



Mississippi
College

SCHOOL
OF
NURSING

STUDENT HANDBOOK
2017 - 2018



**Mississippi
College**

A CHRISTIAN UNIVERSITY

School of Nursing
BOX 4037, CLINTON, MS 39058

Dear Nursing Student,

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

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

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

- Study EVERY day. Plan to study a minimum of 20-30 minutes EACH day for EACH course. Daily studying will help you retain the information. Join a study group of diverse people.
- Use the resources available to you. This includes the writing lab, library, nursing faculty, peers, family and friends. They can support and encourage you.
- BE FLEXIBLE.
- Keep your eye on your goal---graduation and NCLEX exam mastery.

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

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SCHOOL OF NURSING PIN

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MISSISSIPPI COLLEGE SCHOOL OF NURSING

MISSISSIPPI COLLEGE SCHOOL OF NURSING CREED

*I recognize that every person is created in the image of God;
That every person deserves respect as an unique individual;
and that every person has needs essential to his spiritual,
physical, and intellectual well-being.*

*I recognize the expanding roles of the profession,
the significance of being a vital member of the health care team;
and the emergence of professional nursing as a discipline and a science.*

*Therefore, I commit myself before God and this assembly,
to the well-being of those I serve, whether in illness or in health;
to use my knowledge and skills with compassion and respect;
to uphold the standards of professional nursing practice with pride
and diligence;
and to work with others in mutual cooperation for the improvement
of health care services.*

School of Nursing Honor Society
1983

Mississippi College School of Nursing Pin



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

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

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

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

GOVERNANCE

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Governance

NUMBER: Policy 1.03

SUBJECT: School of Nursing Organizational Structure

ADMINISTRATIVE STRUCTURE

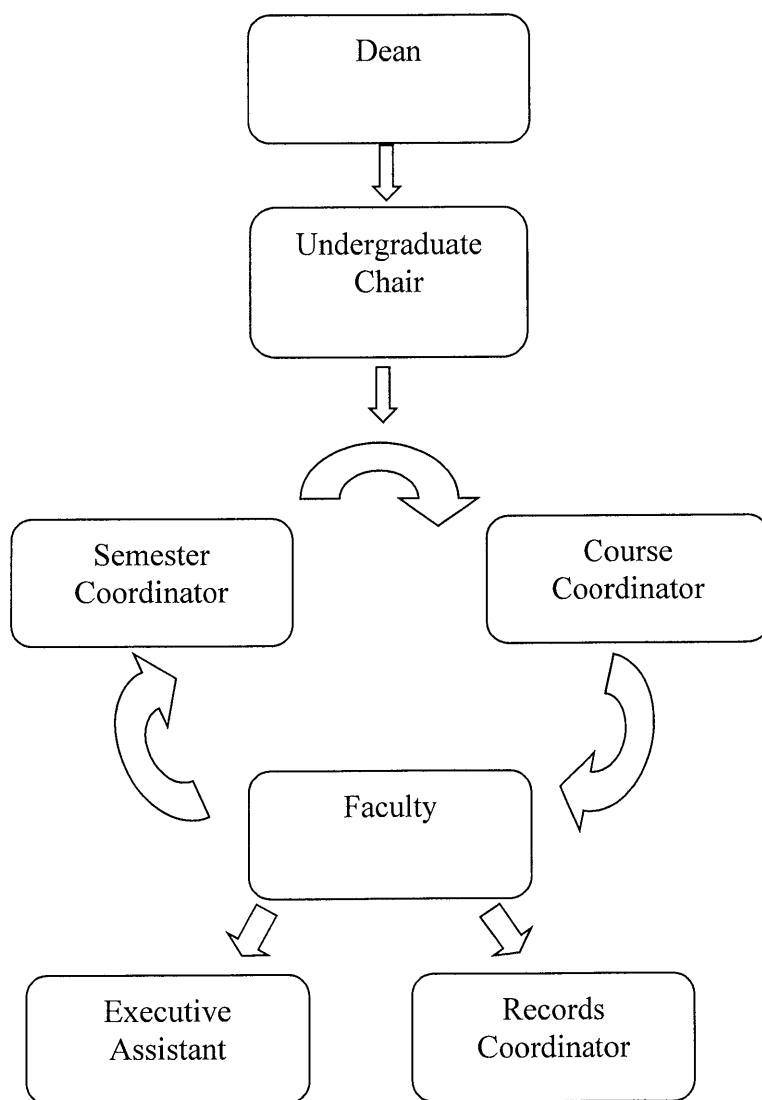
The School of Nursing is an integral part of Mississippi College. The responsibility for the administration of the School of Nursing is vested in the Dean. The Dean is responsible to the Vice President for Academic Affairs of the College, and through him, to the President. The Vice President and President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

Mississippi College Organization Chart: https://www.mc.edu/faculty-staff/files/9514/3024/5766/G_1.06_-_Governance_-_Policy_-_Org._Policy_Chart.pdf

The School of Nursing Organizational Chart – See below.

School of Nursing Organizational Structure
Policy 1.03

The School of Nursing Organizational Chart



MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Governance

NUMBER: Policy 1.04

SUBJECT: History of the School of Nursing

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

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

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

Dr. Bassett guided the development of the School until her resignation in 1977. During that time, the School of Nursing received full accreditation from the Mississippi Board of Institutions of Higher Learning in June of 1973, following the graduation of the first class of students. In 1976, the School received initial accreditation from the National League for Nursing and has maintained full accreditation since that time. In addition to Marion Bassett, the persons have served as Dean of the School of Nursing: Dr. Sam Hughes, Dr. Patricia Hinton-Walker, Dr. Lisa

adopted 8/99; Revised 8/06, Revised 8/11,6/16

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Eichelberger, and Dr. Mary Jean Padgett. Four persons have served as Acting Dean, including: Ms. Susan Russell, Dr. Charles Martin, and Dr. Mary Jean Padgett and Dr. Mary Ann Henriques. In May, 2015 Dr. Mary Jean Padgett retired as Dean after 19 years. Dr. Kimberly Sharp began her tenure as Dean of the School of Nursing in the fall of 2015.

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

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

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

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Governance

NUMBER: Policy 1.05

SUBJECT: Philosophy of the School of Nursing

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

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

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

Health is a dynamic state of well-being. The definition and perception of health is dependent upon values, attitudes, beliefs and the internal and external environment. These factors influence motivation to seek health care and the personal choices made relative to health care. This health care should be available and accessible to all. A person's health status is multidimensional and can be assessed at any point in time utilizing identified categories of human functioning.

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

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

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

Teaching learning is a reciprocal process in interactions involving the student, faculty, clients/patients and environment. Learning occurs in the cognitive, affective and psychomotor domains and reflects a change in behavior, perception and attitudes. Learning proceeds best when the learner actively participates in the process, accepts responsibility for learning, and participates in the evaluation of outcomes. Learning is facilitated when the body of knowledge is presented in an organized framework of interrelated components. Learning is also facilitated when experienced from simple to complex and from familiar to unfamiliar. Teaching involves

the selection of a variety of strategies that provide opportunities for acquiring knowledge, skills and attitudes. The faculty, as role models, influence the individual and professional development of learning. The faculty is committed to establishing an environment conducive to learning, and one which fosters development of Christian caring.

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Governance

NUMBER: Policy 1.06

SUBJECT: Organizing Framework of the School of Nursing

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

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

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Governance

NUMBER: Policy 1.07

SUBJECT: School of Nursing Mission and Program Outcomes

MISSION:

The mission of the School of Nursing is to provide excellence in nursing education within a Christian institution, preparing nurse generalists to engage in professional practice in diverse settings and to positively impact the profession of nursing.

PROGRAM OUTCOMES:

The Program Outcomes of the MCSN are designed to prepare a nurse generalist who will:

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

Adopted 2/15/16

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

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

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

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

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

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

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Governance

NUMBER: Policy 1.09

SUBJECT: Compliance with Mississippi College Regulations

SMOKING POLICY

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

DRUG FREE WORKPLACE

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

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

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

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

SOURCE: MC Policy 1.10

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Governance

NUMBER: Policy 1.10

SUBJECT: Compliance with Federal Regulations

STATEMENTS OF COMPLIANCE

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

Family Education Rights and Privacy Act of 1974

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

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

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

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

Title IX

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

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Governance

NUMBER: Policy 1.13

SUBJECT: Immunization Requirements

HEPATITIS B VIRUS VACCINATION (HBV)

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

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

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

MEASELS/ MUMPS/RUBELLA (MMR) VACCINATION

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

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

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

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

VARICELLA VACCINATION

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

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

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

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

TETANUS/DIPHTHERIA/ACELLULAR PERTUSSIS (TDAP) VACCINATION

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

Students are responsible for the cost of the vaccination.

