



**MURRAY**  
STATE COLLEGE

**From Here,  
Go Anywhere.**

# **Murray State College Nursing Program**

## **Associate of Science Degree in Nursing**



# **Student Handbook**

## **2023~2024**

*Revised 6/20/2023*



**MSC NURSING PROGRAM  
STUDENT HANDBOOK  
2023-2024**

*To provide exemplary nursing education to a diverse student population for the development of tomorrow's nurse leaders who focus on the unique needs of patients, families, and communities.*

Murray State College Nursing Program  
One Murray Campus  
Tishomingo, OK 73460

Murray at Mercy and Career Mobility  
Mercy Hospital Ardmore  
1011 14<sup>th</sup> Ave NW  
3<sup>rd</sup> Floor  
Ardmore, Oklahoma 73401

Murray at Southeastern  
425 W. University Boulevard  
3<sup>rd</sup> Floor  
Durant, Oklahoma 74701

Murray at DRH Career Mobility  
2621 Whisenant Drive  
Duncan, OK 73533

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<https://www.mscok.edu/academics/departments/nursing>

*Murray State College is committed to providing equal access to college programs and services for all students. Under College policy and federal and state laws, students with documented disabilities are entitled to reasonable accommodation to ensure that student has an equal opportunity to perform in class. If any member of the class has such a disability and needs special academic accommodation, please report to the Counseling Center, MSC, or UCSO before the end of week one of the semesters. Reasonable accommodation may be arranged after verification of your situation. Do not hesitate to contact MSC if any assistance is needed in this process.*

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Murray State College continues to monitor the evolving COVID-19 situation and align our college planning with guidance from the local and state health offices. Our primary goal is to protect the health and safety of our students, faculty, staff, and the Murray State College community while delivering quality education.

*See the Syllabus and clinical lab guide for course-specific information.*

## **SECTION 1.0 Murray State College Information**

### **1.1 Murray State College Mission, Goals, and Functions**

#### **MISSION**

Murray State College Provides Opportunities for Student Learning, Personal Growth, Professional Success, and Community Enhancement. The nursing program supports this mission, and nursing students have the same rights, privileges, and obligations as other college students and are encouraged to participate in college life.

#### **GOALS**

- Provide programs and resources that meet the needs of our students and communities.
- Provides an environment that facilitates learning and working.
- Develop college, economic, and community resources.
- Advance the college mission, values, and vision in our work areas and communication with others.

#### **FUNCTIONS**

In keeping with the needs and background of its students, the changing community which the college serves, and the requirements of our society for its members, the faculty and administration of Murray State College are dedicated to the accomplishment of the following functions:

1. To provide a comprehensive two-year post-secondary educational program to serve the needs of residents of the south-central Oklahoma counties of Atoka, Bryan, Carter, Coal, Garvin, Johnston, Love, Marshall, Murray, and Pontotoc.
2. To provide educational programs which give predominant emphasis to technical and occupational education.
3. To provide a program of general education that will enable students to develop the attitudes, knowledge, qualities, and skills necessary for them to be effective as a person, a family member, and a citizen.
4. To provide educational programs of two years or less for students who plan to transfer into baccalaureate and professional programs at four-year institutions.
5. To provide a program of education for youth and adults whose previous educational experiences have not prepared them for achievement at the collegiate level.
6. To provide the opportunity for academic guidance and counseling services for all students.

7. To provide community services to improve the cultural, economic, and social environment of the area served by the college.
8. To provide leadership and assistance in economic development activities to enhance the quality of life in the service area.
9. To provide the opportunity for learning environments utilizing the appropriate technology to enhance instructional delivery and student learning. The college makes its physical plant available for the use of community organizations and supplies the special talents, leadership, and influence of its professional staff for promoting the economic, civic, and cultural life of the community.

## 1.2 General Education Goals

A graduate of Murray State College will have achieved several key outcomes and the nursing program supports the following general education goals (revised 2012).

1. **Effective Communication**-MSC provides students with the educational opportunities necessary to develop effective communication skills essential for daily interaction in society and the workplace.
2. **Responsible Citizenship** -MSC provides an educational environment in which students demonstrate an awareness of social and civic responsibilities.
3. **Global Awareness** -MSC provides students with educational opportunities to learn about cultural diversity and global awareness through curricular and extracurricular activities including lectures, music, literature, film, and art.
4. **Critical Thinking** -MSC provides educational opportunities in which students demonstrate problem-solving and critical thinking skills necessary for personal and professional success.
5. **Quantitative Reasoning** -MSC provides educational opportunities for students to collect and use quantitative data, create and examine quantitative models, apply mathematical skills, and solve scientific problems.
6. **Information & Technology Literacy** -MSC provides students with educational opportunities necessary to demonstrate and apply information literacy skills and utilize technological resources necessary for personal and professional success.
7. **Health and Wellness**-MSC provide students with educational opportunities which will encourage self-management skills, foster a healthy lifestyle, and provide personal enrichment.

## 1.3 Student Services

- **ACADEMIC SUPPORT**

[Academic Support Services](#) are available to meet the needs of our students. For further information or to schedule an advisement session, please get in touch with the MSC-Tishomingo Academic Advisement Center at (580) 387-7201 or the [MSC-Ardmore Advisement Center](#) at (580) 319-0370.

- **STUDENT SUCCESS CENTER (SSC)**

The Student Success Center is located in the library on the Tishomingo campus. It offers individual and online tutoring services, peer-led learning, and group study activities for various subjects and courses. The Student Success Center also houses a writing lab where students can schedule an in-person or online appointment for assistance with writing assignments. For detailed information about the services provided, please visit the SSC's website at <https://www.msco.edu/academics/student-success-center>

- **LIBRARY**

- The MSC Library/Learning Resource Center is a comfortable service-oriented facility. A friendly and knowledgeable staff can assist students using various online library resources, including the MSC catalog, full-text periodicals, and web-based databases. For further information, contact the MSC-Tishomingo Library at (580) 387-7310 or email [askMSCLibrary@msco.edu](mailto:askMSCLibrary@msco.edu)
- The hours at the **MSC Library** are Monday – Thursday, 7:30 a.m. to 8:30 p.m.; Friday, 7:30 a.m. to 4:00 p.m.; Sunday, 5:30 p.m. to 8:30 p.m.
- The hours at the **UCSO Learning Center** are Monday-Thursday, 7:30 a.m. to 8:00 p.m.; Friday, 7:30 a.m. to 4:00 p.m.; Saturday and Sunday – Closed.

- **TUTORING SERVICES**

The Help Center in Tishomingo is located in the Library, housed in the Library Science Building. The Ardmore Help Center is located in Room 228 at UCSO. Both campuses tutor MSC students in various areas, including but not limited to English, Mathematics, and Science.

The Student Success Center also provides academic and career coaches, college success workshops, group study rooms, and online tutoring. For more information, contact the Student Success Center at 580-387-7589 or [studentsuccesscenter@msco.edu](mailto:studentsuccesscenter@msco.edu).

If you have any questions concerning professional tutors at MSC-Tishomingo or MSC-Ardmore, please email [testingcenter@msco.edu](mailto:testingcenter@msco.edu).

- **STUDENT SERVICES SUPPORT - TRIO**

The Office of Student Support Services is a federally funded program to meet unique special needs. The program goal aims to improve targeted students' retention

and graduation remains emphasis of the program is to provide a unique environment in which students can come for assistance in meeting their academic, personal, career, and social needs.

Students must be enrolled as MSC students and need academic support. In addition, you must belong to one of the following student groups: First-generation college students, low-income, or disabled. Student Support Services provides academic advisement, career counseling, extensive tutorial assistance, financial aid information, and campus and community resources referrals. Students may contact the Student Support Services office at (580) 387-7262 for further information.

- **MSC TESTING CENTERS:**

Testing Services are available for faculty-approved proctored exams and make-up tests at the Tishomingo and Ardmore Campuses. After the faculty submits a request for testing services, the student must make arrangements with the testing center coordinator at the appropriate testing site to complete the test in the allotted time. Off-site, faculty-approved, proctored testing is available but must be arranged through the testing center coordinator.

**Ardmore Campus Testing Center Information:** The Testing Center hours are Monday through Thursday from 8:00 a.m. to 5:00 p.m. and 8:00 a.m. to 4:00 p.m. on Friday. Other hours may be available by arrangement. You must call for an appointment at (580) 319-0371 or email [testingcenter@mscok.edu](mailto:testingcenter@mscok.edu) before arriving.

**Tishomingo Campus Testing Center Information:** Library Science Building 118: The Testing Center hours are 7:30 a.m. to 4:00 p.m., Monday through Friday. Other hours may be available by arrangement. You must call for an appointment before arriving at the center in LS 118 for testing at (580) 387-7304 or e-mail [testingcenter@mscok.edu](mailto:testingcenter@mscok.edu) (preferred).

**Proctored Exams for Students who are outside of the MSC area:**

If a student cannot attend one of the MSC Testing Centers, students can use Respondus Monitor and Lockdown Browser as designated by the instructor. The student will need the required technology, such as web cameras, a microphone, a laptop or desktop computer, and high-speed internet. An ethernet-wired Internet connection with a speed of 3.0MBPS is strongly preferred. If you have any questions, please contact one of the [MSC Testing Centers](#).

The Internet is required to take all of your exams. An internet connection will run continuously during your exam administration through Respondus Monitor or other proctoring solutions as directed by the instructor. We strongly recommend using an Ethernet (wired) Internet connection with a speed of at least 3.0 Mbps or higher while taking your exams if possible. If you use a wireless, USB modem, laptop connect card or mobile hotspot connection during an exam, it is possible to run into problems due to dropped/interrupted connections. If an issue occurs, please contact your



instructor or one of the [MSC Testing Centers](#). Respondus provides a [Quick Start guide for students](#)

- **FINANCIAL AID**  
**MSC FAFSA Code: 003158**

MSC offers a variety of grants, loans, work-study, and scholarships to help students meet the cost of attending MSC. Information collected from the Free Application for Federal Student Aid (FAFSA) will determine the amount of aid needed for each student. The FAFSA calculates the amount the student's family is expected to provide and the amount of need-based aid the student is eligible to receive. Our primary purpose is to provide counseling and prompt, courteous assistance to students and their parents in identifying, applying for, and receiving financial assistance to meet educational costs.

**If you enroll in this or any other course at MSC and you determine that you are unable to complete the semester, it is your responsibility to officially withdraw from that class (or from school if needed). If you receive federal financial aid and you do not attend at least one class through 60% of the semester, you WILL be responsible for repaying a portion of the federal financial aid you have received.**

**For financial aid information, contact:**

Financial Aid Office Student Services Building, Suite 108  
One Murray Campus, Tishomingo, OK 73460  
Phone: 580-387-7220; Fax No. 580-371-9844; Email: [mscfao@mscok.edu](mailto:mscfao@mscok.edu)  
Office Hours (August through May): Monday through Friday; 8:00 am to 5:00 pm  
Summer Office Hours (June and July): Monday through Thursday, 8:00 am to 5:00 pm.

**1.4 College Calendar- view the calendar at [2023-2024 Academic Calendar](#)**

## **SECTION 2.0 Nursing Program Information**

### **2.1 Accreditation and Approval**

#### **Institutional Accreditation**

*Higher Learning Commission of the North Central Association of Colleges and Schools*

The Higher Learning Commission

30 North LaSalle Street, Suite 2400

Chicago, Illinois 60602-2504

Telephone: (800) 621-7440 / (312) 263-0456

Fax: (312) 263-7462

Web site: <http://www.ncahlc.org>

Status: Full Accreditation Spring 2014. Next Visit: 2023-2024

#### **State Program Approval**

*Oklahoma Board of Nursing*

2915 N Classen, Ste. 524

OKC, OK 73106

TEL: 405-962-1800 FAX: 405-962-1821

Last review Fall 2016 Full approval

#### **Program National Accreditation**

**The Murray State College Nursing Program is fully accredited by the Accreditation Commission for Education in Nursing, Inc.**

*Accreditation Commission for Education in Nursing, Inc.*

"ACEN"

3343 Peachtree Road NE, Suite 850

Atlanta, GA 30326

Phone (404) 975-5000 Fax (404) 975-5020

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

Status: Full Accreditation Spring 2016. Next Visit 2024

## 2.2 Program Description

Murray State College offers two distinct entry options, the Traditional pathway and the Career Mobility hybrid online pathway for LPNs, LVNs, and Licensed Paramedics. At the completion of the nursing programs, students will graduate with an Associate of Applied Science Degree and is eligible to take the National Council Licensure Examination (NCLEX) for registered nurses. The MSC Nursing program has fall and spring entry options.

## 2.3 Philosophy Framework for Nursing Education/Practice

The associate degree nursing program is an integral part of Murray State College, as such; it functions within the mission, philosophy, and goals of the college.

**The mission of the Murray State College Nursing Program:** *To provide exemplary nursing education to a diverse student population for the development of tomorrow's nurse leaders who focus on the unique needs of patients, families, and communities.*

### MSC Nursing Program Philosophy

The philosophy of the Murray State College Nursing Program, revised in August 2014, reflects the mission, goals, and philosophy of Murray State College and functions within its framework.

We believe that:

**Human Beings:** Human beings are the “synergy of unique and complex attributes, values, and behaviors, influenced by that individual’s environment, social norms, cultural values, physical characteristics, experiences, religious beliefs and practices, and moral and ethical constructs” (NLN 2010).

**Environment:** Human beings exist in and are affected by, complex and constantly changing environments composed of internal and external factors. Environmental factors influence self-care needs and abilities. The environment both impacts and is impacted by human beings.

**Health:** Health is a dynamic state of bio-psycho-social well-being that fluctuates on a wellness-illness continuum. Health is influenced, and defined, by individual perceptions, values, and preferences and is impacted by the ability to adapt to changes in order to meet perceived needs.

