

# MUSKINGUM

---

U N I V E R S I T Y



## **Bachelor of Science in Nursing Student Handbook**

*For Students Enrolled in Nursing Fall 2023*

*Electronic version: <https://www.muskingum.edu/academics/nursing/about>*



### Acknowledgements

Nursing Education at the Baccalaureate level requires a different standard of application and scope of policies and procedure than what is expected of other students on campus. This is a necessity given the nature of our professional discipline and the demand to safeguard both students and the public. 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 current *Muskingum University Student Handbook*, *Muskingum University Undergraduate Course Catalog*, and the *Muskingum Adult Program: Student Guidebook*. **The handbook has been revised and updated effective Fall Semester 2023 for both prelicensure (traditional and Accelerated BSN) and post-licensure (RN to BSN) students.**

**Disclaimer:** All information in this handbook is subject to change. The Department of Nursing reserves the right to make and implement changes to the policies as needed to meet the requirements of the clinical agencies we utilize. Students will be notified according to the notification policy herein. If you have any questions, please contact your advisor.

**\*Signing this page indicates that I have read the information contained in the handbook and agree to be responsible to the contents of this document.** A complete copy of the *BSN Student Handbook* is available to me at <https://www.muskingum.edu/academics/nursing/about>.

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 *BSN Student Handbook*.

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

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

\_\_\_\_\_  
Date



# Table of Contents

- Chapter 1. Nursing Program Description ..... 9**
  - Mission ..... 9
  - Purpose ..... 9
  - Philosophy ..... 9
  - Program Objectives.....12
  - Table 1. Department of Nursing Program Objectives.....12
- Chapter 2. Nursing Organizational Structure .....14**
  - Figure 1. Reporting Structure for the Department Nursing .....14
  - Offices .....15
  - Nursing Skills Laboratory .....15
  - Student Governance.....15
  - Department of Nursing Committees.....15
  - Student Representatives.....16
  - Traditional and ABSN Prelicensure Tracks .....16
  - RN-BSN Completion Post-licensure Track .....16
  - Nursing Student Organization .....16
- Chapter 3. Nursing Program Policies and Expectations .....17**
  - Student Admission (Prelicensure traditional track) .....17
  - Student Admission (RN to BSN program track) .....18
  - Student Readmission .....19
  - Advance Standing Policy also known as Transfer with Advance Standing in Nursing (Prelicensure track).....19
  - Transfer without Advance Standing (Prelicensure Traditional Track).....20
  - Change of Major to Nursing.....20
  - Transfer with Advance Standing in Nursing (Prelicensure/Accelerated/2<sup>nd</sup> Degree BSN).....21
  - Transfer with Advance Standing in Nursing (RN to BSN track) .....22
  - Policy for Awarding Transfer Credit for Military Education or Skills Training ..22
  - Policy for Awarding Transfer Credit to Meet Admission/Progression Requirements.....22
  - Student Progression .....22
  - Prelicensure (Traditional) BSN Track (Progression).....23
  - Prelicensure Accelerated BSN Track (Progression) .....23
  - RN to BSN Track (Progression).....23
  - Degree (Completion) Requirements.....23
  - Traditional Prelicensure Track Course Requirements for the BSN Degree.....24
  - General Education course requirements .....24
  - Required Core Courses for the BSN Degree (Traditional and ABSN Prelicensure program) Tracks .....24
  - Required Nursing Courses in the Major: Lower Division. (19 credits).....24
  - Required Nursing Courses in the Major: Upper Division. (46 credits).....25
  - Assessment Technologies Institute® (ATI) .....25
  - Table 2. Prelicensure 4-year Curriculum Plan for Nursing .....26
  - Table 3. Accelerated Bachelor of Science in Nursing 4-semester Curriculum.....27
  - Post-licensure RN-BSN Track Course Requirements for the BSN Degree.....27
  - Nursing Courses (23 credits).....28
  - Non-nursing Courses Required for the Major (18 credits).....28

**Table 4. RN to BSN Sample Part-time Curriculum Plan .....28**

**Nursing Course Descriptions .....29**

**Nursing 125: Foundations in Professional Practice I.....29**

**Nursing 126: Foundations in Professional Practice II.....29**

**Nursing 226: Health Assessment .....29**

**Nursing 227: Fundamentals in Nursing Practice.....29**

**Nursing 230: Pharmacology.....29**

**Nursing 251: Introduction to Clinical Practice in Medical/Surgical Nursing.....29**

**Nursing 330: Transitions in Professional Practice (RN-BSN only).....30**

**Nursing 335: Health Assessment (RN to BSN only).....30**

**Nursing 340: Nursing Research.....30**

**Nursing 351: Clinical Practice in Medical-Surgical Nursing .....30**

**Nursing 360: Mental Health and Family Nursing .....30**

**Nursing 375: Nursing Care of Parents, Newborns and Children .....30**

**Nursing 430: Perspectives in Global Nursing and Health.....31**

**Nursing 451: Nursing Care of Adults with Complex Health Problems.....31**

**Nursing 460: Community Health Nursing .....31**

**Nursing 470: Contemporary Issues in Nursing and Healthcare  
(RN to BSN only).....31**

**Nursing 480: Nursing Leadership/Management, (RN to BSN only).....31**

**Nursing 486: Nursing Leadership and Management .....31**

**Nursing 487: Nursing Senior Capstone: Preparation for Licensure and  
Practice .....31**

**Nursing 490: Special Topics (Elective) .....32**

**Program Fees/Expenses and Refund Information .....32**

**Attendance Policy.....32**

**Absences Due to Illness (Classroom, Laboratory and Clinical).....32**

**Tardiness.....33**

**Dismissal from Nursing.....33**

**Student Guidance and Counseling Services Availability .....34**

**Academic Advising.....34**

**Prelicensure (Traditional & ABSN)Tracks.....34**

**RN-BSN Track.....34**

**Academic Record Management Policy .....35**

**Prelicensure (Traditional and ABSN) Track .....35**

**RN-BSN track.....35**

**Process for Filing Grievances and Appeals (formal complaints).....35**

**Faculty Responsibility Related to Supervision of Students in Clinical.....36**

**Periodic Evaluation by Faculty of Student’s Progress .....37**

**Grading Scale .....37**

**Policy for determining a failing grade in a nursing course that includes a  
laboratory and/or a clinical component.....37**

**Laboratory Evaluation.....37**

**Clinical Performance Evaluation in Clinical Nursing Courses .....38**

**Post Licensure RN-BSN Track .....38**

Clinical Evaluation Form (NURS 460).....40

Clinical Evaluation Form (NURS 480).....41

Student Conduct Policy-Classroom and Laboratory .....42

For class, seminar and laboratory sessions students are expected to demonstrate accountability by: .....42

Student Conduct-Clinical Setting .....42

For clinical learning experiences students are expected to demonstrate accountability by: .....42

Personal Accountability and Responsibility Policy and Procedures.....46

Procedure.....47

Procedure for Notifying Students of Changes in Program Policy.....47

Unusual Incidents Reporting .....47

ADA and Student Accessibility Services .....47

Title IX.....47

General (Apply to All Students) ..... Error! Bookmark not defined.

Writing Policy for Students .....48

Academic Dishonesty Policy .....49

Clinical Practice Requirements (Prelicensure program track) .....50

Cardio-pulmonary Resuscitation (CPR) .....50

Drug Testing Policy .....50

*Background*.....50

Definitions .....50

- *Chain of Custody*.....50
- *Chemical Dependency* .....50
- *Chemical Substance Abuse*.....50
- *Drug testing* .....50
- *For Cause*.....51
- *Impaired Nursing Practice* .....51
- *Random testing* .....51
- *Self-reporting*.....51
- *Treatment*.....51

*Testing Requirements* .....51

*Required Testing* .....51

*Random Testing* .....51

*For Cause Testing* .....51

*Testing Protocol* .....52

Cost of Testing .....53

Positive Drug Test.....53

Self-Reporting of Chemical Dependency .....53

Finger Prints and Criminal Background Checks .....53

How to Obtain Finger Prints and Background Checks .....54

Health Assessment and Immunization.....54

- Tetanus Immunization.....54
- Measles (Rubeola), Mumps, Rubella (MMR) .....54
- Hepatitis B .....55

- Varicella .....55
- Tuberculosis .....55
- Influenza.....55
- COVID-19.....56
- Liability Insurance .....56
- Uniform Policy—Traditional and ABSN Prelicensure Tracks .....56
- Uniform Policy—RN-BSN Completion Post-licensure Track .....58
- Required Nursing Equipment .....58
- Travel to Clinical Settings .....59
- Related Clinical Obligations.....59
- Guidelines for Occupational Health .....59
- Guidelines for Care of Persons with Known Contagious Diseases .....59
- Implementation of the policy .....60
- Cell Phone Use .....60
- Promotions and Publicity Policy.....60
- Chapter 4. Program Completion.....62
- Application for Graduation .....62
- Applying for Licensure as a Registered Nurse (RN) (NCLEX-RN®) .....62
- Pinning .....62
- BSN Alumni Survey .....62
- Appendix A. Nursing Student Organization Constitution .....64
- Appendix B. RN-to BSN Application Form.....67
- Appendix C. Accelerated BSN Application Form.....69
- Appendix D. BSN Readmission Petition .....71
- Appendix E. Application for Admission/Progression into Nursing Program ...73
- Appendix F. Muskingum Adult Program Course Audit Worksheet.....75
- Appendix G. Personal Accountability & Responsibility Performance Report...76
- Appendix H. Personal Accountability and Responsibility Performance Report Student Response.....77
- Appendix I. Laboratory Evaluation.....78
- Appendix J. Clinical Evaluation.....79
- Appendix K. Unusual Incident Report Form .....82
- Appendix L. Declaration of Legal Use of Prescribed Medication Form .....83
- Appendix M. Drug Testing Student Certification, Release, and Authorization Form .....84
- Appendix N. Department of Nursing Health Assessment.....85
- Appendix O. Muskingum University Nursing Alumni Survey.....87



## 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 where individual fulfillment is encouraged and human dignity is respected. 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 three types of students, the four-year prelicensure student, the four-semester accelerated BSN student and the registered nurse student who is either a graduate of a 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 purpose 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 believes 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 the 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. Health promotion are activities which emphasize maximizing health, such as client teaching, behavioral change, family dynamics and holistic assessment.

The basis of professional nursing is in liberal arts education and integrates knowledge from nursing, the arts, sciences and the humanities. Within the 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 client responses. Critical thinking is the basis for the nurse's application and use of knowledge and experiences to make clinical judgements. Nurses evaluate and apply evidence-based research findings in order to provide safe, high-quality care.

Professional nurses must be able to practice teamwork and collaboration and also work autonomously within ever-changing, complex healthcare delivery systems that require effective leadership, professionalism, communication and technological skills to work productively with inter-professional staff 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 to provide high quality care. 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 nurturing 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 a person-centered 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 guides, directs, facilitates and evaluates 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.

## **Philosophy Statement Key Concept Definitions**

### **Person-centered care**

Recognize the person or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for person's preferences, values, and needs (Ohio Nurse Competency Model, 2013).

### **Teamwork and Collaboration; Communication**

Interact effectively with clients and families and within nursing and inter-professional teams, to foster open communication, mutual respect, and shared decision-making, to achieve quality person care and positive health outcomes, and to enhance client satisfaction (Ohio Nurse Competency Model, 2013).

### **Evidence-based practice**

Integrate best current evidence with clinical expertise and client/family preferences and values for delivery of optimal health care (Ohio Nurse Competency Model, 2013).

### **Quality improvement; Safety**

Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems thus minimizing the risk of harm to clients and providers through both system effectiveness and individual performance (Ohio Nurse Competency Model, 2013).

### **Informatics and Technology**

Use information and technology to communicate, manage knowledge, mitigate error, and support decision making (Ohio Nurse Competency Model, 2013).

### **Leadership & Professionalism**

Influences the behavior of individuals or groups of individuals within their environment in a way that will facilitate the establishment and acquisition/achievement of shared goals; and demonstrates accountability for the delivery of standard-based nursing care consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles (Ohio Nurse Competency Model, 2013).

### **Systems-Based Practice**

Demonstrate an awareness of and responsiveness to the larger context of the health care system and will demonstrate the ability to effectively call on microsystem resources to provide care that is of optimal quality and value (Ohio Nurse Competency Model, 2013).

### **Health Promotion**

Activities which emphasize maximizing health such as client teaching, behavioral change, family dynamics, and holistic assessment (Adapted from The Essentials of Baccalaureate Education for Professional Nursing Practice, 2008).

### Life-long Learning

The engagement of health professionals in learning activities to gain the competencies needed to provide care for diverse populations across the lifespan throughout their career (Adapted from IOM Nurse of the Future, 2010).

### Program Objectives

The students who successfully complete the Nursing Program will have satisfied the objectives identified in Table 1. The Prelicensure Traditional Track is delivered in three levels, sophomore, junior, and senior years. The Accelerated BSN and the RN-BSN Completion Track students will have met the objectives identified in the third level when they successfully complete the requirements of their respective track.

**Table 1. Department of Nursing Program Objectives**

| First Level<br>Sophomore Year   | Second Level<br>Junior Year  | Third Level<br>Senior Year and<br>RN-BSN Completion Track<br>(Terminal Level Objectives)  |
|---|--|---|
| <ol style="list-style-type: none"> <li>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.</li> <li>2. Acknowledge caring and cultural competence through the practice of professional nursing.</li> <li>3. Use critical thinking to make independent judgments in applying nursing process in the delivery of safe, quality nursing care to individuals and families.</li> <li>4. Discuss evidence-based nursing-related research findings in professional nursing practice.</li> <li>5. Determine effective leadership and management strategies</li> </ol> | <ol style="list-style-type: none"> <li>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.</li> <li>2. Demonstrate a commitment to caring and cultural competence through the practice of professional nursing.</li> <li>3. Use critical thinking components in making independent judgments in applying the nursing process in the delivery of safe, quality nursing care to individuals, families and groups.</li> <li>4. Interpret evidence-based nursing and health-related research findings in professional nursing practice.</li> <li>5. Apply effective leadership and management strategies</li> </ol> | <ol style="list-style-type: none"> <li>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.</li> <li>2. Integrate caring and cultural competence through the practice of professional nursing.</li> <li>3. Use critical thinking to make independent judgments in applying the nursing process in the delivery of safe, quality nursing care to individuals, families, groups, organizations, communities and global populations.</li> <li>4. Use evidence-based nursing and health-related research findings in professional nursing practice.</li> <li>5. Analyze effective leadership and management strategies used in rapidly</li> </ol> |

used in acute and chronic care healthcare delivery systems.

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.

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

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

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

used in acute and chronic care healthcare delivery systems.

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

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.

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

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

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

changing complex healthcare delivery systems.

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

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. Provide holistic professional nursing care across the life-span to promote health in a variety of healthcare settings.

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

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

### Chapter 2. Nursing Organizational Structure

The Department of Nursing is one of nine departments that make up the Natural/Applied and Health Sciences Division at Muskingum University. With three tracks to the BSN, one designed for prelicensure traditional undergraduate students, one for prelicensure accelerated BSN students and one for post-licensure RN-BSN completion students, this professional licensure discipline has a reporting structure that supports the needs of the Department. Figure 1 that follows and represents the reporting structure for the Department of Nursing.

