” elective if met by NURS 430 “Perspectives in Global Nursing and Health”. The American Experience LAE requirement is met by NURS 460 “Community Health Nursing/Clinical”. For a complete identification of how the Associate Degree in Nursing course work will be handled relative to the LAE requirements, please Refer to Appendix C.

### Sample Part-time Curriculum Plan (Post-licensure RN-BSN)

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
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<th>Spring II</th>
<th>Summer</th>
</tr>
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<tr>
<td>1st</td>
<td>NURS 401 Professional Nursing Transitions (2)*</td>
<td>NURS 430 Perspectives in Global Nursing and Health (3)</td>
<td>NURS 340 Nursing Research (3)</td>
<td>CPSC 100 Introduction to Computing (3)</td>
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<td>NURS 490 Special Topics in Nursing (1-3)</td>
<td>PSYC 232 Behavioral Statistics (3)</td>
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<td>BIOL 346 Pathophysiology (3)</td>
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<td>2nd</td>
<td>NURS 475 Issues and Trends in Health and Nursing (2)</td>
<td>PSYC 208 Lifespan Development (3)</td>
<td>PHIL 305 Biomedical Ethics (3)</td>
<td>NURS 450 Critical Care and Family Nursing/Clinical (4)</td>
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<td>BIOL 306 Genetics (4)</td>
<td>IDIS 150 Arts and Humanities in Western Culture (3)</td>
<td>SOCI 345 Sociology of the Family (3)</td>
<td>Western Heritage A – history (3)</td>
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*Total credit hours required to graduate with the BSN is 130 semester hours
Nursing 210: Nutrition across the Lifespan. In this course, chemistry, digestion, absorption and metabolism of nutrients will be discussed. Nutritional needs of the individual throughout the lifespan will be examined. Application of nutritional needs to healthy individuals and those who have common, chronic diseases will also be presented.

Nursing 220: Health Assessments/Introduction to Nursing Practice and Laboratory. Nursing 220 is an introduction to the theoretical foundations of nursing and concepts of health promotion, caring, cultural competence, communication, critical thinking and the nursing process. The student learns basic health assessment skills, interviewing, and caring and cultural competency skills.

Nursing 230: Pharmacology. The focus of this course emphasizes pharmacodynamics and clinical uses of various classes of drugs in the healthcare setting. Drugs discussed include those used for hypertension, infection, cancer, pain and diseases of the cardiovascular, renal, respiratory, endocrine, gastrointestinal and central nervous systems.

Nursing 250: Introduction to Clinical Practice in Medical/Surgical Nursing. Nursing 250 deals with the concept of health promotion and restoration for adults. Includes concepts such as cultural competence, caring, ethical decision-making and leadership. The student uses the nursing process with adult patients and their families when experiencing health alterations involving protective, nutrition/elimination, sensorimotor, gas transport/exchange and rest/comfort processes of the body.

Nursing 340: Nursing Research. Introduction to the basic elements of research necessary to critique nursing research. Focuses on research methodology, interpreting research articles and evaluating the usefulness of findings for evidence-based nursing practice.

Nursing 350: Adult and Family Nursing. The purpose of this course is to apply the concepts of health promotion, acute care chronicity to the adult patient in the acute care setting. Nursing 350 develops the concepts learned in previous clinical courses more fully and applies these concepts in a variety of medical/surgical clinical settings with a culturally diverse population. Students will use critical thinking skills with nursing process technology when providing care to their patients.

Nursing 360: Mental Health and Family Nursing. The purpose of this course is to apply the concepts of mental health to individuals and groups. The concepts to be emphasized include
therapeutic communication, caring, cultural competence, evidenced-based research practices and leadership management affecting selected mental health alterations.

**Nursing 370: Pediatric Nursing of the Child and Family.** The purpose of this course is to apply the concepts of disease prevention, health promotion, acute care and chronicity to the infant, child and adolescent. Emphasis is on the study of physiological, developmental, environmental and genetic factors that influence the care of the child and family. Students will use critical thinking skills with nursing process technology in the care of children and their families.

**Nursing 380: Parent/Newborn Nursing.** The purpose of this course is to study the health of the parent/newborn experiences. The student will use critical thinking skills in the application of the nursing process with expectant families, families in childbirth, postpartal families and neonates. Both healthy families and families at risk of experiencing health alterations will be studied.

**Nursing 401: Professional Nursing Transitions.** Nursing 401 is a transition course for RN students entering the BSN program. The course provides an introduction to the mission, philosophy and curriculum design of the nursing program. Selected concepts for study include aging, cultural competence, Nursing process, communication, teaching/learning process, nursing theories and evidence-based research.

**Nursing 430: Perspectives in Global Nursing and Health.** This course provides an overview of major health problems from a global perspective. It identifies health priorities of the 21st century, discusses how healthcare systems operate in different countries and provides examples of organizations that address global health issues.

**Nursing 450: Critical Care and Family Nursing.** Identification of interrelationships of physiologic and psychosocial factors in patients with complex multi-system impairment in critical care settings. Analysis of ethical decision making with use of advanced technology that affects human dignity. Use of caring, nursing process and cultural competence in working with patients and families having multi-system dysfunctions.

**Nursing 460: Community Health Nursing.** This course focuses on the concepts of public health, epidemiology and community health nursing with emphasis on health promotion and disease prevention. An assessment of a rural community is completed. Cultural influences, chronic health problems, communicable diseases, disaster preparedness, health financing and environmental issues are examined in relation to community and family health practices. Health risks of individuals and families in the community are explored in terms of teaching/learning activities, caring ethics, nursing process and research through evidence-based practice.

**Nursing 475: Issues and Trends in Health and Nursing.** Examination of the history and current status of the American healthcare system as it relates to social, economic, cultural, political and educational forces effecting nursing and healthcare. Focus is also on the role of the nurse in regard to professional, legal and ethical responsibilities. Nursing theorists are discussed and analyzed in terms of applicability for nursing practice. The student will also prepare for career opportunities and credentialing issues.
**Nursing 480:  Nursing Leadership/Management.** Development of leadership skills in nursing practice is emphasized. Organizational, leadership, management and change theories are examined. Opportunities are provided for socialization into the professional nursing role in healthcare agencies. Students are expected to function with a high degree of independence, use effective group/leadership skills and direct and/or provide safe, ethical care for groups of patients.

**Nursing 490:  Special Topics-Complementary/Alternative Healthcare Therapies.** This Special Topics course focuses on the identification of complementary/alternative healthcare therapies that are available to the healthcare consumer. Students will be able to discuss the origin, use and outcomes of complementary/alternative therapies. Examine legal/ethical issues related to the use of complementary/alternative therapies in current healthcare settings. Identify research outcomes focused on complementary/alternative healthcare practices.

**Nursing 490: Special Topic-Nursing Informatics.** An introductory study of the application of informatics as used in nursing practice, nursing education and nursing research. Emphasis is placed on the student's becoming competent in the use of the Internet when assessing information related to nursing and the healthcare delivery systems. Content will emphasize nursing informatics as a specialty area of practice, telehealth, electronic health records and other related topics.
Chapter 4.  Department of Nursing Policies and Procedures

Admission Policies and Procedures

Pre-licensure Traditional Undergraduate Track. Progression from pre-nursing to Nursing is a two step process. First, the interested student must apply to Muskingum University and request to be a Pre-nursing Major. This is managed by the Admissions Office with admitting criteria as published in the Muskingum University Undergraduate Course Catalog, 2009-2010.

Students will apply (see Appendix D) to the Department of Nursing during spring semester of the freshmen year. Progression is assured to the Nursing Program if the criteria established in the admission requirements are met. Grades from courses taken during fall semester and early assessment of spring semester of the freshman year will be considered for admission to the nursing program. The final decision will be based on transcripted completed work at the end of the spring semester. A letter of acceptance into the nursing program will be processed in early May of the freshman year. The nursing sequence begins each fall semester with Nursing 220.

Admission Requirements for Nursing (sophomore level). In order to progress/be admitted into the Pre-licensure Nursing Program, the following criteria must be met by all students:

1. Minimum cumulative grade point average (GPA) of 2.5 on a 4.0 scale (all college, university or technical college grades combined).

2. Complete the following courses with a grade of C or higher by the end of summer semester of the entry year into the nursing program:
   - Chemistry 111: General Chemistry I
   - Chemistry 115: Biochemistry
   - Biology 121: Anatomy and Physiology I
   - Biology 122: Anatomy and Physiology II
   - English 121: Composition
   - Psychology 101: Introduction to Psychology

   Prerequisite courses with a grade less than a “C” must be repeated.

Change of Major to Nursing. These students are enrolled at Muskingum University but have a major other than Nursing or Pre-nursing. These students are welcome to apply to the Nursing Program based on the same admitting criteria that currently enrolled student must meet. These students will be considered for placement into the appropriate level of the curriculum as seats are available once
currently enrolled pre-nursing students are placed. These students must complete the application for admission to the Nursing program (Appendix D) on the same schedule as the Pre-Nursing students.

**Transfer with Advanced Standing in Nursing.** These students must complete both an Application for Admission to Muskingum University and an Application for Admission to the Nursing Program form (Appendix D) and return it to the Department of Nursing. The nursing course sequence begins each fall semester with Nursing 220. Applications are processed throughout the year but applications received by April 1 are given priority. Highest qualified candidates will be selected for available class positions each academic year. A letter of acceptance into the nursing program will be processed after May 1 each year.

Students seeking advance placement transferring from another nationally accredited BSN program prior to the completion of that program must meet all the admission requirements in addition, a personal interview with the Chair or her designee will be required and a letter of support indicating that the student was in good standing in the nursing program prior to transfer approval.

**Advanced Standing Policy.** The University policy for advanced placement is located in the *Muskingum University Undergraduate Course Catalog 2009-2010.* Muskingum University accepts credits earned at two and four year colleges or at universities which are fully accredited by a regional accrediting agency.

A minimum grade of “C” is required for courses to be transferred to Muskingum University. Transferred courses to be applied to the BSN degree must be at a “C” or higher. Once official transcripts have been received and evaluated, the student and department are notified of the transfer credit award.

**Credit for Nursing Courses.** Transfer students from a CCNE or NLN-AC accredited baccalaureate program may receive transfer credit for nursing courses:

1. If the course was completed with a grade of “C” or higher,
2. If Muskingum nursing faculty review the course content of the course to be transferred and find it comparable to Muskingum University course.
3. Students transferring into the nursing program after having “C” or lower or “Withdraw Failing” grade in a nursing course in another program must complete the following information in order to apply for admission to the nursing program:
   a. Submit a University Admission Form.
   b. Submit a Nursing Application Form.
   c. Submit a reference from chair of nursing or faculty member in the previous nursing program.
   d. Complete an interview with the Department of Nursing Chair for the purpose of understanding the problem and student placement.

**Post-licensure RN-BSN Completion Track.** Admission of currently-licensed registered nurses into the RN to BSN degree completion program is located in Graduate and Continuing Studies, the unit responsible for the Muskingum Adult degree completion Program (MAP). The *Application for Admission to the Nursing Program (RN-BSN Track)* is located in Appendix E.
Additional information is located in the *Muskingum Adult Program: 2009-2010 Student Guidebook*. These students are accepted directly into the Nursing Program and do not require a second application process by contacting Graduate and Continuing Studies (740-826-8137).