**Nurses and Nursing:** “Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and

treatment of human response, and advocacy in the care of individuals, families, communities, and populations” (ANA). Nurses, and the nursing profession, seek to promote human flourishing through development and application of nursing judgment. Nurses should possess a perpetual spirit of inquiry used to “raise questions, challenge traditional and existing practices, and seek creative approaches to problems” to the benefit of themselves, patients, families, and communities. Nursing requires a commitment to lifelong learning and the development, and continued enhancement, of professional identity.

**Education and Teaching:** The nursing faculty believes exemplary nursing education is founded in evidence-based teaching methods and learning occurs when students are actively engaged in the teaching/learning process. Education and teaching are a partnership between faculty and students, with each possessing unique and diverse experiences, backgrounds, and learning styles. Students are empowered to recognize and utilize their preferred learning style(s) to achieve personal, course, and program outcomes. Education that is a shared collaborative experience maximizes the potential for human flourishing.

The Nursing Program implements its mission and philosophy guided by the core values and integrating concepts of the educational model outlined in “Outcomes and competencies for graduates of practical, vocational, diploma, associate degree, baccalaureate, master’s, practice doctorate, and research doctorate programs in nursing” and developed by the National League for Nursing (2010). Using these values and concepts students are guided to gain competencies for progressive, real-world, nursing experiences. The following core values and concepts are included:

1. **Core Values-** There are seven core values that are implicit in nursing’s historic paradigm and are foundational for associate degree nursing programs. The core values of caring, diversity, ethics, excellence, holism, integrity, and patient-centeredness are apparent throughout the nursing profession from basic nursing care to advanced research and practice.
2. **Integrating Concepts-** Within the seven core-values six integrating concepts appear including context and environment, knowledge and science, personal and professional development, quality and safety, relationship-centered care, and teamwork. These integrating concepts are illustrated throughout the MSC Nursing Program and professional, multidimensional student learning experiences.

## 2.4 Student Learning Outcomes

Student Learning Outcomes are the expected culmination of all learning experiences occurring throughout our nursing program. The student learning outcomes expected of our graduates include:

MSC Nursing Program Student Learning Outcomes	
1.	Use ethical guidelines to fulfill the nursing role of client advocate.
2.	Collaborate with the client throughout the nursing process to deliver holistic, culturally appropriate nursing care.
3.	Promote client autonomy, ongoing growth, and integrity through the role of client educator.
4.	Utilize therapeutic communication and knowledge of group dynamics to work effectively within the interdisciplinary team to improve client outcomes and continuity of care.
5.	Adapt management and coordination of workflow environment effectively within the healthcare team and with consideration of the scope of practice and organizational policies to improve client safety and continuity of care.
6.	Demonstrate accountability and responsibility for continued and evolving competency development.
7.	Utilize NPSGs, information technology, quality improvement processes, and evidenced-based research for the improvement of client care and safety.

## 2.5 Nursing Program Curriculum



**Associate of Applied Science in Nursing  
Traditional Pathway  
2023-24 Degree Check**

<b>Name:</b>	<b>Completed by:</b>			
<b>ID:</b>	<b>Date:</b>			
<b>General Education Requirements (19 Credits)</b>	<b>Credits</b>	<b>Grade</b>	<b>Semester</b>	<b>Notes</b>
<b>Communication (6 Credits)</b>				
ENG 1113 English Composition I	3			
ENG 1213 English Composition II	3			
<b>History and U.S. Government (6 Credits)</b>				
HST 1483 US History to 1877 (or) HST 1493 US History since 1877	3			
GVT 1113 American Federal Government	3			
<b>Liberal Arts (6 credits)</b>				
PSY 1113 Intro to Psychology	3			
PSY 2523 Developmental Psychology	3			
<b>Humanities (1 Credit) See catalog for a listing of acceptable courses.</b>				
<b>Program Core Requirements (51 Credits)</b>	<b>Credits</b>	<b>Grade</b>	<b>Semester</b>	<b>Notes</b>
<b>Science (8 Credits) Must be completed within 10 years from anticipated graduation date</b>				
A & P 2124 Human Anatomy and Physiology I	4			
A & P 2134 Human Anatomy and Physiology II	4			
MIC 2224 Intro to Microbiology	4			
<b>Health Science (3 credits)</b>				
HS 1553 Nutrition or NUT 1553	3			
<b>Nursing (36 credits)</b>				
NUR 1118 Fundamentals for Nursing	8			
NUR 1129 Health Promotion and the Nursing Process I	9			
NUR 2219 Health Promotion and the Nursing Process II	9			
NUR 2220 Leadership and the Nursing Process	10			
<b>Strongly Recommended Program Support Electives (0 Credits Required)</b>				
BIO 1404 Principles of Biology *Grade of C or higher is a prerequisite for AP 2124 at Murray State College.	4			
CHM 1114 General Chemistry I	4			
SOC 1113 Introduction to Sociology	3			
MTH 1213 Introduction to Statistics	3			
NUR 2553 NCLEX Review	3			
COL 1211 Success Strategies	1			
<b>Additional Recommended Electives (0 Credits Required)</b>				
Any Area 4 course from the college catalog	3			
MOA 1113 Medical Terminology I	3			
HWP 2213 First Aid	2			
HS 1113 Fundamentals of Pharmacology	3			
MTH 1513 Precalculus (Algebra)	3			
SPC 1113 Fundamentals of Speech	3			
HS 1113 Math for Meds	3			
SPA 1114 Beginning Spanish I	4			
<b>Substitutions must be approved by Program Chair</b>				
<b>Total Credit Hours Required: 70</b>	15 hours at MSC <input type="checkbox"/>	Min 2.0 GPA <input type="checkbox"/>	Min 19 Hours in Gen Ed Core <input type="checkbox"/>	



**Associate of Applied Science in Nursing  
Career Mobility Pathway  
2023-24 Degree Check**

<b>Name:</b>		<b>Completed by:</b>			
<b>ID:</b>		<b>Date:</b>			
<b>General Education Requirements (19 Credits)</b>		<b>Credits</b>	<b>Grade</b>	<b>Semester</b>	<b>Notes</b>
<b>Communication (6 Credits)</b>					
ENG 1113 English Composition I	3				
ENG 1213 English Composition II	3				
<b>History and U.S. Government (6 Credits)</b>					
HST 1483 US History to 1877 (or) HST 1493 US History since 1877	3				
GVT 1113 American Federal Government	3				
<b>Liberal Arts (6 credits)</b>					
PSY 1113 Intro to Psychology	3				
PSY 2523 Developmental Psychology	3				
<b>Humanities (1 Credit) See catalog for a listing of acceptable courses.</b>					
<b>Program Core Requirements (51 Credits)</b>		<b>Credits</b>	<b>Grade</b>	<b>Semester</b>	<b>Notes</b>
<b>Science (8 Credits) Must be completed within 10 years from anticipated graduation date</b>					
A & P 2124 Human Anatomy and Physiology I	4				
A & P 2134 Human Anatomy and Physiology II	4				
MIC 2224 Intro to Microbiology	4				
<b>Health Science (3 credits)</b>					
HS 1553 Nutrition or NUT 1553	3				
<b>Nursing (36 credits)</b>					
NUR 1113 Nursing Role Transition	3				
Direct and Challenge Exam Articulation Credit for NUR 1118 and NUR 1129	14				
NUR 2219 Health Promotion and the Nursing Process II	9				
NUR 2220 Leadership and the Nursing Process	10				
<b>Strongly Recommended Program Support Electives (0 Credits Required)</b>					
BIO 1404 Principles of Biology *Grade of C or higher is a prerequisite for AP 2124 at Murray State College.	4				Prerequisite may be waived by program chair.
CHM 1114 General Chemistry I	4				
SOC 1113 Introduction to Sociology	3				
MTH 1213 Introduction to Statistics	3				
NUR 2553 NCLEX Review	3				
COL 1211 Success Strategies	1				
<b>Additional Recommended Electives (0 Credits Required)</b>					
Any Area 4 course from the college catalog	3				
MOA 1113 Medical Terminology I	3				
HWP 2213 First Aid	2				
HS 1113 Fundamentals of Pharmacology	3				
MTH 1513 Precalculus (Algebra)	3				
SPC 1113 Fundamentals of Speech	3				
HS 1113 Math for Meds	3				
SPA 1114 Beginning Spanish I	4				
<b>Substitutions must be approved by Program Chair</b>					
<b>Total Credit Hours Required: 70</b>	<b>15 hours at MSC</b> <input type="checkbox"/>	<b>Min 2.0 GPA</b> <input type="checkbox"/>	<b>Min 19 Hours in Gen Ed Core</b> <input type="checkbox"/>		

## 2.6 Admission Policies

Applicants must meet all requirements for admission to the nursing program in addition to MSC requirements.

1. As a professional educational program, the nursing program is a limited-entry program. To be considered for admission, students are required to meet the following:
  - a. Have a completed application on file by the posted deadline.
  - b. Achieve the proficiency level in 2 attempts on the ATI TEAS. If unable to meet the proficiency level student may be required to submit a written essay. (Traditional Students only)
  - c. Achieved a minimum ACT composite reading score of 20 or minimum NexGen Accuplacer reading score of 249.
  - d. College Retention GPA of 2.5 or nursing prerequisite GPA of 3.0.
2. Provide verification of paid nursing fees each year to cover MSC NSNA fees, Liability insurance, Substance abuse screening, and simulation lab supplies.
3. Students must complete, enroll and submit the Physical Exam Form, Immunization record, and American Heart Association CPR certification with an expiration date not occurring during tenure in the nursing program documents to Castlebranch ([www.castlebranch.com](http://www.castlebranch.com)) Medical Document Manager by provided date.  
**Student pays Castlebranch directly.**
4. All newly accepted students are required to attend the Nursing Program Pre-Orientation and Nursing Boot Camp.



## 2.7 ADA and Performance Requirements

### **ADA and Performance Policy:**

Murray State College is committed to providing equal access to college programs and services for all students. Under college policy and federal and state laws, students with documented disabilities are entitled to reasonable accommodation to ensure that students have an equal opportunity to perform in class. The Associate Degree Nursing Program complies with College policies regarding Civil Rights and the Rights of Individuals with Disabilities.

Purpose of the ADA: to provide a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities; to provide clear, strong, consistent enforceable standards addressing discrimination against individuals with disabilities; to ensure that the Federal government plays a central role in enforcing the standards established in this action on behalf of individuals with disabilities and in invoking the sweep of congressional authority, including the power to enforce the fourteenth amendment and to regulate commerce, in order to address the major areas of discrimination faced day-to-day by people with disabilities. (Americans with Disabilities Act, 1991)

Reasonable accommodation: "Change in the way things are customarily done that will enable an individual with a disability to enjoy equal opportunities." (ADA 1620.20)  
Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation. (ADA 1630.2m)

Performance requirements are the basic activities a nursing student must be able to complete in a reasonably independent manner. A student who poses a direct threat to the health or safety of others or to themselves will not meet the clinical/skills competencies required in the Nursing Program. A "direct threat" is defined as a significant risk to the health or safety of others that cannot be eliminated or reduced to an acceptable level by modification of policies, practices, or procedures by the provision of auxiliary aids or services. Determination will be made on an individual basis.

### **PURPOSE:**

To provide reasonable accommodations to ensure the student has an equal opportunity to perform in class and the clinical setting.

## **PROCEDURE:**

1. Any member of the nursing class who has a disability and needs special academic accommodation, please contact the testing center.
2. Email the testing center for more information at [testingcenter@mscok.edu](mailto:testingcenter@mscok.edu).
3. Reasonable accommodation will be arranged after verification of ADA needs.
4. Official document will be provided to the Nursing Program Chair, who will make a copy and distribute to all faculty teaching the nursing course.
5. Nursing students will test in the classroom with other students unless specified otherwise. Students may also test in the testing center with approval.
6. Academic accommodation will be given for Unit Exams and Final Exams.
7. Students requiring ADA accommodations will sign a form verifying start and stop time for each unit exam and final exam.
8. The following is a list of performance requirements for all students enrolled in the Nursing program.
  - A. Visual acuity, depth perception, and peripheral vision adequate with corrective lenses to see objects more than 20 feet away; see objects less than 20 inches away; read the small print on containers, and withdraw medications from small containers.
  - B. Hearing ability with auditory aids to distinguish faint sounds with variations, understand the normal speaking voice without viewing the speaker's face, hear auditory alarms, emergency signals, and communicate via the telephone.
  - C. Gross motor skills and physical endurance to be able to stand and maintain balance for prolonged periods of time, lift objects of 35 lbs. or more, reach above shoulders and below the waist, move from room to room, maneuver in limited spaces, and squeeze with hands.
  - D. Communicate effectively in verbal and written form by speaking clearly and succinctly when explaining treatment procedures, describing patient conditions, implementing health teaching, and writing legibly.
  - E. Fine motor skills with manual dexterity to write with a pen or pencil, type on a computer keyboard, pick up and manipulate small objects with hands, screw-on caps, perform actions using two hands simultaneously, and pinch small objects with fingers.
  - F. Sufficient tactile ability is necessary to perform competent and safe nursing care; to monitor and assess physical characteristics.
  - G. Function safely under stressful conditions with the ability to adapt to ever-changing environments.

## 2.8 Nursing Program Facilities

The MSC Tishomingo Health Science building opened in 2017, housing the Nursing, PTA, OTA, Child Development, and Health Wellness and Human performance programs. Within the building, the following areas are found: Nursing Program Chair's office, Nursing Faculty offices, Health Science Executive Assistant suite, patient simulation/skills laboratory, classrooms, reception area, student study areas, and student snack areas. Parking is available on the campus and a parking decal must be obtained each year from the bookstore.

The building is equipped with Wi-Fi for student use. Students are required to have a laptop computer for group work and testing purposes. Children are not allowed in the classroom or skills/simulation lab.

The Murray at Mercy nursing suite was opened in January 2019. The following areas are found: classroom, two nursing faculty offices, patient simulation/skills laboratory, faculty breakroom, student study areas, and student snack area.