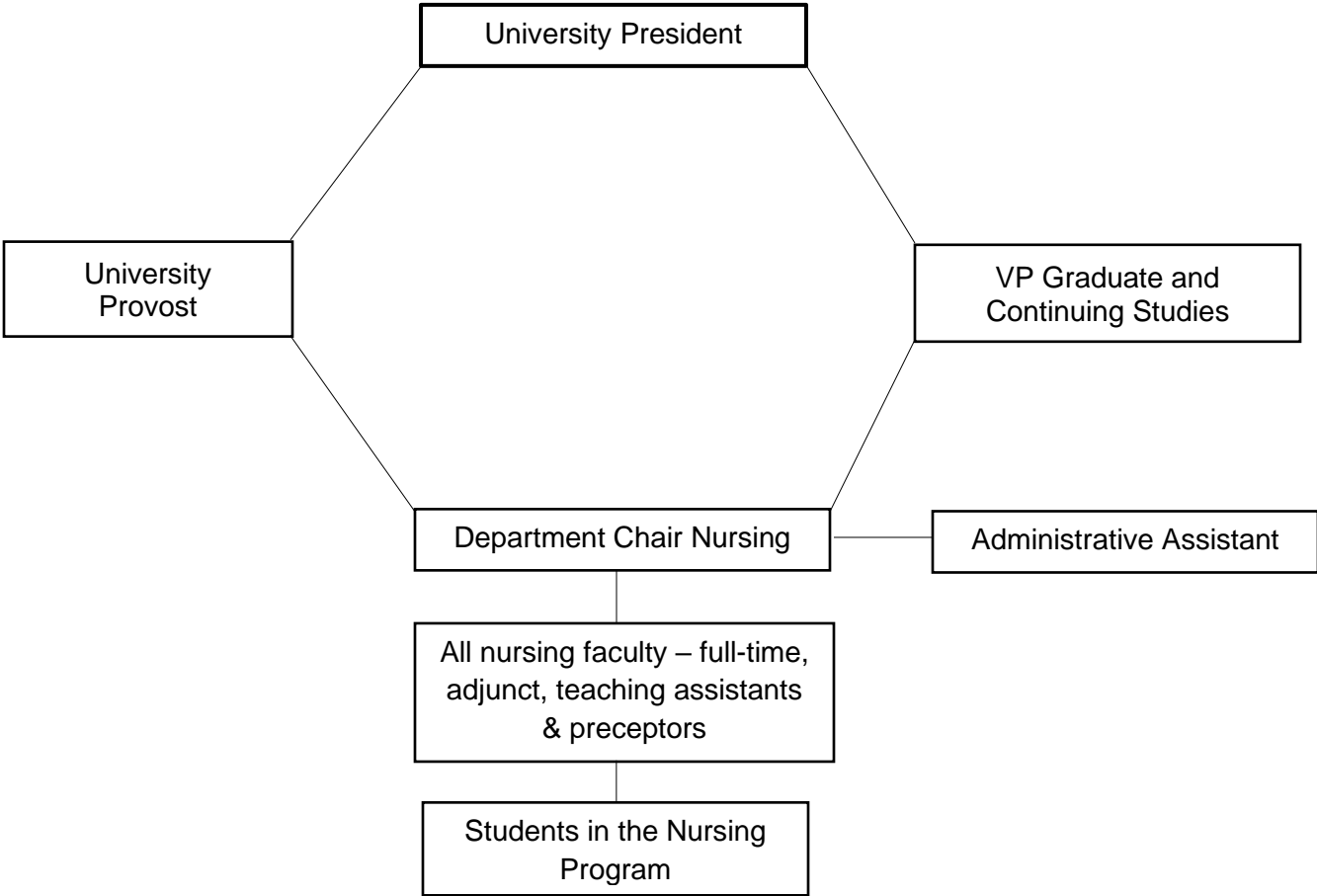


Figure 1. Reporting Structure for the Department Nursing

## Offices

The administrative offices for the Department of Nursing are located on the second floor of the Boyd Science Center. The Director and Chair of the Department of Nursing is located in room 222. The department administrative assistant is located in room 221. This is where student records for academic advising and clinical placement requirements are housed. In addition, full-time faculty have mailboxes located in this office. Full-time faculty offices are located on the second and fourth floors in Boyd Science Center.

## Nursing Skills Laboratory

The Nursing Skills Laboratories are located in the Boyd Science Center rooms 238 and 239 on the second floor. The Laboratory Manager/Associate Professor of Nursing is responsible for teaching and coordinating use of the laboratory for all nursing courses that include a laboratory component. The Laboratory Manager also acts as the primary purchasing agent for equipment and supplies allocated and used in the nursing lab for teaching and learning nursing skills. The Nursing Skills Laboratory contains the essential equipment and demonstration supplies needed to prepare students for safe clinical practice.

## 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 are 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

- *Admission/Progression/Graduation Committee.* The functions of this committee are to identify problems encountered in implementing admission policies, periodically reviewing admission policies in coordination with the Muskingum Admissions office, as well as being available to address student questions and concerns related to admission and progression status, provide admission counseling and track progression toward completion.
- *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.

## Student Representatives

**Traditional and Accelerated BSN Prelicensure Tracks.** Class officers are elected through the Nursing Student Organization (NSO) for these tracks during the spring semester for the following academic year. Class officers are invited to attend and participate in Nursing department meetings. Officers include: President, Vice President, Secretary/Treasurer and a representative from each class.

**RN-BSN Completion Post-licensure Track.** There will not be class officers selected for this track. All RN to BSN students are solicited for feedback regarding matters discussed within the Department of Nursing that pertains to their degree completion process. This is done through the University email system.

## Nursing Student Organization

The Nursing Student Organization (NSO) is a formal organization of the student body that includes pre-licensure nursing majors as members of the organization. The NSO is supported by the Nursing Faculty Organization and with campus recognition through the Office of Student Affairs. The purpose of the NSO is to:

- a. Promote fellowship among nursing students.
- b. Provide awareness of professional and social responsibilities by participating in community service to the Muskingum campus and surrounding community.
- c. Promote leadership opportunities to nursing students through activities and representation.
- d. Promote mentoring opportunities to all nursing students.

The Nursing Student Organization is committed to fulfilling its responsibilities as a student organization of Muskingum University. The NSO constitution is located in Appendix A.



## Chapter 3. Nursing Program Policies and Expectations

### Admission to Nursing (Prelicensure traditional track)

Students who apply to Muskingum University from high school and indicate their major as nursing will be reviewed first for admission to the University. Once that admission decision is made, the admissions office will determine if the candidate meets the Nursing admission criteria for direct admission into the nursing program. The successful candidate will receive an admission letter from the University, and a second admission letter to the nursing major. Any question about a student's admission status is directed to the nursing department chairperson for follow-up and resolution.

Admission to the Muskingum University (MU) Nursing Program involves review of the applicant's academic credentials. Applicants who meet the following high school academic criteria, an ACT composite score of 21 or better (1060 SATV = M), and a high school GPA of 3.2 or higher will be admitted as freshmen into the nursing program.

Please note, as a result of the COVID-19 pandemic, students who were direct admits to nursing during the 2021-2022 academic year demonstrated a minimum high school GPA of 3.3 and a grade of "B" or higher in their high school college prep (CP) or College Credit Plus (CCP) biology, chemistry, algebra I and algebra II courses. Students who completed a human anatomy and physiology course with a grade of "B" or higher after taking a general CP or CCP biology course used the A&P grade to fulfill the biology grade requirement. The ACT was not used to determine admission status into the nursing program during this period. **This admission criteria was only for academic year 2021-2022 due to the COVID-19 pandemic and students' limited access to take or repeat the ACT or SAT assessment.**

### "Pre-nursing" category

Nursing applicants who do not meet the stated academic requirements for direct admission to nursing may be considered for admission to the university as a "pre-nursing" student based on their ACT score and high school GPA. General guidelines for this admission status include an ACT composite score range of 18-20 and a high school GPA minimum of 3.0. In place of the ACT score in academic year 2021-2022 grades in the following high school (CP courses) or college credit plus (CCP) courses were reviewed to determine admission status in pre-nursing: biology, chemistry and algebra I and algebra II. Students who are admitted as a freshman "pre-nursing" student **are not officially admitted to the nursing program** until they have successfully achieved the progression criteria listed above and complete an official application for admission to nursing at the end of the freshmen year. Pre-nursing students who are able to successfully complete the freshmen progression criteria will be selected for admission to nursing based on their academic performance in the freshmen nursing pre-requisite courses (as listed above) and program capacity.

Revised 2020

### Students denied direct admission or pre-nursing status

Students who do not meet either one of the two categories above (direct admit to nursing as a freshman or "pre-nursing") may be considered for admission to nursing depending on their academic success during the freshman year, meet the progression criteria as described above and program capacity.

## Freshmen to sophomore progression

All freshmen nursing students who are planning to progress to the sophomore level of nursing must complete a progression application prior to the end of their freshmen spring semester and meet the progression criteria as stated below. Freshmen nursing students who meet the criteria will have guaranteed placement in the sophomore level of nursing.

- Minimum cumulative grade point average (GPA) of 2.7 on a 4.0 scale (all college, university or technical college grades combined).
- Completion of the following courses with a grade of “C” or higher (see 4-year curriculum plan)
  - Chemistry 108 – General, Organic and Biological Chemistry
  - Biology 121 – Anatomy and Physiology I
  - Biology 122 – Anatomy and Physiology II
  - English 121 – English Composition
  - Psychology 101 – Introduction to Psychology
  - Psychology 208 – Lifespan Development
  - Nursing 125 – Foundations in Professional Practice I (for transfer or change of major students entering as sophomore nursing students this course will be taken concurrently with NURS 226 and NURS 227 unless transfer credit is given for the course from another nursing program).
  - NURS 126 - Foundations in Professional Practice II (for transfer or change of major students entering as sophomore nursing students this course will be taken concurrently with NURS 230 and NURS 251 unless transfer credit is given for the course from another nursing program. Mid-year transfers or change of major freshmen may take the course in accordance with the four-year curriculum plan.

## Student Admission (RN to BSN program 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 B. Additional information is located in the Muskingum Adult Program Student Guidebook. Registered nurse students are accepted to Muskingum University and the Nursing Program based upon meeting the criteria as noted below: Registered nurses must meet the following requirements to be considered for admission to Muskingum’s RN to BSN program track.

1. Have a current/active license to practice nursing.
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.
  - a. RNs who do not meet this requirement must successfully complete (with a grade of “C” or better) 12 semester hours (6 credits nursing and 6 credits non-nursing) of course study at Muskingum University before being unconditionally admitted into the RN-BSN Completion track.
4. Have completed all nursing coursework at a “C” level or above.

5. Must be a graduate of a nationally accredited (NLN-CNEA or ACEN), registered nurse diploma or associate degree program; or
6. Registered nursing diploma graduates and graduates of non-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 assigned Nursing faculty advisor.

**Please note:** To enroll in the RN to BSN program, a student must reside in a state that authorizes Muskingum University to offer this program through distance learning to its residents.

### **Student Readmission**

The foundation of this policy comes from the *Muskingum University Undergraduate Course Catalog*. Students who have either withdrawn or been dismissed from the University and desire to re-enter must apply for readmission through the established channels. Please contact the Admissions Department to obtain information regarding readmission to the University.

Academic coursework taken since departure from Muskingum is 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 his/her designee. The BSN Readmission Petition can be found in the Appendices (see Appendix D).

In the event 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.

Ohio Administrative Code-4723-5-12 (A) (2) requires “the readmitted student meet the curriculum requirements effective at the time of readmission.”

### **Advance Standing Policy also known as Transfer with Advance Standing in Nursing (Prelicensure traditional track)**

The University’s policy on advance standing is published in the *Muskingum University Undergraduate Course Catalog*. As a professional program, Nursing has additional requirements to those in general for the University. This opportunity is for the prelicensure BSN student who started their program at another college or university’s accredited Associate Degree (ADN), diploma or BSN nursing program, but wants to be considered for advanced placement into the nursing curriculum without repeating similar nursing coursework from another program. These students must complete both an Application for Admission to Muskingum University and an Application for Admission/Progression to the Nursing Program (Appendix E) and return the Nursing application to the Department of Nursing. Applications are processed throughout the year.

Candidates are selected based on the following criteria and seats available in a cohort of students. Students will not be considered for advanced placement beyond the MU sophomore level of nursing.

- The original nursing program must hold either CCNE, ACEN, or NLN-CNEA accreditation for the time that the student was enrolled in that program. Students who request transfer with advance standing from a non-accredited program will be provisionally admitted to nursing (assuming all other criteria are met in this policy) until

they have completed one year of successful academic course work and meet progression criteria to the next level of the program. The program must be approved to offer the prelicensure program in the state in which it is located.

- Minimum weighted GPA from all previous college work of 2.7 on a 4.0 scale.
- All pre-requisite and nursing coursework completed at a “C” level or better.
- All course syllabi for nursing courses taken at another university must be submitted to the Chair of the department for evaluation as part of the application process. Additional requirements may be requested based on individual situations to determine competency and advanced standing status.
- A letter of support from the nursing academic advisor, or the director/chair of the department recommending the student be considered based on normal progression and professional accountability from the previous program.
- A personal interview with the Chair or his/her designee is required once all items noted above have been received.

### **Transfer without Advance Standing (Prelicensure traditional track)**

This is the opportunity for the candidate who started course work at another college/university but was *not* enrolled in a nursing program at that college/university. Applicants are reviewed by the admissions office for admission to the University based on published admission criteria in the *Muskingum University Undergraduate Course Catalog*. This candidate will then be reviewed for admission as a nursing major based on the following criteria:

- Accumulative GPA at or above 2.7 on a 4.0 scale (weighted average if more than one university).
- Coursework required for nursing at a “C” or better level.
- Seats remain open in the cohort of nursing majors.

Students whose high school graduation exceeds one year from the time they apply to the nursing program and have not completed college level coursework after high school may be considered for admission to the program on a case-by-case basis.

### **Change of Major to Nursing (Prelicensure traditional track)**

These students are enrolled at Muskingum University but have declared a major other than Nursing. Change of major students are welcome to apply to the Nursing program. Students who decide to change their major to nursing during their freshmen year at Muskingum must meet the same admission requirements as those who entered as freshmen nursing students, e.g., ACT composite 21 minimum and high school GPA 3.2 or higher. Students who have completed one year or more of full-time coursework at Muskingum and have decided to change their major to nursing may do so based on the same criteria as in the Transfer without Advance Standing policy. All change of major students are considered for placement into the appropriate level of the curriculum as seats are available after currently enrolled nursing majors are placed. The change of major student must complete the application for Admission/Progression to the Nursing program (see Appendix E) to be considered for program admission.

**\*Please note – AY 2021-2022 – All change of major students must meet the same admission criteria as students in the Direct Admission category (page 17).**

## Transfer with Advanced Standing in Nursing (Prelicensure Accelerated Bachelor of Science in Nursing (ABSN) program track)

The BSN prelicensure program at Muskingum offers an ABSN degree program track to someone who has completed a non-nursing baccalaureate or higher degree from an accredited college or university and meets the OAC 4723-5-01C definition for “Accelerated Program”. Applicants can apply to the program by submitting the Nursing accelerated degree program track application (Appendix C). The application must be submitted no later than June 30<sup>th</sup> that precedes the fall semester in which the applicant intends to begin the program. Prior to program acceptance applicants must submit the following:

- An official transcript from an accredited college or university where a non-nursing baccalaureate degree or higher was earned. Transfer credit will be awarded in accordance with the Muskingum University transfer policy for all general education courses and those not considered “core” in the nursing program, e.g., religious understanding, artistic understanding etc....
- The non-nursing baccalaureate or higher degree must demonstrate evidence of an accumulative GPA of 2.7 or higher on a 4.0 scale, a 3.0 or higher is preferred. The conferred degree may include transfer grades from another accredited college or university. In addition, transcripts from other colleges or universities attended may be submitted for evaluation of additional transfer credit that was not considered part of the conferred degree but may be used to calculate an overall weighted GPA for admission into the program.
- Nursing courses completed at another nationally accredited college or university’s nursing program may be considered as a part of advanced placement on a case-by-case basis.
- ABSN applicants are exempt from completing the following “core” courses in the nursing program: Introduction to Psychology, Introduction to Sociology, English Composition, the upper-level Health Science elective and the Muskingum University general education curriculum. Pathophysiology and Biomedical Ethics are “core” requirements that must be completed. Pathophysiology must be completed with a grade of “C” or better to progress in accordance with the ABSN curriculum plan. Biomedical Ethics must be taken prior to graduation but is not a requirement for progression in the program.
- Applicants must complete the following prerequisite courses prior to acceptance in the ABSN program track. Science courses denoted with a (^) must have been completed within the past five years to be considered for acceptance into the program. Courses denoted with a (\*) must be completed with a minimum grade of “C” or better in each course. Transfer credit will be considered for all courses listed.
  - A&P I and A&P II (with labs) – 8 credits ^\*
  - General, Organic, Biochemistry (with lab) – 4 credits ^\*
  - Microbiology – 4 credits ^\*
  - Genetics or Human Genetics – 3 credits ^\*
  - Nutrition Across the Lifespan – 3 credits \*
  - Lifespan Development – 3 credits \*
  - Statistics – 3 credits
- Evidence of a satisfactory health assessment, urine drug screen, BCI/FBI background check and current American Heart Association CPR Basic Life Support Course for Health Care Providers (BLS-C) (see nursing student handbook for forms and details) must be completed and submitted prior to starting in the program.