INFLUENZA VACCINATION

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

*See immunization record in the appendix.

Revised 6/14, 6/16, 9/16

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Governance

NUMBER: Policy 1.14

SUBJECT: Infectious Disease

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

HIV Status:

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

HIV Management and Education:

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

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

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

HIV Positive--Students, Faculty, and Staff:

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

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

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

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

Blood/body fluid exposure is defined as:

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

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

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

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

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

an alcohol-based cleaner, chloroxylenol, or chlorhexidine.

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

--exposure should be regarded as an urgent medical concern and PEP started as soon as possible after the exposure (**preferably within a 1-2 hours**). [See specific CDC guidelines for initiating PEP after 36 hours exposure.]

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

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Governance

NUMBER: Policy 1.15

SUBJECT: Use of Garrison Skills and Learning Lab

Guidelines for Learning Lab

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

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

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Governance

NUMBER: Policy 1.17

SUBJECT: Accreditation

ACCREDITATION

The School of Nursing is fully accredited by:

Commission on Collegiate Nursing Education

One Dupont Circle, NW

Suite 530

Washington, DC 20036-1120

Telephone: 202-887-6791

and

Board of Trustees of State Institutions of Higher Learning

3825 Ridgewood Road

Jackson, MS 39211-6453

Telephone: 601-982.6690

Academic Affairs

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.04

SUBJECT: Admission and Progression: Progression

PROGRESSION POLICY:

1. Students are required to carefully read and sign upon starting the nursing program that they remain in active compliance with all of the elements specified in the School of Nursing Student Handbook.
2. Students are expected to conform to the Code of Student Conduct as stated in the *Mississippi College Student Handbook*.
3. A minimum grade of “C” in each nursing course is required.
4. All nursing courses must be taken in the sequence listed in the curriculum schema, or as specified in a prescribed course route.
5. Students must complete all required standardized testing at the specified times.
6. Students may repeat no more than one nursing course from any institution. In the event of failure of that repeated course, progression in the program will be denied.
7. Students who drop or withdraw from a nursing course with a grade of “D” or “F” must submit a request for readmission to the nursing program. This request must be submitted to the Admissions and Progressions Committee of the School of Nursing the semester **before** the requested re-entry. A student will be permitted to withdraw from a nursing course and be readmitted **one** time only, subject to standard entry requirements and availability of space.
8. Students who fail a nursing course with a grade of “D” or “F” are discontinued from the nursing program and **must** submit a written request for readmission to the nursing program. This request must be submitted to the Admissions and Progressions Committee of the School of Nursing the semester before the requested re-entry.
9. Applicants seeking readmission will be considered on an individual basis. No student is guaranteed readmission into upper division nursing.
10. After admission to upper division nursing students must remain current on clinical requirements with the Health Services office..
11. Any student, admitted to upper division courses in the BSN program, whose Mississippi College GPA drops below a 2.5 will be placed on academic probation.

12. All students are required to pass a “HESI” examination that is linked to one clinically related course each semester of upper division nursing. When a student fails this exam they follow a structured protocol for remediation in preparation for the scheduled re-sit. One re-sit examination is permitted for the HESI examination, following the designated interval of intensive review and support. See Academic Affairs Policy 2.40.
13. Students taking re-sit examinations and other resubmission assessments are capped at 77% on their re-sit grade, regardless of the score earned.
14. All MC nursing students must meet professional competency and safety requirements that are delineated in the School of Nursing Student Handbook, and the Mississippi State Board of Nursing rules and regulations for nurses. The benchmarks for unsafe or unprofessional behavior(s) are measured by clinical objectives that are outlined in the clinical evaluation tool and are explicated in the SON Student Handbook. Students who do not meet these benchmarks will be immediately removed from the patient care environment and suspended from all clinical nursing courses pending a full review by the School of Nursing faculty. Unsafe and unprofessional behaviors will not be permitted in upper division nursing, and the protocols for the review of clinical issues related to unsafe or unprofessional behavior or clinical practice issues are addressed in the Student Policy Manual and the Mississippi State Board of Nursing rules and regulations for nurses. However, if remediation cannot be attained these students may need to be dismissed from the nursing program and assisted with transfer decisions to another major.

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

Approved 2/22/16

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.05

SUBJECT: Attendance

ATTENDANCE

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

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

Class Attendance:

http://catalog.mc.edu/content.php?catoid=26&navoid=1314#Attendance_Participation

Appeal Process for Absences

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

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.06

SUBJECT: Attendance: Absence from Exams

Absence:

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

Review:

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

Make-up:

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

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.08

SUBJECT: Classroom Responsibility

CLASSROOM RESPONSIBILITY

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

Some unacceptable classroom behaviors (but not limited to):

- Student tardiness and disturbing classroom entrances.
- Students nonverbally showing disrespect for others.
- Students getting up during class, leaving, and then returning.
- Students packing up books and/or belongings before class is dismissed.
- Students using their cell phones, allowing them to ring, or text-messaging during class.
- Students inappropriately using computer or other technology in a disruptive way.
- Students verbally indicating dissatisfaction with an activity, assignment, or grade.
- Students sleeping in class and other inattentive behavior.
- Students conducting side conversations during instruction.

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

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

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.10

SUBJECT: Clinical Performance Evaluation

Clinical Performance Evaluation

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

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.13

SUBJECT: Credit Hours

ALLOCATION OF CREDIT HOURS

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

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.14

SUBJECT: Confidentiality

CONFIDENTIALITY OF RECORDS

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

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

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

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

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

- Medical record information (includes all patient data, conversations, admitting information,

demographic information and patient financial information).

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

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

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

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

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

See confidentiality form in Appendix.

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: **Academic Affairs**

NUMBER: **Policy 2.15**

SUBJECT: **Curriculum Organization**

CURRICULUM ORGANIZATION

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

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

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

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.17

SUBJECT: Disabilities and Accommodation Policy

DISABILITIES POLICY PREAMBLE

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

Nursing is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Mississippi College School of Nursing has adopted the attached list of requirements needed to be able to do the work required in the School of Nursing (Appendix 1). These “standards” were drafted from the National Council of State Boards of Nursing (1994) “*Essential Competencies for the Practice of Nursing*,” and are reflective of the required Mississippi College course objectives. Admission to and progression in the nursing program is based on the student’s ability to meet these “standards”. The “standards” should be used to assist each student in determining whether accommodations or modifications are necessary for the student to be able to accomplish the work of the School of Nursing program.

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

POLICY AND PROCEDURE

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

Disabilities Policy and following procedure as directed by the Mississippi College School of Nursing.

Disabilities Policy

Policy 2.17

Page 2

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

ESSENTIAL CORE PERFORMANCE STANDARDS

PERFORMANCE

STANDARD

Analytical/Critical

Thinking

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

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

Interpersonal
with
Communication
include:

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

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

Mobility

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

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

Motor Skills

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

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

Hearing

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

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

Visual

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

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

Tactile

Tactile ability sufficient for physical assessment to include:

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

Smell

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

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

Emotional Stability

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

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.18

SUBJECT: Dismissal

DISMISSAL

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

<http://catalog.mc.edu/content.php?catoid=22&navoid=1184&hl=probation&returnto=search>

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

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

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

Approved 8/99; Rev. 8/06, reviewed 6/11

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MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.20

SUBJECT: Final Examinations

FINAL EXAMINATIONS

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

For further information refer. To MC Academic Catalog
<http://catalog.mc.edu/content.php?catoid=26&navoid=1314#Examinations>

Approved 8/99

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.21

SUBJECT: Formal/Informal Papers

FORMAL/INFORMAL PAPERS

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

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

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

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

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

Late penalties may be imposed at the discretion of the instructor and can include, but not be restricted to, **a drop of 10 points per late day**. For the purpose of calculating late penalties, each 24 hour period will count as one day. In the event that a student is required to redo a paper, there will be a late penalty imposed if the deadline for the revised paper is missed.