Parking is available on the hospital premises and students are informed during orientation. The building is equipped with Wi-Fi for student use. Students are required to have a laptop computer for group work and testing purposes. Children are not allowed in the classroom or skills/simulation lab.

The Murray at Southeastern nursing suite was opened in January 2022. The following areas are found: 2 classrooms, one conference room, two nursing faculty offices, a patient simulation/skills laboratory, and a student lounge. Parking is available on the SE university premises. Students are informed during orientation of the process for obtaining a parking permit.

## 2.9 Inclement Weather Policy

1. For inclement weather information concerning clinical and/ or skills lab check Blackboard announcements and e-mail.
2. Classes are canceled only by the decision of the MSC President (see inclement weather policy posted on bulletin board).
3. Each individual instructor will consult with the Nursing Program Chair and decide whether clinical and/or skills labs will meet.
4. If there WILL NOT be a clinical and/or skills lab due to inclement weather arrangements will be made, if possible, for make-up at a later date.
5. If there WILL be a clinical and/or skills lab then each student will need to decide based on his/her own particular circumstances and so inform the instructor and plan for a make-up day as necessary.

## 2.10 Approximate Cost: Traditional Student

MURRAY STATE COLLEGE Traditional Nursing Student						
Approximate Cost Academic Year 2023-2024						
	First semester	Second semester	Summer semester	Third Semester	Fourth Semester	Total
Tuition General Education courses OK Resident -\$140.00 per credit hour plus mandatory fees of \$32.00 per credit hour	\$1720.00 10 credit hours	\$1204.00 7 credit hours	\$688.00 4 credit hours	\$1204.00 7 credit hours	\$1032.00 6 credit hours	\$5848.00 34 credit hours
Tuition Nursing Courses OK Resident- \$140.00 per credit hour plus a mandatory fee of \$32.00 per credit hour	\$1376.00 8 credit hours	\$1548.00 9 credit hours		\$1548.00 9 credit hours	\$1720.00 10 credit hours	\$6192.00 36 credit hours
Nursing Course fees	\$300.00	\$300.00		\$300.00	\$300.00	\$1200.00
General Education Course Fees	\$360.00	\$270.00	\$200.00	\$280.00	\$160.00	\$1270.00
MSC Application fee	\$10.00					\$10.00
Program Entrance Exam	\$80.00					\$80.00
MSC ID fee is \$10.00 Each Semester	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$50.00
Books - General Education	\$250.00	\$170.00	\$160.00	\$200.00	\$170.00	\$950.00
Books- Nursing	\$800.00					\$800.00
Uniforms and Nursing Supplies	\$270.00					\$270.00
Nursing Student Liability Insurance	\$20.00			\$20.00		\$40.00
OSNA Dues	\$40.00			\$40.00		\$80.00
Clinical Drug Screens	\$45.00			\$45.00		\$90.00
Graduation Fee					\$75.00	\$75.00
Pinning Uniform					\$60.00	\$60.00
Nursing Pin					\$50.00	\$50.00
Castlebranch IM Tracker	\$35.00					\$35.00
Background check/fingerprint					\$55.00	\$55.00
NCLEX-RN Application Single Multistate- Oklahoma NCLEX-RN Application- Texas					\$85.00 \$150.00 \$150.00	\$385.00
Person VUE Testing Center fee					\$200.00	\$200.00
High-Performance Laptop Computer	\$1000.00					\$1000.00
<b>Total</b>	<b>\$6,391.00</b>	<b>\$3577.00</b>	<b>\$1058.00</b>	<b>\$3,722.00</b>	<b>\$4,292.00</b>	<b>\$19040.00</b>

## 2.10 Approximate Cost: Career Mobility Student

<b>MURRAY STATE COLLEGE</b>			
<b>Career Mobility Student</b>			
Approximate Cost Academic Year 2023-2024			
Nursing Course Fees Career Mobility Students	First semester	Second semester	Total
Tuition Nursing Courses OK Resident- \$140.00 per credit hour plus a mandatory fee of \$32.00 per credit hour	\$1548.00 9 credit hours	\$1720.00 10 credit hours	\$3268.00 19 credit hours
Nursing Course fees	\$600.00	\$600.00	\$1200.00
MSC Application fee	\$10.00		\$10.00
Program Entrance Exam/Direct Articulation	\$225.00		\$225.00
MSC ID fee is \$10.00 Each Semester	\$10.00		\$10.00
Books- Nursing	\$800.00		\$800.00
Uniforms and Nursing Supplies	\$270.00		\$270.00
Nursing Student Liability Insurance	\$20.00		\$20.00
OSNA Dues	\$40.00		\$40.00
Clinical Drug Screens	\$45.00		\$45.00
Graduation Fee		\$75.00	\$75.00
Nursing Pinning Uniform		\$60.00	\$60.00
Nursing Pin		\$50.00	\$50.00
Castlebranch IM Tracker	\$35.00		\$35.00
Background check/fingerprint		\$55.00	\$55.00
NCLEX-RN Application Single Multistate- Oklahoma NCLEX-RN Application- Texas		\$385.00	\$385.00
Person VUE Testing Center fee		\$200.00	\$200.00
High-Performance Laptop Computer	\$1000.00		\$1000.00
<b>Total</b>	<b>\$4603.00</b>	<b>\$3145.00</b>	<b>\$7748.00</b>

## **2.11 Course Descriptions**

### **NUR1113 NURSING ROLE TRANSITION**

Prerequisite: Permission of the Nursing Program Chair

This online course is designed to introduce the licensed practical nurse, licensed vocational nurse, or registered paramedics to concepts related to change and transition as they pursue education to become registered nurses. Students will learn about the philosophy of the nursing education process, the differentiation of LPN and RN roles, critical thinking in registered nursing, role concepts essential for registered nursing practice, and the application of the nursing process.

**Credit: 3 semester hours**

### **NUR1118 FUNDAMENTALS FOR NURSING**

Prerequisites: Acceptance into the Nursing Program

This course is designed to introduce the beginning nursing student to the profession of nursing, legal, moral, and ethical constructs, effective communication, pharmacology, and the nursing process for the improvement of patient care and safety. The student will learn safe essential nursing skills to be performed while caring for individual patients.

**Credit: 8 semester hours**

### **NUR1129 HEALTH PROMOTION AND THE NURSING PROCESS I**

Prerequisites: NUR1118

This course is designed to introduce the nursing student to respiratory, cardiac, hematology, renal, and endocrine content while providing care for individual patients. The nursing student will collaborate with patients through the nursing process to deliver holistic, culturally appropriate care. Students will demonstrate accountability and responsibility for evolving identity as a nurse committed to safe, quality care.

**Credit: 9 semester hours**

## **NUR2219 HEALTH PROMOTION AND THE NURSING PROCESS II**

Prerequisites: NUR1118, NUR1129 or Direct Articulation

This course is designed to build upon knowledge of the nursing process gained in previous nursing courses; additionally, mental health, maternity, reproductive, and gastrointestinal concepts are explored. Students will adapt management and coordination of the workflow environment with the health care team to improve client safety and continuity of care. Students will promote patient autonomy, ongoing growth, and integrity through the role of client educator.

**Credit: 9 semester hours.**

## **NUR2220 LEADERSHIP AND THE NURSING PROCESS**

Prerequisites: NUR1118, NUR1129, NUR2219

This course is designed to build upon knowledge of the nursing process gained in previous nursing courses; additionally, leadership roles and neuromuscular and emergent care concepts are explored. Students will use ethical guidelines to fulfill their role as client advocates while providing evidence-based patient care. Role transition is supported by student development of individualized learning goals to be achieved during a preceptorship experience and preparation for the National Council Licensing Examination-RN.

**Credit: 10 semester hours**

## **NUR2810 SPECIAL PROBLEMS IN NURSING**

Prerequisite: Approval of the Nursing Department Chair

This course is designed specifically for special seminars, special studies, special interests, and other special projects/events/activities related to Nursing. This course may be taken more than one time.

**Credit: 1-3 semester hours**

## SECTION 3: Student Policies

### 3.1 ANA Code of Ethics

The MSC Nursing Program utilizes the ANA Code of Ethics as guidelines for professional nursing practice. The ANA Code of Ethics is outlined below.

<b>The ANA Code of Ethics</b>
The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
The nurse's primary commitment is to the patient, whether an individual, family, group or community.
The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, maintain competence, and continue personal and professional growth.
The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality healthcare and consistent with the values of the profession through individual and collective action.
The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, maintaining the integrity of the profession and its practice, and shaping social policy.



## 3.2 Technology Resources/Requirements

### TECHNICAL SUPPORT

Contact Information Technology at 580-387-7160 or go to <https://itsupport.mscok.edu>. From there, please fill out the pertinent information to submit your requests for technical help with the Internet, email, or Blackboard. Please do not contact the Information Technology/Media Center for help in the areas of course content or assignments. For these areas, contact your instructor.

For ATI technical assistance, contact 800-667-7531

For Evolve technical support, contact 800-222-9570

### TECHNOLOGY REQUIRED

1. Laptop Computer capable of fully accessing Blackboard, ATI, and other nursing-specific programs. No Chromebooks, tablets, iPads, or phones can be used.
2. High-Speed Internet connection (Mozilla Firefox, Google Chrome, and Internet Explorer.)
3. Webcam and microphone for connecting to instructors using Zoom and virtual assignments.
4. Speakers to listen to instructions from different websites.
5. Microsoft Word and PowerPoint to complete assignments provided by MSC (Microsoft 365).
6. Ability to download mobile apps to utilize Blackboard and MSC email using mobile phones for timely access to email and assignments.
7. Access the following websites during the course:

YouTube: <http://www.youtube.com>, Elsevier/Evolve, ATI, FA Davis, MSC Library/EBSCO, and other nursing-specific programs.

### TECHNICAL SKILLS

1. Students will be using e-mail with attachments in Microsoft Word formats.
2. Students will be creating and submitting files in Microsoft Word processing program formats “doc” or “Docx”.
3. Students will need to know how to successfully copy and paste.
4. Students will need to know how to access YouTube.
5. Students will need to know how to use Microsoft Word and PowerPoint.
6. Students will need to know how to take screenshots, save them to an approved file and submit them to Blackboard.

### 3.3 Immunization Guidelines

The following are the immunization and health records currently required to attend clinical. These records are subject to change as clinical agencies update their requirements. All nursing students must present proof of the following immunizations and health records. Students may obtain these required immunizations from their personal health care provider, local Urgent Care providers, area hospitals with employee health services, or the County Health Department in your community, these may be resources and can answer your questions about these requirements

**All requirements must remain current throughout the semester.**

#### 1. CPR – REQUIRED

All students must be currently certified in American Heart Association Basic Life Support (BLS) Healthcare Provider CPR prior to enrollment in any nursing course. Online CPR training is only acceptable if it includes hands-on skill check-off and is American Heart Association Healthcare Provider CPR. CPR certification is good for the period indicated on your card. However, it must be current for the entire semester in which the student is enrolling.

For example, if your CPR certification expires in the middle of a semester, you must renew it prior to the first day of class for that semester.

**NOTE:** The hospitals do not accept American Red Cross certification (or anything besides AHA). Please make sure to find/schedule a class before the last minute. You must have this done **PRIOR** to nursing orientation at the beginning of the semester, with time allowed for the card to reach you (which takes about a week or more, so plan accordingly).

#### 2. PHYSICAL EXAM- REQUIRED

***Use the provided physical exam form***

#### 3. IMMUNIZATIONS - REQUIRED

All nursing students must present proof of the following immunizations and health records. Immunizations can be obtained through your personal health care provider, area hospitals with employee health services, or any free-standing medical clinic (i.e. Minute Clinic/Urgent Care, etc.), or the County Health Department in your community may be resources and can answer your questions about these requirements. If titers are obtained in lieu of the vaccination, and the results are “negative” or “equivocal,” vaccinations will be required.

## Current Immunization Requirements:

- a. Two negative TB skin tests were given within the last 12-month period prior to beginning the semester. The test must remain current throughout the entire semester (TB tests are good for one calendar year- 365 days), with no exceptions. The document must show the date given and the date read between 48 – 72 hours. TB tests must be a minimum of 1 week apart from the date read **or** TB QuantiFERON Gold (T-Spot) Blood Test with negative results.

**NOTE:** Beginning September 1, 2020, Individuals with a previous positive TB skin test or a history of receiving the BCG vaccination for TB **MUST** now submit a negative TB Gold/T-Spot blood test. Hospitals no longer accept the “Cleared for Public contact” letter or Chest X-Ray without this step. If you have a positive TB Gold, you need to submit a chest X-ray from the health department with treatment recommendations, a “Cleared for Public Contact” letter, and proof of starting TB medication or a waiver for the medication. Do not repeat a positive TB skin test or a positive TB blood test (once positive, always positive); these positive tests are to be submitted with the above documents listed.

- b. Two MMR (measles, mumps, rubella) vaccinations **or** Three Positive titers (one each) for measles, mumps, and rubella are required
- c. Two Varicella vaccinations **or** one positive Varicella titer
- d. Three Hepatitis B vaccinations **or** Hep B waiver **or** one positive titer.
- e. Required seasonal Influenza vaccination documentation (***dated between September 1<sup>st</sup> and October 15<sup>th</sup>***). Students must have either a physician’s statement for medical reasons if the vaccine is not received.

**NOTE:** These waivers may not be allowed by some hospitals. ***Fall entry:*** The annual flu shot is not available until September each year and is due for uploading to Castlebranch no later than October 15 **annually**. ***Spring entry:*** Students must have documentation of the flu vaccine dated for the current flu season (documentation for September 1- January 10).

- f. TDaP vaccination- (**not DPT**). Evidence of three childhood vaccinations and one adult vaccination within the last 10 years **or** evidence of two adult vaccinations.
- g. **COVID VACCINES CHANGE EVERYTHING!** Proof of Covid vaccines is required by the clinical facilities or an approved religious or medical waiver **PRIOR TO** the first day of clinical each semester.