**Admission Requirements.** Registered nurses must meet the following requirements to be considered for admission to Muskingum’s RN to BSN program track.

1. Have a current unencumbered license to practice nursing. Students must have an unencumbered Ohio license to participate in clinical practice in Ohio.
2. Have not been convicted of or pled guilty to a felony.
3. Have a cumulative GPA equal to or greater than 2.5 from all previous course work taken since high school graduation.
4. Have completed courses at a “C” level or above.
5. Must be a graduate of an accredited registered nurse diploma or associate degree program; or
6. Registered nursing diploma graduates and graduates of non-NLN accredited associate degree nursing programs must also successfully complete (with a grade of “C” or better) 12 credit hours (6 credits nursing and 6 credits non-nursing) of course study at Muskingum University before being unconditionally admitted into the nursing program.
7. Have completed a planning meeting with the MAP Coordinator and the assigned Nursing faculty advisor.

**Transfer with Advance Standing in Nursing.**

1. Muskingum University adheres to the Ohio Board of Regents Transfer and Articulation Policy (July 1993) as stated in the *Muskingum Adult Program: 2009-2010 Student Guidebook*
2. RN students from a CCNE or NLN-AC accredited diploma or associate degree program receive validation credit for prior learning for Nursing 210, 220, 230, 250, 350, 360, 370 and 380.
3. RN students from none CCNE or NLN-AC accredited diploma or associate degree programs will receive validation credit for prior learning as noted above once they have formally been admitted to the Nursing Program.
4. RN students who have current AACN Critical Care Certification (CCRN) or have current certification for Emergency Nursing (CEN) may obtain validation credit for prior learning for Nursing 450 by submitting proof of certification to the Department of Nursing.

**General (Apply to All Students).** The MU policies related to disability are located in the appropriate student handbooks. In addition, the Ohio Board of Nursing and our clinical practice partners expects that we operationalize the “performance capabilities” needed to function as a Registered Nurse. Students who wish to be enrolled in the BSN program must be able to demonstrate these capabilities.

**Performance Capabilities.** Performance capabilities are used to provide an objective means upon which informed decisions can be made regarding whether students can meet the following requirements.
1. Auditory abilities with or without auditory aids sufficient to understand the normal speaking voice in monitoring and assessing health needs.
2. Visual abilities with or without corrective lens sufficient for observation and physical assessment necessary in nursing care.
3. Tactical abilities sufficient for performing physical assessments.
4. Physical abilities to move from room to room and perform skills of pulling, pushing, lifting and kneeling.
5. Gross and fine motor abilities sufficient to provide safe and effective nursing care.
6. Communication abilities sufficient to interact with others in oral and written form.
7. Critical thinking ability sufficient to make clinical judgments.
8. Interpersonal abilities sufficient to interact with individuals and groups from a variety of social, cultural and emotional backgrounds.

Muskingum University will make reasonable accommodations to assist a student with disability to progress through the program.

**Writing Policy for Students.** The faculty of the Department of Nursing believe that the ability to write well is an integral component of undergraduate education. Congruent with this belief, the faculty expect students to continue to improve their ability to write, both formally and informally, throughout their undergraduate education.

The faculty believe it is students’ responsibility to learn to conform to the rules of spelling, grammar, syntax, neatness and legibility. Faculty will monitor student progress in these areas in each course. Students having difficulty in any of these areas are expected to take personal responsibility to correct their deficiencies. Muskingum University provides opportunities to improve writing skills through English and other LAE courses. Students may also elect to initiate private tutoring.

The Department of Nursing requires that all papers written for nursing courses conform to the writing style shown in the Publication Manual of the American Psychological Association, 6th ed. It is the responsibility of each student to have access to or own a personal copy of this book, which is available in the University Bookstore.

Faculty members reserve the right to return papers to be redone and/or to lower course grades if proper writing or formal paper APA guidelines are not followed. Writing deficiencies will be noted on student evaluations and documented in the skills folder. The faculty expect writing skills to be mastered by graduation.

**Readmission Process.** The foundation of this policy comes from the *Muskingum University Undergraduate Course Catalog 2009-2010*. Students who have either withdrawn or been dismissed from the University and desire to re-enter must apply for readmission through the established channels. Academic coursework taken since departure from Muskingum will be considered in the readmission decision. The request to Readmit to a Nursing track must be approved by the Director and Chair of the Department of Nursing or her designee. Applications for readmission to Nursing are available from the Admission Office (see Appendix D).
In the event that the request for readmission comes after dismissal from the Department of Nursing for “cause” including failure to meet progression requirements, academic dishonesty, drug policy violation, change in criminal background check, or failure to meet clinical practice standards, the applicant must petition the “Admission/Progression/Graduation Committee” of the Department of Nursing for recommendation of readmission and placement in the appropriate program track.

**Academic Policies and Procedures**

**Student Academic Record Management Policy.** Student files are to be kept in a secured file cabinet in the Department of Nursing. The student files will include the following records: advisor’s notes, Bachelor of Science in Nursing application form, letter of acceptance into the nursing program, evaluation of transfer credit, if applicable; summary of each course/clinical evaluation; lower/upper division requirements; letter of petition, if applicable; and correspondence pertinent to the student’s academic progress. These records will be maintained until the student either graduates or withdraws from the program. Following graduation or withdrawal from the program after one year, these records will be kept in an inactive file for a five year period: advisor’s notes, summary course/clinical evaluations and pertinent letters related to the student’s academic progress.

**Grade Policy.** In order to receive a grade of “C” or higher in a nursing course, the student must meet all course requirements identified specifically in each course syllabus. Students need to read each course syllabus carefully for grading criteria. A student must repeat any Nursing course with an earned grade below a “C”. This includes a “C-“. Only one nursing course may be repeated to continue enrollment in Nursing. When a student receives a grade below “C” in the second Nursing course, the student will be dismissed from Nursing. This action does not dismiss the student from the University. The student will have the opportunity to change majors to another program on campus for which they meet that department’s requirements. The student should work closely with their academic advisor to work through this process.

**Pre-licensure Traditional Track.** Students enrolled in the Bachelor of Science in Nursing (BSN) Program must meet all requirements of the core curriculum and the major.

A minimum grade of “C” is required in all Nursing courses as well as Biology 121, 122, 312, 346; Chemistry 111,115, Psychology 208, and English 121. If a grade lower than “C” is earned, these courses must be repeated in order to enroll in subsequent nursing courses. This requirement originates as a professional standard that suggests that a passing grade of “C” is satisfactory completion. A “C-“ is viewed as less than satisfactory and therefore unsatisfactory. This is the principle behind the higher performance required by Nursing majors in the courses essential for pre-requisite progression as well as the Nursing courses.

A student may attempt only one nursing course twice. An attempt is defined as being enrolled in a course beyond the 50th day of the semester. A grade of C– or lower or a W (withdrawal) for other than approved extenuating circumstances of any nursing course will constitute an attempt.

**Post-licensure RN-BSN Completion Track.** Registered nurse students in the RN-BSN track must meet all requirements of the core curriculum and the major. A minimum grade of C is
required in all nursing courses.

**Grading Scale.** The grading scale used by the Department of Nursing applies to all enrolled students regardless of the Track. It is important to note that while course grades may be posted for Nursing courses below “C”, grades earned below this standard are considered “unsatisfactory” and must be repeated. Grades earned in the LAE requirements are evaluated based on the University’s standards. The following are the course grading standards used by the Department of Nursing:

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<th>Range</th>
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<td>F</td>
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**Policy for Determination of Failing Grade in a Nursing Course.** Students who earn a “Satisfactory” in the clinical evaluation in the designated course and earn less than 73% average for all exams in the designated course will receive a course grade of:

1. “C-” if the exam average is 70-72%, or
2. “D+” if the exam average is 67-69%, or
3. “D” if the exam average is 63-66%, or
4. “D-” if the exam average is 60-62%, or
5. “F” if the exam average is 59% or lower.

Students who earn an “Unsatisfactory” in clinical evaluation will receive a course grade of:

1. “D” if the course summary grades are 73% or higher, or
2. “F” if the course summary grades are less than 73%.

**Dismissal from Nursing.** A Nursing major regardless of track may only repeat one nursing course without being dismissed from the Nursing Program. There are additional references to potential of dismissal from Nursing throughout this handbook. A student who has been dismissed from the Nursing Program will have the opportunity to consider another appropriate major at the University. The student should contact their advisor for assistance with this process.

Should the student wish to petition for readmission to Nursing at a later time, this may be done using the following process:

1. Wait one year from the time of dismissal.
2. Submit a petition with a cover letter to the Director and Chair of the Department of Nursing addressing the issues that lead to dismissal and what evidence the student has to support that the appropriate change has occurred and how he/she plans to be successful in completion of the program the next time around.
3. The Director will take the petition to the appropriate Department of Nursing governance committee for action at their next scheduled meeting time.
4. The Director will notify the student in writing of the outcome of the committee action.

**Appeals and Grievance Policy.** Students should refer to the appropriate MU student handbook/guide. In either track, the Director and Chair of the Department of Nursing is an integral step in the process and will not be overlooked or bypassed.

The student’s academic advisor will facilitate the student with this process. In event that the advisor is also the faculty member of the course the student is enrolled in, the Chair of the Department will assign another faculty member to assist the student with the process.

**Clinical Policies and Procedures**

**Clinical Expectations.** Participation in clinical experience is NOT permitted until all clinical requirements (CPR, health requirements and immunizations, drug testing, liability insurance, and BCI clearance) are met. Failure to complete these requirements prior to the deadline date may result in dismissal from the course.

**Cardio-pulmonary Resuscitation (CPR).** Complete the American Heart Association CPR Basic Life Support Course for Health Care Providers (BLS-C). Certification is valid for two years and recertification is required prior to expiration. This course includes two-person, adult, infant and child as well as use of Automated Emergency Defibrillators (AED). (American Red Cross CPR classes are NOT accepted for this requirement.)

**Liability Insurance.** Nursing students are required to carry student malpractice insurance which covers your performance during clinical experiences with patients. This is a condition of affiliation with each of the healthcare agencies involved with the clinical experience. The University has secured a group policy that covers both pre-licensure and post-licensure students. The cost of which will be borne by the student. This policy is limited in coverage to only those times that the student is providing patient care as directly related to requirements of the academic Nursing courses. Students who work independently of their academic program are not covered by this policy.

**Finger Prints and Criminal Background Checks.** Ohio law requires all individuals providing health care to vulnerable populations submit fingerprints and criminal background checks before contact is made with these populations. Current accreditation practices also require that students be screened in the same way that employees in the health care agencies are screened.

The Bureau of Criminal Identification and Investigation (BCI&I) is responsible for processing state of Ohio and Federal Bureau of Investigation (FBI) background checks based upon the requirements set forth in Ohio Revised Code Section 109.572.

All students must complete the BCI & I for Ohio. Those students who have lived outside of Ohio at any time in the last 5 years must also complete the FBI background check. This must be completed prior to the start of the first clinical course. If background checks have expired prior to
clinical experiences, a new background check may be required. At this time, background checks are good for twelve months. So, the pre-licensure student could need to do this process 3 times to complete a 3 year program. In addition, background checks will need to be completed prior to graduation (pre-licensure track) in preparation for applying for licensure. You may be able to use the 3rd set of data to satisfy the Ohio Board of Nursing’s application process for licensure. The RN-BSN Completion student may only have to complete one background check if all three clinical courses are completed within 12 months.