### Transfer with Advance Standing in Nursing (RN to BSN track)

Muskingum University adheres to the Ohio Board of Regents Transfer and Articulation Policy (July 1993) as stated in the *Muskingum Adult Program Student Guidebook*. Students who have earned an Associate's degree, or who have completed at least 60 semester hours of earned transferable credit, from regionally accredited institutions, will be able to earn a Baccalaureate Degree from Muskingum University by meeting the following requirements:

- Successful completion of the Transfer Module for general education credits recognized by the Ohio Board of Regents and in accordance with Muskingum University transfer policy.
- Completion of a minimum of 124 earned semester credit hours.
- Completion of the requirements for an academic major that include completing the residency requirement (a minimum of 32 earned credit hours earned at Muskingum), completing a minimum of 40 credit hours at the 300-400 level, including one 300-400 level writing unit, and completion of one 3-hour, 300-400 level course selected from the Moral Inquiry section of Muskingum University's general education requirements.
- RN students will receive validation credit for coursework successfully completed from their previous academic experience. RN students from non-accredited diploma or associate degree programs will receive provisional acceptance until they have completed 6 credits of nursing and 6 credits of non-nursing course work with a grade of "C" or better at Muskingum University. Upon meeting these requirements students will receive an unconditional letter of acceptance to the nursing program.

### Policy for Awarding Transfer Credit for Military Education or Skills Training

For individuals with experience in the armed forces of the United States, or in the National Guard or in a reserve component, the Muskingum University Nursing Program Director and Chair will review the military education and skills training that may be applicable to the BSN program. If the military education and/or skills are substantially equivalent to the nursing course content transfer credit will be awarded. Transfer credit will be awarded on a course-by-course basis. The transfer credit will be noted on the student's official Muskingum University transcript. If the course is not substantially equivalent to award nursing course credit it may be used as transferrable elective credit at Muskingum University.

### Policy for Awarding Transfer Credit to Meet Admission/Progression Requirements

Nursing students who elect to take courses at another college or university and transfer them to Muskingum University (MU) to meet progression requirements in the nursing program are **advised to meet with their academic advisor and complete a Muskingum University transfer credit petition prior to registering for the course**. Students who do not complete the transfer credit petition cannot be assured that the course taken and transferred will meet the nursing program's progression requirement.

Effective date: 2/19/2021

### Student Progression

All students enrolled in the Bachelor of Science in Nursing (BSN) program regardless of the program track must meet all requirements of the curriculum plan under which they entered i.e., traditional and ABSN prelicensure tracks and RN to BSN post-licensure track. Progression courses must be taken in the order in which they are listed on the respective curriculum plans.

For example, in the prelicensure program, students must successfully complete NURS 226 and 227 with a grade of “C” or better before they can move to the next semester in nursing.

A student in the program may attempt only one nursing course (NURS) twice. An attempt is defined as being enrolled in a course beyond the 60<sup>th</sup> 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. When a student receives a grade below a “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 meet with their academic advisor to work through this process.

### **Prelicensure (Traditional) BSN Track (Progression)**

A minimum grade of “C” is required in all Nursing courses as well as the following core courses: Biology 121, 122, 305, 346, 312, Chemistry 108, English 121, Psychology 101, 208, and Nutrition 231. If a grade lower than a “C” is earned, this course must be repeated in order to enroll in subsequent nursing courses in accordance with the 4-**year** curriculum plan. A “C-”, or less in any of the courses noted in this paragraph is viewed as unsatisfactory and must be repeated before the student can progress in nursing. Students who are unable to successfully complete the required courses due to other extenuating circumstances will not be permitted to progress in the program. Grades earned in other University courses, e.g., general education are evaluated based on the University standard.

### **Prelicensure ABSN Track (Progression)**

Students admitted to the ABSN program must follow the curriculum plan designed for this program track. If a grade lower than “C” is earned in a required course, i.e., NURS courses and BIOL 346 pathophysiology, the course must be repeated in order to enroll in subsequent nursing courses in accordance with the 4-**semester** curriculum plan. A “C-”, or less in any of the courses noted in this paragraph are viewed as unsatisfactory and must be repeated before the student can progress in nursing. Students who are unable to successfully complete the required courses due to other extenuating circumstances will not be permitted to progress in the program. Grades earned in other University courses, e.g., Biomedical Ethics are evaluated based on the University standard.

### **RN to BSN Track (Progression)**

A minimum grade of “C” is required in all nursing (NURS) courses. Grades earned in other courses are evaluated based on the University’s standard.

**A student who fails to progress and joins a subsequent nursing cohort will be required to meet the curriculum and progression requirements of the cohort they join and adhere to the curriculum plan under which they entered. For example, traditional prelicensure students will follow the 4-year curriculum plan and ABSN students will follow the 4-semester curriculum plan.**

### **Degree (Completion) Requirements – All BSN students must complete:**

- all requirements in the major
- all general education requirements (traditional prelicensure) or all transfer module requirements (RN to BSN), plus one upper-level writing unit course and one upper-level

course selected from the moral inquiry category of Muskingum University's general education requirements; meet all prerequisite requirements to enter the ABSN track and all course requirements after entry into the ABSN track

- 127 semester credits (prelicensure traditional); 124 semester credits (RN to BSN); 71 semester credits (prelicensure ABSN)
- have a cumulative grade point average of at least 2.0 in the nursing major as well as in all courses completed at Muskingum University
- earn a final grade of C or higher in all nursing courses (traditional and ABSN prelicensure and RN to BSN); plus, the following required core courses (traditional prelicensure); Chemistry 108, Biology 121, 122, 305, 312 and 346; Nutrition 231 (Nutrition), Psychology 101, 208 and English 121; and (ABSN) BIOL 346.
- have the last 31 semester credits toward graduation earned as a degree seeking student at Muskingum University, or in an approved off-campus study
- satisfy the degree requirements of Muskingum University as defined in the Muskingum University Undergraduate Course Catalog or the Muskingum Adult Program Student Guidebook (RN-BSN program track)
- the "Application to Graduate Muskingum University" (Prelicensure); the Muskingum Adult Program "Application to Graduate" (RN to BSN)

### **Traditional Prelicensure Track Course Requirements for the BSN Degree**

#### **General Education course requirements**

As published in the *Muskingum University Undergraduate Course Catalog* for the year the student was admitted to Nursing.

#### **Required Core Courses for the BSN Degree (Traditional and ABSN Prelicensure program tracks)**

##### **Traditional track**

These include the following courses or their equivalent as published in the *Muskingum University Undergraduate Course Catalog* for the year the student was admitted to Nursing. Chemistry 108, Biology 121, 122, 305, 312, 346, Psychology 101, 208, 231, Philosophy 305, Sociology 101, NUTR 231, and HLSC, EXSC or NUTR upper level elective selected from one of the following: NUTR 332 Sport Nutrition and Supplementation; HLSC 307 Health Communication and Promotion; HLSC 308 Community Health; HLSC 312 Social Gerontology; HLSC 322 Health Policy; HLSC 326 Healthcare Finance; HLSC 345 Personal Health; HLSC 415 Advanced Epidemiology; EXSC 333 Motor Learning and Performance; EXSC 336 Principles of Strength and Conditioning (all 3 credit hour courses); and EXSC 337 Exercise Testing and Prescription (a 4 credit hour course).

##### **ABSN track**

These include BIOL 346 and PHIL 305

#### **Required Nursing Courses in the Prelicensure BSN (traditional and ABSN): Lower Division. (19 credits)**

Nursing 125: Foundations in Professional Nursing Practice I – 1 credit

Nursing 126: Foundations in Professional Nursing Practice II -1 credit

Nursing 226: Health Assessment- 3 credits

Nursing 227: Fundamentals of Nursing Practice -4 credits

Nursing 230: Pharmacology - 3 credits

Nursing 251: Introduction to Clinical Practice in Medical/Surgical Nursing - 7 credits



**Required Nursing Courses in the Prelicensure BSN (traditional and ABSN): Upper Division. (46 credits)**

Nursing 340: Nursing Research - 3 credits

Nursing 351: Clinical Practice in Medical/Surgical Nursing - 7 credits

Nursing 360: Mental Health Nursing/Clinical - 4 credits

Nursing 375: Nursing Care of Parents, Newborns and Children – 8 credits

Nursing 430: Perspectives in Global Health and Nursing- 3 credits

Nursing 451: Nursing Care of Adults with Complex Health Problems – 7 credits

Nursing 460: Community Health Nursing – 4 credits

Nursing 486: Nursing Leadership and Management - 3 credits

Nursing 487: Nursing Senior Capstone: Preparation for Licensure and Practice – 7 credits

**Assessment Technologies Institute® (ATI)**

All sophomore, junior and senior traditional nursing students and ABSN students are required to use the ATI products and services in the following nursing courses: NURS 226, 227, NURS 230, NURS 251, NURS 351, NURS 360, NURS 375, NURS 451, NURS 460, NURS 486 and NURS 487. The ATI products are designed to enhance student mastery of nursing content and success on the National Counsel Licensure Examination (NCLEX-RN®). ATI assessment and remediation activities are integrated into the specific nursing courses noted above. Online tutorials, skill enhancing videos, online practice testing and proctored assessments are utilized. The proctored assessments are specifically designed to evaluate the student's acquisition of knowledge and understanding related to NCLEX-RN® specific concepts. During the spring semester all senior nursing students in the traditional program track will take the final comprehensive predictor exam. The ABSN students will take the final comprehensive predictor at the conclusion of the fourth (final) semester in the program. This assessment will be given in NURS 487 Nursing Senior Capstone: Preparation for Licensure and Practice and will be included with other assignments in determining the final grade for this course.

The ATI products, in combination with the nursing program content aim to increase confidence with nursing content and practice and prepare the student for the NCLEX-RN® (licensure exam). Students are expected to complete assignments using their course materials, which will include content from the ATI learning resources. The ATI resources are aligned with the content taught in each of the nursing courses and is a part of the final course grade determination. ATI information and orientation resources are available to all nursing students in the program. Students will be expected to spend time navigating the orientation materials in class and on their own. These materials can be found on ATI's student home page.

**Table 2. Prelicensure 4-year Curriculum Plan For Nursing**

| Year  | Fall Semester   | Credits   | Spring Semester  | Credits                      |
|---|---|---|--|------------------------------|
| First   | *BIOL 121 Anatomy & Physiology I  | 4   | *BIOL 122 Anatomy & Physiology II  | 4                            |
|   | *PSYC 101 Intro to Psychology   | 3   | *PSYC 208 Lifespan Development   | 3                            |
|   | *ENGL 121 Composition   | 3   | *CHEM 108 General, Biologic and Organic Chemistry  | 4                            |
|   | *NURS 125 Foundations in Professional Practice I (T=14;L=0;C=0)           | 1   | *NURS 126 Foundations in Professional Practice II (T=14;L=0;C=0)                             | 1                            |
|   | SOCI 101 Sociological Perspective   | 3   | COMM 200 Fundamentals of Speech  | 3                            |
|   | MUXP 101 Muskingum Experience   | 1   |  |                              |
|   | <b>Total</b>  | <b>15</b>   | <b>Total</b>   | <b>15</b>                    |
| Second  | NUTR 231 Nutrition Across the Lifespan                                    | 3   | Communication in a Global/Digital Age  | 3                            |
|   | BIOL 346 Pathophysiology  | 3   | BIOL 312 Microbiology  | 4                            |
|   | PSYC 231 Applied Statistics   | 3   | NURS 230 Pharmacology * (T=42;L=0;C=0)   | 3                            |
|   | NURS 226 Health Assessment* (T=28;L=28;C=0)                               | 3   | NURS 251 Introduction to Clinical Practice in Medical-Surgical Nursing* (T=56;L=28;C=84)     | 7                            |
|   | NURS 227 Fundamentals of Nursing Practice* (T=28;L=28;C=42)               | 4   |  |                              |
|   | <b>Total</b>  | <b>16</b>   | <b>Total</b>   | <b>17</b>                    |
| Third   | BIOL 305 Human Genetics   | 3   | Religious Understanding  | 3                            |
|   | NURS 351 Clinical Practice in Medical-Surgical Nursing * (T=56;L=42;C=63) | 7   | Western Traditions   | 3                            |
|   | NURS 360 Mental Health and Family Nursing* (T=42;L=0;C=42)                | 4   | NURS 340 Nursing Research * (T=42;L=0;C=0)   | 3                            |
|   | Artistic Understanding  | 3   | NURS 375 Nursing care of Parents, Newborns and Children * (T=56;L=42;C=105)                  | 8                            |
|   | <b>Total</b>  | <b>17</b>   | <b>Total</b>   | <b>17</b>                    |
|   | Fourth  | NURS 430 Perspectives in Global Health and Nursing * (T=42;L=0;C=0) | 3  | PHIL 305 Biomedical Ethics   |
| NURS 460 Community Health Nursing * (T=49;L=0;C=21)                             |   | 4   | NURS 486 Nursing Leadership and Management * (T=42;L=0;C=0)                                  | 3                            |
| NURS 451 Nursing care of Adults with Complex Health Problems * (T=56;L=42;C=63) |   | 7   | NURS 487 Nursing Senior Capstone: Preparation for Licensure and Practice * (T=49;L=14;C=126) | 7                            |
| HLSC, EXSC or NUTR upper-level course   |   | 3   |  |                              |
| <b>Total</b>  |   | <b>17</b>   | <b>Total</b>   | <b>13</b>                    |
|   |   |   |  | <b>TOTAL PROGRAM CREDITS</b> |

Please note- Progression from the freshman to the sophomore year will occur when students complete the courses marked with an asterisk (\*) with a grade of "C" or better and have an overall documented 2.7 GPA on a 4.0 scale. <https://www.muskingum.edu/academics/nursing/about>

\* NOTE: T = Theory clock hours/semester - L = Laboratory clock hours/semester - C = Clinical clock hours/semester Rev. 8/2021

**Please note: Students who entered the program prior to Fall semester 2021 will follow the 4-year curriculum plan under which they entered.**

**Table 3: Accelerated Bachelor of Science in Nursing 4-semester Curriculum**

| Year  | Fall Semester   | Credits   | Spring Semester  | Credits      |
|-------|---|-----------|--|--------------|
| First | NURS 125 Foundations in Professional Practice I (T=14; L=0; C=0)          | 1         | NURS 251 Introduction to Clinical Practice in Medical-Surgical Nursing (T=56; L=28; C=84)    | 7            |
|       | NURS 126 Foundations in Professional Practice II (T=14; L=0; C=0)         | 1         | NURS 230 Pharmacology (T=42; L=0; C=0)   | 3            |
|       | NURS 226 Health Assessment (T=28; L=28; C=0)                              | 3         | NURS 375 Nursing Care of Parents, Newborns and Children (T=56; L=42; C=105)                  | 8            |
|       | NURS 227 Fundamentals of Nursing Practice (T=21; L=28; C=42)              | 4         |  |              |
|       | NURS 340 Nursing Research (T=42; L=0; C=0)                                | 3         |  |              |
|       | BIOL 346 Pathophysiology  | 3         |  |              |
|       | <b>Total</b>  |           | <b>15</b>  | <b>Total</b> |
|       | Summer Semester   |           | 2 <sup>nd</sup> Fall Semester  | Credits      |
|       | NURS 351 Clinical Practice in Medical-Surgical Nursing (T=56; L=42; C=63) | 7         | NURS 451 Nursing Care of Adults with Complex Health Problems (T=56; L=42; C=63)              | 7            |
|       | NURS 360 Mental Health and Family Nursing (T=42; L=0; C=42)               | 4         | NURS 486 Nursing Leadership and Management (T=42; L=0; C=0)                                  | 3            |
|       | NURS 430 Perspectives in Global Health & Nursing (T=42; L=0; C=0)         | 3         | NURS 487 Nursing Senior Capstone: Preparation for Licensure and Practice (T=49; L=14; C=126) | 7            |
|       | NURS 460 Community Health Nursing (T=49; L=0; C=21)                       | 4         | PHIL 305 Biomedical Ethics   | 3            |
|       | <b>Total</b>  | <b>18</b> | <b>Total</b>   | <b>20</b>    |
|       |   |           | <b>TOTAL PROGRAM CREDITS</b>   | <b>71</b>    |

Please note- Progression to the next semester will occur when students complete all NURS courses including BIOL 346 with a grade of "C" or better.

<https://www.muskingum.edu/academics/nursing/about>

**NOTE:** T = Theory clock hours/semester - L = Laboratory clock hours/semester - C = Clinical clock hours/semester

**Post-licensure RN-BSN Track Course Requirements for the BSN Degree**

Students enrolled in the Post-licensure RN-BSN track through the Muskingum Adult Program (MAP) program must meet the requirement of the general education transfer module plus the following nursing and non-nursing courses required for the nursing major.