**NOTE:** If you have obtained a COVID vaccination, you **MUST** wait 30 days after the 2nd vaccine to get TB (skin test or TB Gold) **OR** any other vaccination.

### 3.4 Nursing Student Uniform/Dress Code Policy

**THE STUDENT UNIFORM CANNOT BE WORN IN ANY EMPLOYMENT SITUATION, NOR CAN THE STUDENT BE IDENTIFIED IN ANY MANNER AS A NURSING STUDENT WHILE EMPLOYED.** To do so is in direct violation of the Oklahoma Nursing Practice Act, which regulates the practice of professional and practical nursing. Refer to Guidelines for the Employment of Nursing Students prepared by the Oklahoma Board of Nursing. <http://nursing.ok.gov/ed-guide.pdf>

- a. Student uniforms are worn only for clinical experiences and as requested by the faculty for special events.
- b. Students must identify themselves to patients and facility personnel.
- c. Photo IDs and the MSC Nursing Program patch are worn on the uniform at all times. Patches must be secured on the left upper sleeve of the scrub top and lab jacket.

#### **Uniform**

1. Cherokee brand Murray royal blue scrubs- Listed below are the approved scrub style names. Students must purchase 2 new scrub sets at the beginning of the program.
  - a. Cherokee Workwear
  - b. Cherokee Infinity
  - c. Cherokee Flexible
  - d. Cherokee Luxe
  - e. Cherokee iflex
2. Cherokee brand Murray royal blue lab coats with a college patch on the left arm may be worn over the student uniform or may be worn over street clothes for specific rotations.
3. White, black, gray, or Murray royal blue long-sleeve t-shirts are allowed under scrub tops.
4. Clean white, black, or gray closed-toed shoes only.
5. Uniforms must fit in a way to allow movement and provide proper coverage, with tops untucked and long enough to cover hips. Undergarments must not be visible.
6. Uniforms must be wrinkle-free.
7. Additional information:
  - a. Jewelry should be of the nature to not hinder infection control or the ability to work safely, kept to a minimum, and appropriate in size.
  - b. Maximum of 2 earrings per ear. No other facial jewelry is allowed. Example of nonacceptable jewelry includes Ear stretchers/tunnels, nose, lip or tongue, and eyebrow studs or rings.
  - c. One ring is allowed and should be flat.
  - d. A wristwatch with a second hand is worn with the uniform.
  - e. Bandage scissors, stethoscope, penlight, goggles, and hemostats are required.
  - f. Any visible tattoo may be required to be covered according to the clinical facility policy.

## **Personal Grooming**

1. Hair should be clean and neatly combed, secured away from the face and above the shoulders, confined further as needed or directed by the instructor.
2. Extremes in dyeing, bleaching, tinting, or brightly colored hair accessories are not appropriate.
3. Close shaves are expected; neatly trimmed mustaches or beards are acceptable. Beard covers may be required.
4. Make-up may be worn in moderation. No artificial lashes or eyelash extensions.
5. Nails clean and short-trimmed; no nail polish, no gel, no dips, no artificial nails or tips.
6. Daily bathing and deodorant use is required.
7. No strong or offensive odors such as perfume, scented lotion, or cigarette smoke.

## **Additional Dress Information**

1. In addition to the standard uniform, most agencies have a dress code that has further guidelines for the dress while on duty. Murray State College instructors and students are guests in the agencies and are asked to comply with guidelines established for nursing personnel within the agency. Questions about proper dress can be addressed with the clinical instructor in the agency.
2. From time to time, when attending clinical learning experiences, students will wear professional casual. Clothing must fit in a way to allow movement and provide the proper coverage. (No flip flops, no see-through or low-cut tops, no jeans, no leggings, no dangle earrings.) Instructors will provide specific information when and if required.
3. Classroom dress must consist of appropriate clothing to not disturb or be considered offensive to faculty, students, or guests that would come into the class to observe, teach, or learn. This includes appropriate tops and shorts that do not expose any inappropriate body parts or have inappropriate sayings on them. Students who come to class that do not wear appropriate clothing will be asked to leave. Faculty has the authority to ask any student to leave the class if the policy is not adhered to.

## **3.5 Social Media Policy**

### **Purpose:**

The purpose of this policy is to define and describe the acceptable use of social media within the MSC nursing program. The MSC Nursing program supports the use of social media to reach students, prospective students, alumni, faculty, staff, and health professionals. MSC nursing program students who engage in blogs, social networking sites, video sites, online chat rooms, and forums to communicate both personally and professionally with others can be an exciting and valuable tool when used wisely. Nursing students and nursing faculty have a professional obligation to understand the nature, benefits, and consequences of participating in all types of social media. Unintended consequences of social media use can breach a patient's privacy, damage a patient's trust in nurses, and further damage a nurse's professional and personal future. Minor occurrences may be enough to elicit a

HIPAA (Health Insurance Portability and Accountability Act) violation and associated penalties.

**Principles:**

1. Nursing students will not post or share confidential or proprietary information about the college, faculty, staff, students, clinical facilities, patients, or other contacts.
2. Nursing Students must not place individually identifiable patient information online. Nursing students must know their legal and ethical responsibilities and clinical facility policies regarding protecting patient privacy, whether online or offline. Merely removing someone's name (or face, in the instance of images) from a communication does not necessarily protect that person's identity. Under federal law (HIPAA), protected "individually identifiable information" includes health information that identifies the individual or can reasonably be used to identify the individual in any form (oral, written, or otherwise) that relates to the past, present, or future physical or mental health of an individual.
3. Patient-student nurse professional boundaries must be maintained during interactions online and in person.
4. No student shall videotape, photograph, or voice record faculty or fellow students for personal or social media use without expressed written permission of the faculty or fellow students.
5. No student shall take pictures on their cellphones in the clinical setting.
6. Videotaping of simulation labs may be used for educational purposes of the MSC Nursing Student.
7. Images taken during the simulation lab or on campus may be used for marketing purposes.

**Considerations:**

1. There are no "private" social media sites. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information, including deleted postings. If you feel angry or passionate about a subject, it's wise to delay posting until you are calm and clear-headed. Think twice before posting or sharing. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.
2. Think before you post, err on the side of caution, and don't post if you are unsure. Avoid posting anything if you are angry.
3. Avoid any defamatory, offensive, or derogatory content. Do not use ethnic slurs, personal insults, or obscenity. These may be considered harassment. Remember, a joke to one person may feel like bullying and harassment to someone else.
4. Assuming that posting anonymously will keep your true identity secret, it may not be anonymous at all.
5. Student/Faculty interaction on Facebook, Instagram, Twitter, etc., is not allowed while the student is enrolled in the MSC Nursing Program.

### 3.6 Student Cell Phone Use

- No personal phone conversations or texting are allowed at any time while in the patient areas, skills lab, simulation, and in the classroom. Cell phones must be kept off the student desk during class time and out of pocket during clinical time. Instructor notification is required in case of an emergency.
- Cell phone usage in class or clinical is a disruption of the educational process and may result in disciplinary action, including dismissal. **Any student with possession of a smartwatch or cell phone during an exam may be dismissed from the program.**
- Cellphones may be used for communication with your instructor if approved by your instructor. Cellphone use for educational research as deemed necessary by your clinical instructor may be approved.
- Texting of faculty by students is not allowed except for specific school-related correspondence. The faculty may, at times, send out group text messages as reminders for class information to those who have given consent (on their Student Data Form) to receive such messages on cell phones.

### 3.7 Substance Screening Policy

In **addition** to abiding by Murray State College's *Alcohol and Drug Policy* and *Drug and Alcohol Abuse Prevention Policy*, the MSC Nursing Program, in accordance with the purpose of the Oklahoma Board of Nursing and standards of professional conduct, established a *Substance Screening Policy*. It is recognized that Oklahoma State law authorizes marijuana use by qualifying patients for certain medical conditions. However, the use and possession of marijuana are prohibited by federal law, and we believe medical and scientific research on the therapeutic benefits and risks of cannabis products is insufficient to support its inclusion in a medical treatment regimen. Therefore, medical marijuana use will not be permitted by any student in the Murray State College Nursing Program. Furthermore, it is the policy of the MSC Nursing Program to adhere to all policies of clinical affiliates, including the use of medical marijuana.

#### **Rationale:**

This policy is designed to ensure nursing students are not inhibited from meaningful participation in class or from using reasonable skill and safety during clinical experiences related to a substance use disorder, intemperate use, and/or misuse/abuse of alcohol or any drug, prescribed or otherwise.

#### **Protocol:**

Substance screening may occur routinely, at random, or for a cause. For cause, testing may be required if the Nursing Program Chair or designee, in consultation with faculty, determines that the behavior of the student is reasonably suggestive of impairment.

## Procedure:

1. Specimens are collected by a certified testing service and screened according to contracted laboratory protocol. Positive screening results will be reviewed by a Medical Review Officer (MRO) prior to being confirmed as positive.
2. Initial onsite and verified results are sent to the Nursing Program Chair.
3. Screening costs are included in students' nursing program fees.

## Consequences:

- Any student whose behavior is reasonably suggestive of impairment, substance use disorder, intemperate use, and/or misuse/abuse of alcohol or any drug prescribed or otherwise may be prohibited from engaging in the classroom, clinical, and/or laboratory experiences.
- Students may be dismissed from the nursing program for an initial positive screening.
- Students will be dismissed from the nursing program for a positive test for marijuana.
- Students may also be dismissed from the nursing program, without a positive screening, for violations of policy or egregious behavior.
- Refusal to test: If a student fails to provide the requested specimen by the date and time designated, the situation/student will be treated as having a positive screening.
- Students seeking readmission to the nursing program after dismissal related to a positive screening should refer to the MSC Nursing Program *Readmission Policy*. Revised 07/20

## 3.8 Smoking Policy

MSC Tishomingo and Murray at Mercy are smoking/tobacco/vape-free campuses. No smoking will be allowed during clinical rotations.

## 3.9 Grading Policy

Students enrolled in Nursing courses must maintain at least a 2.0 (75% or higher) for each nursing course of the program to enroll in subsequent nursing courses and graduate.

1. Grading conversion scale:
  - a. A- 90%-100%
  - b. B- 80%-89%
  - c. C- 75%-79%
  - d. D- less than 75% (automatic failure in nursing)



2. **Exams:** An average exam grade of 75% or above must be obtained to successfully complete the course

**Clinical:** An average exam grade of 80% or above must be obtained to successfully complete the course

**Dosage Calculation:** An average exam grade of 80% or above must be obtained to successfully complete the course

Additional coursework will be averaged into the final grade once all exam criteria, dosage calculations, and clinical requirements have been met.

Assignments for class/clinical/skills lab are listed in the corresponding unit learning and clinical lab guides. Students are responsible for completing and submitting all assignments by the scheduled due date.

All assignments are required to be completed satisfactorily. See the syllabus and Unit learning guides for further details.

If a student receives an "I" (incomplete) in a course, the student has up to one calendar year to complete the course requirements. If the "I" is not removed within one year, the "Incomplete" grade remains permanently on the student's record.

### 3.10 Progression Requirements

1. Students must attain an average exam grade of 75% or above in NUR1118, NUR1129, NUR2219, and NUR2220 to successfully complete the course and progress to the next sequential nursing course or graduate.
2. Students must attain an average clinical grade of 80% or above in NUR1118, NUR1129, NUR2219, and NUR2220.
3. Students must attain an average dosage calculation grade of 80% or above in NUR1118, NUR1129, NUR2219, and NUR2220.
4. Once the criteria for successful completion of the exam average, dosage calculation, and clinical have been met, grades will be averaged according to the percent of weighted averages chart for the final grade in each nursing course.
5. Students enrolled in nursing courses, i.e., NUR1118, NUR1129, NUR2219, NUR2220, must have a 2.0 grade point average (a grade of not less than "C") at the completion of each course. Failure to complete each course with a 2.0 will prevent continuation in the Nursing Program or graduation with an Associate in Applied Science Degree.
6. Prerequisite courses or concurrent enrollment course requirements must be completed in order to enroll in each nursing course. Refer to the college catalog for specific information.

### **3.11 Readmission Policies**

1. Readmission to the Nursing Program is in no way guaranteed.
2. Students seeking readmission to Nursing 1118 must follow the same procedure as applicants seeking initial admission to the Nursing Program. Students will receive additional application points for the attainment of LPN licensure.
3. Students dismissed from the program for academic or disciplinary actions may be readmitted to NUR1129, 2219, or 2220 after careful consideration individually. Students seeking readmission must take additional course(s) specific to dismissal/withdrawal determined by Nursing Program Chair. The student must also write a letter to the Nursing Program Chair, stating reasons for original withdrawal and cite changes that have occurred that will enhance the student's ability to complete the Nursing Program. The program chair must receive the letter within 30 days of dismissal from the program to be considered for readmission. Students will receive additional consideration if they attain LPN licensure before seeking readmission.
4. Students who withdraw from the program for reasons other than academic or disciplinary actions may be readmitted to Nursing 1129, 2219, or 2220 after requesting consideration for readmission in writing to the Nursing Program Chair, stating reasons for original withdrawal and citing changes that have occurred which will enhance the student's ability to complete the Nursing Program successfully. Students may be required to complete additional courses as determined by the nursing program chair. The program chair must receive letters within 30 days of dismissal from the program to be considered for readmission.

### **3.12 Transfer Policy**

1. Applicants must meet all requirements for admission to the nursing program and MSC requirements. (See admission criteria)
2. All college credits from other institutions will be evaluated individually to determine their possible application to the nursing curriculum requirements of MSC. A current transcript must be submitted to the Nursing Program Chair for evaluation.
3. There will be no more than one academic year between completing the last nursing course and transferring into the nursing program at MSC.
4. Previous nursing courses must be from a school of nursing approved by the State Board of Nursing
5. Course description and course syllabi for previous nursing courses must be provided. (TESTING MAY BE REQUIRED TO EVALUATE KNOWLEDGE)
6. A resume of previous clinical experience, including documentation of skills provided by the faculty of the transferring school, must be provided. (TESTING MAY BE REQUIRED TO EVALUATE KNOWLEDGE and SKILLS)
7. Potential transfer students will submit a letter stating the reason for transfer.
8. Letter of recommendation from the Nursing Program director of the school from which the applicant is transferring must be submitted.

