



Southeast Missouri Hospital College of Nursing and Health Sciences
2001 William Street • Cape Girardeau MO 63703-5815
Phone: (573) 334-6825 Fax: (573) 339-7805
www.sehcollege.edu

Southeast Missouri Hospital College of Nursing and Health Sciences is accredited by **The Higher Learning Commission of Colleges and Schools** and is a member of the North Central Association.

The Higher Learning Commission of the North Central Association of Colleges and Schools
30 North LaSalle Street, Suite 2400 • Chicago, IL 60602-2504 • 1-800-621-7400

The Nursing Program is accredited by the **Accreditation Commission for Education in Nursing, Inc. (ACEN)** and has full approval of the Missouri State Board of Nursing

Accreditation Commission for Education in Nursing, Inc. (ACEN)
3343 Peachtree Road NE, Suite 850 • Atlanta, GA 30326
1-404-975-5000 www.nlnac.org

Missouri State Board of Nursing
P O Box 656 • Jefferson City, MO 65102-0656
1-573-751-0681

The Radiologic Technology Program is accredited by the
Joint Review Committee on Education in Radiologic Technology (JRCERT).
Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850 • Chicago, IL 60606-3182
1-312-704-5300 • www.jrcert.org

The Medical Laboratory Science Program is accredited by the
National Accrediting Agency for Clinical Laboratory Science (NAACLS).
NAACLS
5600 N. River Road, Suite 720 • Rosemont, IL 60018

The Surgical Technology Program is accredited by the **Commission on Accreditation of Allied Health Education Programs (CAAHEP).**
CAAHEP
1361 Park Street • Clearwater, FL 33756
1-727-210-2350

It is the policy of Southeast Missouri Hospital College of Nursing and Health Sciences to maintain and promote equal education opportunity without regard to race, color, gender, age, religion, natural origin, marital status, or disability which does not preclude the person from studying or practicing a health care profession after graduation and successful completion of the licensure or certification examination.

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Contents

College of Nursing & Health Sciences Board of Trustees.....	8
Southeast Missouri Hospital College of Nursing & Health Science Administration.....	9
History	11
Our Mission, Vision and Values	11
Accommodations of Special Needs.....	12
Alumni Association	12
Assessment Program	12
Audited Fiscal Report.....	12
Background Checks	12
Cafeteria.....	12
College Level Examination Programs (CLEP)	13
Computer Resources	13
Drug Testing	13
Faculty Advisor	14
Financial Aid.....	14
Fitness and Wellness Center.....	14
General Education Course Work	14
Library Services	14
Non-Smoking Facility	14
Parking	14
Privacy Policy	15
Safety	15
School Closing in Inclement Weather	15
Sexual Harassment Policy.....	15
Student Health.....	15
Tuberculin Skin Test (Required Mantoux PPD)	16
Health Screening	16
Influenza Health Screening	16
Student Liability Insurance	16
Student Lockers.....	16
Student Lounge	16
Telephone	16
Student Organizations	17
Substance Abuse.....	17
Drug Urine Screen	17
Transfer Credit	17
Tuition and Fees	18
Payment of Account Balances	19
Installment Payment Plan	19
Financial Probation / Suspension	19
Refund Policy.....	19
Financial Aid Assistance	21
Federal Pell Grants.....	21

The Subsidized Federal Stafford Loan.....	21
The Unsubsidized Federal Stafford Loan.....	21
Parent Loan for Undergraduate Students (PLUS)	21
Missouri Nurse Loan Program.....	21
Privately Funded Scholarships	21
Missouri Department of Higher Education (MDHE).....	22
Veterans Program	22
Other Financial Aid Programs	22
Standards of Satisfactory Academic Progress.....	23
Progression and Retention	23
Student Attendance Requirements	23
Repeating A Course	23
Professional Conduct	23
Professional Conduct	24
Academic Dishonesty.....	24
Grade Reports and Official Transcripts	24
Withdrawals.....	24
Readmission.....	25
Leave of Absence	25
Graduation Requirements	25
General Education Objectives	26
General Education Mission, Vision and Values	26
General Education Course Descriptions	27
AH 101: College Seminar.....	27
AH 103: Introduction to Computer Technology	27
AH 104: Introduction to Medical Terminology	27
AH 204: Medical Terminology II	27
AH 201: Human Diversity in Healthcare Delivery.....	27
AH 230: Medical Ethics	27
BI 151: Anatomy and Physiology I.....	27
BI 152: Anatomy and Physiology II.....	27
BI 200: Microbiology.....	28
BI 206/306: Principles of Immunology	28
BI 250/300: Pathophysiology	28
CH 100: Chemistry	28
COM 100: Oral Communication/Speech	28
ENG 099: Writing Skills	28
ENG 100: English Composition	28
ENG 200: Expository Writing.....	28
FA200: Art Appreciation	28
GOVT 100: Government and Politics in the United States	28
HST 105: American History	28
MAT 099: Intermediate Algebra	29
MAT 150: College Algebra	29
MAT 200: Introduction to Statistics.....	29
NUT 200: Nutrition	29
NUT 300: Nutrition Therapy for Diverse Groups	29