Adopted 8/99; reviewed 6/11, revised 7/17

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MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.22

SUBJECT: Grading Policies

GRADING POLICIES

Grading Scale

The grading scale used by the School of Nursing is as follows:

- A - 93-100
- B - 85-92
- C - 77-84
- D - 70-76
- F - 69 and below

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

Grade Computation

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

Grade Determination

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

Policy on Posting Grades

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

Adopted 8/99; Revised 2/02, 5/01, 8/09, reviewed 6/11, revised 8/14

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.24

SUBJECT: Home Visiting Policies

HOME VISITING POLICIES

Purpose:

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

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

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

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

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

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

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

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

High-Crime Areas: In known high-crime areas, the student nurse must strictly adhere to

all policies relating to personal safety in home visits. No exception will be made.

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

During the Home visit:

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

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

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.25

SUBJECT: Honors Program

HONORS PROGRAM

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

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

http://catalog.mc.edu/preview_program.php?catoid=26&poid=1487&hl=honor&returnto=search

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

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

Adopted 8/99, reviewed 6/11, 7/17

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.27

SUBJECT: Insurance

LIABILITY INSURANCE

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

HEALTH INSURANCE

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

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.28

SUBJECT: Nursing Clinical Electives

POLICIES RELATED TO NURSING CLINICAL ELECTIVES

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

Students **may**:

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

Students **may not**:

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

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

Preceptor supervision of students

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

Dress code:

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

Agency Policy Differences:

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

See preceptor form in Appendix

Adopted 8/99; revised 6/11, 6/16, 7/17

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.30

SUBJECT: Procedure for Course/Faculty Evaluations

PROCEDURE FOR COURSE/FACULTY EVALUATIONS

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

The procedure for conducting faculty evaluations is as follows: The course coordinator prepares one large manila envelope for each faculty member being evaluated. The course coordinator appoints one student to be responsible for collecting the evaluations and giving them to the Dean's Secretary. The course coordinator distributes the evaluation forms to all students and instructs them on how to fill out the forms. All faculty must leave the room while the students complete the evaluations. The course coordinator sees that no faculty has access to the results of the evaluations until after final grades have been submitted to the registrar.

Approved 8/99; rev.6/11, revised 8/14

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.33

SUBJECT: Time Limitation for Nursing Courses

TIME LIMITATION FOR NURSING COURSES POLICY:

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

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

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

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

Approved 8/99; reviewed 6/11, 7/17

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.36

SUBJECT: Student Advising

STUDENT ADVISING

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

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

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

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

See advisor/student contract in Appendix.

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.37

SUBJECT: Clinical Performance

Clinical Evaluation Policies and Procedures:

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

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

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

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

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

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

UNSAFE CLINICAL PERFORMANCE

Faculty have the right to dismiss a student from the clinical setting if the student's unsafe behavior jeopardizes the safety of a client/patient. The faculty member may seek alternate learning experiences or may dismiss the student from the clinical agency, when appropriate. The faculty member will consult with the course coordinator and the Dean of the School of Nursing regarding the behaviors that were evidenced. The decision for a temporary or permanent dismissal from clinical will be made by the Dean, who may seek advice from the Admissions and Progression Committee and the Academic Vice-President. The decision for dismissal will be based on the severity of the behavior, the pattern of behavior exhibited by the student, and the results of attempts to correct inappropriate behavior. Unsafe behavior as described below which is not modified to safe behavior will result in a failure for the clinical rotation.

Adopted 11/04/2005

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.38

SUBJECT: Writing Style Format

WRITING STYLE FORMAT

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

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

Approved 8/99; reviewed 6/11

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.39

SUBJECT: STUDENT REQUIREMENTS-Health

ANNUALLY

PHYSICAL EXAMINATION

Nursing students are required to have an annual physical examination before beginning clinical experiences. Documentation of the completed physical must be on file in the School of Nursing office prior to beginning clinical experiences in Semester I and must be updated annually. Students will not be allowed to participate in clinical experiences without validation of a current physical examination. Forms for the initial physical and the annual update are available in the School of Nursing office. Completed forms should be turned into the School of Nursing office **PRIOR** to the beginning of clinical.

TUBERCULOSIS SKIN TEST

Nursing students are required to have a two-step TB skin test prior to the beginning of clinical experiences or a QuantiFERON test for Tuberculosis. Documentation of the negative results of this test must be on file in the School of Nursing prior to beginning clinical experiences in Semester I and must be rescreened annually.

NOTE: Annual tuberculosis screening test may be one-step procedure or repeated QuantiFERON test if repeated within a year. ***There are no exceptions. Annual Tuberculosis screening is required.***

Students with a positive Tuberculosis skin test or a history of a positive skin test or positive QuantiFERON test must provide a copy of a negative chest x-ray annually and/or negative interferon gamma release assay (IGRA) TB blood test.

INFLUENZA VACCINATION

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

SUBSTANCE ABUSE AND DRUG / ALCOHOL SCREENING

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

Every Two Years

CARDIO-PULMONARY RESUSCITATION CERTIFICATION (CPR)

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

CRIMINAL BACKGROUND CHECKS

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

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.40

SUBJECT: CRIMINAL BACKGROUND CHECK

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

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

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

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

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

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

Approved 8/06; rev. 6/11, 7/17

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.43

SUBJECT: Standardized Comprehensive Assessment

COMPREHENSIVE ASSESSMENT AND REVIEW

Students in the traditional and accelerated baccalaureate programs are required to take nationally-normed standardized assessment tests throughout the program. Assessment tests are used to identify gaps in knowledge-base or critical thinking skills. In the last semester of the curriculum, students are required to take a comprehensive exit exam and make a satisfactory score in order to be certified for graduation and be eligible to apply to take the licensure examination. The SON currently uses Health Education System, Inc. (HESI) testing products. Testing costs are included in student tuition/fees and cover one administration and retake of each specialty test. {Students are responsible for the cost of additional retakes of custom exams.}

Students must attain a 77% average on testing to demonstrate acquisition of knowledge in theory and clinical. The percentage score earned on the HESI exam contributes to the final course grade at a weight set in the course syllabus and becomes part of the 77% test average required for passing the course.

Students need to achieve a passing score on at least one standardized proctored exam each semester at the specified benchmark.

Benchmarks are:

- Semester 1: 800 for NUR 386
- Semester 2: 850 for NUR 390
- Semester 3: 850 for NUR 406
- Semester 4: 850 for NUR 433

Two versions of the proctored assessment are available for each course. The two attempts at these assignments are included in the student fees and are scheduled in the course calendar. Students will be encouraged to immediately remediate their content deficiency on HESI and re-sit the examination within an established time frame at MC or at a Prometric testing center.

Passing proctored assessments at the required level are essential preparation for end of program standardized exit examinations and professional licensure examinations. Failure to achieve the required benchmark results in a re-sit for a second exam. Failure to achieve the required benchmark score upon two attempts results in course failure. Students will be required to retake the course along with a testing strategy course. Progression into clinical courses will be allowed with successful completion of both courses. ABSN students who have a failure must meet the same criteria and be placed into the tradition tract for progression.

The HESI Exit exam is administered to all semester four students in the BSN program in the last semester of the program. The exit exam is a course requirement in NUR 433 for students in either the Traditional or Accelerated program. The HESI Review course will be offered prior to date scheduled for the HESI Exit exam requiring the minimum score for program completion. . A minimum score of 850 is required on the HESI Exit exam in order to successfully complete the course.

If a student is not successful on the first take, a remediation plan will be developed in collaboration with course faculty. The student will be allowed additional exam retakes until a satisfactory score of 850 or above has been achieved. Students will be required to pay the cost for exam retakes{after two attempts}. If the student has not achieve the benchmark of 850, the student will be allowed to participate in commencement and graduation activities but will receive an “incomplete” in the NUR 433

There will be a minimum one-week time interval between retakes to allow adequate time for remediation. The student must remove the incomplete grade for 433 by the end of the next semester. Once the student has achieved a satisfactory score, the “Incomplete” will be removed and the student will receive a course grade and diploma.