### 3.13 Advanced Standing Credit

#### Direct Articulation:

The Oklahoma PN/ADN Articulation Plan, as approved by the Oklahoma Board of Regents, gives Murray State College the authority to allow LPNs and Paramedics to receive college credit for completed education without challenge examinations. Participation in this plan is strictly voluntary on the part of Murray State College. LPNs and paramedics must meet the same general education and nursing program entrance requirements to apply to the MSC nursing program.

1. Licensed Paramedics/LPN/LVNs (Career Mobility Students) are given direct articulation; receive five college credits for NUR1118-Fundamentals in nursing (1st semester of the MSC nursing program) and will be recorded on the student's transcript as a grade of "P" after the student has completed 12 or more semester hours of the ADN nursing program at Murray State College.
2. Licensed Paramedics/LPN/LVNs (Career Mobility Students) graduating within three years of the beginning semester of the CM nursing program are given direct articulation; receive nine college credits for NUR1129-Health Promotion and the Nursing Process 1 (2nd semester of the MSC nursing program) and will be recorded on the student's transcript as a grade of "P" after the student has completed 12 or more semester hours of the ADN nursing program at Murray State College.
3. Licensed Paramedics/LPN/LVNs (Career Mobility Students) graduating more than three years before the beginning semester of the CM nursing program are eligible to request credit for extra-institutional learning by taking the NUR1129 Challenge exam. (2nd semester of the MSC nursing program) Nine (9) credit hours will be granted for NUR1129 after attaining a passing score on the challenge exam and completing 12 or more semester hours of the ADN nursing program at Murray State College.
4. Students who receive direct articulation or successfully challenge NUR1129 (attaining a passing score on the challenge exam) are then eligible to enroll in either NUR2219-01- in-class section or the NUR2219-03 online section. The following requirements will apply:
  - a. **Attendance:** Career Mobility Students are not required to attend lecture classes. Still, they will be required to participate in orientation each semester and unit/final exams in person on the dates stated on the calendar. Pharmacology and dosage calculation unit quizzes will be taken in person on the dates stated on the calendar.
  - b. **Responsibility:** Recorded lecture material will be made available to allow the student to gain critical content in the unit. Students are strongly encouraged to view all lecture videos. Students must complete all reading assignments and learning activities as indicated in the unit learning guide, calendar, and other documents.
  - c. **Clinical/Simulated Patient Care/Preceptor/Precepted Experience Requirements:** In learning to function as contributing members of the nursing

profession, students must develop responsible, accountable behavior patterns and have adequate time to practice and demonstrate proficiency in the various nursing roles. (See also: *Nursing Student Handbook, Clinical Laboratory Guide, and Student Calendar*)

Students will learn and apply newly acquired knowledge and skills to client situations by participating in simulated patient care labs and clinical experiences. Students are expected to provide safe care during simulation/clinical experiences in all settings. Students must be prepared to provide patient care in a rapidly paced, physically and emotionally demanding environment. CM students will participate in the simulation lab and hospital/specialty clinical settings in NUR2219 and NUR2220.

5. Students must enroll in NUR2219 (3rd semester of MSC Nursing Program) within one academic year after successfully passing the challenge exam.
6. Licensed Paramedics/LPN/LVNs (Career Mobility Students) must complete NUR1113 Nursing Role Transition within two years of entry into NUR2219.
7. Career Mobility students who choose not to challenge NUR1129 or who cannot successfully challenge NUR1129 will be considered for admission with the traditional applicant pool. The following requirements will apply:
  - a. Transition students must attend all lecture classes, unit exams, and quizzes as stated on the NUR1129 calendar. Students must complete all reading assignments and learning activities as indicated in the unit learning guide, calendar, and other documents.
  - b. Clinical/Simulated Patient Care/Preceptor/Precepted Experience Requirements: In learning to function as contributing members of the nursing profession, students must develop responsible, accountable behavior patterns and have adequate time to practice and demonstrate proficiency in the various nursing roles.
  - c. Students will learn and apply newly acquired knowledge and skills to client situations by participating in simulated patient care labs and clinical experiences. Students are expected to provide safe care during simulation/clinical experiences in all settings. Students must be prepared to provide patient care in a rapidly paced, physically and emotionally demanding environment. CM students will participate in the simulation lab and hospital/specialty clinical settings in NUR1129, NUR2219, and NUR2220.

### 3.14 Transcripts

Transcripts will be released once all fees/monies owed to Murray State College have been paid.

### 3.15 Disciplinary Action/Dismissal from the Nursing Program

Students may receive disciplinary action for failing to abide by the standards of professional and student conduct as outlined by the Oklahoma Board of Nursing, the American Nurses Association of Code of Ethics, the Murray State College Disciplinary Rules and Regulations (*see MSC Student Handbook*) or failing to abide by any of the student policies outlined in the MSC Nursing Program Student Handbook.

#### A. Murray State College Nursing Program Disciplinary Action Policy

Although it is presumed that all nursing students exercise maturity and sound judgment in becoming productive members of the healthcare community, there are occasions when it becomes necessary to address matters of conduct and discipline. If disciplinary action becomes necessary, the nursing faculty will utilize progressive discipline if the situation allows. The type of disciplinary action taken will depend on the seriousness and nature of the offense and the student's history. **Any student who receives two (2) disciplinary actions during the semester will be required to meet with the Nursing Retention Committee and may be dismissed from the program at the discretion of the Nursing Program Chair.**

**A cumulative total of five (5) disciplinary actions during the program may result in dismissal from the program.**

**Additionally, five (5) points will be deducted from the Nursing Course and Clinical Evaluation final percentile grade for each disciplinary action.**

Disciplinary action may include one or more of the following:

1. Students receiving disciplinary action will receive a written notice which will become part of the student's permanent file.
2. Student will be removed from the clinical site when previous disciplinary actions fail to produce desired changes in behavior or conduct and present a danger to self and others.
3. Students may be placed on probation after counseling with the Nursing Program Chair and meeting with the Nursing Retention Committee.

THE FOLLOWING ARE CONSIDERED CAUSES FOR DISMISSAL FROM THE NURSING PROGRAM:

1. Unprofessional or unethical behavior on the part of the student by the ANA Code of Ethics.
2. Failing to abide by professional and student conduct standards outlined in the Murray State College Disciplinary Rules and Regulations. (see MSC Student Handbook)
3. Failing to abide by any of the student policies outlined in the MSC Nursing Program Student Handbook.
4. Failure on the part of the student to meet any necessary academic requirements or criminal activity within the clinical site or college.
5. Use of alcohol, drugs, or other toxic or foreign agents, which tend to limit or adversely affect the student's abilities.
6. Any behavior which violates a hospital/clinical site regulation and/or results in denial by the hospital/clinical site of clinical privileges.
7. Any infraction of the Oklahoma Nursing Practice Act or the Rules and Regulations Relating to Nursing in the State of Oklahoma.
8. Action which knowingly endangers the health or well-being of the student, a fellow student, a patient, or hospital personnel or visitor.
9. Vandalism or abuse of clinical equipment or college.
10. Failure to abide by the social media policy.
11. Incivility toward any peer or nursing faculty.

**Due Process and Grievance Procedure**

Please refer to the college's student handbook for an explanation of student due process procedures.

**B. Informatics**

1. Students will access Blackboard and e-mail at least every 48 hours.
2. Students that do not access Blackboard for a period of 10 consecutive days without prior notification will be dismissed from the nursing program.
3. Students will not share information on any exam, ATI material, or other course material they have taken with students who have not taken the exam.
4. Students will not print any exam, ATI material, or other course material that has been taken in this program.
5. Students will not copy or photograph any exam, ATI material, or other material in this program in any form.
6. Students will not purchase/access test banks that are not provided as course material.
7. Students will report any of the aforementioned to an instructor immediately if they or anyone else has committed any of these acts.

**C. Any infraction of the Oklahoma Nursing Practice Act or the Rules and Regulations Relating to Nursing in the State of Oklahoma, specifically:**

The Board shall impose disciplinary action against the person pursuant to the provisions of subsection A of this section upon proof of one or more of the following items.

The person:

1. Is guilty of deceit or material misrepresentation in procuring or attempting to procure a license to practice registered nursing, licensed practical nursing, or recognition to practice advanced practice registered nursing or certification as a Advanced Unlicensed Assistant;
2. Is guilty of a felony, or any offense reasonably related to the qualifications, functions, or duties of any licensee or Advanced Unlicensed Assistant, or any offense an essential element of which is a fraud, dishonesty, or an act of violence, or for any offense involving moral turpitude, whether or not a sentence is imposed, or any conduct resulting in the revocation of a deferred or suspended sentence or probation imposed pursuant to such conviction;
3. Fails to adequately care for patients or to conform to the minimum standards of acceptable nursing or Advanced Unlicensed Assistant practice that, in the opinion of the Board, unnecessarily exposes a patient or other person to risk of harm;
4. Is intemperate in the use of alcohol or drugs, which use the Board determines endangers or could endanger patients;
5. Exhibits through a pattern of practice or other behavior actual or potential inability to practice nursing with sufficient knowledge or reasonable skills and safety due to impairment caused by illness, use of alcohol, drugs, chemicals, or any other substance, or as a result of any mental or physical condition, including deterioration through the aging process or loss of motor skills, mental illness, or disability that results in the inability to practice with reasonable judgment, skill or safety; provided, however, the provisions of this paragraph shall not be utilized in a manner that conflicts with the provisions of the Americans with Disabilities Act;
6. Has been adjudicated as mentally incompetent, mentally ill, chemically dependent, or dangerous to the public or has been committed by a court of competent jurisdiction, within or without this state;
7. Is guilty of unprofessional conduct as defined in the rules of the Board;
8. Is guilty of any act that jeopardizes a patient's life, health, or safety as defined in the rules of the Board; 15
9. Violated a rule promulgated by the Board, an order of the Board, or a state or federal law relating to the practice of registered, practical or advanced practice registered nursing or advanced unlicensed assisting, or a state or federal narcotics or controlled dangerous substance law;
10. Has had disciplinary actions taken against the individual's registered or practical nursing license, advanced unlicensed assistive certification, or any professional or occupational license, registration, or certification in this or any state, territory, or country;
11. Has defaulted from the Peer Assistance Program for any reason;
12. Fails to maintain professional boundaries with patients, as defined in the Board

rules; or

13. Engages in sexual misconduct, as defined in Board rules, with a current or former patient or key party, inside or outside the health care setting.

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### **3.16 Information for applicants for Licensure with History of Arrest, Convictions or Judicially Declared Incompetent**

In addition to the background check, applicants for licensure who have ever been summoned, arrested, taken into custody, indicted, convicted or tried for, or charged with, or pleaded guilty to, the violation of any law or ordinance or the commission of any misdemeanor or felony, or requested to appear before any prosecuting attorney or investigative agency in any matter; or have ever had disciplinary action taken against a nursing license, certification or registration, any professional or occupational license, registration, or certification and/or any application for a nursing or professional or occupational license, registration, or certification or if there is currently any investigation of your nursing license, registration, or certification; and/or any professional or occupational license, registration, or certification; and/or any application for a nursing and/or professional or occupational license, registration, or certification in any state, territory or country; or have ever been judicially declared incompetent; or are currently participating in an alternative to discipline program in any state, territory, or country are required to provide a report in writing to the Oklahoma Board of Nursing. A “report in writing” means that the applicant/licensee provides a signed and dated description stating in his/her own words the date, location, and circumstances of the incident, and if applicable, the resulting action taken by the court, agency, or disciplinary board. The report may be in the form of a letter or a statement in the provided space on the application. The report must be accompanied by certified court records or a board order, as described below. A verbal report does not constitute a “report in writing”. A written report not accompanied by a full set of certified court records or the board order(s) does not constitute a “report in writing”. Failure to report such action is a violation of the Oklahoma Nursing Practice Act. An applicant for a license to practice as a Registered Nurse or Licensed Practical Nurse must submit to the Oklahoma Board of Nursing “certified written evidence that the applicant has never been convicted of a felony Form RS-51 5 11/01/2019 crime that substantially relates to the occupation of nursing and poses a reasonable threat to public safety” [59 O.S. § 567.5, 567.6]. NOTE: An applicant for licensure in Oklahoma who has been convicted or found guilty, or entered into an agreed disposition, of a felony offense is not eligible for a multistate license.

- a. Individuals who have been convicted of a felony while enrolled in the Nursing Program will be summarily dismissed and will not be eligible for readmission.
- b. Individuals who have been declared mentally incompetent while enrolled in the Nursing Program are expected to continue their treatment regime until obtaining professional release. Individuals may be summarily dismissed from the program. The nursing faculty reserves the right to require psychiatric re-evaluation at any time.
- c. If a student is not accepted into the clinical facilities utilized by the MSC nursing program due to a felony or sanctions against their license, the student will receive a W and not be allowed to continue in the nursing program.
- d. An arrest or conviction may prevent applicants to the nursing program from being accepted into the program. Applicants/students with arrests and/or convictions may be denied admittance by clinical facilities to participate in clinical rotations, which



will hinder or even prohibit successful completion of the nursing program. The Oklahoma Board of Nursing has sole discretion when determining if an applicant will be allowed to sit for the NCLEX- RN.

### **3.17 OKLAHOMA BOARD OF NURSING**

**Employment of Student Nurses** - <http://nursing.ok.gov/ed-guide.pdf>

## **SECTION 4: Academic Policies**

### **4.1 Attendance Policy**

Commitment to the attendance of required classroom activities and other learning experiences is a sign of professional behavior. Establishing professional behavior is a vital part of nursing education.