Conviction of (or plea of guilty or no contest to) a felony or misdemeanor may result in dismissal from the Department of Nursing. If you have questions, please contact the Chair of the Department of Nursing.

**How to Obtain Finger Prints and Background Checks.** Civilian Background Checks must be submitted electronically via WebCheck, National WebCheck. The cost for both will be about $50. Some local agencies may charge a service fee. The detail of this process is located at the following website:

- http://www.ag.state.oh.us/business/fingerprint/index.asp

To locate an agency, go to the following website and search your county or zip code. For example, if you search Muskingum County, you will get 3 different locations.

- http://www.ag.state.oh.us/business/fingerprint/data/index.asp

You will need to go prepared with a valid driver’s license and most likely a social security card. They may take a current passport. You will be best served if you call ahead for an appointment and ask them what forms of identification they will accept.

You will be asked to specify where the results are to be sent. They have to be sent directly to the staff office of the Department of Nursing. You can also contact BCI & I if you apply for a job and they require this information. BCI & I will send your data to your new employer as long as the check is still current. For this Nursing Program, have the results sent to the Chair: Elaine F. Haynes, PhD, RN, Director of Nursing, Muskingum University, New Concord, OH 43762. Or, e-mail at ehaynes@muskingum.edu.

**Drug Testing Policy**

**Background.** The Muskingum University Department of Nursing (DON) drug testing policy was established to meet contractual requirements established by clinical facilities used by the DON for clinical placements for undergraduate students. Clinical facility policies universally require that nursing education programs using their clinical facilities develop and implement a drug testing policy to meet the requirements of the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), which mandated the need for such policy. (See (M) C 6, Management of Human Resources Standards 1.20 and EP 6 - Elements of Performance). As such, this policy applies to all students and personnel who have any current or potential future role in those clinical facilities.
The need for drug testing policies in health care facilities and health profession education programs was grounded in the evidence on the prevalence of chemical substance abuse and chemical dependency in health care providers. The facilities with which the Nursing program holds clinical contracts, and the Nursing Program, are both committed to protecting the public. In addition, the faculty believe we have a commitment to students who are using chemical substances and who may be chemically dependent. Integral to that sense of commitment is the establishment of procedures that include identifying a student who may be chemically-dependent, suspending his/her ability to participate in patient care as a representative of the Nursing Program, and providing a route by which he/she may be reinstated. The intent of this policy is to achieve that end.

**Testing protocol and rationale.** Beginning in the fall of 2009 and with the adoption of this policy, students will submit to drug testing as a baseline measure. Testing will occur:

1. Prior to beginning clinical experiences
2. Random; and
3. For cause.

**Random testing** is done as a deterrent to misuse of drugs after students begin their clinical courses. This testing is in addition to the initial testing that is conducted by appointment. Approximately one tenth of the students who have begun clinical rotations per year will be asked to submit to random testing.

“For cause” testing may be required if the Chair of the Nursing Program or designee, in consultation with faculty, determines that the behavior of a student is reasonably suggestive of inappropriate use of chemical substances, including alcohol. Suspicious behavior includes, but is not limited to: the smell of alcohol on the breath, slurred speech, decreased coordination, pinpoint or dilated pupils, reddened eyes, forgetfulness, impaired judgment, difficulty concentrating, arriving late for clinical laboratory experience, memory problems, unprofessional appearance, inaccurate and/or sloppy charting, inability to focus on appropriate patient needs, and/or change in usual demeanor.

Muskingum University is an academic institution and as such, the provision of assessment and treatment is beyond the scope of the mission of the University.

**Definitions**

- **Chain of Custody** refers to the ability to guarantee the identity and integrity of the specimen from collection through analysis and reporting of the test results.
- **Chemical Dependency** refers to an illness that is treatable, chronic, and may be terminal if not treated. Chemical dependency has recognizable signs and symptoms characterized by physical and/or psychological dependence on mood-altering drugs including alcohol.
- **Chemical Substance Abuse** is the personal use of any chemical substance—alcohol, non-prescribed drugs, over-the-counter drugs, illegal drugs and/or prescribed medications used in a manner for which they are not intended—that produces impairment in judgment.
• **Drug testing** is analysis of urine, blood, hair or breath that allows a determination to be made that non-prescribed drugs are being used by the person being tested. Students on prescription medications can identify the drug to the laboratory before the urine analysis is done. A form providing information about prescription medications is included at the end of this document.

• **For Cause** indicates that the person being evaluated has demonstrated behavior consistent with chemical substance abuse. Behaviors that would be regarded as suspicious include, but are not limited to, the following: slurred speech, decreased coordination, drowsiness, pinpoint or dilated pupils, reddened eyes, forgetfulness, difficulty concentrating, impaired judgment, sedation, decreased inhibitions, euphoria, incomplete, sloppy or inaccurate charting, or repeatedly being late to clinical area.

• **Impaired Nursing Practice** is practice in which the nurse’s ability to care for patients is diminished because of the misuse of chemicals which leads to impaired decision making, critical thinking and clinical judgments.

• **Random testing** refers to drug testing that is done at an unscheduled time. The person being asked to have testing done is called and asked to provide a urine sample within a specified amount of time.

• **Self-reporting** is acknowledgement by a person that they have been taking non-prescribed drugs prior to discovery by a formal drug test.

• **Treatment** is a term to cover the steps that are necessary to provide a student with feedback about the impaired behavior, including referring the student for assessment and treatment and providing for follow-up monitoring.

**Refusal to be tested for Cause.** A student who reports to the Nursing Skills Laboratory or the clinical area and refuses to submit to drug testing within four hours of the request may be dismissed from Nursing.

**Refusal of Random Testing.** A student who is called randomly has twelve hours to report for testing. Failure to do so may result in the dismissal from Nursing. A student who is randomly called may appeal this sanction if data is supplied that made getting to a lab prohibitive, e.g., being out of town, illness. Being at work or at school and refusing testing within twelve hours are not valid excuses.

**Self-Reporting of Chemical Dependency.** A student who voluntarily self-reports a chemical dependency problem will be counseled by the appropriate resource person as facilitated by consultation with the Chair of the Department of Nursing or designee.

**Pre-licensure students.** The student will be advised with regards to the Ohio Board of Nursing application to apply for licensure to practice as a registered nurse in Ohio. The student will be expected to seek assessment, follow through with treatment recommendations, and sign and comply with the “Contract to Return to Clinical Nursing” (attached).

**Post-licensure students (RN-BSN).** The student will be advised with regards to available peer assistance programs and referred to applicable Ohio Board of Nursing statute and administrative rules. The student will be expected to seek assessment, follow through with
treatment recommendations, and sign and comply with the "Contract to Return to Clinical Nursing" (attached).

**Procedure for Drug Testing**

**Scope of Drug Testing.** The test is an observed urine test and consists of a 9-panel with expanded opioids analysis which detects:

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cocaine
- Cannabinoids
- Methadone
- Opiates plus expanded Opiates (including Hydrocodone, Hydromorphone, Oxycodone, and Oxymorphone)
- Phencyclidine
- Propoxyphene

Students observed with a strong smell of alcohol in addition to the behaviors previously identified will also be required to submit for alcohol testing as part of the “for cause” testing.

**Initial testing.** When there are 10 or more individuals being tested at the same time, testing will be scheduled to be complete in the Nursing Laboratory located in Boyd Science Center room 238. If fewer than 10 students are being tested the DON will identify the specific laboratory, location, and hours for the student to get to complete the protocol. ALL students doing initial testing at an off campus site must complete the pre-testing forms that follow prior to testing and submit them to the Department of Nursing Secretary located in Boyd Science Center room 416. The labs require that the DON notify them in advance of the names of students who are coming to their locations for testing. This way the student will be logged in correctly and have the correct lab testing completed.

1. All students in the Department of Nursing will be asked to sign an authorization form before submitting to drug testing, and a declaration of legal use of prescribed medication if applicable (attached). These will be retained in a secured file in the office of the Chair of the Department of Nursing. This information will NOT be part of the student’s academic advising file.
2. All specimens will be collected by a certified testing service.
3. The collection will be done according to standards set by the contracted laboratory.
4. The laboratory will follow a chain of custody procedure assuring the accuracy of the specimen's identity.
5. Results of the test will be sent to the Department of Nursing, usually within three working days from the time of testing.
6. Random and “for cause” testing (off site).
7. Random and “for cause” testing will be done off-site at the testing center specified by the DON.
8. Individuals selected for testing will be responsible for getting to the laboratory.
9. Results will be sent to the Department of Nursing.

**Cost of Testing.** The cost of “for cause” drug testing will be borne by the student.

**Action in the Event of a Positive Urine Drug Test**

1. The student who tests positive for a non-prescribed drug in the urine will be prohibited from engaging in clinical and/or laboratory practice.
2. Following an initial positive urine test, a second random urine test will be required within seven days.
3. If both the initial and follow-up drug screens are found to be positive, the student will be withdrawn from clinical and laboratory nursing courses for one year from the start of the semester in which the drug test was positive (i.e. offense occurs in October, student may petition to return at the beginning of the next fall semester).
   a. A contract with the student will be offered (see attached). The student must sign and comply with the stipulations in the contract if they want to apply for readmission to the nursing program.
   b. All costs associated with laboratory fees, transportation to counseling or Alcoholics Anonymous (AA) meetings will be borne by the student.
4. The student will be referred to faculty of the DON for possible dismissal, which requires a majority faculty vote.
5. In addition, the urine drug testing data will be forwarded to the office of the Vice President for Academic Affairs (VPAA). Any disciplinary action imposed by the VPAA is separate from and in addition to the action of the DON.

**Petition for Readmission to the DON**

1. One year following the positive drug screen, the student may make a written request to be readmitted to the DON. The letter of request shall at least include:
   a. Documentation of contract compliance
   b. A recovery plan that the student will continue to follow until graduation.
   c. Evidence of a drug test completed within seven days prior to the written request. The test must be done by a laboratory approved by the DON and must have been an observed urine and followed the customary chain of custody procedures.

**Confidentiality.** A separate file for drug testing procedures and results will be maintained in a secure area in the Chair’s office. If action is required subsequent to positive drug testing, the information regarding drug testing results or treatment information will be treated as confidential and disclosed only to faculty or the student’s advisor and other specifically designated university personnel who have a legitimate educational need to know in order to perform the responsibilities of their positions. However, if a student tests positive for any non-prescribed substance in the future, and is dismissed from the Department of Nursing, the drug test results and subsequent actions will be reported to the Muskingum University VPAA. Post-licensure students will additionally be reported to the Ohio Board of Nursing.
Muskingum University Department of Nursing

Drug Testing Student Certification, Release, and Authorization Form

I, ________________________________, ______________________ hereby affirm that I have
(Student Name) (Student ID #)

read and understand this Drug Testing policy for Students in the Department of Nursing, and that
I have had an opportunity to ask responsible Department officials any questions I may have about
the policy.