PSY 100: Psychology.....	29
PSY 200: Life Span Development	29
SOC 102: Sociology	29
SOC 250/300: Global Awareness and Cultural Diversity	29
SPN 200: Spanish for Health Care Providers	29
ASSOCIATE DEGREE NURSING PROGRAM	30
Philosophy	30
Nursing Program Goals	30
Nursing Program Objectives / Graduate Competencies	30
Program Description of the Associate Degree Nursing Program.....	31
Admissions Requirements for the Nursing Program.....	31
Advanced Placement.....	32
Transfer Students.....	32
Transfer Credit for Nursing Courses	33
Transfer Credit for General Education Courses	33
Residency Requirement.....	33
General Studies Required for Nursing Curriculum:.....	33
Nursing Course Descriptions.....	34
NS 101: Foundations of Professional Nursing Practice	34
NS 102: Nursing Assessment	34
NS 103: Nursing Skills.....	34
NS 104: Pharmacology for Nursing	34
NS 105: Bridging to Professional Nursing Practice.....	34
NS 106: Mental Health Nursing	34
NS 107: Medical Surgical Nursing 1	35
NS 108: Dosage Calculation	35
NS 110: IV Therapy.....	35
NS 201: Nursing Care of the Childbearing Family.....	35
NS 202: Medical Surgical Nursing 2.....	35
NS 203: Nursing Care of the Child and Family	35
NS 204: Medical Surgical Nursing 3.....	36
NS 206: Transition to Professional Nursing Practice.....	36
Nursing Curriculum Plans.....	37
Basic Nursing Curriculum Plan (Revised 2013)	37
Evening / Weekend Nursing Curriculum Plan (Revised 2013)	38
LPN to RN / Paramedic to RN Two Year Nursing Curriculum Plan (Revised 2013)	39
LPN to RN Accelerated Nursing Curriculum Plan.....	40
Legal Limitations for Licensure.....	41
SURGICAL TECHNOLOGY PROGRAM	44
Philosophy	44
Surgical Technology Program Goals.....	44
Program Description of the Surgical Technology Program	44
Admission Requirements for the Surgical Technology Program.....	45
Requirements for Admission.....	45
Application Procedure for the Surgical Technology Program.....	45
Residency Requirement.....	45
Transfer Credit	45

Technical Abilities & Skill Required for the Surgical Technology Program	46
Surgical Technology Course Descriptions	47
ST 100: Fundamentals of Surgical Care I	47
ST 101: Pharmacology	47
ST 102: Fundamentals of Surgical Care II	47
ST 103: Surgical Technology I.....	47
ST 104: Surgical Technology II.....	47
ST 105: Surgical Technology III	47
Surgical Technology Course Sequence.....	48
MEDICAL LABORATORY SCIENCE PROGRAM	49
Philosophy	49
Program Description	49
Medical Laboratory Science Program Goals	49
Admission Requirements for the Medical Laboratory Science Program	50
Residency Requirement	50
Transfer Credit	50
Technical Abilities – Essential Functions	50
Medical Laboratory Science Course Descriptions.....	51
MT 400: Introduction to Medical Laboratory Science.....	51
MT 401: Clinical Chemistry	51
MT 402: Urinalysis.....	51
MT 403: Hematology.....	52
MT 404: Coagulation/Hemostasis.....	52
MT 405: Blood Bank	52
MT 406: Immunology/Serology	52
MT 407: Bacteriology	53
MT 408: Mycology/Parasitology	53
MT 409: Laboratory Management/Education.....	53
MT 410: Molecular Techniques	53
MT 411: Advanced Lecture Block I.....	53
MT 412: Advanced Lecture Block II	53
MT 413: Advanced Lecture Block III	53
CLINICAL LABORATORY ASSISTANT PROGRAM	54
Philosophy	54
Program Description	54
Clinical Laboratory Assistant Program Goals.....	54
Admission Requirements for the Clinical Laboratory Assistant Program	54
Residency Requirement	55
Transfer Credit	55
Technical Abilities –Essential Functions	55
Clinical Laboratory Assistant Course Descriptions	56
CLA 100 – Introduction to Laboratory Science	56
CLA 101 – Phlebotomy Skills.....	56
CLA 102 – Clinical Laboratory Assistant Skills I.....	56
CLA 103 – Clinical Laboratory Assistant Skills II.....	56
CLA 104 – Clinical Laboratory Assistant Skills III	56
CLA 111 – Phlebotomy Practicum	56