The signature of the student is affirmation of understanding of and compliance with the protocols outlined.

Approved 2/15/16

STUDENT AFFAIRS

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Student Affairs

NUMBER: Policy 4.01

SUBJECT: Grievance Procedure

GRIEVANCE PROCEDURE

In matters of academic grievance, the process of academic appeal is outlined in the Mississippi College *Undergraduate Catalog*. This campus-wide procedure applies to nursing and pre-nursing students as does the procedure outlined in the Mississippi College School of Nursing *Student Handbook*.

Grievances regarding non-academic matters for the College are subject to the student judiciary processes as administered through the Men's Affairs Board, the Women's Affairs Board, and the Student Judicial Council. These processes are outlined in the Mississippi College *Student Handbook*, and apply to cases involving violations of College policy, rules, regulations, and standards not otherwise designated. Below is the link to Mississippi College Organizational Chart: https://www.mc.edu/faculty-staff/files/9514/3024/5766/G_-_1.06_-_Governance_-_Policy_-_Org._Policy_Chart.pdf

Academic Issues in School of Nursing

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

Formal Complaints are those written complaints (grievances) that follow the grievance procedure through the appropriate channels. Any formal complaint is submitted in written form to the Dean of the School of Nursing by the person filing the formal complaint (No verbal or email communication). An appointment with the Dean must be made to discuss the concern. The complaint should indicate the nature of the complaint, the date, and the person(s) against whom the complaint is being filed.

The Dean will determine whether the grievance procedure has been followed, or whether the complaint needs to be returned to person(s) at an earlier level of grievance. If the grievance cannot be resolved by the Dean of the School of Nursing and is to be appealed to the Vice President for Academic Affairs (VPAA), the Dean will provide the written complaint to the VPAA.

Grievances pertaining to admission, progression or dismissal of a nursing student are referred to the Admission and Progression Committee. The Dean is involved at the next stage, and the Vice President for Academic Affairs is available for final arbitration if resolution of the grievance has not been achieved earlier in the process. Below is the Link to Mississippi College's Organizational Chart: <H:\Student Handbooks\Student Handbook 2016-2017\Governance>

Course Related Issues:

Student(s) → Faculty member(s) directly responsible → Course Coordinator → Semester Coordinator → Semester Team → Dean → Vice President for Academic Affairs
(See above for link to organization charts for the SON & Mississippi College)

Admission, Progression, Dismissal Issues:

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

Non-Academic Concerns in the School of Nursing

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

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

Non-academic

Student(s) → Student Welfare/Public Relations Committee* → Dean → Faculty Organization
→ Vice President for Student Affairs

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

Adopted 8/99; Rev. 8/06; reviewed 6/11, revised 6/16, 7/1

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MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Student Affairs

NUMBER: Policy 4.03

SUBJECT: Smoking

SMOKE FREE CAMPUS

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

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

Adopted 8/99; Rev. 8/06; rev. 6/11

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MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Student Affairs

NUMBER: Policy 4.04

SUBJECT: Student Dress Code and Uniforms

The School of Nursing adheres to the Mississippi College policy related to student dress code as described in the Student Handbook. Refer to Article III Section B:

<http://www.mc.edu/tomahawk/student-code-responsibilities/>

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

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

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

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

UNIFORMS

Information on purchasing uniforms, lab coats, fleece jacket, and name pins is available from the School of Nursing office. Clinical equipment and supplies may be purchased from the Mississippi College Bookstore or at any local uniform shop or through various web or mail-order sites.

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

Generic Students: REQUIRED Uniform

- Uniform (style information for all uniform pieces is available from nursing office. **All required embroidery is through TC's Uniforms**)
 - Navy scrub top with MC School of Nursing embroidered in gold on the right front
 - Navy scrub pants
- Information about skirts or pregnancy uniforms available through School of Nursing Office.
- White lab jacket with MC School of Nursing embroidered in navy on the right front.
- Shoes: Any style or brand but **MUST** be:
 - **Solid colored** navy, black, brown or white
 - Closed toe, closed heel
 - **No cloth/mesh/suede**
 - No large logos
 - Same color shoestrings as shoe
- Solid colored black, navy, or white socks with pants; White or flesh tone hose with skirts.
- Mississippi College School of Nursing Name badge (See Nursing Office for ordering information)

Registered Nurse Students: Uniforms

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

Optional for All Students:

- Navy Fleece jacket with MC School of Nursing embroidered on the right front. (Style information is available from nursing office, to be purchased through TC's Uniforms).
- White button up the front Shirt/blouse with MASON logo embroidered on right front.

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

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

The lab jacket or optional fleece jacket may be worn when participating in health care delivery activities, community clinical, obtaining hospital assignments, and interacting with family client systems. Faculty of individual courses will provide specific information on when street clothes are appropriate. Faculty has discretion in what students may wear in specific clinical areas.

Students are representing the Mississippi College School of Nursing and should dress appropriately in public settings. Blue jeans, leggings, shorts, low cut blouses or tops, halter tops, short skirts, dresses, sandals, etc., are not appropriate in clinical or professional settings at any time.

Failure to adhere to the guidelines for student dress may result in the student being denied the learning experience and could result in failure of the course.

Clinical Practice Supply List

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

- Stethoscope with bell and diaphragm
- Bandage scissors
- Hemostats
- Black ink pen
- Watch with second hand (may be digital)
- Penlight
- Measuring tape
- Blood pressure cuff

Eye Protection

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

Approved 8/98; Revised. 8/14, rev. 8/16, 7/17

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Student Affairs

NUMBER: Policy 4.05

SUBJECT: Student Input

CHANNELS FOR STUDENT INPUT

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

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

Committee	Membership\Meeting Times
Faculty Organization	One student representative from each semester and one RN student representative.
Student Welfare & Public Relations	One to two student representatives from each semester.
Faculty Development & Resources	One third semester student representative who would serve for one year.
Curriculum	One student representative from each semester and one RN student representative.

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

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

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

Adopted 8/99, revised 5/06; reviewed 6/11, 7/17
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MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Student Affairs

NUMBER: Policy 4.06

SUBJECT: Student Nurse' Organizations

STUDENT NURSES' ASSOCIATION

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

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

Activities include:

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

Membership in the organization provides the opportunity for tangible benefits which include:

Adopted 8/00; reviewed 6/11, 7/17

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reduced rates to *American Journal of Nursing*; quarterly issues of the national magazine, *Imprint*; the monthly issues of the state newsletter, *PRN*; and eligibility for SNA scholarships.

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

BAPTIST NURSING FELLOWSHIP

The School of Nursing has an active student chapter of the Baptist Nursing Fellowship of Mississippi. This organization is open to nurses of all faiths who are interested in fellowship with other Christian nurses. A major focus of this organization is on spiritual care, service to others and mission support.

Activities include:

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

All students in pre-nursing and nursing courses, as well as faculty, are invited to participate in the Baptist Nursing Fellowship.

SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING OMICRON LAMBDA CHAPTER

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

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

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Student Affairs

NUMBER: Policy 4:07

SUBJECT: Awards and Scholarships

AWARDS AND SCHOLARSHIPS

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

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

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

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

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

The Frances J. and Walter B. McGuffee Memorial Scholarship

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

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Student Affairs

NUMBER: Policy 4.08

SUBJECT: Student Employment

STUDENT EMPLOYMENT WHILE ENROLLED IN SCHOOL OF NURSING

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

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Student Affairs

NUMBER: Policy 4.09

SUBJECT: Substance Abuse and Drug/Alcohol Screening

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

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

The School of Nursing requires all students to submit to drug testing under any or all of the following circumstances:

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

The School of Nursing has made arrangements with a specified company for drug testing. The cost of each drug testing will be the responsibility of the student. Specific procedures for obtaining the screen will be distributed upon admission and throughout the classes in the nursing

program, and are available through the School of Nursing office.

Every student will be expected to participate in the drug screening when requested and within a specified time frame. Student failure to submit to a drug screen, attempting to tamper with, contaminate, or switch a sample will result in the student not being able to continue in the program. Students who test positive for one or more illicit drugs may not continue in clinical practicums, and therefore cannot meet objectives for clinical courses.