I hereby give my consent to any person, agency or organization conducting any test or providing
any treatment or other service pursuant to this policy to provide information on the results of such
test, treatment or other service directly to the Chair of the Department of Nursing or the Chair’s
designated representative.

__________________________________________
Student Signature

__________________________________________
Witness Signature

__________________________   ______________________
Date   Date
Muskingum University Department of Nursing

Drug Testing

Declaration of Legal Use of Prescribed Medication Form

Date_________________________

I, ___________________________________, am currently taking the following legal
medication(s) prescribed for me by the Healthcare Provider noted.

<table>
<thead>
<tr>
<th>Medication (dose, frequency, route)</th>
<th>Healthcare Provider</th>
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</table>

(If more space is needed, please continue below)

________________________________________
(Physician or Qualified Advanced Practice Nurse) (Phone number)

The medication is prescribed for______________________________ and treatment will
(Health Alteration)
be completed on __________________________. (If this is an ongoing, long term medication,
say so.) (Date)

________________________________________________
Student Signature
Muskingum University Department of Nursing

Drug Testing

Contract to Return to Clinical Nursing Practice/Laboratory/Classroom Form

For Pre-licensure Traditional Track

I, ____________________________, as a student in the Department of Nursing, hereby agree to:

1. Follow the Aftercare Contract that was developed by the treatment facility as a result of an assessment for substance abuse. The contract was dated _______________ and a copy is attached to this contract.

2. Follow any additional requirements or conditions set forth in writing by the Chair of the Department of Nursing that are related to problematic behavior.

3. Have a urine test for drugs done every semester, one week prior to beginning a clinical module or semester. The test will be done at the laboratory that the Department of Nursing has identified.

4. Have a drug test completed within four hours if “for cause” and 12 hours if random after being contacted. This may be a random screening or for cause. If I refuse to have testing done, I understand that I will be required to absent myself from the clinical area or classroom.

This contract will be in effect from the initial signing until such time as I successfully complete the program in which I am enrolled in the Department of Nursing and graduate from Muskingum University. I understand that I will be responsible for all costs associated with laboratory fees, transportation to counseling or Alcoholics Anonymous (AA) meetings.

This contract does not replace the usual expectations of students in the nursing program nor does it replace student personnel policies and disciplinary policies of Muskingum University.

I understand that Muskingum University Department of Nursing will maintain the confidentiality of my information and documentation of my progress as outlined in the Drug Testing Policy for Students in the Department of Nursing so long as remain in compliance with this contract.

However, if I test positive for any non-prescribed substance in the future, I will be dismissed from the Department of Nursing and reported to the Muskingum University VPAA.

I have read the contract, it has been explained to me and I understand it. I voluntarily and knowingly enter into this contract. My signature is validation of this agreement.

_________________________________  __________________________________
(Student)  (Date)

_________________________________
(Advisor)  (Date)

_________________________________
Chair, Department of Nursing Date  (Date)
Muskingum University Department of Nursing

Drug Testing

Contract to Return to Clinical Nursing Practice/Laboratory/Classroom Form

Post-licensure RN-BSN Track

I, ______________________________, as a student in the Department of Nursing, hereby agree to:

1. Follow the Aftercare Contract that was developed as a result of an assessment for substance abuse. The contract was dated ______________ and a copy is attached to this contract.

2. Follow any additional requirements or conditions set forth by the Chair of the Department of Nursing that are related to problematic behavior.

3. Have a urine test for drugs done one week prior to beginning a clinical module or semester. The test will be done at the laboratory that the Department of Nursing has identified.

4. Have a drug test done within four hours “for cause” and 12 hours if random after being contacted. This can be a random screening or for cause. If I refuse to have testing done, I understand that I will be unable to attend class or clinical experiences.

This contract will be in effect from the initial signing until such time as I successfully complete the program in which I am enrolled in the Department of Nursing and graduate from Muskingum University. I understand that I will be responsible for all costs associated with laboratory fees, transportation to counseling or Alcoholics Anonymous (AA) meetings.

This contract does not replace the usual expectations of students in the nursing program nor does it replace student personnel policies and disciplinary policies of Muskingum University.

I understand that Muskingum University Department of Nursing will maintain the confidentiality of my information and documentation of my progress as outlined in the Drug Testing Policy for Students in the Department of Nursing so long as I remain in compliance with this contract. However, if I test positive for any non-prescribed substance in the future, I will be dismissed from the Department of Nursing and reported to the Muskingum University VPAA and the Ohio Board of Nursing.

I have read the contract, it has been explained to me and I understand it. I voluntarily and knowingly enter into this contract. My signature is validation of this agreement.

_________________________________  __________________________
(Student)  (Date)

_________________________________  __________________________
(Advisor)  (Date)

_________________________________  __________________________
(Chair, Department of Nursing)  (Date)
Policy on Mandated Reporting for Post-licensure Students. Section 4723.34 of the Ohio Revised Code, “Duty to report misconduct by licensee” states in part:

“(A) Reports to the board of nursing shall be made as follows:

(1) Every employer of registered nurses, licensed practical nurses, or dialysis technicians shall report to the board of nursing the name of any current or former employee who holds a nursing license or dialysis technician certificate issued under this chapter who has engaged in conduct that would be grounds for disciplinary action by the board under section 4723.28 of the Revised Code.

The relevant paragraph of Section 4723.28 of the Ohio Revised Code, “Disciplinary actions against licensees or certificate holder, investigations”, states in part:

(B) Subject to division (N) of this section, the board of nursing, by a vote of a quorum, may impose one or more of the following sanctions: deny, revoke, suspend, or place restrictions on any nursing license, certificate of authority, or dialysis technician certificate issued by the board; reprimand or otherwise discipline a holder of a nursing license, certificate of authority, or dialysis technician certificate; or impose a fine of not more than five hundred dollars per violation. The sanctions may be imposed for any of the following:

(8) Self-administering or otherwise taking into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for that individual;

(9) Habitual indulgence in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice;

(10) Impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.”

RN-BSN Completion students are licensed to practice nursing in the state of Ohio and held to the standards included in the Nurse Practice Act. While these students are not considered employees of MU, they are licensed RNs. The University takes seriously the risks associated with any student who is functioning as a representative of the University in any capacity while impaired. Therefore, this standard will be applied to RN-BSN Completion students.

Health Assessment and Immunization. The Department of Nursing Health Assessment and Immunization Form is located in Appendix G. Specific Immunization Requirements include the following:

1. **Tetanus Immunization**: Generally a basic series of Diphtheria/Pertussis/Tetanus (DPT) is given during childhood with tetanus boosters. Beyond age 7, Pertussis is not considered essential. A tetanus booster is required every 10 years.

2. **Measles, Mumps, Rubella (MMR)**
a. Measles (Rubeola): The initial series is given during childhood. However, if student was born after 1957 and immunized prior to 1980, the student must be revaccinated or show a positive titer (if the titer is negative, must be revaccinate). If the student was born before 1957, she/he must have a history of rubeola or show a positive titer. If the titer is negative, she/he must be vaccinated. If the individual was immunized after 1980, the initial immunization is given during childhood, with a booster during the grade Department years. Documentation of immunization is sufficient.

b. Mumps: Immunization is needed if the individual has no documentation of illness.

c. Rubella (German measles): The initial series is given during childhood. However, if student was born after 1957 and immunized prior to 1980, the student must be revaccinated or show a positive titer (if the titer is negative, must be revaccinated). If the student was born before 1957, she/he must have a history of rubella or show a positive titer. If the titer is negative, she/he must be vaccinated. Students immunized after 1980 must have verification of immunization. NOTE: In most cases, for a typical adult, 2 injections of MMR are required.

3. Polio: A completed primary series of polio immunization (3 doses) is required.
   a. Oral Polio Vaccinate (OPV) usually will not be given on or before age 18.
   b. Inactivated Polio Vaccine (IPV) can be given on or after age 18 if no immunization received as a child.
   c. If less than a full primary series was given, the series must be completed as medically directed.

4. Hepatitis B: This immunization is given in three doses. The second dose is given 4 weeks after the first dose and the third does is given 5-6 months after the first dose.

5. Varicella (Chicken Pox): Student must obtain serologic screening documented on the student health record. If the titer is negative, she/he must be vaccinated. The series is two immunizations, 4-8 weeks apart.

6. Tuberculosis (TB): Students must have documentation of PPD every 12 months and record same at the Nursing office. Use the 5 tuberculin unit (TU) preparation applied by the Mantoux (intradermal technique). This test must be read 48-72 hours after injection.
   a. Current Cutoffs:
      > = 5 mm: Household contact of TB case, persons with clinical suspicion of TB, or persons with HIV infection.
      > = 10 mm: Persons with risk factors for TB but not in above group - foreign born persons from high prevalence countries, medically underserved low income, high risk ethnic minorities, IV drug users, residents of long-term care facilities, health care workers, and persons with medical conditions associated with higher risk of TB.
      >= 15mm: Remainder of population. This cutoff was chosen because positive reactions have near 100% specifically, thus minimizing false positives in low-risk populations.
Prior BCG Vaccination can be one cause of a false positive PPD. However, since BCG does not guarantee protection from tuberculosis and TB is very prevalent in many countries where BCG is given, one should ignore BCG status when interpreting the PPD.

b. Screening and Prevention of TB:

REACTOR” Person who meets criteria for positive test given cutoffs above.

CONVERTER = Person younger than 35 years of age whose PPD has changed from negative to positive during sequential testing, with an increase of at least 10 mm within 2 years. For those over 35 years of age, an increase of 15 mm or more within a 2-year period is considered a conversion.

Students with positive PPD tests need to obtain a chest x-ray and medical follow-up. If abnormalities are seen, active disease must be ruled out with sputum cultures. Active disease can be ruled out by a Negative chest x-ray and/or sputum culture; a complete a symptomatic review is required every 12 months with signature from your medical practitioner. The student may return to clinical practice once the Department of Nursing secretary receives a letter from the healthcare provider on their letterhead and signed by the provider that indicates the appropriate intervention has been achieved and the student has no evidence of active disease.

7. Influenza: Students will be providing direct care to vulnerable populations and will be considered under the classification of “healthcare provider” related to the Center for Disease Control (CDC) recommendations for immunization for influenza. This is a seasonal vaccine usually available in the fall of the year. Please be advised that some clinical agencies may require evidence of immunization for seasonal influenza and H1N1 (swine flu) prior to clinical placement. This could require two separate vaccines. If this is the case, the Director of Nursing will notify students in writing prior to implementation of this requirement. The student will be responsible for the cost of this requirement.

Additional information on the current influenza situation, please go to either the Ohio Department of Health or CDC web sites.

Note: These immunization requirements are based on the Ohio Department of Health recommendations for nursing students and on information from the CDC. These guidelines provide protection from preventable or communicable disease for students, their patients, and families.

CAUTION: Students who are pregnant, have an impaired immune system or are caring for an immunosuppressed person, or have allergies should notify the Wellness Clinic or physician prior to receiving immunizations. A waiver can be signed based on medical recommendations. The completed waiver is to be submitted to the Department of Nursing secretary and the clinical faculty need to be informed by the student. Clinical agencies retain the right to decline student placement if there is risk associated with lack of immunity evidence. This is for the protection of the student and/or the patient.