**Nursing Courses (23 credits)**

- NURS 330 - Transitions in Professional Practice (3)
- NURS 335 - Health Assessment (3)
- NURS 340 - Nursing Research (3)
- NURS 430 - Perspectives in Global Nursing and Health (3)
- NURS 460 - Community Health Nursing (4)
- NURS 470 - Contemporary Issues in Nursing and Healthcare (3)
- NURS 480 - Nursing Leadership and Management/Clinical (4) **This course has a required preceptorship clinical experience. Students may precept in the organization where they are employed, but not in the department or unit where they work.**

**Non-nursing Courses Required for the Major (9 credits)**

- PHIL 305 - Biomedical Ethics (3)
- HLSC 304 - Statistics for the Health Sciences (3)
- HLSC, EXSC or NUTR upper-level elective (3) the elective course may be chosen from a menu of courses under the Health Science (HLSC), Exercise Science (EXSC) or Nutrition (NUTR) prefix.

**Table 4. RN to BSN Sample Part-time Curriculum Plan**

| Year   | Fall  | Spring I   | Spring II   | Summer  |
|--------|---|--|---|---|
| First  | NURS 330<br>Transitions in Professional Practice (3 credits)<br><br>HLSC, EXSC or NUTR upper-level elective (3) | NURS 335 Health Assessment (3)<br><br>HLSC 304 Statistics for the Health Sciences (3)            | NURS 340 Nursing Research (3)<br><br>NURS 470 Contemporary Issues in Nursing and Healthcare (3) | NURS 430 Perspectives in Global Health and Nursing (3)<br><br>Elective coursework if needed |
| Second | NURS 460 Community Health Nursing/clinical (4)<br><br>PHIL 305 Biomedical Ethics (3)                            | NURS 480 Nursing Leadership and Management/Clinical (4)<br><br>Elective coursework if needed (3) | Elective coursework if needed (3-6)   |   |

## Nursing Course Descriptions

**Nursing 125: Foundations in Professional Practice I** - This course is an introduction to the theoretical concepts and foundational principles of nursing. The course will present the practice of nursing as defined and described in the program's philosophy statement and key concept definitions. (1 semester credit)

**Nursing 126: Foundations in Professional Practice II** - This course continues to introduce the theoretical concepts and foundational principles of nursing practice as defined and described in the program's philosophy statement and key concept definitions. A professional nursing e-portfolio will be introduced that will continue throughout the nursing program and conclude in the senior capstone course (NURS 487). (1 semester credit)

**Nursing 226: Health Assessment** - This course is designed to systematically teach the knowledge and skills needed to perform a comprehensive health history and physical assessment on the adult client. Content related to the techniques of inspection, palpation, percussion and auscultation are taught. Utilization of assessment data that includes physiological, psychosocial, developmental and genetic factors, and skills within diverse cultures in multiple health settings are emphasized. The analysis of assessment data enables students to enhance clinical reasoning, decision making and communication skills. Students have the opportunity to practice and demonstrate assessment skills learned in the laboratory setting. (3 semester credits)

**Nursing 227: Fundamentals in Nursing Practice** - Fundamentals of Nursing Practice introduces theories, principles and concepts relative to basic fundamental nursing practice. Students utilize concepts and content taught in the arts and sciences, including health assessment, to begin developing critical thinking skills and nursing care planning in accordance with the nursing process. Psychomotor and interpersonal communication skills are taught, along with principles of safety and infection control using evidence-based practice concepts. Students learn and practice psychomotor skills in the nursing laboratory prior to performance in the clinical agency to which they are assigned. (4 semester credits)

**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. (3 semester credits)

### **Nursing 251: Introduction to Clinical Practice in Medical/Surgical Nursing**

Introduces the nursing process of caring for adults and their family with acute and chronic health alterations. The student uses the nursing process to care for the adult medical-surgical client and their family in a holistic manner using information based on current evidence-based practice. A combination of classroom, laboratory and clinical teaching strategies are used to introduce nursing concepts and content related to physiological adaptation, psychosocial integrity, pharmacological therapy, cultural competence, ethical practice and leadership. Professional communication using oral, written and information technology is expected. (7 semester credits)

**NURS 330: Transitions in Professional Practice (RN-BSN only)** - This course provides an introduction to the Bachelor of Science in Nursing philosophy and program objectives at Muskingum University. Aspects of professional nursing practice will be addressed, including scope of practice, nursing process, cultural awareness, communication applications, writing standards, presentation development, collaboration, and the use of informatics to facilitate proficiency in Evidence Based Practice (EBP). (3 semester credits)

**NURS 335 Health Assessment (RN-BSN only)** - This course increases knowledge and skills in performing the client health history and physical assessment. Utilization of assessment skills and data collection across the lifespan, within diverse cultures, and in multiple health care settings will be emphasized. The analysis and synthesis of assessment data will enable students to enhance clinical reasoning, decision-making and communication. (3 semester credits)

**340: Nursing Research** - This course serves as an introduction to the basic elements of research necessary to critique nursing research. Focus will be placed on recognition of research methodologies, interpreting research articles, and evaluating the usefulness of findings for evidence-based nursing practice. (3 semester credits)

**Nursing 351: Clinical Practice in Medical-Surgical Nursing** - Students are expected to apply nursing knowledge and use critical thinking skills based on evidence-based nursing practice to care for adults and their family with acute and chronic health alterations. A combination of classroom, laboratory and clinical teaching strategies are used to continue building from prior program coursework on the concepts and content related to physiological adaptation, psychosocial integrity, pharmacological therapy, cultural competence, ethical practice and leadership. Professional communication using oral, written and information technology is expected. (7 semester credits)

**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. (4 semester credits)

**Nursing 375: Nursing Care of Parents, Newborns and Children** - This course addresses the needs of child-bearing parents, newborns and children as they progress through the stages associated with health promotion, wellness and illness in normal age-related changes, pregnancy, child development and rearing from conception through adolescence. The student uses critical thinking skills in the application of the nursing process with parents, families in childbirth, postpartum, and newborns through adolescence. Nursing implications relevant to physiological, developmental and genetic factors that influence the care of parents and children is covered. The nursing laboratory provides students the opportunity to learn and apply nursing skills relevant to the care of pregnant women, and newborns through adolescence. Clinical practice is provided in maternity and pediatric settings commensurate with the course content. (8 semester credits)

**Nursing 430: Perspectives in Global Health and Nursing** - This course provides an overview of major health problems from a global perspective. It identifies health priorities of the 21st Century, with an emphasis on improved health for all. The course discusses how healthcare systems operate in different countries and provides examples of organizations that addresses global health issues. Theory only course (3 semester credits)

**Nursing 451: Nursing Care of Adults with Complex Health Problems** - Students analyze and apply the concepts of physiological adaptation, psychosocial integrity, pharmacological therapy, cultural competence, ethical practice and leadership in the management of care of adults with complex multi-system health alterations. A combination of classroom, laboratory and clinical teaching strategies is used to plan and implement evidence-based nursing care for the complex client and their family. Professional communication using oral, written and information technology is expected. (7 semester credits)

**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. 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, families and the community are explored in terms of teaching/learning activities, caring ethics, nursing process and research through evidence-based practice. (4 semester credits)

**Nursing 470: Contemporary Issues in Nursing and Healthcare (RN to BSN only)** - This course examines the history and contemporary status of the American healthcare system as it relates to social, economic, cultural, political, and educational forces affecting nursing and health care. The role of the nurse is explored related 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 for life-long learning. (3 semester credits)

**Nursing 480: Nursing Leadership/Management (RN to BSN only)** - This course emphasizes development of leadership skills in nursing practice. Organizational, leadership, management and change theories are examined. Effective group leadership skills to assist in directing and/or providing safe, ethical care for groups of clients will be discussed. A significant component of the course will be the completion of an evidence-based clinical project. Theory and clinical course. (4 semester credits)

**Nursing 486: Nursing Leadership and Management**

Development of leadership skills in nursing practice is emphasized. Organizational, leadership, management and change theories are examined as they relate to the practice of nursing in dynamic and complex healthcare delivery systems. Analysis of ethical, political, legal and social issues that influence healthcare management are explored. Students are expected to analyze practical leadership and management case scenarios and substantiate their analyses with evidence from the literature. An evidence-based project is completed that includes leadership concepts and theories covered in the course. (3 semester credits)

**Nursing 487: Nursing Senior Capstone: Preparation for Licensure and Practice**

The capstone course focuses on the application of nursing content as it relates to preparation for licensure and entry into practice. Opportunities for socialization into the professional nursing role are provided. Students are expected to function with a high degree of independence, collaborate with other healthcare professionals, use effective group/leadership skills and direct

and/or provide safe, ethical care for their clients. Students are required to successfully complete a clinical experience and apply the nursing process to clients in the healthcare setting. At the conclusion of the course students take a comprehensive predictor exam and submit a nursing program objectives portfolio. (7 semester credits).

### **Nursing 490: Special Topics (Elective)**

This elective option is reserved for selected topics in Nursing. The course title, description, and syllabus are subject to the approval of the instructor and the Chair of the Department. Prerequisite: Upper division status in Nursing or permission of instructor. (1-3 semester credits).

### **Program Fees/Expenses and Refund Information**

- *The nursing program fees are assessed as follows:*
  - *Students in the traditional and ABSN prelicensure program are assessed a program fee per semester beginning with the first clinical course (NURS 227) through the end of the program.*
  - *ATI fees are assessed starting with the first clinical course (NURS 227) through the end of the program.*

Muskingum University establishes the tuition and fee structure for all students. The Department of Nursing works with the University business office to establish any additional fees specific to the nursing program. Please refer to the University financial aid office website for tuition cost, fees and program refunds at:

<https://www.muskingum.edu/administration/student-accounts/cost>

### **Attendance Policy**

In accordance with University standards the Department of Nursing operates on the principle that learning is advanced by attendance at all learning activities. Nursing is a professional practice discipline, which means that attendance is vital and is a necessary component in providing safe quality care. Students are expected to attend and participate in all theory, laboratory, and clinical components. Students who fail to attend 85% of each course component due to an unexcused absence will receive a 5% reduction in their course grade.

A scheduled or excused absence may occasionally be required by the nursing student. It is the responsibility of the student to notify the course faculty prior to the absence in a timely manner and arrange to make up any missed assignments, quizzes and/or exams at the convenience of the course faculty. The University defines “timely” as “at least one week in advance” of the absence. Students will not be denied the opportunity to make up coursework missed because of a bona fide medical, personal, or family emergency, or when timely notice is received, and the absence is excused. Please refer to the University policy at

<https://www.muskingum.edu/catalog/academic-catalog-academic-policy-and-procedures/attendance-policy>

The student must submit documentation for a medical reason prior to or upon return to class/lab/clinical, whichever comes first. This may be a statement from the healthcare provider on appropriate letterhead or prescription pad. This statement should include a clearance to return to any nursing learning activity. If restrictions are imposed on the student, disclosure of specific health information may be requested. Students requesting a make-up exam or quiz may be required to take an alternative form of the exam or quiz from what was originally given.



### **Absences Due to Illness (Classroom, Laboratory and Clinical)**

The student is required to notify the faculty about health concerns and/or illness conditions prior to their attendance in the classroom, laboratory or clinical. The student who becomes ill during a classroom, laboratory or clinical experience must immediately notify the faculty or clinical faculty and nursing staff (if at clinical) about their health problem, and if necessary, their need to leave. The decision to remain in the clinical setting is determined by the faculty member in conjunction with the student and nursing staff. When a serious illness or injury occurs in the classroom, laboratory or clinical, the faculty in collaboration with the student and nursing staff (if clinical) will determine if the student needs immediate medical attention (i.e., EMS). If a serious injury or illness occurs in the hospital setting the emergency care will be provided in accordance with agency resources and policies. Follow-up care is available through the MU Wellness Center or a private practitioner of choice. If an illness or injury requires transport to the hospital the cost of the transportation and follow-up care will be the responsibility of the student. Student health insurance specifies the nature of covered services in the MU Wellness Center.

The student is to inform the faculty of any condition that may affect clinical assignments to clients in the clinical setting. These conditions may include pregnancy, skin lesions, mobility issues, infection or compromised immunity. If a student has a health problem that she/he is uncertain about the student should consult with faculty prior to the learning activity. Confidentiality will be maintained.

In the case of a missed learning activity the student must notify the faculty member involved (clinical faculty if a missed clinical activity), course instructor for missed class or lab. The impact of the missed absence on meeting course objectives successfully should be discussed with the faculty and include a plan to achieve the performance expectations for the remainder of the course.

The absence of a clinical or laboratory activity can seriously jeopardize successful completion of the course. The student must be able to complete all written, clinical objectives and skill performances in a consistent safe and satisfactory manner in the remaining time after the absence in order to pass the course and progress in the program.

### **Tardiness**

Students are expected to be on time for all nursing course theory, laboratory and clinical components. If tardiness is not within the student's control, such as car problems or unexpected traffic the student must notify the course lead faculty or clinical instructor (if traveling to clinical) as soon as the student is in a safe location. A late arrival to clinical without notifying the clinical instructor will result in an unsatisfactory clinical day. Recurrent tardiness in a nursing course theory (classroom) or laboratory component will result in a 5% final course grade reduction.

### **Dismissal from Nursing**

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

Should the student enrolled at MU wish to petition for readmission to Nursing, 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 led 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 completing the program should readmission occur.
3. The Director will take the petition to the appropriate Department of Nursing governance committee for action at their next scheduled meeting time.

The Director will notify the student in writing of the committee's decision/outcome.

### **Student Guidance and Counseling Services Availability**

The following mission statement may be found on the Counseling Services website at <https://www.muskingum.edu/counseling>. *Counseling Services assists students in overcoming personal, emotional, and psychological issues that may negatively impact their ability to reach their academic goals and to make the most of their experience at Muskingum University. Our goal is to support students as they acquire the skills, knowledge, and resources to succeed academically and pursue satisfying and productive lives.*

### **Academic Advising**

#### **Prelicensure (Traditional and ABSN) Tracks**

Following admission as a nursing major, each student is assigned a nursing faculty advisor. In addition, all "pre-nursing" students will be assigned a nursing faculty advisor beginning in the freshmen year even though they have not been admitted into the nursing program. Any student who decides to change their academic direction will be assigned an advisor outside of the nursing department. It is the responsibility of all students 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 classes. Academic advisors will approve schedule plans, alternative schedule options, and summer coursework as requested by students.

Students experiencing academic or personal difficulties are encouraged to contact their faculty advisor to facilitate support and advice. In addition, faculty advisors may assist students with scheduling an appointment at the MU counseling center.

Students have access to their advising files; this includes their clinical evaluation file. Students may review their files in the presence of the advisor and/or the course faculty. Students may ask for copies of any document contained in these files. Only the faculty member or the department administrative assistant may copy student file information. No records (files) are to be removed by the student.

#### **RN-BSN Track**

Following admission to the RN to BSN completion track each student is advised by the Director of Nursing or his/her designee. In addition, the Muskingum Adult Program (MAP) Coordinator

may serve as a co-advisor to the student on matters not related to the nursing courses, e.g., general education. An audit worksheet is used as a guide to assist students with tracking their progress toward their degree completion. The Muskingum Adult Program (*RN-BSN Track*) *Course Audit Worksheet* can be found in Appendix F.

## **Academic Record Management Policy**

### **Prelicensure (Traditional and ABSN) tracks**

Nursing student files are kept in a secure area located within the Department of Nursing. The currently enrolled student files include the following records:

- Admission or transfer records (original transfer records are located in the Registrar's Office for the traditional students and the Graduate/Continuing Studies Office for the ABSN students)
- Transcripts
- clinical and nursing laboratory evaluation records
- all other pertinent information, e.g., advising notes and other related advising materials, letters of recommendation, and correspondence related to the student's academic progress will be maintained separately

Records for all graduates of the program include complete transcripts indicating the credential/degree granted and the date of program completion (month and year).

### **RN-BSN track**

Academic advising files for the RN-BSN track students are maintained in the office of Graduate and Continuing Studies and contain the following items:

- Application for Admission
- Transfer credit evaluation
- Verification of active license from primary source, i.e., Ohio Board of Nursing
- Advising notes, progression plan, course audit.

### **Process for Filing Grievances and Appeals (formal complaints)**

A formal complaint is defined as a written communication either by email or letter that is signed and addressed to the Department of Nursing (DON) Chair and expresses dissatisfaction with any function or responsibility of the DON.

The purpose of the policy is to provide a mechanism to demonstrate attention to credible complaints. The more important purpose is to use the data to identify patterns of behavior or experiences that could indicate action needed in such areas as personnel, process, or curriculum. The Department Chair is responsible for the following:

1. Contacting the complainant to determine potential resolution or clarification of facts
2. Determining the appropriate routing and follow-up for any formal complaint
3. Reporting to the Nursing Faculty Organization on the nature and scope of any and all formal complaints
4. Reporting to the appropriate Vice President or Provost

5. Maintaining a record of formal complaints with any and all follow-up records for a period of 3 years, or for the duration of enrollment if a student is involved.
6. Timeliness is important. Students who decide to appeal a grade earned in a nursing course must do so in writing within two weeks after the semester in which the grade was earned and appealed in order to facilitate student progression should the appeal be overturned.