CLA 112 – Clinical Laboratory Assistant Practicum I	56
CLA 113 – Clinical Laboratory Assistant Practicum II	56
CLA 114 – Clinical laboratory Assistant Practicum III	56
Proposed CLA Course Outline	57
ASSOCIATE DEGREE IN RADIOLOGIC TECHNOLOGY PROGRAM	58
Philosophy	58
Program Description	58
Radiologic Technology Program Mission Statement.....	58
Radiologic Technology Program Goals	58
College Admission.....	59
Eligibility Requirements	59
Residency Requirement	59
Transfer Credit	59
Radiologic Technologists should have the ability to:	60
Radiologic Technology Course Descriptions	61
RT 101: Introduction to Radiography.....	61
RT 110: Anatomy and Positioning I.....	61
RT Lab I.....	61
RT 201: Radiographic Physics	61
RT 111: Anatomy and Positioning II	61
RT Lab II.....	61
RT 120: Radiographic Exposure.....	61
RT 150: Clinic I	61
RT 220: Pharmacology.....	62
RT 175: Clinic II	62
RT 210: Radiation Biology.....	62
RT 200: Clinic III	62
RT 180: Radiographic Pathology.....	62
Associate of Applied Sciences in Radiologic Technology Program Course Sequence.....	63
College Administration	64
Faculty	65

College of Nursing & Health Sciences Board of Trustees

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Dean of Nursing

Jill Stroud, BS, CST
Surgical Technology Program Director

College Calendars

2014 – 2015

Summer <u>Semester</u> Begins.....	June 2, 2014	
Independence Day	July 4, 2014	(No Classes)
Summer <u>Semester</u> End	July 25, 2014	
Fall <u>Term</u> Begins	July 21, 2014	
Fall <u>Semester</u> Begins	August 4, 2014	
Labor Day.....	September 1, 2014	(No Classes)
Fall Graduate Testing Day	September 5, 2014	
Fall Break (<u>Semester</u> Students Only)	September 29 – October 3, 2014	
Fall Commencement	October 18, 2014	
Final Examinations (<u>Term</u> Students).....	October 20-24, 2014	
Thanksgiving	November 25 – 28, 2014	(No Classes)
Final Examinations (<u>Semester</u> Students).....	December 8 – 12, 2014	
Christmas Break	December 15, 2014 – January 2, 2015	
Spring <u>Semester</u> Begins.....	January 5, 2015	
Spring Break.....	March 2 – 6, 2015	(No Classes)
Spring Graduate Testing Day	April 3, 2015	
Easter / Spring Break.....	April 4 – 10, 2015	(No Classes)
Spring Commencement	May 16, 2015	
Final Examinations.....	May 11-15, 2015	
Memorial Day	May 25, 2015	(No Classes)

History

The original Southeast Missouri Hospital School of Nursing opened in 1928. It focused on educating and training individuals for registered nursing. The school closed as a result of economic hardships during the Depression years. Plans to re-open the hospital-based nursing program as a LPN to RN educational program began in 1990. The Missouri State Board of Nursing, in 1992 awarded accreditation as a diploma program.

The School of Nursing transitioned to the College of Nursing with approval being granted by the Missouri State Board of Nursing in 1995. In 1999, the College of Nursing expanded its educational offerings to individuals not having prior nursing education. In 2000, the name of the College was changed to Southeast Missouri Hospital College of Nursing and Health Sciences when a Surgical Technology program was opened. In 2002, a Radiologic Technology program was added to the College. The School of Medical Technology opened in 1999 under the Clinical Laboratory at Southeast Missouri Hospital. In 2006, the Medical Laboratory Science Program joined the College of Nursing and Health Sciences.

The College was awarded accreditation by the Higher Learning Commission of the North Central Association of Colleges and Schools in May 2005.

Our Mission, Vision and Values

Mission

Responding to the educational needs of the region by preparing qualified healthcare professionals.

Vision

To provide an environment supportive of student learning instilling knowledge, professional values, competency as a beginning practitioner and a belief that learning is a lifelong process.

Values

To graduate entry-level practitioners who demonstrate ability to think critically, communicate effectively, accept human diversity and deliver ethical and safe healthcare as members within the disciplines of their profession.

Our Facility

Southeast Missouri Hospital College of Nursing and Health Sciences is located at 2001 William Street, Cape Girardeau, MO. The college occupies the second and third floors of the building. The college houses several classrooms and a computer lab with 24 computers for student use as well as wi-fi for students who choose to bring computer devices from home. Two learning labs are available for nursing students enrolled in skills courses while the surgical technology program, radiologic technology program, and the medical laboratory science program each have well equipped learning labs for each of their programs.