Travel to Clinical Settings. The opportunity to practice in clinical facilities is an essential part of nursing courses. Students will have clinical experiences in a variety of different agencies in
the area at different times in the program. Students are responsible for providing their own transportation to clinical agencies. Students drive their own vehicle or arrange a car pool. Car-pooling seems to be the most popular; however, students in the 400 level Nursing courses need to have a car available for their use since the nature of clinical assignments in these courses is not conducive to car-pooling. Students who participate in car pools make their own arrangements. Neither the Department of Nursing nor the course faculty can assume responsibility for arranging car pools. It is essential that those who drive automobiles have their appropriate insurance.

**Required Nursing Equipment.** Equipment needs are specific to the practice of Nursing. Each student will be responsible for providing basic equipment for both laboratory and clinical practice. The following are your responsibility.

- **Stethoscope** – the qualities you should look for include ear pieces that fit your ear (interchangeable), sound quality that is easy to detect, specifically detects both high and low pitch sounds (sometimes called a diagnostic stethoscope). The lowest cost units will only have a diaphragm and detect only low pitch sounds. You do not want this one! The acceptable lower cost unit will have both a flat diaphragm and a bell. The more costly stethoscope may have just one head that looks like a flat diaphragm but actually can detect both types of sound. If you have a hearing impairment, the cheaper unit will not meet your needs. Please contact the faculty if you have a hearing impairment. There are high quality units that may meet your needs. Your Laboratory faculty will be prepared to assist you with any questions. Get the best quality you can afford. You will have this for many years. Or, you can upgrade later on.
- **Blood pressure cuff** – adult size plain fabric cuff for the upper arm with attached tubing, bulb for inflation, value that works smoothly for control of air flow, and gauge that can easily be read. Do not purchase a digital cuff.
- **Hemostats** – 6" either curved or straight
- **Bandage scissors** – 6"
- **Pen light** (just not the kind that you find on a key chain) may be disposable or require batteries
- **Protective eye wear.** You may also find them to fit over glasses. They need to provide splash protection and wrap around the side.

**Related Clinical Obligations.** While students are in the clinical facility students represent Muskingum University and the nursing profession. The student, the Department of Nursing and the University will be judged by your behavior. Faculty expect all students to function as a mature and responsible individual. If you have questions about what you should or should not be doing, check with your instructor. In some situations, such as community clinicals or attendance of professional meetings, uniforms may not be required. Student dress should be conservative and professional. Business casual may be appropriate in some settings. Remember, you are an ambassador for Muskingum University, Department of Nursing. As a professional nursing student you will learn about the transmission of diseases and ways you can protect yourself and others from exposure and safety hazards.
Uniform Policy—Traditional Pre-licensure Track

- **Regulation.** The uniform is to be kept neat, clean and fit properly at all times. Any student who wears or displays the Muskingum University student nurse uniform in an unprofessional manner will be subject to disciplinary action which may involve suspension from the nursing program.

A white lab coat is worn over the uniform or street clothes in selected clinical placements. Lab coats are to be white, three-fourth length style. The uniform and lab coat should be kept clean at all times and should be laundered at least once weekly.

Clinical agencies in which nursing students have clinical placements have the right to establish uniform policies specific to their agencies.

- **Muskingum Nursing Program Patch.** This patch is to be clearly visible on the upper right front of the uniform and lab coat.

- **Uniforms and Pregnancy.** For women who are pregnant during clinical courses, a plain white scrub top with the Muskingum Nursing Patch may be worn if the standard uniform top does not fit.

- **Shoes.** Shoes that are an all-white leather flat-heeled oxford, slip on, or tennis shoe style with enclosed back and toe are to be worn with the uniform. No canvas tennis shoes, no colored laces and no stripes on shoes are to be worn. Shoes need to be white and clean at all times.

- **Hose.** Wear white socks or hose with the uniform.

- **Jewelry.** Jewelry worn with the uniform is kept at a minimum and conservative in nature. The following jewelry selections are acceptable:
  
  - **Watch.** Watches need to have a face with a sweep second hand and a plain band that can be cleaned. (Not a digital readout.)
  
  - **Earrings.** Small, plain gold or silver post style earrings that fit closely against the ear lobes are acceptable. No hoops or dangles allowed.
  
  - **Rings.** Wedding band and engagement rings are acceptable. No large raised mounts can be worn. All rings must be removed in clinical areas where frequent and vigorous hand washing techniques are required.
  
  - **Professional Pins.** Pin(s) denoting membership in a professional nursing honorary or professional organization may be worn on the uniform. The graduation pin of the RN-BSN student’s basic program may be worn on the uniform or lab coat.
Necklaces. Necklaces must be worn inside the collar of the uniform. No chokers or necklaces with dangles allowed.

- **Name Tag.** The Muskingum University student name tag needs to be worn at all times with uniform and lab coat during clinical experiences. These are ordered through the MU Bookstore at the beginning of the clinical courses.

- **Hair.** Hair needs to be clean and neatly maintained at all times. Hair, if long, (below the nape of the neck) needs to be pulled up off of the collar and pulled back from the face. Rubber bands or plain barrettes may be used. No decorative ornaments, scarves, or ribbons may be worn in the hair with uniform or lab coat.

- **Makeup.** Makeup, if applied, needs to be used moderately. No cologne may be worn.

- **Nails.** Nails need to be clean, short and well-trimmed. No artificial nails may be worn. Nail polish, if worn, needs to be clear or a pale neutral shade.

**Uniform Policy—RN-BSN Completion Post-licensure Track**

- The faculty of the clinical practice courses will determine the appropriate dress code for the practice setting. In general, the RN-BSN Completion student is expected to wear business professional attire at any time that he/she is in a practice setting representing Muskingum University Department of Nursing. In addition, clinical agencies in which students have clinical placements have the right to establish uniform policies specific to their agencies.

- A white lab coat is worn over business professional attire in selected clinical placements. Lab coats are to be white, three-fourth length style. The lab coat is to be kept clean at all times and should be laundered at least once weekly.

- **Muskingum Nursing Program Patch.** This patch is to be clearly visible on the upper right front of lab coat. The patch may be purchased at the MU Bookstore.

- **Jewelry.** Jewelry worn with the lab coat is kept at a minimum and conservative in nature. The following jewelry selections are acceptable:
  - **Watch.** Watches need to have a face with a sweep second hand and a plain band that can be cleaned. (Not a digital readout.)
  - **Earrings.** Small, plain gold or silver post style earrings that fit closely against the ear lobes are acceptable. No hoops or dangles allowed.
o **Rings.** Wedding band and engagement rings are acceptable. No large raised mounts can be worn. All rings must be removed in clinical areas where frequent and vigorous hand washing techniques are required.

o **Professional Pins.** Pin(s) denoting membership in a professional nursing honorary or professional organization may be worn on the uniform. The graduation pin of the RN-BSN student’s basic program may be worn on the lab coat.

o **Necklaces.** Necklaces must be worn inside the collar of the uniform. No chokers or necklaces with dangles allowed.

- **Name Tag.** The Muskingum University student name tag needs to be worn at all times with uniform and lab coat during clinical experiences. These are ordered through the MU Bookstore at the beginning of the clinical courses.

- **Hair.** Hair needs to be clean and neatly maintained at all times. Hair, if long, (below the nape of the neck) needs to be pulled up off of the collar and pulled back from the face. Rubber bands or plain barrettes may be used. No decorative ornaments, scarves, or ribbons may be worn in the hair with uniform or lab coat.

- **Makeup.** Makeup, if applied, needs to be used moderately. No cologne may be worn.

- **Nails.** Nails need to be clean, short and well-trimmed. No artificial nails may be worn. Nail polish, if worn, needs to be clear or a pale neutral shade.

**Student Conduct Policy – Classroom and Laboratory.** For class, seminar and laboratory sessions students are expected to demonstrate accountability by:

1. Attending and participating in all scheduled sessions.
2. Preparing for all sessions by completing all readings and other assignments prior to the session.
3. Reviewing and applying, when appropriate, knowledge and skill acquired in previous courses.
4. Being on time for all sessions and, if unavoidably late, notifying the faculty person.
5. Making prior arrangements for an anticipated absence.
6. Notifying faculty at the earliest opportunity of the reason for unanticipated absence.
7. Arranging with faculty to make up any material or experiences missed because of absence.
8. Meeting deadline dates for submission of papers and taking examinations on dates and times scheduled in course calendar.
9. Arranging ahead of time for an extension for paper submissions or rescheduling of examinations when there are extenuating circumstances. Note: Poor time management or more than one assignment due the same date are not considered extenuating circumstances.
10. Evaluating own learning progress throughout the module or semester.
11. Assuming responsibility for discussing with faculty concerns about learning experiences and own learning needs.
12. Completing and signing the evaluation forms for faculty and course evaluation at the end of the module or semester.

**Student Conduct -- Clinical Setting.** For clinical learning experiences students are expected to demonstrate accountability by:

1. Attending and participating in all scheduled labs and clinical experiences.
   a. Preparing adequately for clinical experiences by:
      i. Knowing the essential information about client’s health status;
      ii. Knowing the name, action, dosage, side effects and nursing action(s) for client’s medications;
      iii. Knowing and being able to describe client’s treatments and procedures;
      iv. Knowing and being able to describe client’s treatments and procedures; and,
      v. Reviewing and applying, when appropriate, previously acquired knowledge and skills.
2. Reporting to the clinical area prior to the time indicated and if unavoidably detained, notifying the instructor, appropriate staff person, and/or unit.
3. Making prior arrangements with faculty for an anticipated absence.
4. Following the outlined procedure for notifying faculty and clinical unit if unable to meet clinical assignment due to illness or emergency.
5. Reporting to the clinical area wearing appropriate attire with appropriate equipment and name badge.
6. Making arrangements with faculty to make up experiences missed because of absence.
7. Assuming responsibility for discussing clinical learning needs and opportunities.
8. Evaluating their own clinical learning experiences, progress and performance, during the module, the semester, and the program.
9. Participating in clinical evaluation conferences with the instructor by reading, commenting, if appropriate, and signing clinical evaluation forms.
10. Maintaining their own physical and mental health status at a level which ensures safe functioning in the clinical areas.

The student’s conduct shall be in accordance with rules set forth by the Ohio Board of Nursing, Rule 4723-5-12(B), Ohio Administrative Code, effective February 1, 2007. The following policy language that is placed in *italics* is taken verbatim from this Rule.

*In addition to the policies required in paragraph (A) of this rule, the program administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723, of the Revised Code and the rules adopted thereunder, including, but not limited to the following:*

a. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the client, and the client’s response to that care.
b. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

c. A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports or time records, reports, and other documents related to billing for nursing services.

d. A student shall implement measures to promote a safe environment for each client.

e. A student shall delineate, establish, and maintain professional boundaries with each client.

f. At all times when a student is providing direct nursing care to a client the student shall:
   a. provide privacy during examination or treatment and in the care of personal or bodily needs; and
   b. Treat each client with courtesy, respect, and with full recognition of dignity and individuality.

g. A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse.

h. A student shall use universal blood and body fluid precautions established by Chapter 4723-20 of the Administrative Code.

i. A student shall not:
   a. Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client;
   b. Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

j. A student shall not misappropriate a client’s property or:
   a. Engage in behavior to seek or obtain personal gain at the client’s expense;
   b. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client’s expense;
   c. Engage in behavior that constitutes inappropriate involvement in the client’s personal relationships; or
   d. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client’s personal relationships.