This process is not intended to replace the existing Muskingum University grievance or appeals process for students or faculty.

### **Faculty Responsibility Related to Supervision of Students in Clinical**

A faculty member of the nursing program will be responsible for planning the student's clinical experience and evaluating the student's performance based upon objectives and student learning needs. Faculty and teaching assistants (when used) shall supervise student practice by providing guidance, direction and support appropriate to the clinical situation. Supervision of the student shall be provided for each clinical experience involving the delivery of nursing care to an individual or group. All experiences for a nursing student shall be performed under the direction of a faculty member who functions only as a faculty member during the nursing student's clinical experience. The faculty member providing direction shall: Establish clinical objectives or outcomes within the framework of the course; Communicate clinical objectives or outcomes to the student, clinical teaching assistant and staff at the clinical site; Provide for orientation of each student to the clinical site, including introduction to staff; Make assignments, in conjunction with the teaching assistant for the student's experience, consistent with the specific objectives or outcomes of the course; Provide for supervision of each student and evaluate the student's experience, achievement, and progress in relation to the clinical objectives or outcomes, with input from the teaching assistant if used. The ratio shall be no greater than 1 instructor to 10 students in the clinical setting (or less as appropriate for safe delivery of nursing care).

The teaching assistant providing supervision to the student shall meet the requirements of 4723-5-10 (A) (4) OAC that includes competence in the area of clinical practice in which she/he is providing supervision; design at the direction of the lead faculty the student's clinical experience to achieve the stated objectives or outcomes of the course in which the student is enrolled; clarify with the faculty member: The role of the teaching assistant; the responsibilities of the faculty member; the course and clinical objectives or outcomes; the clinical experience evaluation tool; and contribute to the evaluation of the student's performance by providing information to the faculty member and the student regarding the student's achievement of established objectives or outcomes.

If a clinical preceptor is used to supervise the student she/he shall meet the requirements of 4723-5-10 (A) (5) OAC that includes competence in the area of clinical practice in which she/he is providing supervision; design at the discretion of the lead faculty the student's clinical experience to achieve the stated objectives or outcomes of the course; clarify with the faculty member: The role of the preceptor; the responsibilities of the faculty member; the course and clinical objectives or outcomes; the clinical evaluation process; and contribute to the evaluation of the student's performance by providing information to the faculty member and the student regarding their achievement of the established objectives or outcomes. The preceptor will not precept more than two students at any one given time.

## Periodic Evaluation by Faculty of Student's Progress

The Nursing faculty believe that evaluation is a means of determining the performance of the student at a given point in time in relation to predetermined program and course objectives. Evaluation is meant to be a tool to assist the student in development and growth toward meeting specific objectives.

### Grading Scale:

The grading scale used by the Department of Nursing applies to all enrolled students regardless of the program track. The following are the course grading standards used by the Department of Nursing for all (NURS) courses.

|    |        |    |       |
|----|--------|----|-------|
| A  | 93-100 | C- | 70-74 |
| A- | 90-92  | D+ | 67-69 |
| B+ | 87-89  | D  | 63-66 |
| B  | 83-86  | D- | 60-62 |
| B- | 80-82  | F  | 59-0  |
| C+ | 77-79  |    |       |
| C  | 75-76  |    |       |

### Policy for determining a failing grade in a nursing course that includes a laboratory and/or a clinical component.

Students must successfully complete all course components as required; classroom (theory), laboratory and/or clinical to pass the course. Students who earn a "Satisfactory" in the laboratory and clinical in the designated course and earn less than 75% average on all theory exams in that course will receive a course grade of:

1. "C-" if the exam average is 70-74%; 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 fail the laboratory and/or clinical component during the semester will not be able to return to clinicals but will be permitted to continue in the theory and lab components of the course.**

**Students who fail to successfully meet one or more components of a course (theory, lab or clinical) must repeat the entire course, not just the component they failed.**

### Laboratory Evaluation

Students will be expected to meet the laboratory objectives outlined in each nursing course with a lab requirement. Students who fail to meet the laboratory objectives will not pass the course. Laboratory skill acquisition is an important component of the required learning objectives in the nursing lab. Return demonstrations are required and must be successfully completed in order to pass the course. In the event that the student requires a third attempt to perform any procedure, a written learning contract will be developed prior to the third attempt using the Personal Accountability and Responsibility form with specific dates for the procedure to be

satisfactorily completed. Each required skill return demonstration must be satisfactorily performed by the THIRD attempt for a student to pass the course and progress in nursing. An example of the student laboratory evaluation with stated objectives can be found in Appendix I.

### **Clinical Performance Evaluation in Clinical Nursing Courses**

Students must achieve a “satisfactory” performance on all clinical course objectives by the end of each clinical course. Students who do not meet this standard will receive an “unsatisfactory” for the clinical component and not pass the course.

Students should be informed throughout the course about their progress in the clinical setting. Consistent performance improvement is important and expected. At any point during the clinical rotation student performance demonstrates that either the student, or client safety is at risk, a student will be removed from the clinical setting, receive a “unsatisfactory” for the clinical day and may be removed from the course. Agencies also have the right, at their discretion, to not permit the return of an individual. In the event that a student is having difficulty meeting one or more of the clinical course objectives the faculty member in conjunction with the teaching assistant (if used) is expected to meet with the student and document the performance concern using the Personal Accountability and Responsibility Performance Report form. The lead faculty completes the faculty section of the form, and the student completes the “student response” section. The report is filed in the student’s clinical evaluation file. In situations where a teaching assistant (TA) is providing clinical supervision, both the TA and the lead faculty must sign all documentation.

Three “unsatisfactory” clinical days will result in course failure.

At the conclusion of each clinical course the lead faculty, teaching assistant (if used) and student will sign and date the clinical evaluation. Students may review their clinical files upon request. An example of the student clinical evaluation form can be found in Appendix J.

### **Post Licensure RN-BSN Track**

Documentation of clinical performance of enrolled students in Nursing 460 (Community Health) and Nursing 480 (Leadership & Management) is required for RN-BSN students.

Assumptions:

1. All students enrolled in the RN-BSN track maintain their current RN licensure in good standing through enrollment in the nursing program.
2. Clinical experiences in NURS 460 and 480 directly support the development, implementation, and evaluation of a clinical based project or paper that is mutually acceptable to both the agency preceptor (NURS 480) and the faculty member teaching the course.
3. The clinical performance of the student is evaluated as Satisfactory or Unsatisfactory and based on the criteria established for each clinical course (see clinical evaluation form for NURS 460 and NURS 480 on the following pages).
4. Preceptors (NURS 480) will have input into the clinical evaluation process. It is the faculty members’ responsibility to assign the S/U grade for clinical performance.

5. The faculty may assign a letter grade to the project that reflects the quality of the work, for example a formal presentation to agency staff. Faculty will develop a grading rubric for evaluation of the letter grade associated with this portion of the course evaluation.

In order to receive a passing grade (C or better), the student must achieve a Satisfactory rating in all of the clinical evaluation components required in the course.

**Clinical Evaluation Form**

NURS 460 Community Health Nursing (RN-BSN Track)

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

\_\_\_\_\_  
(Date Evaluation Provided to Student)

\_\_\_\_\_  
(Faculty Signature)

Clinical performance is evaluated as Satisfactory(S) or Unsatisfactory (U). In order to pass this course, the student must achieve a satisfactory rating in each of the following areas.

The Student demonstrated:

|   | <b>S or U</b> |
|---|---------------|
| a. Completion of a Windshield Assessment  |               |
| b. Completion of a Community Data Profile   |               |
| c. Completion of a Community Analysis and Problem Priority List                     |               |
| d. Completion of Goals, objectives and interventions                                |               |
| e. Development of a Community Health Education Plan (based on community assessment) |               |
| f. Completion of a family assessment and family care plan                           |               |
| g. Attendance and observations of a community health related meeting                |               |

**To receive a satisfactory clinical rating the student must achieve a minimum of 75% on each of the clinical project requirements and attend a community health related meeting. If the student receives a grade of less than 75% on a clinical project, the student may have until the last day of the course to submit a revised project. In the case of an unsatisfactory rating, the student is required to sign this record to acknowledge they have reviewed this evaluation.**

Comments from Faculty:

\_\_\_\_\_ (Student signature required if unsatisfactory rating is identified.  
Signing by the student indicates that the student has read this completed document.)



**Clinical Evaluation Form**

NURS 480 Nursing Leadership & Management (RN-BSN Track)

\_\_\_\_\_  
**(Student Name)**

\_\_\_\_\_  
**(Date Evaluation Provided to Student)**

\_\_\_\_\_  
**(Clinical Agency)**

\_\_\_\_\_  
**(Preceptor Name (Printed) with credentials)**

\_\_\_\_\_  
**(Faculty Signature)**

Clinical performance is evaluated as Satisfactory (S) or Unsatisfactory (U). In order to pass this course, the student must achieve a satisfactory rating in each of the following areas.

The Student demonstrated:

|   | <b>S or U</b> |
|---|---------------|
| a. professional behavior at all times as defined in the <i>BSN Student Handbook</i>   |               |
| b. effective communication with both the preceptor (if used) and the faculty related to project development in a timely manner  |               |
| c. acceptance of professional feedback and appropriate integration of that feedback into the development of the project   |               |
| d. establish a functional working relationship with the preceptor (if used) and the practice setting in order to collect the necessary data to develop, implement, and evaluate the project |               |
| e. project implementation that is appropriate for the setting   |               |
| f. self-evaluation of their project development and implementation  |               |

Any rating of unsatisfactory requires rationale with specific behaviors supporting the decision to assign the "U" and the date(s) in which this behavior was discussed with the student along with corrective action that is/was expected. Students have until the last class day of the course to achieve this standard as long as the demonstrated unsatisfactory behavior does not require removal of the student from the setting. In the case of Unsatisfactory rating, the student is required to sign this record to acknowledge they have seen this evaluation.

Comments from Preceptor (optional)

Comments from Faculty:

\_\_\_\_\_  
 (Student signature required if unsatisfactory rating is identified.  
 Signing by the student indicates that the student has read this completed document.)

## **Student Conduct Policy-Classroom and Laboratory**

**All nursing students must meet the course, and when required, the laboratory and clinical objectives outlined in each course. Demonstration of accountability across the nursing curriculum is also expected as noted in the following performance requirements.**

**For class, seminar and laboratory sessions students are expected to demonstrate accountability by:**

1. Attending and participating in all scheduled sessions (classroom and laboratory). Refer to the Attendance Policy.
2. Preparing for all sessions by completing all readings and other assignments prior to the session
3. Reviewing and applying, when appropriate, knowledge and skills acquired in previous courses
4. Being on time for all sessions and, if unavoidably late, notifying the faculty person. (Refer to the tardiness policy.)
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 on the same date are not considered extenuating circumstances
10. Evaluating own learning progress throughout the course(s) 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 semester.

## **Student Conduct-Clinical Setting**

**For clinical learning experiences students are expected to demonstrate accountability by:**

1. Attending and participating in all scheduled 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; and,
    - iv. Reviewing and applying, when appropriate, previously acquired knowledge and skills.

- v. Meeting the clinical objectives required as stated on the clinical evaluation form for each course.
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 the 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/photo badge
6. Assuming responsibility for discussing clinical learning needs and opportunities
7. Evaluating their own clinical learning experiences, progress and performance, during the semester, and the program
8. Participating in clinical evaluation conferences with the instructor by reading, commenting, if appropriate, and signing clinical evaluation forms
9. Maintaining their own physical and mental health status at a level which ensures safe functioning in the clinical areas

In addition to the above conduct expectations set forth by the program, the student's conduct shall be in accordance with rules set forth by the Ohio Board of Nursing, Rule 4723-5-12(C), and Ohio Administrative Code (OAC) effective February 1, 2022. The following student conduct policy language that is placed in *italics* is taken verbatim from this Rule and can be found at <http://codes.ohio.gov/oac/4723-5-12>

*(C) 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 under that chapter, including, but not limited to the following:*

- (1) 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 patient, and the patient's response to that care.*
- (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.*
- (3) A student shall not falsify any patient 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, time records or reports, and other documents related to billing for nursing services.*
- (4) A student shall implement measures to promote a safe environment for each patient.*
- (5) A student shall delineate, establish, and maintain professional boundaries with each patient.*
- (6) At all times when a student is providing direct nursing care to a patient the student shall:*

(a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and

(b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.

(7) 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 (F) of section [4723.01](#) and division (B)(21) of section [4723.28](#) of the Revised Code for a practical nurse;

(8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;

(9) A student shall not:

(a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;

(b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a patient's property or:

(a) Engage in behavior to seek or obtain personal gain at the patient's expense;

(b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;

(c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or

(d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

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

(11) A student shall not:

(a) Engage in sexual conduct with a patient;

(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 patient;

(d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

*For the purpose of this paragraph, the patient 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, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.*

*(14) A student shall not habitually or excessively use 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 the use of drugs, alcohol, or other chemical substances.*

*(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 misappropriate or attempt to misappropriate 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 device 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 administrators, faculty, teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the students assigned clinical responsibilities.

### **Personal Accountability and Responsibility Policy and Procedures**

Students enrolled in professional nursing courses in the Department of Nursing are expected to make progress toward completion of courses and meet program objectives. The faculty of the Department of Nursing subscribe to definitions and applications of personal and professional accountability and responsibility stated in the *Essentials for Baccalaureate Education for Professional Nursing Practice* (AACN, 2008) and the *Code of Ethics for Nurses* (ANA, 2015). In addition, the Ohio Administrative Code 4723-5-12C (1-26) identifies specific behaviors that are inappropriate by students enrolled in nursing programs.

The Lead faculty or clinical instructor (teaching assistant) may initiate written documentation of behavior(s) that is (are) inappropriate and need to change in order to be successful in completing a nursing course and/or be retained in the nursing program for which the student is currently enrolled.

Examples of behavior that faculty may determine as inappropriate include but are not limited to the following:

- Arriving late to clinical
- Failure to notify faculty of absence
- Not being prepared for clinical practice
- Not being prepared for classroom or laboratory activities
- Falsification of documentation
- Academic misconduct or failure
- Acting in a disruptive manner
- Failure to comply with policies and procedures of the Department of Nursing, the Clinical Agency, or those described in the Muskingum University Student Handbook

**Procedure:**

1. The lead faculty or clinical instructor initiates the “Personal Accountability and Responsibility Performance Report” Appendix G
2. The lead faculty member or clinical instructor (teaching assistant) meets with the student, reviews the concern and provides instruction for the student to complete their section of the form.
3. The student completes the student portion and returns the form to the lead faculty member
4. A copy of the form is attached to the clinical evaluation instrument if the event is related to clinical performance. If the concern is related to the student’s classroom or laboratory performance the copy is placed in the student’s advising file. The Nursing Program director/chair is notified and may follow-up with the student or faculty member if needed. If the behavior is corrected with no further recurrence, no action may be required beyond the course in which the behavior occurred. If the behavior is repetitive the student may receive additional sanctions as appropriate.

**Procedure for Notifying Students of Changes in Program Policy**

Policy changes are communicated to students at the start of each fall semester. Students are required to read the Nursing Student Handbook, sign and date the Acknowledgement document located in the front of the handbook. Mid-year policy changes when they occur (e.g., Ohio Board of Nursing rule changes) are communicated electronically to all current nursing students at the time they occur. Students in the RN to BSN program track will only receive notification of policy changes pertinent to their track.

Further, the program will not implement changes to policies for student progression, or requirements for program completion, for students enrolled in the program at the time the changes are adopted, to comply with Rule 4723-5-12 (B), OAC.

**Unusual Incidents Reporting**

An “Unusual Incident” is any event that poses a potential risk of harm involving a nursing student or faculty member in the laboratory or clinical setting. If in a clinical practice setting, the agency’s policy and procedure must be followed in addition to completion of the Unusual Incidents form (Appendix K). This form is to be completed at the time of the incident, signed by both the student and supervising nursing faculty member. If the student is with a preceptor when the incident occurs, the faculty member of record will be responsible for initiating this process and counter signing with the preceptor on the form. The completed original form is to be submitted to the Director and Chair of the Department for record retention.

**ADA and Student Accessibility Services**

Muskingum University aims to create a learning environment that is accessible for all students. In accordance with the Americans with Disabilities Act, any student with a need for accommodations based on a temporary or long-term disability is encouraged to contact Student Accessibility Services to determine the reasonable accommodations that may be available. Students requesting accommodations will need to schedule a meeting with Student

Accessibility Services and provide documentation supporting the need for the requested accommodations. Accommodations are not retroactive; therefore, students should contact Student Accessibility Services as soon as possible when accommodations are needed. Student Accessibility Services is located in Walter Hall, Office 26 and can be reached by phone at 740-826-8280 or by email at [accessibility@muskingum.edu](mailto:accessibility@muskingum.edu). Additional information about services and supports can be found at [www.muskingum.edu/accessibility](http://www.muskingum.edu/accessibility).