Any student who tests positive will be given the option of retesting for one time at his/her own expense, and must do so within 24 hours of notification. A STUDENT WILL NOT BE ALLOWED TO PARTICIPATE IN ANY CLINICAL EXPERIENCE AT ANY TIME WHILE AWAITING RESULTS OF A DRUG SCREEN AND RECEIVE UNEXCUSED CLINICAL ABSENCES.

Failure of a 2nd drug screen will result in dismissal from the program and required notification of the results to the Mississippi College Dean of Students. Any student dismissed from the program may apply for readmission following documented completion of a drug rehabilitation program; however, readmission is not guaranteed. If a student is readmitted, he/she will be required to participate in random drug screens while continuing in the program. Any future positive drug screen will result in dismissal and the student is not eligible for readmission.

**MISSISSIPPI COLLEGE
SCHOOL OF NURSING**

Operating Policies and Procedures

AREA: **Student Affairs**

NUMBER: **Policy 4.10**

SUBJECT: **Electronic Devices**

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

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

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

Revised 8/2011, 8/2014

**MISSISSIPPI COLLEGE
SCHOOL OF NURSING**

Operating Policies and Procedures

AREA: **Student Affairs**

NUMBER: **Policy 4.11**

SUBJECT: **Exposure to Latex**

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

MISSISSIPPI COLLEGE SCHOOL OF NURSING

Operating Policies and Procedures

AREA: Student Affairs

NUMBER: Policy 4.12

SUBJECT: Social Media

Mississippi College Social Media Policy

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

Social Media

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

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

Your Online Reputation

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

- ANA – Social Networking Principles Toolkit American Nurses Association resource guide for nurses and nursing students on how to maintain professional standards in new media environments. <http://www.nursingworld.org/socialnetworkingtoolkit>
- NCSBN – Social Media Guidelines National Council of State Boards of Nursing in partnership with the ANA offers nurses guidelines on using social media responsibly, both personally and professionally. <https://www.ncsbn.org/2930.htm>
- White Paper: A Nurse's Guide to the Use of Social Media https://www.ncsbn.org/Social_Media.pdf

Prohibited Uses

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

Branding Guidelines

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

Live the MC and MCSO philosophy

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

Write what you know

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

Remember everything online is discoverable

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

Understand and use privacy settings

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

Adhere to HIPAA

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

Keep It Legal

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

Be Respectful and Professional

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

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

Likes and For-Profit Ventures

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

Give credit where credit is due

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

Mistakes happen

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

MISSISSIPPI COLLEGE SCHOOL OF NURSING

ADVISOR/ADVISEE AGREEMENT

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

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

II. You can expect ME to:

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

III. I will expect YOU to:

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

Advisor: _____ **Office:** _____ **Phone:** _____

Advisee: _____ **Phone:** _____



**Mississippi
College**

A CHRISTIAN UNIVERSITY

School of Nursing
BOX 4037, CLINTON, MS 39058

AUTHORIZATION OF RELEASE OF HEALTH INFORMATION

Printed Name: _____

700-_____

I hereby give Medicat Compliance Services and Corporate Screening Services permission to release and/or discuss privileged health and other related information including, but not limited to:

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

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

Student Signature

Date

STUDENT BILL OF RIGHTS

An NSNA Student Bill of Rights and Responsibilities was initially adopted in 1975. The following updated version was adopted by the NSNA House of Delegates in San Antonio, Texas.

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

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

American Nurses Association

Nurses' Code of Ethics

Provision 1

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

Provision 2

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

Provision 3

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

Provision 4

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

Provision 5

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

Provision 6

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

Provision 7

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

Provision 8

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

Provision 9

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

To access the ANA Code of Ethics with Interpretive Statements:

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

American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, Washington, D.C.: American Nurses Publishing, 2015



Mississippi College

A CHRISTIAN UNIVERSITY

School of Nursing

Confidentiality Agreement

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

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

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

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

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

_____/_____/_____
 Signature Print Name Date



**Mississippi
College**
A CHRISTIAN UNIVERSITY

School of Nursing
BOX 4037, CLINTON, MS 39058

Handbook Policy Acknowledge and Student Signature page

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

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

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

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

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

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

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

Student signature

Date



HIPAA BASICS FOR PROVIDERS: PRIVACY, SECURITY, AND BREACH NOTIFICATION RULES

ICN 909001 August 2016

Please note: The information in this publication applies to HIPAA covered entities, which include most health care professionals and health care organizations, as well as their business associates. When “you” is used in this publication, we are referring to these persons and entities.

Table 2. Hyperlink Table, at the end of this document, provides the complete URL for each hyperlink.

The Health Insurance Portability and Accountability Act (HIPAA) Privacy, Security, and Breach Notification Rules protect the privacy and security of health information and provide individuals with certain rights to their health information. This publication discusses:

- The **Privacy Rule**, which sets national standards for when protected health information (PHI) may be used and disclosed
- The **Security Rule**, which specifies safeguards that covered entities and their business associates must implement to protect the confidentiality, integrity, and availability of electronic protected health information (ePHI)
- The **Breach Notification Rule**, which requires covered entities to notify affected individuals, U.S. Department of Health & Human Services (HHS), and in some cases, the media of a breach of unsecured PHI

You play a vital role in protecting the privacy and security of patient information. This publication gives an overview of the rules, and it outlines the information protected by and who must comply with those rules.

HIPAA Privacy Rule

The HIPAA Privacy Rule establishes standards for the protection of PHI held by:

- Health plans
- Health care clearinghouses
- Those health care providers that conduct certain health care transactions electronically
- Their business associates

The Privacy Rule gives patients important rights with respect to their health information, including rights to examine and obtain a copy of their health records in the form and manner they request, and to ask for corrections to their information. Also, the Privacy Rule permits the use and disclosure of health information needed for patient care and other important purposes.

Protected Health Information

The Privacy Rule protects individually identifiable health information, called PHI, held or transmitted by a covered entity or its business associate, in any form, whether electronic, paper, or verbal. PHI includes information that relates to all of the following:

- The individual's past, present, or future physical or mental health or condition
- The provision of health care to the individual
- The past, present, or future payment for the provision of health care to the individual

PHI includes many common identifiers, such as name, address, birth date, and Social Security number.

Visit the HHS [HIPAA Privacy Rule](#) webpage for more information.

HIPAA Security Rule

The HIPAA Security Rule specifies safeguards that covered entities and their business associates must implement to protect the confidentiality, integrity, and availability of ePHI.

Covered entities and business associates must develop and implement policies and procedures to protect the security of ePHI they create, receive, maintain, or transmit. Each entity must analyze the risks to ePHI in its environment and create solutions appropriate for its own situation. What is reasonable and appropriate depends on the nature of the entity's business, as well as its size, complexity, and resources. Specifically, covered entities must:

- Ensure the confidentiality, integrity, and availability of all ePHI they create, receive, maintain, or transmit
- Identify and protect against reasonably anticipated threats to the security or integrity of the ePHI
- Protect against reasonably anticipated, impermissible uses or disclosures
- Ensure compliance by their workforce

Confidentiality: ePHI is not available or disclosed to unauthorized people

Integrity: ePHI is not altered or destroyed in an unauthorized manner

Availability: ePHI is accessible and usable on demand by an authorized person

The Security Rule does not dictate security measures but requires covered entities to consider all of the following:

- Size, complexity, and capabilities
- Technical, hardware, and software infrastructure
- The costs of security measures
- The likelihood and possible impact of risks to ePHI

Covered entities must review and modify security measures to continue protecting ePHI in a changing environment.

Visit the HHS [HIPAA Security Rule](#) webpage for more information.

HIPAA Breach Notification Rule

The HIPAA Breach Notification Rule requires covered entities to notify affected individuals, HHS, and in some cases, the media of a breach of unsecured PHI. Most notifications must be provided without unreasonable delay and no later than 60 days following the discovery of a breach. Notifications of smaller breaches affecting fewer than 500 individuals may be submitted to HHS annually. The Breach Notification Rule also requires business associates of covered entities to notify the covered entity of breaches at or by the business associate.

Visit the HHS [HIPAA Breach Notification Rule](#) webpage for more information and guidance on the reporting requirements.

Who Must Comply With HIPAA Rules?