For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

k. A student shall not:
   a. Engage in sexual conduct with a client;
   b. Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
   c. Engage in any verbal behavior that is seductive or sexually demeaning to a client;
   d. Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a client.

For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

12. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
   a. Sexual contact, as defined in section 2907.01 of the Revised Code;
b. Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

13. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student.

14. A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

15. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol or other chemical substances that impair the ability to practice.

16. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

17. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

18. A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice.

19. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

20. A student shall not aid and abet a person in that person’s practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

21. A student shall not prescribe any drug or devise to perform or induce an abortion, or otherwise perform or induce an abortion.

22. A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

23. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its faculty or preceptors, or to the board.

**Attendance for Student Illness in Classroom, Laboratory, or Clinical Settings.**

1. Students are expected to attend ALL classroom and skills laboratory learning experiences.
   a. If a classroom/laboratory absence occurs, it is the responsibility of the student to contact the instructor to obtain the missed material and assignments.
   b. The student must call the instructor prior to class time if the student will miss a scheduled quiz or exam for the absence to be considered excused.
   c. At the discretion of course faculty, the student may be asked to submit a doctor’s appropriate health professional’s statement on letterhead stating clearance to return to clinical practice. If restrictions are required, disclosure of specific HIPAA information may be requested in order to protect both the student and the assigned patients.

2. Students are REQUIRED to attend ALL clinical learning experiences.
   a. Students are responsible for informing faculty about health alterations and/or conditions which may affect safety and competency in the clinical setting. Students are required to obtain a written statement from a physician on appropriate letterhead stating that the student is physically/mentally incapable of completing their clinical assignment and/or stating the reason for the student’s absence from clinical.
b. Students are also responsible to inform the clinical instructors about any conditions including but not limited to (i.e. pregnancy, skin not intact, immune compromised condition) which may affect their clinical assignment to clients with serious communicable diseases. If the student is uncertain, the instructor should be notified. Confidentiality of information will be maintained.

c. Students are required to notify both the clinical instructor and the clinical agency prior to a scheduled clinical time when the student will be absent.

d. In case of a clinical absence, the student will initiate contact with course faculty regarding possible alternative learning experiences. The course faculty will determine if the alternative learning experiences will meet the clinical objectives.

e. If the clinical objectives are not met by the least week of the semester, the student will receive an “unsatisfactory” for clinical performance.

Cell Phone and Pager Use. Cell phone and/or pagers (beepers) are to be turned off or silenced when in class or lab. It is not appropriate to interrupt class to take a call. Cell phones are not to be turned on when in a clinical setting. Most facilities have specific policies governing their use. Please be aware of these when in clinical settings. Electronic communication devices are not permitted to be in use during testing or evaluation.

Guidelines for Occupational Health

There are inherent risks and health hazards in all occupations and professions. Nursing is no exception. The Nursing Code of Ethics requires that we care for all needing our services, regardless of their health situation. Muskingum University Department of Nursing takes responsibility for protection of its students and employees through education to assess and minimize exposure to health risks.

Policy. Content in nursing courses will address known risks to the health practitioner and prevention techniques. Faculty and students will be accountable for following established practices for reducing occupational health risks. Examples of occupational health risks include back strain, stress, exposure to communicable disease, or other injury. Faculty and students are encouraged to keep detailed personal health histories and build positive health habits for health promotion and disease prevention. Emergency care for injuries associated with clinical experience will be given in the clinical agency for both faculty and students, according to agency resources and policies. Follow-up care is available through the MU Wellness Center or a private practitioner of choice. Student health insurance specifies the nature of covered services in the MU Wellness Center.

Guidelines. Faculty are responsible for notifying the Director and Chair, Department of Nursing, should a health problem arise which could affect their safety and performance in the clinical area and seek appropriate follow-up care. Students are responsible for notifying their Advisor or clinical faculty member should such a health problem arise.
Exposure Control Plan

The Muskingum University Department of Nursing (MUDON) is committed to protecting its students from harmful exposure to blood borne pathogens. It has, for this purpose, adopted rules and procedures through the Exposure Control Plan (Plan) in accordance with the Occupational Safety and Health Administration (OSHA) and Centers for Disease Control (CDC) Guidelines. MUDON is committed to educating its students on the basis of this plan. Blood borne pathogens are microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, the hepatitis B virus (HBV), the human immunodeficiency virus (HIV), the hepatitis C virus, and Treponema palladium (which causes syphilis).

**Student and Faculty Roles in Exposure Control Plan.** Students within MU Department of Nursing are not considered employees of the Department, therefore not mandated by OSHA requirements regarding the Exposure Control Plan or Program. It is the intent of the faculty and administration of the Department of Nursing, however, to make every provision for student education within the plan. Initial Exposure Control Plan content is presented in Nursing 220. Thereafter, clinical courses contract with clinical placement agencies (e.g., Genesis, Children’s Hospital of Columbus, etc.) who provide the content to students on an ongoing basis.

**Exposure Determination.** All employees (including work-study students) whose duties place them at risk of exposure to blood or other potentially infectious materials will be identified. All students within the Department of Nursing are considered to be at risk of exposure, but are not mandated to be covered by the Exposure Control Plan.

**Designation of Biohazards.** Red biohazard warning labels will be affixed to all containers, refrigerators/freezers and other pieces of equipment, which might become contaminated with blood or other potentially infectious materials. Red bags or red containers may also be used to designate biohazards.

**Exposure Control Program.** The program describes the precautions, engineering controls and work practice controls for protection from risk of exposure to blood or other potentially infectious materials. The program has six parts: 1) general exposure avoidance; 2: hand washing; 3) safe handling and disposal of sharps; 4) safe handling of specimens and decontamination of health care equipment; 5) use of personal protective equipment; and 6) safe housekeeping procedures (cleaning, proper disposal of regulated waste and proper cleaning and contaminated laundry).

**Hepatitis B Vaccinations.** Hepatitis B Vaccinations are required for all students at the Department of Nursing. These vaccinations will be administered at student cost under the supervision of a licensed physician or other qualified health care professional.
Post-Exposure Evaluation and Follow-up. After an exposure incident, the Faculty contact person will document the incident and the MU Wellness Center and/or the clinical agency will provide a confidential medical evaluation to the exposed student. The source individual will be identified if possible, with testing of the blood of the source individual and the exposed student. Confidential post-exposure prophylaxis and detailed testing information will be made available to the exposed student in a timely manner.

Medical Record keeping. Accurate vaccination records/other health requirements on each student will be secured in the nursing office apart from the employee’s personnel file or student’s educational file. Records related to exposure incidents will be added to this file as needed.

Training Program for Students. Please refer to Student and Faculty Roles in the Exposure Control Plan above. In addition, any student is welcome to sit in the formal annual training of the Department of Nursing employees and/or review videos, handouts and the Exposure Control Notebook found in the Department of Nursing’s Administrative Assistant’s office (BSC 416).

Guidelines for Care for Persons with Known Contagious Diseases

The faculty of the Department of Nursing endorses the Professional Code of Ethics, which states that all persons in need of care will receive nursing care. Our objectives for students and faculty in the Department of Nursing are:
- Protection of the rights and welfare of students, faculty and clients.
- Continuation of the Department’s mission to educate students comprehensively in the practice of nursing.
- Maintenance of the professional values and ethics of nursing to serve all persons needing care.

This principle will guide decision making with regard to students’ cognitive, psychomotor, and affective learning experiences associated with contagious diseases. The Department will follow extant Center for Disease Control (CDC) guidelines and apply current knowledge about disease processes such as AIDS, hepatitis, tuberculosis, and other contagious conditions.

Implementation of the policy. CDC guidelines will be followed for lab and clinical components for all courses. Laboratory and clinical practice begin in Nursing 220 with medical-surgical asepsis and standard precautions. All Nursing courses include theory on pathophysiology, transmission and treatment of contagious diseases as appropriated for specific course objectives. CDC guidelines and agency policies are adhered to whenever there is contact with patients with known contagious diseases and in the routine care of all patients.

The following parameters apply in determining clinical assignments for persons with known contagious diseases:
- The professional judgment of the faculty indicates that the student possesses the necessary cognitive, psychomotor and affective skills.
- The condition of the patient is appropriate to the cognitive, psychomotor, and affective skills of the student.
The faculty member’s workload allows sufficient time for appropriate clinical supervision. It is the expectation of the faculty that students will care for patients with contagious diseases when assigned. Students have the right to discuss their clinical assignments with faculty. Unique or at risk aspects of a student’s health status (e.g. immunity suppression) may preclude assignment to a patient with known contagious disease.

Policy and Procedures on Exposure to Contaminated Fluids in the Skills Laboratory

Students, who in the course of lab practice are exposed to someone else’s body fluids, will seek follow-up care from the MU Wellness Center or their own health care provider. In all instances, the individual will notify the lab manager and the appropriate faculty.

The current CDC (Center for Disease Control) guidelines will represent the standard of care. The procedure follow-up in the Department of Nursing Handbook will then be implemented.

NOTE: Any trash or waste product contaminated with body fluids will be disposed of in the appropriate receptacle, which is lined with a red trash bag and labeled "Biohazard".

If any surface is exposed to contaminated fluid, the surface will be cleaned with the faculty approved disposal kit using universal precautions.

Student Graduation Information

Application for Graduation. This process is driven by the University’s process. The student is responsible for following the application for graduation process outlined in the appropriate MU undergraduate bulletin.

Applying for Licensure as a Registered Nurse (RN) (NCLEX-RN®). In addition to meeting the final requirements for the BSN degree, you will need to apply for and write the licensing examination. The NCLEX-RN licensure is controlled by the State Board of Nursing in the state you plan to work. You will receive, from the Chair, instruction on how to secure the NCLEX-RN application packet with very specific instructions for completing the application forms, making the appropriate payments and meeting the submission deadline dates. May graduates should apply August/September prior to graduation. It is the student’s responsibility to assure that all forms are completed according to the instructions, that the appropriate fees accompany the forms and that all deadlines are met. Application requires disclosure of misdemeanor, felony and mental health information. Any student who is concerned with this portion of the application should make an appointment with the Chair prior to application.

Fingerprinting and criminal background checks are also part of the formal application process. Effective June 1, 2003 all students entering a pre-licensure program are required to submit fingerprints to the Bureau of Criminal Identification and Investigation (BCI & I) and the FBI prior to sitting for the NCLEX-RN exam. BCI & I results will be mailed to the Ohio Board of Nursing within 30 days, however FBI results may not be received by the Board of Nursing for 4-6 months. Therefore, it is critical that students submit prints at least 6-9 months prior to completing BSN requirements. Additionally, you will need at least two wallet-size photographs to accompany your application for licensure.
Eligibility for Licensure and Employment. Sections 173.41, 3701.881, 3712.09, 3721.121 and 3722.151 of the Ohio Revised Code prohibit the employment of individuals with select criminal records in certain settings: direct care to older adults through passport agencies; care to children and older adults through home health agencies; direct care to older adults in hospice programs; direct care to older adults in adult daycare programs; and direct care to older adults in adult care facilities (nursing homes). Fingerprinting is a required component of a background check.