Student and Alumni Services and Information

Accommodations of Special Needs

Southeast Missouri Hospital College of Nursing and Health Sciences complies with Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act which prohibit discrimination against disabled or handicapped individuals by entities that receive federal funds. The College will provide meaningful access to its academic programs and will make reasonable, but not fundamental, modifications or accommodations to enable such access. A student with an actual disability under 42 USC § 12102 (2) (A) or a perceived disability under 42 USC § 12102 (2) (C) must be otherwise qualified to participate in the program for which an accommodation is requested. A student desiring modifications or accommodations for a disability has a two-fold responsibility: (i) provide sufficient evidence establishing the disability or handicap, and (ii) make a specific request for a modification or accommodation. The College's decision on either issue will turn on the specific facts and circumstances surrounding each individual student's case.

It is the responsibility of the student to provide sufficient evidence to establish the existence of a disability prior to requesting a modification or accommodation.

Alumni Association

In September of 1996, the Southeast Missouri Hospital College of Nursing and Health Sciences Alumni Association was formed. The alumni are graduates or individuals who have attended the College with interest and ongoing involvement in promoting and supporting the College and its educational dedication and goals. The alumni members dedicate personal time assisting with graduation ceremonies and other various student functions. The alumni members are elected to office on an annual basis. Membership is open for any graduate student from Southeast Missouri Hospital College of Nursing and Health Sciences. All membership fees and donations are used primarily for the benefit of the association, current college students, and the College of Nursing and Health Sciences.

Assessment Program

Assessment is an on-going process aimed at improving student learning. It involves setting appropriate outcome criteria for learning, systematically gathering and interpreting evidence, and using that information as feedback to improve student learning.

Audited Fiscal Report

The annual audited fiscal report is available to interested parties upon written request to the Chief Financial Officer of Southeast Health. Access to the 990 forms is available to interested persons for viewing in the accounting office of Southeast Health.

Background Checks

All applicants must submit to and pass a criminal background check and achieve clearance on the Division of Aging Employee Disqualification List before consideration for admission.

Cafeteria

Vending machines are available at the College. Refrigerators and microwave ovens are available for student/staff use. Students may use the cafeteria/restaurant facilities when scheduled for clinical experiences. Students may receive a discount when wearing ID badges. Students have access to cafeteria "break" areas at the affiliating clinical facilities.

Student and Alumni Services and Information

College Level Examination Programs (CLEP)

Southeast Missouri Hospital College of Nursing and Health Sciences recognizes college-level achievement by successfully testing for sociology (3 credits) and psychology (3 credits). Credit awarded through the CLEP is accepted up until the student is accepted into the program and has started their first class at the College. Once students have begun taking classes, they will not be awarded credit by examination and must take remaining general education courses at the College during the terms in which they are offered.

Computer Resources

The computer lab is located on the Southeast Missouri Hospital College of Nursing and Health Sciences campus. Internet access is available for student use. Many faculty members choose to communicate with students by e-mail. Students must maintain a valid e-mail address. Students have access to the computer lab during scheduled class hours. Arrangements with the staff can be made for additional times as needed. Wireless internet is also available for the students to access.

Drug Testing

Enrollment Drug Testing

1. All students enrolled in a College program will be required to submit to a urine screen during the initial enrollment physical. The drug screen is completed prior to students being allowed in clinical areas. Physicals and drug screenings are the financial responsibility of the student.
2. Urine testing for amphetamines, barbiturates, benzodiazepines, cocaine, opiates (codeine, morphine, heroin), PCP and marijuana will be completed by the date indicated. Any student taking a prescription drug that might affect behavior should notify the Health Nurse. Any student testing positive must provide documentation to the Health Nurse to support the medical necessity for a positive drug screen.
3. The results of the test will be made known to the College President.
4. College students who present with positive results (other than for a properly administered prescription drug) will not be allowed to continue in the program. They will be notified in writing. Students may apply for readmission at a later date but must provide documentation regarding treatment and counseling received.
5. If a clinical facility requires drug screening and will accept prior testing results, the results will be released by the Health Nurse provided the student has given written permission to do so.

“For Cause” Drug Testing

1. Students exhibiting behavior that, in the opinion of the instructor, is considered to be consistent with the use of drugs and/or alcohol will be required to provide urine and/or blood samples for alcohol and illegal drug screening.
2. The instructor will remove the student to a private area in which he/she will discuss the student's observed behaviors. The student will be allowed to provide a verbal explanation of the suspicious behavior.
3. The instructor will request immediate urine and/or blood testing if deemed appropriate. Failure to cooperate or provide a timely urine or blood sample upon request will result in disciplinary action up to dismissal from the program.
4. The results of the test will be made known to the College President.
5. College students who present with positive test results (other than for properly administered prescription drugs) will not be allowed to continue in the College program. They will be notified in writing. Students may apply for readmission at a later date but must provide documentation regarding treatment and counseling received and record of attendance at appropriate support group meetings.

Student and Alumni Services and Information

Faculty Advisor

Once in a program, each student will be assigned to a faculty member who will advise the student in regard to meeting academic requirements of the program. The advisor will schedule a meeting with the student prior to enrollment of classes.