Covered entities and business associates, as applicable, must follow HIPAA rules. If an entity does not meet the definition of a covered entity or business associate, it does not have to comply with the HIPAA rules. For a complete definition of a covered entity and a business associate, refer to the [“Modifications to the HIPAA Privacy, Security, Enforcement, and Breach Notification” Final Rule](#).

Covered Entities

Covered entities electronically transmit health information. The following covered entities must follow HIPAA standards and requirements:

- **Covered Health Care Provider:** Any provider of medical or other health care services or supplies who transmits any health information in electronic form in connection with a transaction for which HHS has adopted a standard, such as:
 - Chiropractors
 - Clinics
 - Dentists
 - Doctors
 - Nursing homes

- Pharmacies
- Psychologists
- **Health Plan:** Any individual or group plan that provides or pays the cost of health care, such as:
 - Company health plans
 - Government programs that pay for health care, such as Medicare, Medicaid, and the military and veterans' health care programs
 - Health insurance companies
 - Health maintenance organizations (HMOs)
- **Health Care Clearinghouse:** A public or private entity that processes another entity's health care transactions from a standard format to a non-standard format, or vice versa, such as:
 - Billing services
 - Community health management information systems
 - Repricing companies
 - Value-added networks

Business Associates

A business associate is a person or organization, other than an employee of a covered entity, that performs certain functions on behalf of, or provides certain services to, a covered entity that involve access to PHI. A business associate can also be a subcontractor responsible for creating, receiving, maintaining, or transmitting PHI on behalf of another business associate. Business associates provide services to covered entities that include:

- Accreditation
- Billing
- Claims processing
- Consulting
- Data analysis
- Financial services
- Legal services
- Management administration
- Utilization review

NOTE: A covered entity can be a business associate of another covered entity.

If a covered entity enlists the help of a business associate, then a written contract or other arrangement between the two must:

- Detail the uses and disclosures of PHI the business associate may make
- Require that the business associate safeguard the PHI

Visit the [HHS HIPAA Covered Entities and Business Associates](#) webpage for more information.

Enforcement

The HHS Office for Civil Rights enforces the HIPAA Privacy, Security, and Breach Notification Rules. Violations may result in civil monetary penalties. In some cases, criminal penalties enforced by the U.S. Department of Justice may apply.

Common noncompliance issues include:

- Impermissible PHI uses and disclosures
- Lack of PHI safeguards
- Lack of patients' access to their PHI
- Use or disclosure of more than the minimum necessary PHI
- Lack of administrative ePHI safeguards

The following are actual case examples:

- **Settlement:** Two covered entities inadvertently posted ePHI for 6,800 individuals on the web, including patient status, vital signs, medications, and laboratory results. The investigation found that neither entity made efforts to assure the security of the server hosting the ePHI or confirm it contained adequate software protections. Neither entity developed an adequate risk management plan that addressed potential threats and hazards to ePHI. The entities agreed to pay a combined settlement of \$4.8 million and enter into corrective action plans.
- **Criminal prosecution:** A former hospital employee pleaded guilty to criminal HIPAA charges after obtaining PHI with the intent to use it for personal gain. He faced up to 10 years in prison.

Visit the [HHS HIPAA Compliance and Enforcement](#) webpage for more information.

Resources

The Centers for Medicare & Medicaid Services (CMS) [HIPAA Privacy and Security Information](#) webpage provides more information, or you may refer to the resources listed in Table 1.

Table 1. HIPAA Privacy, Security, and Breach Notification Resources

Resources	Website
Are You a Covered Entity?	CMS.gov/Regulations-and-Guidance/Administrative-Simplification/HIPAA-ACA/AreYouaCoveredEntity.html
Business Associate Contracts	HHS.gov/hipaa/for-professionals/covered-entities/sample-business-associate-agreement-provisions
Business Associate Frequently Asked Questions	HHS.gov/hipaa/for-professionals/faq/business-associates

Table 1. HIPAA Privacy, Security, and Breach Notification Resources (cont.)

Resources	Website
"Communicating with a Patient's Family, Friends, or Others Involved in the Patient's Care"	HHS.gov/sites/default/files/provider_ffg.pdf
Disclosures in Emergency Situations	HHS.gov/hipaa/for-professionals/special-topics/emergency-preparedness
Fast Facts for Covered Entities	HHS.gov/hipaa/for-professionals/covered-entities/fast-facts
"Frequently Asked Questions About the Disposal of Protected Health Information"	HHS.gov/sites/default/files/ocr/privacy/hipaa/enforcement/examples/disposalfaqs.pdf
HealthIT.gov Privacy and Security	HealthIT.gov/providers-professionals/ehr-privacy-security
Model Notices of Privacy Practices	HHS.gov/hipaa/for-professionals/privacy/guidance/model-notices-privacy-practices
"Modifications to the HIPAA Privacy, Security, Enforcement, and Breach Notification" Final Rule	GPO.gov/fdsys/pkg/FR-2013-01-25/pdf/2013-01073.pdf
Security Rule Guidance Material	HHS.gov/hipaa/for-professionals/security/guidance
Training Materials	HHS.gov/hipaa/for-professionals/training

Table 2. Hyperlink Table

Embedded Hyperlink	Complete URL
HIPAA Breach Notification Rule	http://www.hhs.gov/hipaa/for-professionals/breach-notification
HIPAA Compliance and Enforcement	http://www.hhs.gov/hipaa/for-professionals/compliance-enforcement
HIPAA Covered Entities and Business Associates	http://www.hhs.gov/hipaa/for-professionals/covered-entities
HIPAA Privacy and Security Information	https://www.cms.gov/Regulations-and-Guidance/Administrative-Simplification/HIPAA-ACA/PrivacyandSecurityInformation.html
HIPAA Privacy Rule	http://www.hhs.gov/hipaa/for-professionals/privacy

Table 2. Hyperlink Table (cont.)

Embedded Hyperlink	Complete URL
HIPAA Security Rule	http://www.hhs.gov/hipaa/for-professionals/security
Modifications to the HIPAA Privacy, Security, Enforcement, and Breach Notification	https://www.gpo.gov/fdsys/pkg/FR-2013-01-25/pdf/2013-01073.pdf

The Medicare Learning Network® Disclaimers are available at <http://go.cms.gov/Disclaimer-MLN-Product>.

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Mississippi College School of Nursing Immunization/ Titer Results Record

Semester Level _____

Name _____ Gender: M ☐ F ☐ Date of Birth ____/____/____

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

Hepatitis B Surf Ab, QN

Titer Date: _____ Titer Results: _____

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

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

Measles/Mumps/Rubella (MMR)

Titer Date: _____ Titer Results: _____

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

Date of Immunization #1: _____ Date of Immunization #2: _____

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

Mississippi College School of Nursing

Immunization/ Titer Results Record

Varicella IgG, AB (Chickenpox)

Titer Date:_____ **Titer Results:**_____

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

Date of Immunization #1:_____ Date of Immunization 2:_____

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

Tetanus Diphtheria Acellular Pertussis (Tdap) Booster:

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

Date of vaccination: _____

Influenza Vaccination

Date of vaccination: _____

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

No Waivers will be accepted.

Mississippi College School of Nursing Immunization/ Titer Results Record

Tuberculosis Skin Test (PPD) must last throughout the entire academic year.
There are no exceptions. Annual PPD is required.

(Having a history of receiving the BCG vaccine alone is not acceptable as a positive TST history.
You must submit a chest x-ray or TB blood test)

NOTE: 2 Step Tuberculosis Skin Test is required for the beginning student or for the student who did receive Tuberculosis Skin Test with one year.

TWO STEP

Date 1st PPD placed: _____ **Date 1st PPD read:** _____

TST Results in Millimeters of Induration _____

(The words "negative" or "positive" are unacceptable)

Date 2nd PPD placed: _____ **Date 2nd PPD read:** _____

TST Results in Millimeters of Induration _____

(The words "negative" or "positive" are unacceptable)

ONE STEP –Annual

Date PPD placed: _____ **Date PPD read:** _____

TST Results in Millimeters of Induration _____

(The words "negative" or "positive" are unacceptable)

Signature of healthcare provider

Date

NOTE: Student with a previous history of a positive TST must submit a current chest x-ray report that is no more than (6) months from the first day of class in August or TB Blood test.