An applicant for licensure as a registered nurse in the State of Ohio must divulge any record of misdemeanor or felony convictions related to the abuse of drugs or alcohol. The Ohio Board of Nursing may deny permission to sit for the licensing exam to individuals who have misdemeanor or felony convictions.

Mental Health Disclosure. Students will need to disclose diagnosis and treatment for bipolar, schizophrenia, paranoia, or any other psychotic disorder, within the last five years. You will also have to disclose if you were ever admitted to a hospital or other facility for the treatment of bipolar disorder, schizophrenia paranoia, or any other psychotic disorder, since attaining the age of eighteen or within the last five years, whichever period is shorter.

Conviction Disclosure. The Ohio Board of Nursing requires disclosure if you have ever been convicted of, found guilty of, pled guilty to, pled no contest to, entered an Alford plea, received treatment or intervention in lieu of conviction, or received diversion for any misdemeanor or felony crimes. This includes crimes that have been expunged if the crime has a direct and substantial relationship to nursing practice.

Testing Accommodations. For candidates with disabilities as defined by the “American Disabilities Act” (ADA) accommodations are made only by the Ohio Board of Nursing (OBN) and the National Council of State Boards of Nursing authorization. The OBN recommends that the applicant notify the OBN, in writing, six months prior to program completion. The applicant is required to submit the following documentation: (1) Letter from the applicant specifying requested accommodations (2) Letter from the Director/Designee of the nursing education program specifying accommodations granted by the nursing program (3) Diagnostic report from appropriate professional practitioner.

Individuals seeking a degree in nursing need to be aware of laws governing employment and standards of professional nursing practice. The Chair of the Department of Nursing can discuss, in confidence, any individual situation and can make referrals for more information.

Pinning. Professional Nursing education programs traditionally have a ceremonial program at the completion of the BSN in addition to full participation in MU’s spring commencement. Pinning is a ritual started in the mid to late 1800s by Florence Nightingale to recognize the transition from student to practitioner of nursing. The Pin started as Nightingale experienced the military ritual during the Crimean War (mid-1800) when soldiers were awarded gold coins to recognize their strength, honor, and valor in the face war. The Pin is an emblem that is unique to the educational program and is a symbol of professional excellence. It is worn proudly on professional attire to identify the professional home of the wearer.
Appendix A. Muskingum University Department of Nursing Organizational Chart

Board of Trustees

President

Vice President for Academic Affairs

Coordinator Science Division

Chair, Department of Biology

Chair, Department of Chemistry

Chair, Department of Geology

Chair, Department of Math & Computer Science

Director of Nursing Programs
Chairs, Department of Nursing

Chair, Department of Physics & Engineering

Secretary

Nursing Faculty
- Traditional Pre-licensure Track
- RN-BSN Completion Track
  - Full time
  - Coordinator Nursing Skills & Learning Resources Laboratory
  - Part time faculty

Original 12/2008
Revised 9/7/2009 eh/as/pr
Appendix B

Pre-licensure (BSN Track) Curriculum Work Sheet

Liberal Arts Essentials (LAE) (31 semester hours)

<table>
<thead>
<tr>
<th>Title</th>
<th>Call Number</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Comment</th>
</tr>
</thead>
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<tr>
<td>1st Year Seminar</td>
<td>IDS 100</td>
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<td></td>
</tr>
<tr>
<td>Concepts of Wellness</td>
<td>PE 101</td>
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<tr>
<td>Fundamentals of Speech</td>
<td>SPCO 200</td>
<td>3</td>
<td></td>
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<tr>
<td>Arts &amp; Humanities in Western culture</td>
<td>IDIS 150</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to Computing</td>
<td>CPSC 100</td>
<td>3</td>
<td></td>
<td></td>
</tr>
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<td>Math (any course 100 or above, elective)</td>
<td>MATH</td>
<td>3</td>
<td></td>
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<tr>
<td>Composition</td>
<td>ENGL 121</td>
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<td></td>
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<td>Western Heritage a. (elective)</td>
<td>HIST</td>
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<td></td>
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</tr>
<tr>
<td>Western Heritage b. (elective)</td>
<td>ENGL</td>
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<td>PE Service Course</td>
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<tr>
<td>Religious Understanding (elective)</td>
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<tr>
<td>Western Heritage c. (elective)</td>
<td>Art</td>
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Required Support Courses for the BSN (45 semester hours)

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<th>Comment</th>
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<td>Anatomy/Physiology I*</td>
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<tr>
<td>Anatomy/Physiology II</td>
<td>BIOL 122</td>
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<td>General Chemistry*</td>
<td>CHEM 111</td>
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<tr>
<td>Organic/Biochem</td>
<td>CHEM 115</td>
<td>4</td>
<td></td>
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<tr>
<td>Introduction to Psychology*</td>
<td>PSYC 101</td>
<td>3</td>
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<td>Sociological Perspective</td>
<td>SOC 101</td>
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<td>Lifespan Development</td>
<td>PSYC 208</td>
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<td>Behavioral Statistics</td>
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<td>Microbiology</td>
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<td>Pathophysiology</td>
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<td>Genetics</td>
<td>BIOL 306</td>
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</tr>
<tr>
<td>Sociology of the Family</td>
<td>SOC 345</td>
<td>3</td>
<td></td>
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</tr>
<tr>
<td>Biomedical Ethics*</td>
<td>PHIL 305</td>
<td>3</td>
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</tbody>
</table>

(*Also considered LAE)
### Required Lower Level Nursing Courses (15 semester hours)

<table>
<thead>
<tr>
<th>Title</th>
<th>Call Number</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nutrition Across the Lifespan</td>
<td>NURS 210</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Assessment &amp; Introduction to Nursing Practice &amp; Laboratory</td>
<td>NURS 220</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pharmacology</td>
<td>NURS 230</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to Clinical Practice in Medical/Surgical Nursing/Clinical/Laboratory</td>
<td>NURS 250</td>
<td>5</td>
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</tr>
</tbody>
</table>

### Required Upper Level Nursing Courses (39-41 semester hours)

<table>
<thead>
<tr>
<th>Title</th>
<th>Call Number</th>
<th>Credit Hours</th>
<th>Grade</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing Research</td>
<td>NURS 340</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult &amp; Family Nursing/Clinical</td>
<td>NURS 350</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mental Health &amp; Family Nursing/Clinical</td>
<td>NURS 360</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pediatric Nursing of the Child &amp; Family/Clinical</td>
<td>NURS 370</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent/Newborn Nursing/Clinical</td>
<td>NURS 380</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Critical Care &amp; Family Nursing/Clinical</td>
<td>NURS 450</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Health Nursing/Clinical *</td>
<td>NURS 460</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issues &amp; Trends In Health &amp; Nursing</td>
<td>NURS 475</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perspectives in Global Nursing &amp; Health*</td>
<td>NURS 430</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nursing Leadership &amp; Management/Clinical</td>
<td>NURS 480</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Topics</td>
<td>NURS 490</td>
<td>1-3</td>
<td></td>
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</tr>
</tbody>
</table>

(*Meets the LAE “International Perspectives or American Experience” requirement.)

Please note:
1. This is a worksheet and does not replace the official audit completed by the Registrar.
2. Course work that transfers must have official transcripts received and interpreted by the Registrar before work taken elsewhere will be considered.
3. Transferred credit hours will be converted to semester hours by the Registrar. A total of 130 semester hours are required for the BSN included the courses noted above. If
transferred credit hours will not meet the 130 hour requirement, additional elective hours will be required.

Appendix C

MUSKINGUM ADULT PROGRAM
RN/BSN Track Course Audit Worksheet (130 semester hours)

Program of Liberal Arts Essentials – Core and Area Requirements

Composition
Writing Unit Course
Writing Unit Course at 300-400 Level
Speech Communication
Mathematics
Arts and Humanities in Western Culture
Concepts of Wellness
Physical Education Service Course
Physical Education Service Course
Religious Understanding
Moral Inquiry
Scientific Understanding
Scientific Understanding
Communicating in the World
Social Foundations
International Perspectives
The Western Heritage (Part A)
The Western Heritage (Part B)
The Western Heritage (Part C)
The American Experience

^ Required Muskingum University course

Nursing requirements
~Completion of nursing courses in approved A.D.N. or diploma program
~Unencumbered license to practice as a registered nurse in Ohio

Nursing courses (23-25 credits)
NURS 340 Nursing Research (3) 3
NURS 401 Professional Nursing Transitions (2) 2
NURS 430 Perspectives in Global Nursing and Health (3) 3
NURS 450 Critical Care and Family Nursing/ Clinical (4) 4
NURS 460 Community Health Nursing/ Clinical (4) 4
NURS 475 Issues and Trends in Health and Nursing (2) 2
NURS 480 Nursing Leadership/ Management/ Clinical (4) 4
NURS 490 Special Topics (1-3) 1
Non-nursing courses required for the major (26 credits)

BIOL 306 Genetics (4)  
BIOL 312 Microbiology (4)  
BIOL 346 Pathophysiology (3)  
CPSC 100 Introduction to Computing (3)  
PHIL 305 Biomedical Ethics (3)  
PSYC 208 Lifespan Development (3)  
PSYC 232 Behavioral Statistics (3)  
SOCI 345 Sociology of the Family (3)

ADDITIONAL CREDITS REQUIRED TO COMPLETE THE PROGRAM

Total hours transferred

Total hours needed to complete degree

“Exempt” - Do not need to take. The course is not a requirement for the RN/BSN program.

^MC – courses that will be taken at Muskingum University. The ^ indicates that it is a course that is also listed in the nursing courses on the bottom half of the checklist and can be counted for two requirements in the RN/BSN program.

Numbers written indicate the number of semester credit hours for the courses that need to be taken.

All credits have been translated into semester hours of credit.

CW/ 4-14-09
Appendix D

Application for Admission to the Nursing Pre-licensure Program

Return application to:
Secretary to Department of Nursing
BSC 416

Application Processed Throughout the Year

☐ Current Muskingum University Student
☐ Applying to BSN Program
☐ Transfer Student
☐ Applying to RN-BSN Program

Mr. Name: ____________________________________________
Miss First                           Middle or Maiden
Mrs. Last
Ms

Home Address ____________________________________________
Number and Street             City        State           Zip

Mailing Address (if different)
____________________________________________
Number and Street             City        State           Zip

Phone____________________
Area Code & Number (Home)                                         Office or Cell

SSN__________________________
E-mail___________________

1. Have you been accepted to the University?    Yes__________     No__________
   If no, have you applied?     Yes__________     No__________

2. Have you been a full-time _____or part-time_____ student at Muskingum?

3. Place a check in the blank beside the following required courses that you have
   completed with a grade of C or higher. Indicate courses in which you are currently
   enrolled by marking “IP” (in progress) in the blank space beside the course.

   _______  Chemistry 111:  General Chemistry I
   _______  Chemistry 115:  Organic-Biochemistry
   _______  Biology 121:  Anatomy and Physiology I
   _______  Biology 122:  Anatomy and Physiology II
   _______  English 121:  Composition
   _______  Psychology 101:  Introduction to Psychology
4. Is your cumulative GPA (at all colleges, universities, technical schools attended) at a 2.5 or higher on a 4.0 scale? Yes_______ No_______

5. List all colleges, universities or technical schools you have attended.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

6. Attach the following information to this application form:

   Photocopies of all academic work completed at educational institutions other than Muskingum University (transcripts and/or grade sheets).