Financial Aid

The Financial Aid Coordinator is available to provide students with information regarding various forms of financial assistance and eligibility requirements as well as to assist with application process. Information and applications for financial aid can be obtained from the Financial Aid Coordinator, or by calling 573-334-6825.

Fitness and Wellness Center

Southeast Missouri Hospital offers students the opportunity to join Southeast Missouri Hospital HealthPoint Fitness at a reduced price.

General Education Course Work

Southeast Missouri Hospital College of Nursing and Health Sciences offers general education courses required for each program. The courses are scheduled so that they fit into student program schedules. Students may choose to take these courses prior to starting discipline specific course work or along with the specific program course work.

Library Services

All students have access to EBSCO Host Online Library. Students have access to a health sciences library at the Education Services Department at Southeast Health Hospital. Students also have access to Kent Library at Southeast Missouri State University. Hours are posted in each library. The College has a resource room on campus with additional resources and a quiet area for study.

Non-Smoking Facility

Southeast Missouri Hospital College of Nursing and Health Sciences is a smoke-free facility. Smoking is not permitted anywhere on campus. When attending clinical experiences, students will follow the smoking policies of each affiliating clinical facility.

Parking

Each student will be issued a student parking permit when they begin classes at the College. Student parking at the College is available in the parking lots on Albert and Good Hope Streets. Students are to park in College lots while they are in class with the exception of evening classes. While in evening classes students may park in the bank parking lot. Students shall adhere to the parking policies of the affiliating clinical facilities.

Students are to register for a parking permit upon enrollment. Students who do not register their vehicle will not be allowed to attend class. Students are to park in the designated student parking areas only on the Southeast Missouri Hospital College campus site.

1. The parking permit is to be displayed so the assigned parking number is clearly visible.
2. Students are not to park in spaced marked "reserved" or in areas designated for individuals with disabilities without having a proper permit.

Student and Alumni Services and Information

Students who violate student parking regulations:

1. Receive a warning the first offense.
2. Receive a \$5.00 fine for the second recorded offense.
3. Receive a \$10.00 fine for the third offense.
4. Receive a \$25.00 fine for each additional offense.

Students owing parking violation fines at the end of the term will not be allowed to attend class in the successive term until all fines are paid. No make-up work or clinical experiences will be allowed during the time students are prohibited from attending class.

Privacy Policy

Southeast Missouri Hospital College of Nursing and Health Sciences adheres to the Family Educational Rights and Privacy Act (FERPA). More information is available from the Registrar/Admissions Counselor.

Safety

The Southeast Missouri Hospital College of Nursing and Health Sciences is committed to the policy that the College and clinical facilities shall be functionally safe and sanitary. If, at any time, a student observes an unsafe or unsanitary situation in the College, or on its ground, the student is to report the unsafe or unsanitary condition to a faculty or staff member. All students are expected to practice in a safe and sanitary manner in the classroom and clinical settings.

School Closing in Inclement Weather

The College may be closed because of inclement weather. If school is closed, it will be announced on the student web site, local television station and local radio stations.

Sexual Harassment Policy

The College is committed to a humane atmosphere in which individuals do not abuse their personal authority or power in interpersonal relationships. It is the policy of the College that no member of the academic community may harass another.

Sexual advances, sexual comments, requests for sexual favors or other conduct of a sexual nature constitutes sexual harassment when:

1. any such proposals are made under circumstances implying one's responses might affect such academic or personal decisions as are subject to the influence of the person making such proposal; or
2. such conduct is repeated or is so offensive that it substantially contributes to an unprofessional academic or work environment or interferes with required tasks, career opportunities, or learning; or
3. such conduct is abusive of others and creates or implies a discriminatory hostility towards their personal or professional interests because of their gender (AAUP, 1990, p.114).

Students may file a complaint of harassment without fear of retaliation. Complaints of sexual harassment should be made orally or in writing to the President, faculty or staff of the College.

Student Health

The Missouri Division of Health Requires that the College maintains a documented record of a student's immunizations. These include: two measles, rubella, mumps, (MMR), chicken pox, hepatitis B, and t-dap (tetanus/pertussis) within the last 10 years. Note: Students must produce proof of immunizations. Those who have a physician's documented proof of disease or elevated titer are exempt.

Student and Alumni Services and Information

Tuberculin Skin Test (Required Mantoux PPD)

A PPD skin test or equivalent blood test is required. A tuberculin screen must be completed annually. This is the responsibility of the student. Students will not be allowed in clinical without proof of this screening.

If the TB skin test is positive (10mm and above) a negative chest x-ray is required. The x-ray date along with a copy of the physician's report, including his prescribed treatment, is required. An x-ray older than one year will be accepted as long as you have completed the full chemotherapy treatment and have been symptom free for one year. If you did not complete the full treatment or have had symptoms in the last year you will need an annual x-ray. Persons newly diagnosed and treated will be reviewed individually as to their ability to begin or continue in the clinical area. **Treatment and x-rays will be at the student's expense.**

Health Screening

Students are responsible for their own health needs and are strongly encouraged to make arrangements for adequate health insurance coverage. The student should be aware that neither the College nor the clinical agency is responsible for any health problems encountered while enrolled in this program.