The MU policies related to disability are located in the appropriate student handbooks. In addition, students who wish to be enrolled in the BSN program must be able to demonstrate performance capabilities necessary to function as a registered nurse. 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 safe 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 a disability to progress in the program.

### **Title IX**

Muskingum University is committed to maintaining a diverse community that respects human dignity through positive action and ethical sensitivity. The University shall foster an atmosphere of mutual respect and appreciation of differences and seeks to maintain an environment free of conduct that unreasonably interferes with the academic and professional experience of any member of the University community. Gender-based and sexual misconduct on the University's campus or in other settings related to the University's educational or employment activities is a form of sex discrimination that is unlawful, unethical, and prohibited by the University. Under the Gender-Based and Sexual Misconduct Policy, the University will promptly respond to reports of gender-based and sexual misconduct and, where it is determined that such misconduct has occurred, will take measures to eliminate the conduct, prevent its reoccurrence, and address its effects. To make a report, please contact the Title IX Coordinator, Holly Gleason, at 740-826-8116 or [hgleason@muskingum.edu](mailto:hgleason@muskingum.edu). To see the full policy, including other ways to report misconduct, visit <https://www.muskingum.edu/titleix>.

### **Writing Policy for Students**

The faculty of the Department of Nursing believes that the ability to write well is an integral component of undergraduate education. Congruent with this belief, the faculty expects students



to continue to improve their ability to write, both formally and informally, throughout their undergraduate education.

The faculty believe it is the students' responsibility to learn to conform to the rules of spelling, grammar, syntax, neatness and legibility. The 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 general education 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, 7th Edition (2021). 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 are noted on student evaluations and documented in the skills folder. The faculty expect writing skills to be mastered by graduation.

### **Academic Dishonesty Policy**

Academic dishonesty is considered evidence of lack of moral character and may be grounds for dismissal from the Muskingum University Nursing Program. All forms of dishonesty and misconduct including, but not limited to the following are prohibited:

- Cheating on examinations or plagiarism. Plagiarism is defined by Muskingum University as "the verbal, written, graphic, or three-dimensional presentation of borrowed material without citing the source".
- Forgery, alteration, tampering or unauthorized use of any University document, record, instrument of identification, or method of communication (e.g., use of another's ID, PIN number, or email address)
- Transferring, lending or borrowing University identification
- Failing to provide identification or furnishing false information to authorized University officials, offices, or judicial boards (including, but not limited to, being party to falsification; giving or providing false statements, written or oral; providing false information during any University investigation or proceeding, or to any University official)

For a first offense, the minimum penalty for cheating and/or plagiarism is a "0" on the assignment, paper, or examination. The maximum penalty for a first offense, depending on the circumstances, can result in a failing grade for the course. The faculty member will submit in writing to the Director of Nursing a written report of the offense, along with a recommendation. The Director of Nursing will confer with the Office of the Provost; the incident will be recorded in the student's file. If the student is a RN-BSN student, the Director of Nursing will confer with the Vice President of Graduate and Continuing Studies and the Provost. If the student is found guilty of a second occurrence of academic dishonesty, he/she may be suspended or expelled from the University. Plagiarized work is filed in the office of the Provost. A grade given for academic dishonesty shall supersede any withdrawal.

## Clinical Practice Requirements (Prelicensure program tracks)

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

**Please Note:** Students in the **RN-BSN** program track may be drug tested "for cause" (see Drug Testing policy). All other clinical practice requirements, i.e., CPR, health requirements and immunizations, drug testing other than "for cause", liability insurance, and BCI & I clearance are exempt unless otherwise requested by the clinical agency in which they are completing a preceptorship.

## 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 the use of Automated Emergency Defibrillators (AED). (American Red Cross CPR classes are NOT accepted for this requirement.)

## 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. The DON also takes a strong stance against the impaired practice of nursing, which may result in harm to clients. This policy applies to all nursing students.

### **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. The form providing information about prescription medications is included in the appendices (Appendix L).

- **For Cause** indicates that the person being evaluated has demonstrated behavior consistent with chemical substance abuse.
- **Impaired Nursing Practice** is practice in which the nurse's ability to care for clients 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 in which random participants are tested without significant advance notification.
- **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.

### **Testing Requirements**

**Required Testing:** All prelicensure nursing majors will submit to drug testing as a baseline measure. RN to BSN students are exempt from this requirement unless required to do so by the clinical agency in which they are completing their preceptor clinical project.

Testing will occur prior to beginning the first nursing clinical course, fall sophomore year for prelicensure students. Students who refuse drug testing will be dismissed from the nursing program.

**Random testing** is conducted as a deterrent to misuse of drugs after students begin their clinical courses. All prelicensure nursing students enrolled in a clinical course are subject to random testing, which is in addition to the required testing. Approximately one-tenth of the prelicensure students who have begun clinical rotations per year are required to submit to random testing. The student must complete the *Drug Testing Student Certification, Release, and Authorization Form* (Appendix M) within 24 hours of being notified to test and submit them to the Department of Nursing Administrative Assistant located in Boyd Science Center room 221.

If selected for random testing, the student must submit the test within 12 hours after the notification is made. A student who is called randomly 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 reasons to miss testing. Unless approved by the Director of Nursing, failure to timely appear for the drug test will result in dismissal from the nursing program.

**For cause testing** will be required if the Director of the Nursing Program or designee determines that the behavior of a student reasonably suggests the use of chemical substances, including alcohol. The Director of the Nursing Program, or designee, may discuss this matter with nursing faculty to assess the totality of the circumstances. 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 and/or laboratory experience, memory problems, unprofessional appearance, inaccurate and/or sloppy charting, inability to focus on appropriate client needs, and/or change in usual demeanor.

Unless approved by the Director of Nursing, a student's refusal to submit to drug testing within four hours of the request will result in dismissal from the nursing program.

### ***Testing Protocol***

When there are 10 or more individuals being tested at the same time, testing will be scheduled to be completed 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 complete testing.

Any student doing initial testing at an off-campus site must complete the *Drug Testing Student Certification, Release, and Authorization Form* (Appendix M) prior to testing and submit them to the Department of Nursing Administrative Assistant located in Boyd Science Center room 221. Failure to submit the forms in advance could result in the lab's refusal to test.

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 (Appendix L) if applicable. These will be retained in a secured file in the Nursing office. 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 will be done off-site at the testing center specified by the DON.
7. Individuals selected for testing will be responsible for transportation to and from the laboratory.

All drug tests will be an observed urine test and consist of a 10-panel with expanded opioids analysis, which detects:

Amphetamines  
 Barbiturates  
 Benzodiazepines  
 Cocaine  
 Cannabinoids  
 Methadone  
 Methaqualone  
 MDA analogues  
 Opiates plus expanded Opiates- (codeine/morphine, hydrocodone/hydromorphone, oxycodone/oxymorphone)  
 6-Acetylmorphine  
 Phencyclidine  
 Propoxyphene

In extraordinary situations, the Director of Nursing may require different or additional testing.

## **Cost of Testing**

The cost of “for cause” drug testing will be the responsibility of the student.

## **Positive Drug Test**

Following a positive drug screen, the student will be immediately withdrawn from clinical and laboratory nursing courses and be referred to the Director of Nursing to determine the student’s status in the program. After reviewing the totality of the circumstances, the Director of Nursing has discretion to (1) immediately and permanently dismiss the student from the nursing program, (2) allow the student to withdraw from the nursing program, or (3) approve the student for a leave of absence (LOA).

After a one-year period, students who were permitted to withdraw or take a LOA may request re-entry to the nursing program by submitting a written petition to the Director of Nursing. For example, if the student withdraws in October, they may petition to return at the beginning of the next fall semester.

Any student who is granted re-entry must sign and comply with a re-entry agreement developed by the Director of Nursing and approved by the Provost before the student will be permitted to register for classes in the Nursing program. At a minimum, the re-entry agreement will provide (1) for random drug testing, (2) that the student is responsible to pay for drug testing, transportation to treatment, etc., (3) that any positive drug screen or refusal to take a drug test will result in immediate and permanent dismissal from the nursing program, and (4) that the drug testing results will be forwarded to the Provost’s Office for any additional, separate sanction.

The Director of the Nursing Program will consult with the Provost and has discretion to consult with members of the nursing faculty regarding any student’s dismissal, withdrawal, leave of absence from the Nursing Program or any student’s re-entry to the Nursing Program. The Director of the Nursing Program, or designee can discuss the impact on the student’s application for licensure or license status.

## **Self-Reporting of Chemical Dependency**

A student who self-reports a chemical dependency problem may be asked to withdraw or take a LOA from the nursing program. The Director of Nursing or designee will connect the student with appropriate resources for assessment and treatment. The student may seek re-entry to the nursing program as stated above. The Director of the Nursing Program, or designee can discuss the impact on the student’s application for licensure or license status.

## **Fingerprints and Criminal Background Checks:**

Ohio law requires all individuals providing health care to vulnerable populations to submit fingerprints and criminal background checks before contact is made with these populations.

The Bureau of Criminal Identification and Investigation (BCI&I) is responsible for processing the 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. In addition, BCI&I and FBI background checks will need to be completed prior to graduation (prelicensure tracks) in preparation for applying for licensure.

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 Fingerprints and Background Checks

Civilian Background Checks must be submitted electronically via WebCheck, National WebCheck. The cost for both is approximately \$60. The detail of this process is located at the following website:

<http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck>

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 more than one location.

<http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>

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 are best served if you call ahead for an appointment and ask them what forms of identification they will accept.

Results must be sent to the Chair: Cynthia A. Wilkins, PhD, RN, Director of Nursing, Muskingum University, 260 Stadium Drive, New Concord, Ohio 43762.

WebCheck is available at the Campus Police office (you must call ahead to make sure someone is available for you - 740-826-8155). The form for nursing students is located on the Campus police department website at <https://www.muskingum.edu/administration/campus-safety>. The fee/fees associated with this requirement will be charged to your student account in the business office.

## Health Assessment and Immunization

The Department of Nursing Health Assessment and Immunization Form is located in Appendix N. 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 (Rubeola), Mumps, Rubella (MMR)**
  - a. Evidence of two vaccines must be provided.
  - b. Rubella (German measles) has potentially devastating outcomes in vulnerable populations. According to CDC guidelines, students must provide evidence of 2 doses of the MMR (Measles, Mumps, and Rubella) vaccine **or** a titer is required

with a copy of the LAB report evidence (IgG). Students will not be permitted into a practice setting without this proof of immunity on file.

3. **Hepatitis B:** This immunization is given in three doses. The second dose is given 4 weeks after the first dose and the third dose is given 5-6 months after the first dose.
4. **Varicella** (Chicken Pox): The student must provide evidence of vaccine or produce the lab report demonstrating an IgG titer supporting immunity.
5. **Tuberculosis** (TB): Students must have documentation of PPD every 12 months and record same at the Nursing office. The initial PPD must be a 2-step test. Use the 5-tuberculin unit (TU) preparation applied by the Mantoux (intra-dermal 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% specificity, 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 asymptomatic review is required every 12 months with signature from your medical practitioner. The student may return to clinical practice once the Department of Nursing 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.

6. **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 clinical agencies require that all students and faculty provide evidence of current (annual) vaccination for influenza to be eligible to participate in clinical practice. 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.

7. **COVID-19:** Clinical agencies require that all individuals who provide care, treatment, or other services to clients be **Fully Vaccinated** against COVID-19.

“**Fully Vaccinated**” currently means it has been at least two weeks after an individual has received (a) the second dose of a two-dose vaccine (such as Pfizer-BioNTech or Moderna), with, if applicable, the minimum recommended interval between doses, or (b) a single-dose vaccine (such as Johnson & Johnson/Janssen). This definition may change in the future if additional doses/boosters are required.

**Note:** These immunization requirements are based on the Ohio Department of Health recommendations for nursing students and information from the CDC. The guidelines provide protection from preventable or communicable disease for students, their clients, and families. The student may request a medical or religious exemption, the form is available in the Nursing office.

**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 administrative assistant 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 client.*

### Liability Insurance

Nursing students are required to carry student malpractice insurance to cover clinical practice experience. The University has secured a group policy that covers both prelicensure and RN-BSN students. The cost of which is borne by the student. This policy is limited in coverage to only those times that the student is providing client 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.

### Uniform Policy—Traditional and ABSN Prelicensure Tracks

- *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. The patch may be purchased from the Department of Nursing.
- *Uniforms and Pregnancy.* For women who are pregnant during clinical courses, a plain maroon 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.)
  - *Piercings.* A single pair of small, plain gold or silver post style earrings that fit closely against the ear lobes. No hoops or dangles allowed. No other visible piercings.
  - *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/Photo Badge.* The Muskingum University student name/photo badge must be worn at all times with uniform and lab coat during clinical experiences. This is a specialty item provided by the MU Department of Nursing 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. No unnatural hair colors.
- *Makeup.* Makeup, if applied, needs to be used moderately. No cologne/perfume 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.
- *Tattoos.* Must be covered.

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

- The faculty teaching the RN-to-BSN clinical courses will determine the appropriate dress code for the practice setting in which the student is assigned. In general, RN-to-BSN students are expected to wear *business professional attire* at any time they are in a practice setting representing the 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.
- Professional business attire in selected clinical placements
- *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.)
  - *Piercings.* A single pair of small, plain gold or silver post style earrings that fit closely against the ear lobes. No hoops or dangles allowed. No other visible piercings.
  - *Rings.* Wedding bands 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 lab coat.
  - *Necklaces.* Necklaces must be worn inside the collar of the uniform. No chokers or necklaces with dangles allowed.
- *Name/Photo Badge.* The Muskingum University student name tag needs to be worn at all times with uniform and lab coat during clinical experiences. This is a specialty item provided by the MU Department of Nursing 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. No unnatural hair colors.
- *Makeup.* Makeup, if applied, needs to be used moderately. No cologne/perfume 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.
- *Tattoos.* Must be covered.

## 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 equipment is required:

- Stethoscope – the qualities should include earpieces that fit (interchangeable), sound quality that is easy to detect and specifically detects both high and low pitch sounds (sometimes called a diagnostic stethoscope). Lower cost units only have a diaphragm and detect only low pitch sounds, not recommended. If you have a hearing impairment, the cheaper unit will not meet your needs. Please contact the faculty for assistance if you have a hearing impairment or have other questions.
- Blood pressure cuff – adult size plain fabric cuff for the upper arm with attached tubing, bulb for inflation, valve 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 may be disposable or require batteries
- Protective eye wear. Protective eyewear can be purchased to fit over glasses.

### **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 carpool. It is essential that those who drive automobiles have their appropriate insurance. Students are required to complete the Student Travel Waiver and Release Form when enrolled in a prelicensure clinical course.

### **Related Clinical Obligations**

While students are in the clinical facility, they represent Muskingum University and the nursing profession. Faculty expect all students to function as mature and responsible adults. If you have questions about what you should or should not be doing, check with your instructor. In some situations, such as community clinical or attendance at professional meetings, uniforms may not be required. Student dress should be conservative and professional. Business casual may be appropriate in some settings. As a professional nursing student, you will learn about the transmission of diseases and ways to protect yourself and others from exposure and safety hazards.

### **Guidelines for Occupational Health**

There are inherent risks and health hazards in all occupations and professions. The Nursing Code of Ethics requires that we care for all needing our services, regardless of their health situation. The Department of Nursing takes responsibility for the protection of its students and employees, through education, to assess and minimize exposure to health risks.

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.

### **Guidelines for Care of Persons with Known Contagious Diseases**

The Department of Nursing endorses the Professional Code of Ethics, which states that all persons in need of care will receive nursing care. The 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 the Center for Disease Control (CDC) guidelines and apply current knowledge about disease processes such as AIDS, hepatitis, tuberculosis, influenza, COVID-19 and other contagious conditions.

**Implementation of the policy:** CDC guidelines will be followed in all NURS course labs and clinical components. Laboratory and clinical practice begin in Nursing 227 with medical-surgical asepsis and standard precautions. Nursing courses include theory on pathophysiology, transmission and treatment of contagious diseases as appropriate for specific course objectives. CDC guidelines and agency policies are adhered to whenever there is contact with clients with known contagious diseases and in the routine care of all clients.

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 client 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 clients with contagious diseases when assigned.
- Students have the right to discuss their clinical assignments with faculty.
- The clinical agency can prohibit students from caring for disease specific conditions.