INCOMPLETE APPLICATIONS WILL BE RETURNED

I hereby apply to the Muskingum University Department of Nursing and acknowledge that the information is complete and accurate. I have never been convicted of a felony, which I understand would prohibit me from licensure as a Registered Nurse. If accepted, I agree to comply with regulations of the Department of Nursing and Muskingum University.

Signature of Applicant _____________________________ Date________________
### Appendix E

**RN-to-BSN Application Form**

#### CONTACT INFORMATION

- **Name:**
  - Last Name
  - First
  - M.I.
  - Social Security #
  - Student ID #

- Please list any other names that may appear on your academic records:
  - Last Name
  - First
  - M.I.
  - Date of Birth (optional)

- **Address:**
  - Street
  - City
  - State
  - Zip
  - County
  - Home Phone Number
  - Cell/Other Phone Number
  - Work Phone Number
  - E-mail Address
  - Employer

#### COLLEGE TRANSCRIPT/TRANSFER INFORMATION (including any nursing program transcripts)

<table>
<thead>
<tr>
<th>COLLEGE OR UNIVERSITY</th>
<th>CITY AND STATE</th>
<th>DATES ATTENDED</th>
<th>DEGREE EARNED</th>
<th>MAJOR/PROGRAM</th>
<th>GPA</th>
</tr>
</thead>
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</table>


Have you submitted the following required application materials?
(Submit materials to Graduate & Continuing Studies, Muskingum University, Montgomery Hall 117, New Concord, OH 43762)
☐ Official transcripts from all previous colleges or universities, including any nursing programs
☐ $20 application fee (checks payable to Muskingum University)
☐ Current FBI/BCI background checks (must be submitted during first term)

Please Note: Additional information will be required prior to registration for clinical courses.

Do you have an unencumbered nursing license?  ☐ No  ☐ Yes  Issuing State: _______  Lic # _________

Have you ever been convicted of a felony?  ☐ No  ☐ Yes  If yes, when: _______  Convicted of: _________

When do you plan to begin classes at Muskingum?  ☐ Fall 20____  ☐ Spring 20____  ☐ Summer 20____

Would you like to receive financial aid information?  ☐ Yes  ☐ No  ☐ Don’t Know

How did you become interested in the Muskingum University RN-to-BSN program?
☐ Referred by friend  ☐ Website/Internet  ☐ Advertising  Other: ________________________________

Please include a $20 non-refundable application fee payable to Muskingum University. Return with payment to:
Graduate & Continuing Studies, Muskingum University, Montgomery Hall 117, 163 Stormont Street, New Concord, OH 43762.

Applications without a signature or $20 application fee will not be processed.

I certify that the information provided on this application is complete and correct to the best of my knowledge. I understand that I am responsible for arranging for the forwarding of official transcripts from schools I have attended, and that such transcripts become the property of Muskingum University and will not be returned.

___________________________________________  __________________________
Signature  Date

Availability of Student Record: Muskingum University abides by the Family Educational Rights and Privacy Act of 1974 as amended. All students have access to their education records on file with the University and have the right to challenge records they feel are inaccurate. Further information is available from the Registrar’s Office.

Sources of Consumer Information: Graduate academic programs and policies (including costs, fees, refunds, financial aid and accreditation) are described in the Graduate Catalog. Additional information about graduate programs is available from the Graduate and Continuing Studies office, and from program directors. Muskingum University, as an educational institution, does not discriminate on the basis of race, color, religion, sex, national or ethnic origin, handicap, physical challenge, disability, sexual orientation, socio-economic status and political affiliation.
Muskingum University Annual Crime Statistics Disclosure: This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Muskingum University; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting Campus Police or by accessing the following website: [http://www.ope.ed.gov/security/index.aspx](http://www.ope.ed.gov/security/index.aspx).

Questions? Call 740-826-8038.
Appendix F

Bachelor of Science in Nursing Program

READMISSION PETITION

Mr. □  Miss □  Mrs. □  Ms  □  Name: ________________________________________________________________

Home Address

<table>
<thead>
<tr>
<th>First</th>
<th>Middle or Maiden</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number and Street</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

Mailing Address (if different)

<table>
<thead>
<tr>
<th>First</th>
<th>Middle or Maiden</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number and Street</td>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

Phone

Area Code & Number (Home)  Office or Cell

SSN ________________________ E-mail __________________________________________

NURSING COURSE APPLYING TO ENTER:

Course Number: ___________  Year:  _____________  Semester:  _________________

LAST NURSING COURSE WHICH ENROLLED:

Course Number: _________________  Year:  _____________  Semester:  _______________

REASON FOR INTERRUPTION OF ENROLLMENT:

☐  Academic – Please specify  ___________________________________________________________

                                                                                       ___________________________________________________________

☐  Other – Please specify  _____________________________________________________________

                                                                                       ___________________________________________________________
Staple the following information to this application form:

1. Photocopy of all academic work completed at educational institutions other than Muskingum University (transcripts and/or grade sheets).
2. If the reason for interruption of enrollment was academic, a written statement specifying activities taken to remediate, with supportive evidence.
3. Any other information that will support your application for re-enrollment.

________________________________________________________________________

Signature of Applicant

Date

For Office Use Only

Date Received: _____________ Initials: ______ Committee Decision: ________________

Letter Sent: _____________

Muskingum University admits students of any race, color, handicap or physical challenge, gender, religion, age, sexual orientation, socio-economic status or political affiliation, and national or ethnic origin.
Appendix G

Department of Nursing Health Assessment

Name: _________________________________ Social Security #: ______________________
Age: ______________________ DOB: ________ Sex: ________________________________
Current Health Conditions: ______________________________________________________
Chronic Health Problems: _______________________________________________________
Current Medications: ___________________________________________________________
Hospitalizations: ______________________________________________________________
Surgeries: ___________________________________________________________________
Childhood Diseases: ___________________________________________________________
Last Dental Exam: ____________________________ Last Eye Exam: ____________________

FEMALES:  Last Pelvic and Pap Smear: ___________________________________________

TO BE COMPLETED BY HEALTH CARE PROVIDER
(M.D., D.O., OR QUALIFIED R.N.)

Height: _____ Weight: _______ T ________ P ________ R ________ BP __________
Vision: OD ________ OS ________ OU ________ With Correction: ________ WO: ________
Urine WNL? Yes ________ No ________ (Specify) _________________________________
Skin: _________________________ Hair: ___________________ Nails: _________________
Eyes: _______________ Ears: ______________ Nose: ______________ Throat: _____________
Lungs: __________________________________ Heart: ________________________________
Abdomen: ___________________________________________________________________
Neck: _________________________ Spine: ___________________ Joints: _______________
Muscles: _______________________ Neuro: _________________________________
Mental Status/Emotional Health: _______________________________________________

Any restrictions, learning disabilities, use of mobility aids? __________________________
### IMMUNIZATION RECORD

Proof of immunity is required prior to the start of clinical nursing courses. Please have this form completed and return it to Muskingum University, Department of Nursing, New Concord, OH 43762.

#### Part I – TO BE COMPLETED BY STUDENT

| Name: __________________ |
| ____________________________ | ________________ | ___________ |
| (Last) | (First) | (Middle Initial) |
| mm/dd/yyyy | Social Security #: ______ - - - Phone: (____) ________________ |
| Address: _________________ | City: ________________ | State: ___ | Zip Code: ________ |
| Check Track: ____ Traditional ____ RN-BSN Completion | Date of Enrollment: ________________ mm/dd/yyyy |

#### Part II – TO BE COMPLETED AND SIGNED BY A HEALTH CARE PROVIDER (Dates Must Include Month and Year)

<table>
<thead>
<tr>
<th>A. TETANUS – DIPHTHERIA</th>
</tr>
</thead>
</table>
| 1. □ Completed primary series of four (4) tetanus-diphtheria immunizations .....
  mm/yyyy |
| 2. □ Received tetanus-diphtheria booster within the last 10 years ................. mm/yyyy |

<table>
<thead>
<tr>
<th>B. M.M.R. (Measles, Mumps, Rubella)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. □ Dose 1 – Immunized at or after 12 months and before 5 years ................ mm/yyyy</td>
</tr>
<tr>
<td>2. □ Dose 2 – Immunized at 5 years or later ............................................. mm/yyyy</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>C. MEASLES (Rubella) If you did not receive MMR, check appropriate box.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. □ Had disease; confirmed by office record . . . . . . . . . . . . . . . . . . . . . . . mm/yyyy</td>
</tr>
<tr>
<td>2. □ Born before 1957 and therefore considered immune . . . . . . . . . . . . . mm/yyyy</td>
</tr>
<tr>
<td>3. □ Has report of immune titer. Specify date of titer . . . . . . . . . . . . . . . mm/yyyy</td>
</tr>
<tr>
<td>4. □ Immunized with live measles vaccine at or after 12 months . . . . . . . mm/yyyy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. RUBELLA – check appropriate boxes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. □ Report of Rubella immune titer <strong>REQUIRED.</strong> Specify date of titer . . . . . . mm/yyyy</td>
</tr>
<tr>
<td>2. □ Immunized with vaccine at or after 12 months or if immune titer is low . . . mm/yyyy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E. MUMPS – If you did not receive MMR, check appropriate box.</th>
</tr>
</thead>
</table>
1. □Had disease; confirmed by office record .............................................. mm/yyyy 
2. □Immunized with vaccine at or after 12 months ........................................ mm/yyyy 

F. VARICELLA (Chicken Pox) Check appropriate box. 
1. □Had disease; MUST BE CONFIRMED by titer. 
   Specify Date of Titer: _______ Specify Results of Titer ____________ 
   mm/yyyy Laboratory Results 
2. □Immunized with vaccine at or after 12 months ........................................ mm/yyyy 

G. TUBERCULOSIS - Check appropriate box. 
1. □PPD (Mantoux) test within the past year (Time or monovac NOT acceptable) 
   Give date and test results .................... mm/dd/yyyy 
2. □Positive PPD – Chest x-ray REQUIRED. Give date and results of chest x-ray ______________ 
   Treatment: ______ Date started: __________ (mm/yyyy) COMPLETED: __________ (mm/yyyy) 
3. □Had BCG vaccine – YES □ ______ (mm/yyyy) NO □ 

H. POLIO 
1. □Completed primary series of three (3) polio immunizations ............ □Yes □No 
   Type of vaccine: □Oral (OPV) □Inactivated (IVP) 
2. □Last Booster: ................................................................. mm/yyyy 

I. HEPATITIS 
1. Completed Series □YES Dose 1: _______ Dose 1: _______ Dose 1: _______ 
   mm/yyyy mm/yyyy mm/yyyy 
□NO 

J. INFLUENZA (Note: these vaccines may not be available at the time of assessment. The student may provide evidence of vaccine once they become available.) 
1. Seasonal Flu □YES __________ □NO mm/yyyy 
2. H1N1 □YES __________ □NO mm/yyyy 

Health Care Provider (M.D., D.O., R.N., etc.) 
Name: ____________________________________ (please print) 
Address: ____________________________________ 
Signature: ___________________________ Phone: ___________________________