- Within 2 weeks of pregnancy confirmation, the student must notify the Nursing Program Chair and nursing faculty. The student must provide a physician release indicating the student can safely continue to give patient care. The release must indicate the student can complete the performance requirements. After delivery, the student must provide a written statement of release from the attending physician prior to returning to the clinical area
- Within 24 hours of a major illness, urgent/emergent procedure (inpatient and outpatient), or orthopedic problem, the student must notify the Nursing Program Chair and nursing faculty. The student must provide a physician release indicating the student can safely continue to give patient care. The release must indicate the student can complete the performance requirements.
- Students will not schedule vacations, elective surgeries, or planned events during the entirety of each nursing course. Vacations, elective surgeries, or planned events should be scheduled after the last day of each course or NCLEX.

### **Classroom Attendance**

- Only students with a confirmed infectious disease (Covid, Flu, Strep, etc.) will be allowed to attend class via Zoom.
- Nursing Program Chair must preapprove any student attending class via Zoom.
- Students must be present by webcam when attending class via Zoom.
- Students should make all outside appointments at times that do not interfere with class times.
- Students are held accountable for all work covered in the course, even if they have a valid reason for a class absence.
- If the student is not present when class begins and without a valid excuse, he/she will receive disciplinary action.

- **One (1) point will be deducted from the Nursing Course and Clinical Evaluation final percentile grade for each absence from class.**

**Clinical/Simulated Patient Care Experience Attendance** (see also: Nursing Student Handbook, Clinical Laboratory Guide, and Student Calendar)

In learning to function as contributing members of the nursing profession, students must develop responsible, accountable behavior patterns and have an adequate amount of time in which to practice and demonstrate proficiency in the various nursing roles.

In order to assist with this process, the following policy has been developed:

- Students are expected to attend all clinical/skills/simulation laboratory experiences. **More than two clinical/skills/simulation absences per course may result in dismissal from the nursing program.**
- Students late or absent from clinical/simulation must notify the clinical instructor at least 1 hour prior to the start of clinical/simulation. If the student is not present when clinical pre-conference begins, he/she will receive disciplinary action.
- If the student comes to clinical ill, he/she **will** be sent from the clinical area and will be given a clinical absence.
- A nursing student who has been absent due to illness or injury **must** present, at the request of the instructor, a written statement regarding the status of health from the attending physician.
- Clinical performance will be evaluated on a points-based system utilizing the Nursing Course and Clinical Evaluation Tool. Absences and/or disciplinary actions may result in a lowered clinical performance grade.
- Students will be required to complete an assignment as directed by the clinical instructor and nursing program director for any missed clinical day. **1 point will be** deducted from the course and clinical evaluation tool for each clinical/simulation absence.

## 4.2 Clinical Experience/Simulated Patient Care Experience

Students' expectation of learning and applying newly acquired knowledge and skills to client situations by participating in simulated patient care labs and clinical experiences. Students are expected to provide safe care in all settings during clinical experiences. Students must be prepared to provide patient care in a rapidly paced, physically and emotionally demanding environment.

1. Students are responsible for transportation to and from clinical facilities. Students are assigned clinical rotations according to the student's place of residence when possible.
2. Students participate in simulated patient care lab and clinical rotations according to assigned schedules. Clinical experiences may occur during the day, evening, or night shifts and any day of the week, including weekends.
3. Students must dress appropriately in clinical attire bringing appropriate equipment to each clinical experience and simulated patient care experience. (See Student Handbook Section 3.4)
4. All MSC nursing students will follow their signature with "SN MSC" when signing charts as part of coursework. Students must identify themselves to patients and facility personnel.

5. Clinical performance will be evaluated on a point-based system utilizing the Nursing Course and Clinical Evaluation Tool. Disciplinary actions may result in a lowered clinical performance grade.
6. Students are responsible for bringing their original **Nursing Skills Check List** to the assigned skills lab/clinical/sim lab area for the clinical instructor/primary nurse to document skill performance evaluations as skills occur. **The student will receive disciplinary action if the skills checklist is not available in any clinical setting.**
7. Students will utilize hardcopy textbooks in the simulated patient care lab and clinical facilities.
8. Students admitted to the nursing program must be able to meet the ADA and performance policy during patient care in all clinical settings. (Nursing Student Handbook section 2.8)

### 4.3 Examinations

All examinations require recall, analysis, and application of concepts covered in lectures, discussions, readings, and supplemental materials. Students are responsible for all material covered in the readings, even if these materials are not discussed in class. Examinations will include a variety of question formats. Students are allowed 1.0 to 1.5 minutes per question on each exam.

- Unit examinations are given at the end of each unit and test the unit learning outcomes identified in the Learning Guide (see calendar for dates).
- Students must bring a personal laptop meeting technology requirement, including Respondus Lockdown capabilities, to campus for testing.
- Laptops, vehicle keys, writing utensils, and drinks are the only items in the testing room. **Books, bags, cell phones, smartwatches, and all other items the instructor determines should be left in your vehicle.**
- Students are required to have completed all assignments before taking unit examinations. Students not completing any assignment will be denied admission into the testing area. Any student not allowed admission to the testing area must take the missed examination during finals week after completing all assignments.
- Excused absences from an examination will be given only for extenuating circumstances. To be excused from or tardy for a review, the student must notify the nursing instructor before beginning the exam, and the student must have a verifiable, valid excuse. If the nursing instructor is not notified, or the instructor considers the excuse invalid, a grade of zero will be recorded for that examination.
- Makeup examinations may be altered from the original exam on examination day.
- Dosage Calculation questions will be included in each unit and final exam.
- Pharmacology and dosage calculation quizzes will be given during each unit (see learning guide for dates).
- SLO quizzes will be identified in learning guides.

## 4.4 Communication

Communication in the nursing program occurs primarily through announcements on Blackboard or MSC e-mails. To remain informed of expectations and important information, ready access to these platforms is crucial. Therefore, each nursing student must have access to a computer and the internet 24 hours a day, 7 days a week. This is vital to program success.

### A. E-Mail Policy

Beginning in NUR1113, NUR1118, NUR2219-01, and NUR2219-03, all nursing students will be expected to use their MSC Email addresses when communicating within the Nursing program. E-Mail will be used as a communication tool, and students are encouraged to check their E-Mail regularly, several times daily.

### B. Blackboard

Nursing students must access and use Blackboard appropriately for each course. Announcements and course information, such as the course syllabus, are posted on Blackboard for each course. Each student is responsible for regularly checking Blackboard (at least daily). It is the responsibility of each student to maintain the confidentiality of their password.

### DIRECTIONS TO LOG ON TO BLACKBOARD

- Go to the MSC home page
- Click on BLACKBOARD
- Click on login. Username is the first four letters of your last name followed by the last four digits of your student ID number (Not your SSN). So, if your name is John B. Smith and your student ID is 112233445, your username will be smit3445 (all lowercase - no spaces).
- Your password will be your student ID number. This is not your SSN but rather your MSC student ID number.

## 4.5 Assessment Technologies Institute (ATI)

Students are required to take ATI standardized testing. All assessments will be carried and scored according to the current policy/rubric.

### What is ATI?

- Assessment Technologies Institute® (ATI) offers resources to enhance student academic and NCLEX success.
- The comprehensive program offers multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Online tutorials, practice testing, and proctored testing over the major content areas in nursing are also available. These ATI tools, combined with the nursing program content, assist students to prepare more efficiently and increase confidence and familiarity with nursing content.
- Data from student testing and remediation can be used for the program's quality improvement and outcome evaluation.
- ATI information and orientation resources can be accessed from your ATI student home page. **It is highly recommended that you navigate these valuable orientation materials on your ATI student home page.**

### **ATI CONFIDENTIALITY STATEMENT:**

It is illegal to copy, distribute, modify, or sell an ATI test bank, TEAS Test Bank, practice questions, study guides, and other copyrighted materials. Failure to take notice to copyright and intellectual property may result in criminal penalties. ATI Test Banks are created for NCLEX® exam prep, the TEAS Test, and various other subjects. All of this is done to ensure that students are prepared for nursing assessments and their future careers. All ATI material should be considered secure documents. To use these materials students must agree not to discuss test questions, study questions, rationales, answers, or other material with any other possible examinee. Failure to honor this agreement will result in the student's name being submitted to the state Board of Nursing along with possible legal action by ATI.

## **Section 5: Compliance**

### **5.1 Murray State College - Academic Integrity Statement**

#### **Definition and Application**

Murray State College strictly adheres to upholding the principles of academic integrity, while striving to incorporate, assess, and recognize the scholarly excellence of its students. It is the responsibility of the student to maintain the integrity of his/her class-assigned work, and to be familiar with what constitutes academic integrity; it is the responsibility of both student and faculty to deal with infractions against this integrity code.

For many reasons, including a surge in the use of digital technology, the prevalence and availability of electronic and non-electronic sources, and the sometimes lack of earlier educational training in what constitutes plagiarism and misrepresentation, a growing number of students seem unaware of what constitutes academic misconduct. Students practicing integrity will implement honesty and make socially-acceptable choices in creating any academic work. This involves purposefully avoiding such actions as lying, stealing, cheating, or plagiarizing when it comes to any class assignment or project.

#### **Academic Misconduct**

Listed below are examples of, but not limited to, what constitutes academic misconduct in Murray State College classes.

- Plagiarism, intentional or unintentional. It is the student's responsibility to understand what constitutes plagiarism and take steps to prevent plagiarism in-class work. (See below for specifics.)
- Cheating and the use of unauthorized outside sources or unauthorized materials on tests, exams, or any assigned writing or class project
- Improper collaboration between student and unauthorized person(s)
- Submitting the same assignment for more than one class without express permission from the instructor(s)
- Lying, fabrication, forgery, or alteration of documents, etc. to gain academic advantage.

This deals with, but is not limited to, obtaining an excused absence; gaining additional time to make up or complete an assignment; forging drop slips; falsifying diplomas, transcripts, etc.; fabricating data or sources for research papers or lab work; assisting others with perpetrating academic misconduct; destroying or stealing another's information, work, assignment, etc.; computer manipulation (hacking) to access tests, change grades, etc.; or interfering with or intimidating someone reporting academic misconduct.

#### **Plagiarism**

To plagiarize is defined by the Merriam-Webster online dictionary as "to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source" (May 2012). Be mindful that plagiarism does not apply only to text; it can also

apply to obscure facts or data, photos and graphics, maps, charts, drawings, or other images, and even unfounded opinions. Plagiarizing someone else's words, facts or images does more than break Murray State College code; it is also illegal. These words and items are property and have value. They are protected by copyright law. If you cannot copyright the words and ideas presented in your class work, they should be cited. Specifically, plagiarism includes, but is not limited to, the following:

- Copying words and presenting them as your own writing.
- Copying exact wordage, even if the source is listed, if the wording is not indicated within quotation marks as being someone else's wording arrangement.
- Copying exact wordage and making small, minimal changes ("patchwork" plagiarism), even if the source is listed. The student should *paraphrase*, which means coming up with his/her own interpretation and a complete rewriting of the quoted material.
- Presenting someone else's ideas as your own, even if they are paraphrased (in your own words)

### **Penalties**

Academic integrity is of pivotal concern to all students and faculty. Students who participate in academic misconduct denote baser character traits among themselves and mar the college's reputation. Therefore, all reports of academic misconduct are treated as serious offenses.

How an academic misconduct incident is handled rests first and primarily with the faculty member overseeing the work assignment or project, and details and severity should be addressed in the class syllabus. Penalties include, but are not limited to, the following:

- **Admonition (warning) and possible assignment grade reduction** - The instructor may admonish the student in various ways. This may result in a grade reduction that does not exceed the value of the assignment, requiring the assignment to be redone and resubmitted or simply assigning a zero (0) or failing (F) score to the particular assignment. Admonishment is for lesser offenses only.
- **Failure in and/or expulsion from the class** - The instructor may drop the student immediately from class with an "F" (failing) or "AW" (administrative withdrawal) grade. This action should be accompanied by a written detailed account to the Department Chair of the incident, including supporting document(s), if possible, and the instructor's recommendation of action.
- **Administrative expulsion from college** - Especially in the case of a second misconduct incident and other mitigating circumstances, the instructor may take the issue to the Vice President of Academic Affairs and request the student be withdrawn from the college with an "F" (failing) grade. This action should be accompanied by a written detailed account of the incident, including supporting document(s), if possible, and the instructor's recommendation of action.
- **Incidents of academic dishonesty should be reported by memorandum to the Vice President for Academic Affairs.**

## **Appeal**

A student accused of academic misconduct may choose to appeal the decision of his/her instructor by going to the Vice President of Academic Affairs for rescinding the instructor's decision or for validation of that decision. The student (someone taking at least one current class) must bring his/her grievance in writing within thirty (30) calendar days of the instructor's decision as announced to the student. If the student wishes to pursue grievance resolution beyond the second validation of penalty, he/she must provide a complete, formal Written Grievance Request (see "Chapter VII—Student Grievance Procedures" in the *Murray State College Student Handbook*, Section 5). A Grievance Committee will be formed consisting of a random choice of MSC employees, students, and the Vice President of Student Affairs or a designee (Sections 6, 7).

## **5.2 Student Appeal of Course Grade Procedure**

See the [\*MSC Student Handbook\*](#)

## **5.3 Students' Educational Rights and Privacy**

In accordance with the Family Educational Rights and Privacy Act (FERPA - also known as the Buckley Amendment), students of Murray State College (MSC) are guaranteed certain rights with respect to their education records. These rights include:

- 1) The right to inspect and review the student's education records within 45 days of the day MSC receives a request for access. (Exceptions to the right to inspect and review records are (a) confidential letters and statements of recommendation - regarding admission, application for employment, or receipt of an honor or honorary recognition - if the student has waived his or her right to inspect and review those letters and statements and (b) financial records of his or her parents.)
- 2) Students should submit to the registrar, dean, head of the academic department, or other appropriate officials, written requests that identify the record(s) they wish to inspect. Positive identification of the student shall be required prior to the examination of records. The MSC official will make arrangements for access and notify the student of the time and place where the records may be inspected. The student is not guaranteed the right to seclusion in examining the records or the right to remove any records. If the MSC official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.
- 3) The right to request the amendment of the student's education records that the student believes are inaccurate. Students may ask MSC to amend a record that they believe is inaccurate. They should write the MSC official responsible for the record, clearly identify the part of the record they want to be changed, and specify why it is inaccurate. If MSC decides not to amend the record as requested by the student, MSC will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a



hearing.