Influenza Health Screening

Influenza Vaccine: Students are required to have the influenza vaccine prior to flu season in order to attend classes at the college. Exemptions to this policy may be made for medical reasons. However, students with approved exemptions will be required to sign a waiver.

Please be advised, by signing a waiver the student may be subject to academic restrictions regarding lab and/or clinical placement and may be unable to complete their program/degree requirements.

In the event of an outbreak, exempted persons will be subject to exclusion from school and quarantine.

Student Liability Insurance

Student liability insurance is provided by Hospital Services Group through Southeast Missouri Hospital. It is important for all students to understand that they are held professionally liable for any services rendered. Professional liability insurance is available from a variety of companies. Each student is encouraged to consider enrollment in an individual plan.

Student Lockers

Lockers are available to students who may want to use them while attending class at the College and at some clinical sites. Students are responsible for their own locks. Locks are to be removed by the last day of class.

Student Lounge

Student lounge areas are located at the College. Students are to abide by the clinical facilities' policies regarding student/employee lounges when attending clinical experiences.

Telephone

In case of serious emergencies, personnel will accept and relay a message for the student. The College will not accept other personal or business messages for students. Students may take calls and return message during breaks on personal phones.

Student and Alumni Services and Information

Student Organizations

Each student is a member of the Southeast Missouri Hospital College of Nursing and Health Sciences Student Organization (Council). Membership information is provided during AH101. Each class will elect a representative. *Information regarding membership opportunities in state and/or national career-specific organizations is available through the Council.*

Nursing students have the opportunity to belong to the National Student Nurse Association through the College's local chapter. Information about this organization is provided to nursing students during initial nursing courses.

Qualified students from all programs have the opportunity to join Phi Theta Kappa Honor Society. The primary purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students.

Substance Abuse

Southeast Missouri Hospital College of Nursing and Health Sciences seeks to maintain an environment free from the effects of intoxicants and other substances which may alter behavior. The use of illegal/designer drugs, alcohol, prescription drugs, or over-the-counter drugs may pose serious safety and health risks for the user as well as individuals coming in contact with the user. A chemically impaired person is one who is under the influence of a substance that interferes with mood, perception, or consciousness resulting in physiological and/or behavioral characteristics. This impairment affects the individual's ability to meet standards of performance, computing, and safety in clinical settings, skill labs, classrooms, and office settings.

Students of the College are expected to remain drug free and in suitable physical and mental condition for the learning environment. Students are permitted to take legally prescribed and/or over-the-counter medications consistent with appropriate medical treatment plans. However, when such prescribed or over-the-counter medications interfere with the student's mental or physical performance, personal safety and the safety of others becomes at risk, determination will be made on an individual basis if the student is capable of continuing to perform in the learning environment. The student may be sent home for the day, or disciplinary actions may be required.

Drug Urine Screen

A urine drug screen will be required prior to enrollment. The successful completion of a negative drug screen is necessary for enrollment in a program. A student who leaves the program and is readmitted to the College will be re-screened and must have a negative drug screen to be readmitted to the program.

Transfer Credit

Southeast Missouri Hospital College of Nursing and Health Sciences accepts transfer credit. A grade of "C" or better must have been earned in order for transfer credit to be considered. The Registrar is responsible for evaluating each transfer credit request and determining if the credit will be accepted. Transfer decisions are made based on course quality, comparability, appropriateness and applicability.

General education courses may be taken at other institutions prior to starting classes at the College of Nursing and Health Sciences. Science credits over five (5) years old at the time of entrance into the College will not be accepted as transfer credit for associate degree programs.

Tuition and Fees

Southeast Missouri Hospital College of Nursing and Health Sciences is a private, not-for-profit institution. Courses will be available to all students at a tuition rate of \$345.00 per credit hour. Tuition and fees are subject to change without prior notice. College policy prohibits the enrollment of students having outstanding debts to the College. Arrangement for the payment of tuition must be completed prior to the beginning of the school year. Payment may be made in person at the College or mailed to Business officer, Southeast Missouri Hospital College of Nursing and Health Sciences, 2001 William Street, Cape Girardeau MO 63703-5815.

If a student stops attending without officially withdrawing, the student is responsible for paying all tuition and fees.