Proof of X-Ray report received: Date: _____

TB Blood Test Result: _____

Signature of healthcare provider

Date

MISSISSIPPI COLLEGE

Policies and Procedures

AREA: Governance

NUMBER: Policy 1.05

SUBJECT: Mission, Strategic Goals and
Denominational Affiliation

I. Mission Statement

Mississippi College, governed by a Board of Trustees elected by the Mississippi Baptist Convention, is a private, co-educational, comprehensive university of liberal arts and sciences and professional studies dedicated to the pursuit of academic excellence. Founded in 1826, Mississippi College is the oldest institution of higher learning and the largest private university in the state of Mississippi. As a Christian institution, Mississippi College values the integration of faith and learning throughout the educational process.

Consistent with its Baptist heritage and relationship to the Convention, Mississippi College provides a quality Christian education for its student population. Students select the university because of the quality of its academic programs, Christian environment, and location. The university strives to recruit students who demonstrate excellence in scholarship, leadership, and church/community involvement. The majority of students come from Mississippi and other southeastern states.

Mississippi College stimulates the intellectual development of its students through the liberal arts and sciences and concentrated study in specialized fields, including pre-professional and professional programs. Furthermore, the university environment promotes the spiritual, social, emotional, and physical development of its students and encourages them to utilize their skills, talents, and abilities as they pursue meaningful careers, life-long learning, and service to God and others. The university emphasizes those undergraduate, graduate, and professional programs which offer opportunities for service.

Additionally, the university reflects its responsibility of service to the community through a variety of learning opportunities and numerous cultural enrichment experiences.

Mississippi College is committed to excellence and innovation in teaching and learning. The university seeks to employ and retain faculty who are dedicated to teaching/learning and advising students, who support and engage in scholarship and creative activities that advance knowledge, and who seek to continue their own professional development. The university also seeks to employ and retain staff and administrators who are equally dedicated to supporting these efforts. Furthermore, the university selects employees who reflect Christian values and a commitment to service. Mississippi College is an equal opportunity employer in accordance with Title VII and applicable exemptions.

II. Strategic Goal Statements

A. Academic Excellence

Mississippi College will pursue excellence by employing effective faculty, staff, and administrators; recruiting students who can benefit from the university experience; providing an enriched learning environment and innovative delivery methods; and promoting outstanding scholarship, service, and creative activities that advance knowledge.

B. Curriculum

Undergraduate Curriculum

The undergraduate curriculum will prepare students for a lifetime of learning and instill basic skills, knowledge, and attitudes necessary for personal development and reasoned response to a changing world. These goals will be accomplished through study in a general education component of liberal arts and sciences balanced with concentrated study in specialized fields. This educational experience will provide students the opportunity to pursue academic studies and to prepare for meaningful careers as they serve God and others.

Graduate and Post-Baccalaureate Professional Curricula

The university also will provide quality graduate and post-baccalaureate academic and professional programs in areas where demand is sufficient and where the university can best serve its constituencies while being consistent with the mission and goals of the university.

C. Image

Mississippi College will seek to maintain an image as a regional comprehensive university offering high-quality liberal arts/sciences, pre-professional, graduate, and professional programs in a Christian environment. The university will focus its communication efforts on markets in Mississippi and other southeastern states. The university will monitor the public's perception of the university and will work to correct misperceptions.

D. Faculty / Staff

Mississippi College will recruit, employ and retain highly qualified Christian faculty, staff, and administrators who demonstrate interest in serving the university and community. The university will seek Christian faculty who also provide effective teaching/learning and advising of students, who support and engage in scholarship and creative activities that advance knowledge, and who seek to continue their own professional development. The university, in addition, will seek staff and administrators who support these efforts. To this end, the university will provide compensation and benefits commensurate with regional universities and each individual's level of accomplishment and will support professional development for all personnel.

E. Student Development and Services

Mississippi College will seek to prepare its students for a variety of careers and service to God and others. The university will offer students personal, career, and academic counseling in a Christian manner; lectures and programs that are enriching and uplifting; student organizations; and opportunities for university and community service.

F. Target Market

Mississippi College will recruit students seeking a quality education in the liberal arts/sciences, pre-professional, graduate, and professional studies delivered in a Christian environment. The university will make special efforts to identify and attract students who demonstrate excellence in scholarship, leadership, community service, and church involvement, particularly Baptist church involvement.

G. Special Programs

Mississippi College will expand its international studies and continuing education programs in order to provide life-long learning opportunities for personal, professional, and career development.

H. Christian Setting

Mississippi College will manifest Christian principles through its policies toward students, faculty, staff, and administrators; promote a campus atmosphere of helpfulness and caring; and encourage Christian relationships among students, faculty, staff, and administrators.

I. Convention / Church

Mississippi College will maintain a mutually beneficial relationship with the Mississippi Baptist Convention and Baptist churches. Consistent with its mission and resources, the university will meet the various needs of Mississippi Baptists, including support for state-wide Convention activities, training opportunities, contact with university personnel, and placement services for students interested in Christian service.

J. Alumni

Mississippi College will communicate with alumni to enhance their continued relationship with the university, seek to provide career assistance, disseminate regular information about university programs and activities, and encourage fellowship among alumni to strengthen ties to their alma mater.

K. Fiscal Affairs and Fundraising

Mississippi College will secure and manage all resources necessary for a comprehensive university to maintain its quality academic programs and its essential support services. The university will hold tuition costs at an affordable level for the greatest number of its applicants and remain competitive with its peer institutions' costs, while maintaining a sound financial base. The university will implement efficient fundraising efforts, expand its endowment, carefully manage its facilities, and follow a master plan for capital improvements.

L. Technology

Mississippi College will provide current technology to meet the innovative teaching/learning and administrative needs of the university and will secure the necessary support and training for the use of such technology in the university setting.

III. Denominational Affiliation

Mississippi College has been denominationally affiliated with Southern Baptists in Mississippi through the Mississippi Baptist Convention since 1850. It is an affiliation and a tie that the institution and the Board of Trustees value, and it is evident that large numbers of Baptists in the state are interested in the ideals and practices of Mississippi College and keep in touch with its work.

Much has been spoken and written about what it means to be a denominational or church-related institution, and opinion obviously varies widely among denominations and institutions. Perhaps because Baptists are not primarily a creedal people, there is no single document that states definitely and exclusively all that Baptists believe about Christian education. Included in this Policy for reference purposes are two excerpts from Southern Baptist organizations concerning education.

Southern Baptist Convention Statement on Education

The Baptist Faith and Message was revised and re-adopted by the Southern Baptist Convention on May 9, 1963. The study committee's report concluded, "Baptists emphasize the soul's competency before God, freedom in religion, and priesthood of the believer. However, this emphasis should not be interpreted to mean that there is an absence of certain definite doctrines that Baptists believe, cherish, and with which they have been and are now closely identified. It is the purpose of this statement of faith and message to set forth certain teachings which we believe."

The section that deals with Christian Education is as follows:

XII EDUCATION

The cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian schools is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in an orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

Deut. 4:1,5,9,14; 6:1-10; 32:12-13; Neh. 8:1-8; Job 28:28; Psalm 19:7 ff; 119:11; Prov. 3:13 ff; 4:1-10; 8:1-7,11; 15:14; Ecc. 7:19; Matt. 5:2, 7:24 ff; 28:19-20; Luke 2:40; I Cor. 1:18-31; Eph. 4:11-16; Phil. 4:9; Col. 2:3,8-9; I Tim. 1:3-7; 2 Tim. 2:15; 3:14-17; Heb. 5:12 to 6:3; James 1:5; 3:17

Reaffirmations of the Association of Southern Baptist Colleges

The following reaffirmations were adopted on June 26, 1976, by the Association of Southern Baptist Colleges, of which Mississippi College is a member:

We reaffirm our commitment to the biblical and theological basis for Christian higher education.

We reaffirm our commitment to the Christian view of the nature of God and the nature of man.

We reaffirm our responsibility for influencing the development of Christian character in students who attend our schools.

We reaffirm our commitment to bring our vast Christian resources to bear in developing moral courage and ethical responsibility as an inseparable part of Christian citizenship.