- 4) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to college officials with legitimate educational interests. A college official is a person employed by MSC in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom MSC has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- 5) The right to refuse the release of directory information. If the student chooses to exercise that right, he/she must appear in person in the Office of the Registrar by the tenth-class day in the fall or spring semesters or the fifth-class day in the summer term and sign a form stipulating that information not be released.
- 6) The right to file a complaint with the U. S. Department of Education concerning alleged failures by MSC to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **5.4 Release of Student Information**

In accordance with FERPA, prior consent of the student is not required to release directory information. Directory information is a category of information and does not refer to a publication known as a "Directory." Students have the right to refuse the release of directory information as explained above.

Information that MSC has declared to be directory information is listed below:

Student's name, address, telephone number, electronic mail address, date and place of birth, photographs, participation in officially recognized activities and sports, the field of study (major), honors and awards, weight and height of athletes, enrollment status (full-, part-time), dates of attendance, most recent previous school/college attended, classification, degrees, awards received and dates of receipt, and anticipated date of graduation based on completed hours.

FERPA requires the signed and dated consent of the student for the release to anyone (including parents) with the following exceptions--(a) other college officials within the educational institution who have legitimate educational interests; (b) to Federal, State and local authorities conducting an audit, evaluation, or enforcement of education programs, (c) in connection with a student's application for, or receipt of, financial aid; (d) organizations or educational agencies conducting legitimate research, provided no personal identifiable

information about the student is made public; (e) accrediting organizations; (f) parents of a dependent student upon proof of dependency (exclusive of international students); (g) to comply with a judicial order or lawfully issued subpoena, (h) in connection with an emergency when such information is necessary to protect the health or safety of the student or other persons, (i) directory information, (j) results of a disciplinary hearing to an alleged victim of a crime of violence, (k) final results of a disciplinary hearing concerning a student who is an alleged perpetrator of a crime of violence and who is found to have committed a violation of the institution's rules or policies, and (l) disclosure to the parent of a student under 21 years of age if the institution determines that the student has committed a violation of its drug or alcohol rules or policies.

Personal information shall only be transferred to a third party, however, on the condition that such party will not permit any other party to have access to the information without the written consent of the student.

## **5.5 HIPAA Policy**

Patients have a right to privacy and confidentiality. Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the privacy act, only communication about patients to provide, manage, and coordinate care is permitted. To ensure students of the nursing program understand the importance of this law, the following policy is enacted:

- A. No student will be approved for clinical experiences until the required training and documentation for HIPAA have been completed. Murray State College requires that every student in the Nursing Program will:
  - a. Complete the ATI HIPAA module with a score of 100% on the module posttest each semester prior to attending clinical or preceptorship.

## **5.6 SEXUAL MISCONDUCT DISCLOSURE:**

It is important for students to know that all faculty members, as mandated by federal law, are mandated reporters of any incidents of sexual misconduct. That means that the instructor cannot keep shared information about sexual misconduct confidential. The Director of Resident Life can provide students with information regarding Sexual Violence Prevention, Advocacy, and Counseling Services. The Director of Resident Life is located on the Tishomingo Campus in the residential housing office (office #2) and may be reached at **580-387-7139**.

The student sexual misconduct policy is in the MSC Student Handbook, which can be found on the Current Student Section of the MSC website: [www.msco.edu](http://www.msco.edu). These students will find the policies, definitions, procedures, and resources.

**The Nursing Student Handbook is as accurate as possible, but the information may not remain current for all of the academic year. Any changes to the Nursing Student Handbook will be communicated via an addendum posted on Blackboard. Changes in courses, course content, credit, fees, regulations, semester calendar, curriculum, and other college matters may be changed in accordance with established college procedures and without prior notice. Such changes authorized by the College apply both to prospective students and to those previously enrolled unless the latter are specifically exempted.**

#### **USE OF ELECTRONIC DEVICES IN THE ACADEMIC ENVIRONMENT:**

Murray State College encourages the use of technology throughout the institutional environment. However, the use of such devices may be disruptive and disrespectful to others in certain instances. Therefore, every student is required to adhere to the following policy regarding the use of electronic devices within the course environment.

Definition: Electronic devices include cell phones, smartwatches, computers (laptops, notebooks, e-readers, netbooks, and handhelds), mp3 and other digital audio and video players (including DVD players), and analog and digital audio and video recording devices (still and movie cameras), or other devices identified by your instructor.

#### **POLICY STATEMENT:**

1. Instructors may restrict or prohibit the use of personal electronic devices in his or her classroom, lab, or any other instructional setting. An instructor may allow students to use laptops or other devices for taking notes, doing class work, research, or viewing electronic textbooks.
2. Students may be directed to turn off electronic devices if the devices are not being used for approved class purposes. If the student does not comply, the student may be asked to leave the classroom or have other disciplinary action taken.
3. In establishing restrictions, instructors must make reasonable accommodations for students with disabilities. At the start of the semester, students with disabilities who require electronic devices for their day-to-day functioning are to advise the ADA and Disability Services Compliance Officer in the Academic Advisement Center.
4. The course instructor reserves the right to withdraw previously granted approval for the use of an electronic device, on an individual or blanket basis, if in the instructor's best judgment; continued use of such device detracts from the effectiveness of the classroom learning environment.
5. Specific to this course, please make sure that cell phones, pagers, and all other mobile devices are turned off before class begins. No texting in class.

## Section 6: Forms

*Please retain this copy of the following forms for your records. A copy will be provided for your signature*

**Murray State College  
Nursing Program  
FERPA Authorization and Consent Release**

As part of my program requirements, I am scheduled for educational opportunities outside of the classroom. These include clinical practicum experiences, volunteer experiences, or other educational requirements outside of Murray State College. The institutions/agencies where I am scheduled to complete my placement may require that Murray State College release the following results before I begin my placement.

Therefore, I authorize Murray State College to release the following information to any institution/agency that may be required to complete the educational program:

- 1. Criminal Background Check results,**
- 2. Medicare Fraud Check results,**
- 3. Drug Screening results,**
- 4. CPR certification documentation**
- 5. Health & Immunization Records, and**
- 6. Proof of Professional Liability Insurance coverage**
- 7. Videotaping of skills/simulation labs for instructional use in the program**

This permission extends for the duration of my enrollment as a student at Murray State College.

I understand that the information disclosed pursuant to this authorization, may be subject to re-disclosure by the recipient institutions.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
MSC ID#

\_\_\_\_\_  
Date



**MURRAY STATE COLLEGE  
Nursing Program  
Invasive Skills Liability Waiver**

I, \_\_\_\_\_, voluntarily give permission for another student to perform the following nursing procedures on me as a learning experience under the direct supervision of a nursing instructor:

- Intramuscular Injection, 0.5 - 1.5 ml Normal Saline
- Subcutaneous Injection, 0.5 - 1.5 ml Normal Saline
- Intradermal Injection, 0.1 - 0.3 ml Normal Saline
- Peripheral Intravenous Catheter placement with 1-2 ml saline flush

**Universal Precautions will be adhered to while performing all the above skills.**

I understand a Liability Waiver has been signed, and I agree to follow the established guidelines therein.

Date \_\_\_\_\_

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



**MURRAY STATE COLLEGE**  
**Nursing Program**  
**Confidentiality and Security Statement**

As a Murray State College student/visitor at specific clinical sites, you may have access to confidential information including patient, financial, or business information obtained through your association with clinical sites. The purpose of this agreement is to help you understand your duty regarding confidential information. Confidential information is valuable and sensitive and is protected by law and clinical site policies. The intent of these laws and policies is to assume that confidential information will remain confidential, that is, it will be used only as necessary to accomplish student assignments. Your responsibilities for protecting confidential information are outlined below.

Accordingly, as a condition of and in consideration of my access to confidential information, I agree to the following:

1. I will not access confidential information for which I do not have a legitimate need to know.
2. I will not disclose protected demographic health information that could be used to identify a patient. This includes name, street address, city, county, precinct, zip code, birth date, admission date, discharge date, date of death, telephone number, fax number, email address, social security number, medical record number, and full face photographic images and any comparable images.
3. I will not in any way divulge, copy release, sell, loan, review, alter or destroy any confidential information except as authorized within the scope of my association with any clinical site/
4. I will not reveal my computer access code (if applicable) to anyone for any reason, nor will I utilize another user's password to access any system. I accept responsibility for all activities occurring under my password.
5. If I observe or have knowledge of unauthorized access or divulgement of confidential information, I will report it immediately to my supervisor.
6. I will not seek personal benefit or permit others to benefit personally from any confidential information or use of equipment available through my work assignment.
7. I will respect the ownership of proprietary software (if applicable) and not operate any non-licensed software on my computer.
8. I understand that all electronic communication systems and all information transmitted by, received from, or stored in these systems are the property of the clinical site and should not be used inappropriately or for personal gain. I also understand that all electronic communication may be monitored and is subject to audit.
9. I understand that my failure to comply with this agreement may result in disciplinary action, which might include, but is not limited to, termination of my privileges at the clinical sites.

By signing this agreement, I acknowledge that I have read, understand, and will conform to the responsibilities outlined above.

Student Name (please print): \_\_\_\_\_

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

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



**Murray State College  
Nursing Program  
Professionalism Code**

Please initial each item below and sign at the bottom.

\_\_\_\_ I will maintain and uphold the academic integrity of the MSC Nursing program and will not participate in any activities of academic dishonesty including, but not limited to, plagiarism, cheating, stealing, or copying another's assigned work or lying about any situation.

\_\_\_\_ I agree that I will conduct myself in a manner that exhibits professional values and is in accordance with the American Nurses Association (ANA) Code of Ethics for Nurses.

\_\_\_\_ I will not recreate any items or portions of any exam for my own use, or for use by others during my enrollment in the MSC Nursing Program.

\_\_\_\_ I will not accept or access any unauthorized information related to any exam administered during my enrollment in the MSC Nursing Program.

\_\_\_\_ I will sign my own papers and other documents and will not sign any other student's name to anything, including class sign-in forms.

\_\_\_\_ I will not allow any student access to any of my paperwork for the purpose of copying.

\_\_\_\_ I will not discuss or post any information about faculty, peers, patients, family members, or any clinical facility on any electronic venue (i.e., Facebook, Twitter, Instagram, snap chat, cell phones, etc.). Nor will I leave/save any patient, family, faculty, clinical facility, or student information on any open-access desktop or hard drive.

\_\_\_\_ Any violation of the above statements may result in failure in the program.

By signing this agreement, I acknowledge that I have read, understand, and will conform to the responsibilities outlined above.

Student Name (please print): \_\_\_\_\_

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

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



**MURRAY STATE COLLEGE  
Nursing Program  
Student Data Form**

Student data will be filed in your student folder and used as needed.

Always advise the Nursing Program Health Science Executive Assistant when data changes.

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

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

Student ID Number: \_\_\_\_\_

E-Mail Address other than MSC Email: \_\_\_\_\_

Birthdate \_\_\_\_\_ Race/Ethnicity \_\_\_\_\_

**Contact Information While in School:**

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

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Elect to be in Text Message List? Yes No

Permanent Mailing Address: \_\_\_\_\_

**Emergency Contact Person:**

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

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Number: \_\_\_\_\_





**MURRAY STATE COLLEGE**  
**Nursing Program**  
**Statement of Understanding**

Print Student Name \_\_\_\_\_ School Year \_\_\_\_\_

I have received a copy of and have been counseled concerning the Murray State College Nursing Program rules, policies, procedures, and practices as outlined in the Nursing Program Student Handbook and the Murray State College Student handbook. My signature and initials express my understanding and acceptance of these rules, policies, procedures, and practices.