Other student fees that may apply (payable to the College):

Assessment Fees	\$10.00 per credit hour
Activity Fees	\$1.00 per credit hour
Admittance Fee	\$200.00
Uniform Shirts	(varies)
Textbooks (books for entire program)	(varies)
Copy Fees	\$.10 per page
Technology Fees	\$10.00 per credit hour
Lab Fees for Courses Containing a Lab Component	\$50.00
Medical Laboratory Science (MLS) Program Lab Fee.....	\$106.25 per credit hour
Late Enrollment Fee.....	\$100.00
Graduation Fee.....	\$175.00
Official Transcript.....	\$5.00
Return Check Fee.....	\$20.00

Miscellaneous costs include, but are not limited to, the following:

Meals

Travel to and from clinical, lab and lecture

Shoes for clinical use

Notebooks, pens, pencils, backpack, etc.

Protective eye wear, stethoscope, penlight

Child care for custodial parents

Miscellaneous costs not payable to the College:

Missouri State Board of Nursing Licensure

Application Fee	\$45.00
Background Check	\$50.95
NCLEX-RN Testing Fee.....	\$200.00
Certification Exam for Surgical Technologist	\$190.00
Association of Surgical Technology Dues.....	\$45.00
Certification Exam for Radiologic Technologist	\$200.00
Certification Exam for Medical Laboratory Science	\$200.00

Payment of Accounts

Payment of Account Balances

Students may pay account balances by:

1. Payment in full by cash, check, or credit card
2. Deferral by confirmed financial aid
3. Enrollment in the Installment Payment Plan

Arrangements for payment must be made with the Business Officer before the start of classes to prevent enrollment from being cancelled.

Students must pay all outstanding balances before being eligible to re-enroll. Outstanding debt owed to the College will result in a hold being placed on grades and release of transcripts. Students are obligated to pay all charges promptly. Unpaid accounts may result in additional charges including attorney fees, collection agency fees, and other reasonable collection costs to collect unpaid balances.

Installment Payment Plan

The installment payment plan is available for students who do not pay the term's charges in full by the first day of classes. The installment payment plan allows tuition and fees to be paid in up to three payments depending on class length.

Students may sign up for the installment plan by contacting the Business Officer or picking up a form at the time of enrollment. The first installment must be paid when the form is returned to the College.

For 16 week classes up to 3 payments may be made:

- 1st payment when form is turned in
- 2nd payment by week 4
- 3rd payment by week 8

For 8 week classes up to 2 payments may be made:

- 1st payment when form is turned in
- 2nd payment by week 3

There will be a charge for any returned check. Personal checks will not be accepted for payment of returned checks. Returned checks must be paid by cash, money order, certified check, VISA, MasterCard, or Discover.

Financial Probation / Suspension

A past due account may result in a student being placed on "financial probation". When, after the College has made an effort to notify the student, the student does not take appropriate action to pay the delinquent charges, the student may be placed on "financial suspension". When "financial suspension" occurs, the student is ineligible to attend classes, take exams, or receive grades.

Refund Policy

The effective date of withdrawal/dropped class is the date the withdrawal/cancellation is received by the Administrative Office. Forms must be returned to Administration to be considered an official withdraw.

For students withdrawing/cancelling all classes, the Business Officer will refund fees approximately four weeks after the withdrawal is processed. All balances due to the College as a result of other obligations will be deducted from the amount to be refunded.

Payment of Accounts

Based on the withdrawal/dropped class effective date the following refund schedules apply:

16 Week Classes	% Refunded
Through the 1st Two days of Term	100%
Remainder of First Week	90%
Second Week	70%
Third Week	50%
After Third Week	0%

8 Week Classes	% Refunded
Through the 1 st day of Term	100%
Through the 2 nd day of Term	90%
Remainder of 1 st Week	70%
Second Week	50%
After Second Week	0%

Southeast Missouri Hospital College of Nursing and Health Sciences complies with Federal Regulations regarding refunds on student accounts having Federal Title IV program funds applied to the account. This includes student loans (except Southeast Health Educational Loans), Pell Grants, etc. When a student withdraws from the College, Federal Regulation mandates the amount and order of Federal Title IV funds that must be returned to the lender, or to Pell based on the College's last documented day of class attendance for the student. In some cases, the return of Federal Title IV funds will leave an unpaid balance on the student's account for which the student is responsible. The student will be given a reasonable amount of time to contact the College regarding setting up payment, etc. before the account will be turned over for collection.

Question regarding any discrepancies on the invoice or statement may be referred to the College Business Officer.

Financial Aid Assistance

Financial Aid Assistance

The purpose of the financial assistance program is to provide financial aid to students. Financial assistance is available in the form of scholarships, grants and loans. Information and applications for financial aid can be obtained from the Financial Aid Coordinator at the College or by calling 573-334-6825 ext. 21.

Federal Pell Grants

This is the largest federal aid program. It is a direct grant funded and administered by the federal government. The Pell Grant is determined by a student's aid index, the cost of education and the number of hours enrolled. Students may apply by completing the Free Federal Application for Federal Student Aid (FAFSA). This information and application can be obtained from the College Financial Aid Coordinator. No repayment is required.