Unique or at-risk aspects of a student's health status (e.g., immunity suppression) may preclude assignment to a client with a known contagious disease.

### **Cell Phone Use**

Cell phones are to be turned off or silenced when in class, lab, and clinical. Most clinical facilities have specific policies governing their use. Electronic communication devices are not permitted to be in use during testing or evaluation.

### **Promotions and Publicity Policy**

Muskingum University and its designees may take photographs and recordings, including, but not limited to, digital images, video recordings, live video, and audio recordings for use in educational and promotional materials, such as illustrations, bulletins, exhibitions, videos, reprints, press releases, reproductions, publications, advertisements, and social media posts, and in any medium

now known or later developed without the prior consent of the student(s) depicted or recorded. Any student may deny their consent to release directory information, including the use of any photograph or recording in which the student is clearly identifiable. Any such request should be submitted in writing to the University Registrar by the second Friday after the start of the academic year. Requests received after such time will be effective within two weeks after the request being made and will apply to any educational or promotional materials created thereafter.

This policy may be found at the following web address:  
<https://www.muskingum.edu/academics/nursing/about>

## Chapter 4. Program Completion

### 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 all requirements for the BSN degree, students in the prelicensure program tracks will need to apply for and take the NCLEX-RN examination for licensure. Students will receive from the nursing program director or designee instruction on how to complete and submit electronically the NCLEX-RN application and the other paperwork needed to meet application requirements. It is the student's responsibility to assure that the application procedure has been correctly followed and the application is accurate. Information can be found on the Ohio Board of Nursing website at: [www.nursing.ohio.gov](http://www.nursing.ohio.gov)

**Please Note:** National Council for State Authorization Reciprocity Agreements (NC-SARA) - Muskingum University offers the following programs that lead to licensure or certification: Nursing, Certified Public Accounting, General Engineering, Education, Occupational Therapy, and Athletic Training. These programs prepare students for licensure or certification based on the requirements set by the State of Ohio. Students who plan to seek licensure or certification in other states will need to contact that State Licensure Board for specific requirements.

### 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.

### BSN Alumni Survey

All graduates (prelicensure and RN to BSN) from the MU Nursing program will receive a survey. RN to BSN students will receive the survey at the conclusion of NURS 480, and graduates from the prelicensure program (traditional and ABSN) will receive a survey within 12 months of graduation. Graduates from the program are encouraged to complete the survey and provide program feedback. This information will be reviewed by the Nursing faculty, and trends (when evident) will be analyzed and addressed (Appendix O)

# Appendices

## Appendix A. Nursing Student Organization Constitution

We, the members of Muskingum University Nursing Student Organization do hereby establish these Bylaws in order to establish our purpose.

1. Article I – Name: The name of the organization will be the Muskingum University Nursing Student Organization, also to be referred to as NSO.
2. Article II – Purpose: Nursing Student Organization is established to:
  - a. Promote fellowship among nursing students,
  - b. Provide awareness of professional and social responsibilities by participating in community service to the Muskingum University campus and surrounding community,
  - c. Promote leadership opportunities to nursing students through organization activities and representation, and
  - d. Promote mentoring opportunities to all nursing students.
3. Article III – Membership
  - a. Active membership shall be limited to and include all Muskingum University undergraduate students accepted into the nursing program at the freshman, sophomore, junior, and senior levels in the traditional four-year BSN program, and the RN-BSN students enrolled in the Muskingum Adult Program.
  - b. To be considered an active member of NSO a member must serve at least two hours per semester for NSO. One hour must be through attendance of a meeting and the other must be from an event hosted by NSO.
  - c. Members may elect to obtain membership through the Ohio Student Nurses Association (OhSNA) and the National Student Nurses Association (NSNA) at an annual cost determined by the NSNA. Membership in the OhSNA/NSNA is not mandatory for membership in NSO.
  - d. The Nursing Student Organization does not discriminate on the basis of race, color, creed, sex, sexual orientation, national origin, political affiliation, physical or mental disability.
4. Article IV – Board of Directors and Officers: Nursing Student Organization will be governed by the following means:
  - a. An elected President will preside at meetings of the NSO. The President must be a Junior or Senior in the Nursing Program. The President will present all motions to the members of the organization. The President may appoint special committees with 2/3 vote approval from the Board of Directors/Officers.
  - b. An elected Vice President will preside at all meetings and functions that the President cannot attend. The Vice President must be a Sophomore, Junior, or Senior in the Nursing Program. The Vice President is also responsible for organizing one fundraising event with the Treasurer each year.
  - c. An elected Treasurer will handle all monies associated with the organization, and provide the President the status of the organization's budget at all meetings. The Treasurer will prepare the bi-annual Allocation Request through Student Senate. In the event that the Treasurer is also a member of Student Senate, another member of the Board of Directors will submit the request. The Treasurer will also chair the Finance Committee.



- d. An elected Secretary will be responsible for collecting meeting minutes at each Board of Directors and all member meetings. The Secretary will be responsible for posting meeting minutes to the organization's membership pages. The Secretary will be responsible for posting meeting times and information to the organization's membership pages.
  - e. An elected Communications Director will present information regarding changes in Nursing Practice in Ohio one time per year. The Communications Director will work with the President to obtain contact information with other programs' nursing organizations.
  - f. An elected Breakthrough to Nursing Director must be a non-traditional nursing student. Non-traditional is defined as a non-Caucasian, older than 25 years of age, or male. If a candidate fulfills any of the above criteria, they are eligible for the Breakthrough to Nursing Director position. The Breakthrough to Nursing Director must organize one advertisement event for encouragement of non-traditional nursing students to become involved in the nursing profession.
  - g. An elected Community Health Director will organize one community health awareness event per year.
  - h. Elected Class Representatives serve as the "Officers" of the Organizational Governance. At least one representative from each respective class (Sophomore, Junior, and Senior) will be elected. More than one representative may be elected if approved by a 2/3 vote by the Board of Directors to encourage class involvement. Maximum elected representatives per class will be two representatives. Class Representatives serve as a liaison between the Board of Directors and their class constituencies.
  - i. The role and duties of the faculty advisor shall be to provide counseling to the Directors of the organization and supporting the overall purpose of the Nursing Student Organization.
5. Article V – Committees
- a. Executive Committee of Directors: Chaired by the President, and includes all six of the remaining Board of Directors (Vice President, Secretary, Treasurer, Communications Director, Breakthrough to Nursing Director, and Community Health Director), this committee serves to discuss sensitive organizational information and proposed ideas prior to presentation to the complete Officer Board.
  - b. Finance Committee: Chaired by the Treasurer, including two additional Officer Board members, this committee serves to create proposals for asset utilization for the organization to vote upon.
  - c. Convention Committee: Chaired by the Communications Director, members include two additional Officer Board members that are OhSNA/NSNA members, this committee serves to plan and make arrangements for the OhSNA and NSNA Annual Convention attendance.
  - d. Additional committees may be appointed by the President with 2/3 approval from the Board of Directors.
6. Article VI – Operations of the Nursing Student Organization:
- a. Voting Eligibility is extended to all Freshman, Sophomore, Junior, and Seniors students who meet the requirements for active membership in the Nursing Student Organization.
  - b. Election Process will occur annually during the first six weeks of the Spring Semester, the elected officers will hold their positions annually from spring semester

until the next spring semester. The President will take nominations from the floor. The nomination process will be closed prior to voting. Nominated parties are eligible to vote. All voting will be done by secret ballot to be collected and tabulated by the Secretary and the faculty advisor/one member of the Board of Directors appointed by the current President.

- c. Removal of an officer of the Nursing Student Organization can occur with violation of the Nursing Student Organization's purpose or bylaws. Removal of an officer will also occur when active membership requirements are no longer met.
  - d. Meetings: All meetings will occur at a minimum one time per semester as called by the President. The Secretary will ensure the following is completed for each meeting:
    - i. Attendance
    - ii. Report by the President
    - iii. Vote on motions and decisions
    - iv. New business by the members of the organizations
    - v. Proposed date and time for the next Nursing Student Organization
    - vi. Dismissal by the President
7. Article VII – Finances – Finances of the Nursing Student Organization will be managed by the Treasurer. Funding for activities will include a fundraiser to promote the Nursing Student Organization. The Nursing Student Organization will submit a Budget Allocation Request each semester as necessary for event funding through Muskingum University's Student Senate.
8. Article VIII – Amendments
- a. The constitution is binding to all members of the Nursing Student Organization.
  - b. Amendments to the constitution may be proposed by any active member at any Nursing Student Organization meeting.
    - i. The amendment must be presented and discussed by the member proposing the change to the amendment.
    - ii. The member will need to put the amendment in writing.
    - iii. The amendment will be placed on the agenda and voted on at the next Nursing Student Organization meeting.
    - iv. Proposed amendments will become effective following approval of two-thirds majority vote of active members.
9. Article IX – Registration Renewal: The Nursing Student Organization will apply for annual registration through the established registration procedures for Muskingum University Student Organizations.

# MUSKINGUM UNIVERSITY

GRADUATE & CONTINUING STUDIES

Department of Nursing  
RN-to-BSN Completion Track  
**APPLICATION FOR ADMISSION**

Muskingum University  
Graduate & Continuing Studies  
260 Stadium Dr., New Concord, OH 43762  
PH: 740-826-8038 • FAX: 740-826-6038  
[www.muskingum.edu](http://www.muskingum.edu) • [graduate@muskingum.edu](mailto:graduate@muskingum.edu)

## ▽ ABOUT YOU

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

Address: \_\_\_\_\_  
Street City State Zip County

\_\_\_\_\_  
Home Phone Number Cell/Other Phone Number Work Phone Number

\_\_\_\_\_  
E-mail Address Employer

How would you describe yourself? (Please check all that apply, if multi-racial, provide percentage for each category checked.)

*Ethnicity*

*Race*

- Hispanic/Latino \_\_\_\_%
- American or Alaskan Native \_\_\_\_%
- Asian \_\_\_\_%
- Non-Hispanic/Latino \_\_\_\_%
- Black or African-American \_\_\_\_%
- White \_\_\_\_%
- Hawaiian or Pacific Islander \_\_\_\_%

## ▽ COLLEGE TRANSCRIPT/TRANSFER INFORMATION (Please list colleges or universities you've attended)

| <u>Name of College/University</u> | <u>City and State</u> | <u>Dates Attended</u> | <u>Degree Earned</u> | <u>Major/Program</u> | <u>GPA</u> |
|-----------------------------------|-----------------------|-----------------------|----------------------|----------------------|------------|
| _____                             | _____                 | _____ to _____        | _____                | _____                | _____      |
| _____                             | _____                 | _____ to _____        | _____                | _____                | _____      |
| _____                             | _____                 | _____ to _____        | _____                | _____                | _____      |
| _____                             | _____                 | _____ to _____        | _____                | _____                | _____      |

(Please complete the reverse side of this form)

**▽ HAVE YOU SUBMITTED THE FOLLOWING REQUIRED APPLICATION MATERIAL?**

(Submit materials to Graduate & Continuing Studies, Muskingum University, 260 Stadium Dr., Montgomery Hall 117, New Concord, OH 43762)

- Official transcripts from all previous colleges or universities
- \$20 application fee (checks payable to *Muskingum University*)

Do you have an active unrestricted nursing license?       No    Yes      State: \_\_\_\_\_ License # \_\_\_\_\_

Do you have a Multi-State License       No       Yes

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\_\_\_\_    Summer20\_\_\_\_

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 Muskingum University, Graduate & Continuing Studies, 260 Stadium Dr., Montgomery Hall 117 New Concord, OH 43762-1199.

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

To best protect your personal information, please **do not submit this form via email**. An online application is available at <https://www.muskingum.edu/gcs>.

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 Records: 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 or 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: <https://ope.ed.gov/campusafety/#/>

**Questions? Call 740-826-8038.**

Appendix C. Accelerated BSN Application Form  
MUSKINGUM UNIVERSITY  
GRADUATE & CONTINUING STUDIES

Department of Nursing  
Accelerated-BSN Completion Track  
APPLICATION FOR ADMISSION

Muskingum University  
Graduate & Continuing Studies  
260 Stadium Drive, New Concord, OH 43762  
PH: 740-826-8038 • FAX: 740-826-6038  
[www.muskingum.edu](http://www.muskingum.edu) • [graduate@muskingum.edu](mailto:graduate@muskingum.edu)

▼ ABOUT YOU

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

Address:

\_\_\_\_\_   
Street City State Zip County

\_\_\_\_\_   
Home Phone Number Cell/Other Phone Number Work Phone Number

\_\_\_\_\_   
E-mail Address Employer

How would you describe yourself? (Please check all that apply, if multi-racial, provide percentage for each category checked.)

Ethnicity

Race

- Hispanic/Latino  American or Alaskan Native \_\_\_\_%  Asian \_\_\_\_%
- Non-Hispanic/Latino  Black or African American \_\_\_\_%  White \_\_\_\_%
- Hawaiian or Pacific Islander \_\_\_\_%

Are you a U.S. Citizen?  Yes  No Visa Status: \_\_\_\_\_

Gender:  M  F Marital Status:  Single  Married  Divorced  Separated

Religious Preference: \_\_\_\_\_

▼ COLLEGE TRANSCRIPT/TRANSFER INFORMATION (Please list colleges or universities you've attended)

| Name of College/University | City and State | Dates Attended | Degree Earned | Major/Program | GPA   |
|----------------------------|----------------|----------------|---------------|---------------|-------|
| _____                      | _____          | _____          | _____         | _____         | _____ |
| _____                      | _____          | _____          | _____         | _____         | _____ |
| _____                      | _____          | _____          | _____         | _____         | _____ |

▼ 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 and/or universities

\$20 application fee (checks payable to Muskingum University)

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 information about financial aid?  Yes  No  Don't Know

How did you become interested in the Muskingum University 2<sup>nd</sup> Degree Accelerated-BSN Completion Track Program?

Referred by friend  Website/Internet  Radio/TV Advertising  Other: \_\_\_\_\_

***Please include a \$20 non-refundable application fee payable to Muskingum University.*** Return with payment to Muskingum University, Graduate & Continuing Studies, 260 Stadium Drive, Montgomery Hall 117, New Concord, Ohio 43762-1837.

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

To best protect your personal information, please **do not submit this form via email**. An online application is available at [www.muskingum.edu/gcs](http://www.muskingum.edu/gcs)

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 Records:* 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 College 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 Office of Graduate and Continuing Studies, 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 or 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: <https://ope.ed.gov/campussafety/#/>

**Questions? Call 740-826-8038.**

Appendix D. BSN Readmission Petition

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

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

Student ID # \_\_\_\_\_ 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 E. Application for Admission/Progression into Nursing Program**

**Return application to:  
Department of Nursing  
Administrative Assistant  
BSC 221**

**Office Use Only  
Date Received:**

**Application Processed Throughout the Year**

Current Muskingum University Student       Transfer Student

|                          |      |                    |                   |                  |                |
|--------------------------|------|--------------------|-------------------|------------------|----------------|
| <input type="checkbox"/> | Mr.  | Name: _____        |                   |                  |                |
| <input type="checkbox"/> | Miss |                    | First             | Middle or Maiden | Last           |
| <input type="checkbox"/> | Mrs. | Home Address _____ |                   |                  |                |
| <input type="checkbox"/> | Ms.  |                    | Number and Street | City             | State      Zip |

Mailing Address (if different)

|  |                   |      |       |     |
|--|-------------------|------|-------|-----|
|  | Number and Street | City | State | Zip |
|--|-------------------|------|-------|-----|

|                           |                |
|---------------------------|----------------|
| Phone _____               | _____          |
| Area Code & Number (Home) | Office or Cell |

Student ID# \_\_\_\_\_ 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 108: Organic-Biochemistry
- \_\_\_\_\_ Biology 121: Anatomy and Physiology I
- \_\_\_\_\_ Biology 122: Anatomy and Physiology II
- \_\_\_\_\_ English 121: Composition
- \_\_\_\_\_ Psychology 101: Introduction to Psychology
- \_\_\_\_\_ Psychology 208: Lifespan Development
- \_\_\_\_\_ Nursing 125: Foundations in Professional Practice I (Transfer or change of major students may take NURS 125 in Nursing Sophomore year)
- \_\_\_\_\_ Nursing 126: Foundations in Professional Practice II (Transfer or change of major students may take NURS 126 in Nursing Sophomore year)

4. Is your cumulative GPA (at all colleges, universities, technical schools attended) at a 2.7 or higher on a 4.0 scale? Yes \_\_\_\_\_ No \_\_\_\_\_

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

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**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 F. Muskingum Adult Program**  
 Course Audit Worksheet for  
**RN-TO-BSN DEGREE COMPLETION**  
 (124 Semester Credit Hours)

*Students must have completed an accredited ADN or diploma nursing program and hold an active unrestricted nursing license.*

**General Education Requirements**

Students must successfully complete the Transfer Module minimum requirement of at least 36 semester hours of which the following minimums must be met in each category:

- English Composition/Oral Communication (3 hours minimum)
- Mathematics/Statistics (3 hours minimum)
- Arts/Humanities (6 hours minimum)
- Social/Behavioral Sciences (6 hours minimum)
- Natural Sciences (6 hours minimum)

*Note: Muskingum University course equivalents may be used to fulfill requirements of the Transfer Module*

**Technical Credits Transferred from a Nationally Accredited ADN or Diploma Nursing Program**

Credits earned from the completion of an accredited ADN or diploma program (*Minimum overall GPA of 2.5 required*).....