We reaffirm our faith in the policy, autonomy, and the program of the local church.

We reaffirm our commitment to the broad programs of our denomination.

We reaffirm our gratitude for the historic support which Southern Baptists have given to their colleges and schools.

We reaffirm our belief in and support the Cooperative Program—the best instrument yet devised for the equitable support of the complex programs of our denomination.

We reaffirm our commitment to seek and employ the highest type of Christian teacher.

We reaffirm our commitment to responsible academic and political freedom.

We reaffirm our commitment to academic excellence.

MISSISSIPPI COLLEGE

Policies and Procedures

AREA: Governance

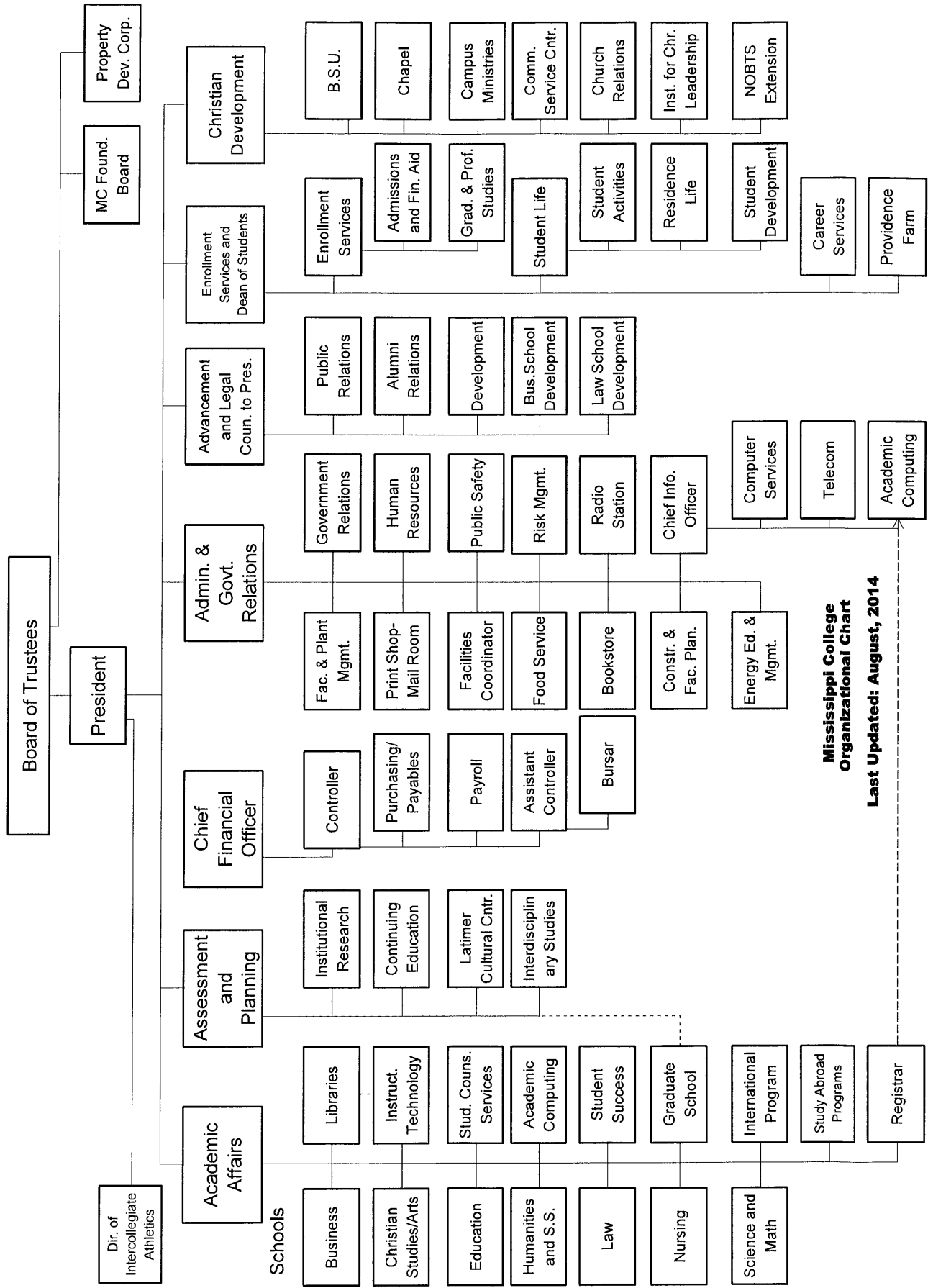
NUMBER: Policy 1.06

SUBJECT: Organization Chart

The purpose of this policy is to show Mississippi College's structure in terms of relationships among departments. This Organizational Structure represents lines of authority and responsibility as determined by the President.

Attached as Appendix A is the Organizational Structure for Mississippi College

SOURCE: Board of Trustees, December 14, 1995; September 18, 1997; September 23, 2010; August 2, 2012; August 8, 2013, August 2014





**Mississippi
College**

A CHRISTIAN UNIVERSITY

School of Nursing
BOX 4037, CLINTON, MS 39058

Physical Form

Name _____ Age _____

Address _____

Phone number _____ Email _____

Allergies: _____

List chronic medical conditions: _____

List current medications: _____

Height _____ Weight _____ Temp. _____ Pulse _____ Blood pressure _____

PHYSICAL EXAM

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

Is there any reason this student cannot participate in nursing school? _____

If yes please elaborate _____

Type or print the name and address of the physician/practitioner:

Name _____

Address _____

Phone number _____ Email _____

Signature _____ Date _____



Mississippi
College

A CHRISTIAN UNIVERSITY

School of Nursing
BOX 4037, CLINTON, MS 39058

Tuberculosis Screening Results

Name: _____ 700 # _____

Two Step Tuberculin Skin Test (PPD):

1. Placed on _____ (Date) By: _____ (Signature)

Tuberculin Skin Test read on _____ (Date)

Results: _____ mm PPD reading. _____ (Signature)

2. Placed on _____ (Date) By: _____ (Signature)

Tuberculin Skin Test read on _____ (Date)

Results: _____ mm PPD reading. _____ (Signature)

One Step Tuberculin Skin Test (PPD):

Placed on _____ (Date) By: _____ (Signature)

Tuberculin Skin Test read on _____ (Date)

Results: _____ mm PPD reading. _____ (Signature)

Signature of certified reader

The **Initial** TB Screening test must be a two- step test or QuantiFERON®-TB test (QFT).

A One-step test is given after the initial test and **IF** the TB Skin test or QFT is repeated within the year Or 364 days.

If the TB skin test or QFT is positive, proof of a negative chest x-ray is required.



Mississippi
College

A CHRISTIAN UNIVERSITY

School of Nursing
BOX 4037, CLINTON, MS 39058

Two-Step Tuberculin Skin Test Directions

The 2-step test is not the usual Tuberculin skin test (TST) in which you receive an injection of PPD and the test area is observed one time at a specific time frame. In this procedure a person is given a baseline PPD test. If the test is (-), a second test is administered 1- 3 weeks later (i.e. the second test must be read 7-21 days after the first). If the second test is negative, the person is considered uninfected. If the second test is positive, then the person is considered to have a “boosted” reaction to an infection that occurred in the past.

WE only utilize the “4 visit” approach for 2-step testing (per Centers of Disease (CDC) recommendations):

1. **Visit 1, Day 1:** TST # 1 PPD antigen is applied under the skin.
2. **Visit 2, Day 3:** TST # 1 is read (within 48-72 hrs of placement). If positive, it indicates TB infection and a chest x-ray and further evaluation is necessary.
3. **Visit 3, Day 7-21: a TST # 2 PPD antigen is applied under the skin.** (for those that test one was negative) If the time period between TST # 1 and TST # 2 is more than 21 days the process will need to be started over.
4. **Visit 4, 48-72 hours after placement: the TST # 2 is read.** (A positive 2nd test indicates TB infection in the distant past. CXR and further evaluation will likely be necessary.)

When you turn in skin test results, be sure to have the provider to include actual measurements of the TST.

MISSISSIPPI COLLEGE

SCHOOL OF NURSING

WAIVER FORM

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

Student Name

Student Number

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

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

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

This the _____ day of the month of _____, 20_____.

(Student's Signature)