- \_\_\_\_\_ I understand that I must achieve an average grade of 75% or above on the Unit/final exams to successfully complete each nursing course.
- \_\_\_\_\_ I understand I must achieve an average clinical grade of 80% or above to successfully complete each nursing course.
- \_\_\_\_\_ I understand I must achieve an average dosage calculation grade of 80% or above to successfully complete each nursing course.
- \_\_\_\_\_ I have a laptop that meets the technology requirements listed in the nursing student handbook.
- \_\_\_\_\_ I understand I must submit to drug and alcohol testing, and that if I test positive for drugs or alcohol or refuse to fully participate or cooperate in the testing process, I may be dismissed from the program.
- \_\_\_\_\_ I understand I must present official ADA documents to the testing center as soon as I receive them.
- \_\_\_\_\_ I am able to complete the performance requirements for all students enrolled in the nursing program.
- \_\_\_\_\_ I understand the student and academic policies for the MSC Nursing Program stated in the Student Handbook and will abide by them.
- \_\_\_\_\_ I have been made aware that MSC and the clinical facilities are NOT responsible for student personal injury while participating in the clinical laboratory. I understand that I am urged to carry suitable health/hospital insurance.
- \_\_\_\_\_ I understand that I will use my MSC email address when communicating within the nursing program.
- \_\_\_\_\_ I understand that it is suggested that I open my MSC email account and Blackboard course announcements to check program-related communication daily but at a minimum, I am to check my MSC student e-mail and Blackboard course at least every 48 hours.
- \_\_\_\_\_ I have read the HIPAA information in this document, and I understand, my responsibilities related to HIPAA in the program and prior to any clinical experiences.
- \_\_\_\_\_ I understand that the MSC nursing program may survey my employer after I graduate.
- \_\_\_\_\_ I understand and will comply with the appropriate dress code, personal hygiene, and grooming requirements of this program.
- \_\_\_\_\_ I understand that as a student at Murray State College, I hereby release Murray State College, the Board of Regents of Murray State College, its officials, officers, and employees from all claims, demands, damages, actions, or causes of action, whether on account of damages to property, bodily injury or death, or from negligence resulting from my participation in learning activities on and off the campus of Murray State College.
- \_\_\_\_\_ I received a printed copy of the Nursing Program Student Handbook and am aware that the Nursing Student Handbook is available in each course on Blackboard and should be reviewed for updates each semester.
- \_\_\_\_\_ I understand the Murray State College Student Handbook is available on the MSC homepage and will review it prior to the first day of class.
- \_\_\_\_\_ My image may be used for marketing purposes.
- \_\_\_\_\_ I will follow current MSC guidelines for Covid-19 compliance.
- \_\_\_\_\_ I will comply with the clinical facility policies related to vaccinations and understand that these policies are not Murray State College policies.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_



## **Health Care Programs Code of Student Professional Conduct**

A graduate of a Murray State College Health Care program becomes a member within the health care profession, as such, the program graduate functions as a self-directing, accountable member of the profession; practices within the ethical and legal framework of each code of professional conduct; and accepts responsibility for ensuring high standards of healthcare practice. Health care students must understand and adhere to the standards of their program during their education in preparation for careers as characterized by a commitment to professional growth, continuous learning, and self-development. Students in the health care programs have a particular obligation to conduct themselves at all times in a manner that reflects appropriate professional, moral and ethical character. The value of the student within the community comes ultimately from their value to each individual patient. From each contact with a patient, students have an opportunity to make an impact in a positive way. As students recognize these roles and their responsibilities to each role, they become who the educational programs desire them to become. The Health Care Program Code of Student Professional Conduct (HCP Code) provides standards for professional conduct and procedures to be followed when questions arise about professional, moral or ethical character of a student enrolled in the health care programs; classroom and clinical setting. Professions and bodies that grant licensure were consulted and considered for guidance of interpretation of the standards of conduct.

### **Purpose:**

The HCP Code is to provide a professional behavior code that applies uniformly to all students enrolled in a degree program, ultimately leading to a profession requiring licensure, offered by Murray State College. The Health Care programs are: Nursing, Occupational Therapy Assistant, Physical Therapist Assistant, and Veterinary Technology.

### **Procedure:**

Students enrolled in health care programs are expected to exercise maturity and sound judgment in the process of becoming professional productive members of the health care community. Graduates will ultimately be valued members of the community as they grow and recognize the importance of these roles.

A student's continued enrollment shall depend on the student's ability to adhere to recognized standards from the duly legislated practice acts of the professions that have educational programs at Murray State College. Murray State College Health Care Program's also adhere to all policies of clinical facilities with which the College affiliates for student clinical learning experiences.

Violations of one or more of the standards shall be sufficient grounds for the appropriate health care program chair to address matters of conduct and discipline. The specific disciplinary action taken will depend on the seriousness and nature of the offense, and the student's history. Student's will be removed from the clinical site when previous disciplinary actions fail to produce desired changes in behavior, or conduct presents a

danger to self and others.

Health Care Program Chairs (HCPC) may impose disciplinary actions against MSC students enrolled in healthcare programs for one or more of the following:

1. Failing to abide by the standards of professional and student conduct outlined in the MSC Disciplinary Rules and Regulations (See Student Handbook) to the extent that the violation reflects adversely on the student's professional, moral, and ethical character.
2. Failing to abide by any of the student policies outlined in the MSC Health Care Program's Student Handbook.
3. Commission and/or conviction of any infraction that would violate the Oklahoma Practice Act or the Rules and Regulations Relating to the practice of Nursing, Physical Therapy, Occupational Therapy, and Veterinary Technology in the State of Oklahoma.
4. Being adjudicated as mentally incompetent, mentally ill, chemically dependent, or dangerous to the public or being committed by a court of competent jurisdiction.
5. Use of substances including but not limited to; illegal drugs, legal prescription drugs without a current, legal, valid prescription, and intemperate use of drugs and alcohol.
6. Failure on the part of the student to meet necessary academic requirements.
7. Any behavior which violates a clinical site regulation and/or results in denial by the clinical site of clinical privileges.
8. Action which knowingly or through neglect endangers the health or well-being of a student, a fellow student, a patient, or the public.
9. Fail to maintain patient confidentiality by failing to follow the Health Insurance Portability and Accountability Act (HIPAA) Standards.
10. Obtaining money, property, or services from a patient, other than reasonable fees for service provided to the patient, through the use of undue influence, harassment, duress, deception or fraud.
11. Failure to report a felony conviction pursuant to enrollment in the health care programs. Felony convictions must be disclosed pursuant to enrollment to MSC.
12. Students convicted of a felony must report to the HCPC prior to enrollment in the Health Care program or within 10 days of such a conviction.
13. Fraud, deceit, or misrepresentation.
14. Criminal activity within the clinical site or college.

Procedure for violation of one or more of the above referenced HCP codes or rules:

1. The appropriate HCPC shall investigate the circumstances and pursue the case in accordance with the appropriate procedures.
2. When the HCPC completes the preliminary investigation into the alleged violations

of the standards and determines the student has violated the HCP Code, the student will be notified by email and should the student not reply then the notification will be sent by first class mail to the student's address of record.

3. Student will meet with the HCPC to review the violations and for counsel. The student will receive a disciplinary action written notice which will become part of the student's permanent file.
4. When a student does not agree with the decision of the HCPC, then the student will be reminded of their right to appeal the decision following the Student Grievance Procedure or Grade Appeal Procedure outlined in the MSC student handbook.
5. A decision taken by the Health Care Program Chair under this code will not impede any action by legal authorities outside the college.

### **Due Process, Student Grievance Procedure, and Grade Appeal Procedure**

Please refer to the MSC's student handbook for an explanation of the Student Grievance Procedure and Grade Appeal Procedure. Actions for anything other than academic issues will follow the Student Grievance procedure.

**Health Care Programs Code of Student Professional Conduct Disciplinary Action Form**

The Code of Student Professional Conduct according to the Health Care Program Chair is to promote those behaviors which best serve the needs of patients, families and the community.

**Record of Written Warning:**

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

Health Care Program: \_\_\_\_\_

HCPC: \_\_\_\_\_

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

Nature of Offense: \_\_\_\_\_

Recommended changes in behaviors or actions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This copy serves as your written notice that a desired behavior or action has not been achieved.

Failure to produce the agreed upon change(s) may result in your removal from the class/clinical site.

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

HCPC Signature: \_\_\_\_\_

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

A copy of this page is to be retained by both the student and placed in student permanent file.



## **Murray State College Nursing Program Student Civility Contract**

**CIVILITY IS BEHAVIOR THAT:** 1) shows respect toward another, 2) causes another to feel valued, 3) contributes to mutual respect, effective communication and team collaboration.

Our primary commitment is to learn from the instructors, from each other, from the materials and from our work. We acknowledge differences amongst us in values, interests and experiences. We will assume that people are always doing the best they can, both to learn the material and to behave in socially productive ways. By sharing our views openly, listening respectfully, and responding critically to ideas, we will all learn. Most students exhibit appropriate behavior in class, but sometimes there is disagreement over the definition of “appropriate” behavior.

Learning is a group activity, and the behavior of each person in class in some way or the other affects the learning outcomes of others. If we keep these thoughts and the following rules in mind, the classroom experience will be a better one for everyone involved.

### **MSC Nursing Students’ Responsibilities:**

*Failure to comply with the requirements of any of the following items or other policies in the MSC Nursing Student Handbook or Murray State College Student Handbook may result in a conference with the Nursing Program Chair or his/her designee to discuss the difficulty. Should the problems warrant immediate action, the Nursing Program Chair may recommend the student be dismissed from the MSC Nursing Program. The following is a description of the scholastic, non-cognitive performance responsibilities of a student in the MSC Nursing Program.*

**Attentiveness** - The student regularly attends class or logs in Blackboard. All extended absences are for relevant and serious reasons and approved, where applicable, by the Nursing program Chair. The student is consistently on time for lectures, clinical, simulations, exams and stays until dismissed by an instructor. The student is alert and demonstrates attentiveness by taking notes, asking appropriate questions, and participating in the simulation and/or patient care while in the clinical setting.

**Demeanor** - The student has a positive, open attitude towards peers, instructors, and others during the course of the nursing program. The student maintains a professional bearing in interpersonal relations. The student functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluations.

**Maturity** - The student functions as a responsible, ethical, law-abiding adult.

**Cooperation** - The student demonstrates his/her ability to work effectively in large and small groups and with other members of the healthcare team, giving and accepting freely in the interchange of information.

**Inquisitiveness** - The student acquires an interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.

**Responsibility** - The student has nursing school performance as his/her primary commitment. Student to student and student to faculty academic interchanges are carried out in a reliable and trustworthy manner.

**Authority** - A student shows appropriate respect for those placed in authority over him/her both within the college and in society.

**Personal Appearance** - The student's personal hygiene and dress reflect the high standards expected of a professional nurse.

**Communication** - The student demonstrates an ability to communicate effectively verbally, nonverbally, and in writing with peers, teachers, patients, and others.

**Professional Role** - The student conducts self as a professional role model at all times and remain in compliance with the [OKLAHOMA NURSING PRACTICE ACT](#) and the ANA Code of Ethics for Nurses with Interpretive Statements [Code of Ethics for Nurses With Interpretive Statements](#). The student demonstrates the personal, intellectual and motivational qualifications of a professional nurse.

**Judgment** - The student shows an ability to think critically regarding options, reflecting his/her ability to make intelligent decisions in his/her personal and academic life.

**Ethics** - The student conducts self in compliance with the ANA Code of Ethics (*see above link*).

**Moral Standards** - The student respects the rights and privacy of other individuals and does not violate the laws of our society.

**The MSC Nursing Program reserves the right to dismiss a student at any time on grounds the College may judge to be appropriate. Each student by his/her own admission to the MSC Nursing Program recognizes this right of the College and the Nursing Program**

The continuance of any student on the roster of the MSC Nursing Program, the receipt of academic credit, graduation, and the granting of a degree rests solely within the powers of the College and the Nursing Program.

Effective January 3, 2023 Disruptive Behavior and inappropriate behaviors will be broken down into two of its elements of performance: 1) the profession and the MSC Nursing Program/Murray State College has a code of conduct that defines acceptable and disruptive and inappropriate behaviors (p. 35-37 MSC Nursing Program Student Handbook), 2) As future nurses and leaders you must manage disruptive and inappropriate behaviors within yourself, among your peers, and others.

Examples of uncivil behavior are below but not inclusive:

- Demeaning, belittling, or harassing others
- Rumoring, gossiping about or damaging a classmate/instructor's reputation
- Habitually interrupting as others speak
- Not paying attention or listening to others who address you; not responding to email, letters or voice mail that requires a reply
- Sending emails that are inflammatory in nature
- Speaking with a condescending attitude
- Yelling or screaming at instructors, peers, or clinical staff.
- Habitually arriving late to class
- Knowingly withholding information needed by a peer, instructor, or clinical staff.
- Discounting or ignoring solicited input from instructors/faculty regarding classroom and/or clinical performance or professional conduct.
- Overruling decision without direct discussion and rationale
- Not sharing credit for collaborative work or not completing an equitable share of collaborative work assigned.
- Threatening others; this refers to physical threats, verbal/nonverbal threats, and implied threats.
- Displays of temper tantrums
- Using up supplies or breaking equipment without notifying appropriate staff/faculty.
- Rudeness that ultimately escalates into threatened or actual violence



**As an MSC Nursing Students I Commit to:**

1. Follow conventions of good classroom/virtual manners and the MSC Nursing student responsibilities as outlined above.
2. Tape record is NOT allowed under any circumstances.
3. Refrain from verbal, emotional or sexual harassment.
4. Refrain from electronic harassment via email, Facebook, or any other electronic/wi-fi media or devices.
5. Refrain from use of the internet during classroom time.
6. Listen respectfully to each other.
7. Respond respectfully and reflectively to ideas aired in the classroom.
8. Refrain from personal insults, profanity and other communication-stoppers.
9. Recognize and tolerate different levels of understanding of complex social and cultural issues among your classmates and the professor.
10. Issue "gentle reminders" when these guidelines are breached.
11. Arrive timely to class, clinical, and simulation, and testing sessions.
12. Bring the required supplies and be ready to be actively engaged in the learning process.
13. Focus on the business at hand – the class, its content, learning and the professor.
14. Turn cell phones off or to vibrate before the start of class.
15. Refrain from texting during class time. PICK UP YOUR TRASH upon leaving the room.
16. Refrain from sleeping in class. (Laying your head on the desk or sleeping in class is rude, and it is distracting to others)
17. Turn in assignments on time.
18. Be courteous in class. (This does not mean that you have to agree with everything that is being said. However, your point will be much more credible if conveyed without rudeness, aggression, or hostility. If you strongly disagree with your instructor, it is a good idea to speak with him/her after class).
19. Raise a hand to indicate a question or comment as a courtesy to classmates and the instructor. (Remember, your questions are NOT an imposition – they are welcome. Chances are, if you have a question, someone else is thinking the same thing but is too shy to ask it. So, ask questions! You'll learn more, it makes the class more interesting, and you are helping others learn as well.)
20. Make arrangements if an emergency arises that requires an absence from a class, clinical, or simulation, to get the notes and all other information that was covered from a colleague you trust.
21. Understand and respect that no visual review of exam materials will be granted to any student.
22. Respect the rules of the syllabus. (Content of exams and calculation of grades earned are not a starting point for negotiation. Faculty are willing to work with students to meet learning needs, but will not negotiate individual terms with students.)

***By signing this contract, I acknowledge receipt and understanding of this contract. I understand that any behavior or action determined to be a breach of this contract may result in my being subject to immediate dismissal from the program/School of Nursing.***

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_