**Nursing Courses**

**23 Credit Hours**

|      |     |  | PLANNED | COMPLETED |
|------|-----|--|---------|-----------|
| NURS | 330 | Transitions in Professional Practice (3).....          | _____   | _____     |
| NURS | 335 | Health Assessment (3).....                             | _____   | _____     |
| NURS | 340 | Nursing Research (3).....                              | _____   | _____     |
| NURS | 430 | Perspectives in Global Nursing and Health (3).....     | _____   | _____     |
| NURS | 460 | Community Health Nursing (4).....                      | _____   | _____     |
| NURS | 470 | Contemporary Issues in Nursing and Healthcare (3)..... | _____   | _____     |
| NURS | 480 | Nursing Leadership/Management (4).....                 | _____   | _____     |

**Non-Nursing Courses Required for the Major**

**9 Credit Hours**

|      |     |   | PLANNED | COMPLETED |
|------|-----|---|---------|-----------|
| PHIL | 305 | Biomedical Ethics (3).....                  | _____   | _____     |
| HLSC | 304 | Statistics for the Health Sciences (3)..... | _____   | _____     |

Take 1 of the following

|      |          |  |       |       |
|------|----------|--|-------|-------|
| HLSC | Elective | Upper-Level Health Science Course (3)..... | _____ | _____ |
| EXSC | Elective | Upper-Level Exercise Science (3).....      | _____ | _____ |
| NUTR | Elective | Upper-Level Nutrition (3).....             | _____ | _____ |

**Note: Consult your advisor to ensure satisfaction of the Transfer Module, program requirements and other degree requirements**

### Appendix G. Personal Accountability and Responsibility Performance Report

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

Faculty's description of performance that is not at an acceptable level:

Description of ways in which the student must change performance:

Date by which upgraded performance must be demonstrated:

Student comments:

\_\_\_\_\_  
**Student signature**  
(This signature means that I have read this document and I understand the implication of this document)

\_\_\_\_\_  
**Faculty signature**

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

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

**Appendix H. Personal Accountability and Responsibility Performance Report Student Response**

1. Describe the potential or actual consequences of the unacceptable performance identified by faculty:

2. What factors contributed to these behaviors?

3. Describe several ways to assure that these behaviors do not reoccur:

\_\_\_\_\_  
Due Date/time to be returned to faculty

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

\_\_\_\_\_  
Date/time received by faculty

### Appendix I. Laboratory Evaluation NURS 227

**Course Description** – Fundamentals of Nursing Practice introduces theories, principles and concepts relative to basic or fundamental nursing practice. Students utilize concepts and content taught in the arts and sciences, including health assessment, to begin developing critical thinking skills and nursing care planning in accordance with the nursing process. Psychomotor and interpersonal communication skills are taught, along with principles of safety and infection control using evidence-based practice concepts. Students learn and practice psychomotor skills in the nursing laboratory prior to performance in the clinical agency to which they are assigned.

| Laboratory Objectives  | Satisfactory (S) or Unsatisfactory (U) |
|--|--|
| 1) Demonstrates nursing skills using proper technique that promotes safe, quality client-centered care for the Adult Population. (Skills check-off)  |  |
| • Personal protective equipment – Hand Hygiene   |  |
| • Sterile Dressing   |  |
| 2) Attends and participates in 85% of the laboratory simulated learning activities that promote critical thinking and independent judgement in applying the nursing process for adult clients. |  |
| 3) Demonstrates professional behavior and appearance in the nursing lab with faculty and student peers.  |  |

**Student Name (Printed)** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

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

**Course lead (Printed)** \_\_\_\_\_

**Course lead Signature:** \_\_\_\_\_

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

**Appendix J. Clinical Evaluation**  
**NURS 227- Fundamentals of Nursing Practice**

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

| <b>Course Description</b>   |               |
|---|---------------|
| <i>Fundamentals of Nursing Practice introduces theories, principles and concepts relative to basic fundamental nursing practice. Students utilize concepts and content taught in the arts and sciences, including health assessment, to begin developing critical thinking skills and nursing care planning in accordance with the nursing process. Psychomotor and interpersonal communication skills are taught, along with principles of safety and infection control using evidence-based practice concepts. Students learn and practice psychomotor skills in the nursing laboratory prior to performance in the clinical agency to which they are assigned.</i> |               |
| <b>Key Concepts (taken from the MU Philosophy Statement) and associated clinical course objectives</b>  |               |
| <b>I. Person-Centered Care</b>  | <b>S or U</b> |
| A. Demonstrates basic nursing skills using proper techniques and measures to promote safe, quality person-centered care, e.g., vital signs, bed making, bed bath, feeding, glucometer and client transfer   |               |
| B. Applies the various elements of the nursing process to clinical decision making.   |               |
| C. Develops individualized, evidence-based plans of care with a focus on assessment and planning utilizing the nursing process when caring for clients in the long-term care setting.   |               |
| D. Performs a basic health assessment on adult clients to identify deviations from normal that contribute to alterations in health.   |               |
| E. Completes clinical assignments in a timely manner when providing basic care to assigned client(s)  |               |
| Comments:   |               |
| <b>II. Teamwork, Collaboration and Communication</b>  | <b>S or U</b> |
| A. Develops verbal and nonverbal communication that promotes caring, therapeutic relationships with clients and their families, as well as professional relationships with members of the healthcare team.  |               |
| B. Demonstrates timely and effective verbal and written communication using SBAR to convey relevant client information to the client, family and health care team.  |               |
| C. Participates in pre and post conferences to identify client needs and methods to deliver quality care.   |               |
| D. Identifies with intra and inter-professional team member roles and scopes of practice. Establishes appropriate relationships with team members.  |               |
| E. Recognizes the need for clarification and seeks assistance as appropriate to the situation in a long-term care facility.   |               |
| Comments:   |               |
| <b>III. Evidence Based Practice</b>   | <b>S or U</b> |
| A. Locates evidence-based resources related to clinical practice.   |               |

|   |               |
|---|---------------|
| B. Uses best practice resources when developing individualized person-centered plans of care.   |               |
| Comments:   |               |
| <b>IV. Quality Improvement; Safety</b>  | <b>S or U</b> |
| A. Identifies and reports client care issues or safety hazards that can impact quality of care.   |               |
| B. Recognizes strategies that provide a safe environment for clients, self, and others.   |               |
| C. Identifies and takes action to reduce risk of harm to self or others.  |               |
| Comments:   |               |
| <b>V. Informatics and Technology</b>  | <b>S or U</b> |
| A. Navigates the clients' medical record to obtain data to plan and deliver appropriate care.   |               |
| B. Protects confidentiality of the medical/health record data and information in the health care setting.   |               |
| Comments:   |               |
| <b>VI. Leadership and Professionalism</b>   | <b>S or U</b> |
| A. Adheres to ethical, legal and professional standards while caring for adult clients in the long-term care setting.   |               |
| B. Complies with professional nursing standards, clinical agency requirements, and policies and procedures for student conduct in the clinical setting as outlined in the student handbook.   |               |
| C. Accepts constructive feedback and develops plan of action for improvement (as needed).   |               |
| D. Demonstrates the following behaviors. <ol style="list-style-type: none"> <li>1. Arrives to clinical experiences at assigned times.</li> <li>2. Maintains professional behavior and appearance.</li> <li>3. Maintains a positive attitude and interacts with inter-professional team members, faculty, and fellow students in a positive, professional manner.</li> <li>4. Accepts individual responsibility and accountability for nursing interventions, outcomes, and other actions.</li> <li>5. Engages in self-evaluation &amp; assumes responsibility for learning.</li> <li>6. Completes clinical homework assignments as instructed.</li> </ol> |               |
| Comments:   |               |
| <b>VII. Systems Based Practice</b>  | <b>S or U</b> |
| A. Uses organizational and time management skills in the provision of client care.  |               |
| B. Promotes cost-effective healthcare for clients in the long-term setting.   |               |
| Comments:   |               |
| <b>VIII. Health Promotion</b>   | <b>S or U</b> |



|  |  |
|--|--|
| A. Identifies health and safety related education for clients and families with the goal of promoting healthy behaviors. |  |
| Comments:  |  |

**Clinical faculty comments:**

**Student Comments:**

**Student Name (Printed)** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

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

**Clinical Faculty:** \_\_\_\_\_

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

**Faculty Coordinator:** \_\_\_\_\_

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



Muskingum University Department of Nursing

Drug Testing

Appendix L. Declaration of Legal Use of Prescribed Medication Form

Date \_\_\_\_\_

I, \_\_\_\_\_, am currently taking the following legal  
*(Student Name Please Print)*

medication(s) prescribed for me by the Healthcare Provider noted.

| <i>Medication (dose, frequency, route)</i> | <i>Healthcare Provider</i> |
|--|----------------------------|
|  |                            |
|  |                            |
|  |                            |
|  |                            |

*(If more space is needed, please continue on back)*

The medication is prescribed for \_\_\_\_\_ and treatment will  
*(Health Alteration)*

be completed on \_\_\_\_\_. *(If this is an ongoing, long-term medication, say so.)*  
*(Date)*

\_\_\_\_\_  
*Physician or Qualified Advanced Practice Nurse Print*

\_\_\_\_\_  
*Phone number*

\_\_\_\_\_  
*Physician or Qualified Advanced Practice Nurse Signature*

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

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

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

**Muskingum University Department of Nursing**

**Appendix M. Drug Testing Student Certification, Release, and Authorization Form**

I, \_\_\_\_\_, \_\_\_\_\_ hereby affirm that I have  
*(Student Name Please Print)* *(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. I understand that refusal to test in the time requested by the Nursing Department program director or designee and in accordance with the Drug Testing policy could result in my immediate dismissal from the Nursing program.

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

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

\_\_\_\_\_  
**Witness Signature**

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

## Appendix N. Department of Nursing Health Assessment

Mandatory Immunization and Health History records are required before clinical practice is started. Incomplete or inaccurate information may delay or disqualify students for clinical practice. Return the completed form to the Administrative Assistant of the Department of Nursing, Boyd Science Center Room 221.

| Part I – TO BE COMPLETED BY STUDENT |  |                          |   |
|-------------------------------------|--|--------------------------|---|
| Name:                               |  | Muskingum ID:            | DOB: <span style="float: right;">Male <input type="checkbox"/><br/>Female <input type="checkbox"/></span> |
| Current Health Conditions:          |  | Chronic Health Problems: | Hospitalizations:   |
| Current Medications:                |  | Surgeries:               | Childhood Diseases:   |
| Allergies:                          |  |                          |   |

| Part II - TO BE COMPLETED and SIGNED BY HEALTH CARE PROVIDER (APRN, PA, DO, MD) |         |   |   |        |  |            |    |                  |                       |
|---|---------|---|---|--------|--|------------|----|------------------|-----------------------|
| Height:   | Weight: | T | P | R      | BP   | Vision: OD | OS | OU               | W/ or W/O Correction: |
| Neuro:  |         |   |   | HEENT: |  |            |    | CV:              |                       |
| Respiratory:  |         |   |   | GI/GU: |  |            |    | Musculoskeletal: |                       |
| Mental Status/Emotional Health:   |         |   |   |        | Any restrictions, learning disabilities, use of mobility aids? |            |    |                  |                       |

### Immunization Records must be Complete.

|  |   |   |
|--|---|---|
| 1. Tetanus, Diphtheria, Pertussis (Dtap)<br>evidence of two doses from Birth to age 7  | Date – Dose #1  | Date – Dose #2  |
| 2. Tdap within 10 years  | Date  |   |
| 3. MMR (Measles (Rubeola), Mumps, Rubella) evidence of 2 doses   | Date  | Date  |
| 4. MMR – Titer Required if no immunization<br>(Attach copy of LAB Report Evidence)   | Date  | Result  |
| 5. Varicella (immunization or evidence of immunity by titer required)  | Date  | Date  |
| 6. Tuberculosis PPD (Mantoux) test (2-step) within past year<br><br><input type="checkbox"/> If positive – Chest X-ray required, and a letter from Healthcare Provider verifying status of disease.                              | Date <input type="checkbox"/> Negative<br><input type="checkbox"/> Positive<br><br>Step 1 | Date <input type="checkbox"/> Negative<br><input type="checkbox"/> Positive<br><br>Step 2 |
| 7. Hepatitis B   | Date – Dose #1  | Date – Dose #2  |
| 8. Influenza   | Date  |   |
| This is a seasonal, annual vaccine required of all students. If it is not available at the time of appointment, it is required once vaccine is made available. Students will need to submit evidence of vaccine at that time.    |   |   |
| <b>9. COVID-19 – Vaccination fully completed or Medical or Religious exemption submitted and approved prior to first clinical day. (Individuals are considered fully vaccinated 14 days after the last dose of the vaccine.)</b> |   |   |
| Pfizer (2 doses)   | Dose #1 – Date:   | Dose #2 – Date:   |
| Moderna (2 doses)  | Dose #1 – Date:   | Dose #1 – Date:   |
| Johnson & Johnson/Janssen (1 dose)   | Date:   |   |
| <input type="checkbox"/> Muskingum University religious exemption form completed and submitted<br>or<br><input type="checkbox"/> Muskingum University medical exemption form completed and submitted                             |   | Date:   |

**Health Care Provider (APRN, PA, DO, MD)**

**Name:** \_\_\_\_\_ **Phone:** (     ) \_\_\_\_\_  
(please print)

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

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

## Appendix O.

### Muskingum University Nursing Alumni Survey

As alumni of the program your feedback is important to us in helping identify program strengths and weaknesses as we strive to meet our program objectives through a process of continuous improvement. In addition, we are interested in knowing about your employment status, and any plans that you have for continuing your education. Please take a few minutes to complete this survey.

Name \_\_\_\_\_ Month and Year of Graduation \_\_\_\_\_

Phone \_\_\_\_\_

Preferred Email (personal or work) \_\_\_\_\_

Current Employer \_\_\_\_\_

Program track: RN to BSN \_\_\_\_\_ Prelicensure \_\_\_\_\_

**Directions:** Please check the appropriate response next to the evaluative statement.

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.
  - a. Very confident
  - b. Confident
  - c. Somewhat confident
  - d. No confidence
2. Integrate caring and cultural competence through the practice of professional nursing.
  - a. Very confident
  - b. Confident
  - c. Somewhat confident
  - d. No confidence
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.
  - a. Very confident
  - b. Confident
  - c. Somewhat confident
  - d. No confidence
4. Use evidence-based nursing and health-related research findings in professional nursing practice.
  - a. Very confident
  - b. Confident
  - c. Somewhat confident
  - d. No confidence
5. Analyze effective leadership and management strategies used in rapidly changing complex healthcare delivery systems.
  - a. Very confident
  - b. Confident
  - c. Somewhat confident
  - d. No confidence

6. Use oral and written communication and information technology to communicate effectively.
  - a. Very confident
  - b. Confident
  - c. Somewhat confident
  - d. No confidence
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.
  - a. Very confident
  - b. Confident
  - c. Somewhat confident
  - d. No confidence
8. Provide holistic professional nursing care across the lifespan to promote health in a variety of healthcare settings.
  - a. Very confident
  - b. Confident
  - c. Somewhat confident
  - d. No confidence
9. Collaborate with other healthcare professionals in a variety of settings to promote cost-effective healthcare.
  - a. Very confident
  - b. Confident
  - c. Somewhat confident
  - d. No confidence
10. Accept responsibility and accountability for personal and professional growth and development, and value the commitment to lifelong learning.
  - a. Very confident
  - b. Confident
  - c. Somewhat confident
  - d. No confidence

Please list the top 2-3 program strengths.

Please list any opportunities for program improvement. For example, if you could change one thing about the program, what would that be?

Do you have plans to continue your education in nursing? If so, please explain.

**RN to BSN students only**

Did obtaining your BSN help you to expand your career opportunities in nursing? If so, how?

**Prelicensure or RN to BSN graduates**

Are there any additional comments you would like to share?



**This page has been intentionally left blank**