The Subsidized Federal Stafford Loan

The Subsidized Federal Stafford Loan is based on financial need which is determined by using a federal formula. A loan is "subsidized" when the government pays the interest for you during the following periods:

- while you are enrolled in school at least part-time;
- during the six month grace period after you stop attending school at least part-time; and
- during periods of authorized deferment.

The Unsubsidized Federal Stafford Loan

The Unsubsidized Federal Stafford Loan is not based on financial need and is available to all students regardless of income. Because this loan is not subsidized by the government, the student is responsible for all interest which accrues while in school and during grace and deferment periods. You may choose to make interest payments while in school or you may defer (and accumulate) the interest until repayment.

Parent Loan for Undergraduate Students (PLUS)

Federal PLUS loans are available to parents of eligible students. These loans are made to parents of dependent students. This loan must be repaid. This loan is based on how much of the student's cost of attendance will be met by other financial aid sources. Parents may apply for loan deferment until after the student's studies are completed. Applications may be obtained from the Financial Aid Coordinator.

Missouri Nurse Loan Program

This loan is available through the Missouri Department of Health. Individuals may receive up to \$5,000 if determined eligible. Information regarding eligibility and the application process may be obtained at the website: www.dhss.mo.gov.

Privately Funded Scholarships

Scholarships are available through Southeast Health Auxiliary and Foundation. For information go to the college website: www.sehcollege.edu.

Financial Aid Assistance

Missouri Department of Higher Education (MDHE)

Missouri provides a variety of financial assistance programs to help students and their families pay for college. At the direction of the Coordinating Board for Higher Education, The Missouri Department of Higher Education (MDHE) carries out the goals and administrative responsibilities for the state system of higher education. The MDHE administers the following three state programs:

- **Access Missouri Financial Assistance Program**

This state need-based program is awarded to undergraduate students who are Missouri residents. Students must be full time with high need. The award amount varies depending on your calculated need from the FAFSA.

- **Marguerite Ross Barnett Memorial Scholarship**

To be eligible for this program, the student must be enrolled part-time (6-11 credit hours), be employed and compensated for at least twenty (20) or more hours per week, and be making satisfactory academic progress as defined by the institution. Applications and information can be obtained from the Student Services Coordinator at the Southeast Missouri Hospital College of Nursing and Health Sciences.

- **Missouri Higher Education Academic Scholarship Program (Bright Flight)**

This program awards an annual amount to encourage top ranking high school graduates to attend a Missouri post-secondary institution. This aid does not have to be repaid. Students, who are residents of Missouri and are eligible as renewal students, must be enrolled full-time at the College and maintain satisfactory academic progress according to the Southeast Missouri Hospital College of Nursing and Health Sciences standards.

Veterans Program

Various benefit programs for U.S. Armed Forces veterans are available if the veteran meets the program requirements and has remaining eligibility for the program. Veterans should contact the Financial Aid Coordinator if assistance is needed in locating information on Veteran programs.

Other Financial Aid Programs

Other financial aid programs are available for students who meet individual program requirements, among which are DESE, WIA programs, Upward Mobility and others. The Financial Aid Coordinator can refer students to the individual program for eligibility determination.

Standards of Satisfactory Academic Progress

Standards of Satisfactory Academic Progress

Progression and Retention

Course grades will be reported at the end of each term. Grades may be withheld by the College for unmet obligations to the College.

Students are graded according to the following system:

Grade	Grade Points
A – Excellent Performance	4
B – Superior/Good	3
C – Average/Satisfactory	2
D – Unsatisfactory/Inferior	1
F – Failing Performance	0
I – Incomplete Work	0
W – Withdrawn from Class	0
P – Pass	0
Cr – Credit Awarded/No Grade	0
Au – Audit	0

Course grades are calculated based on the total number of raw points accumulated and divided by the total number of points possible.

Students who receive a grade below a “C” in any one discipline-specific course are not eligible to continue in the program. If a student does not achieve at least a grade of “C” in a general education course, the student must repeat the required general education course.

An Incomplete (I) may be issued at the instructor’s discretion. Incomplete requirements must be satisfied within 2 weeks after the term ends. Students who do not complete the requirement within two weeks receive an “F” for the course.

All nursing, radiological technology and surgical technology students must have a current CPR card (Basic Life Support for Health Care Professionals or equivalent) before they will be allowed to participate in clinical experiences.

Student Attendance Requirements

Attendance is expected. Absence for any reason does not relieve the student of the responsibility for all course requirements. Each program has specific requirements. See program handbooks for specific policies.

Repeating A Course

If a student finds it necessary to repeat a course, each attempt and grade will appear on the student’s transcript and noted as “Repeated.” However, only the most recent grade will be calculated into the student’s grade point average.

Professional Conduct

Students are expected to conduct themselves in a professional manner. Professional conduct is expected both in the classroom and clinical settings.

Standards of Satisfactory Academic Progress

Professional Conduct

The standards of professional conduct include but are not limited to:

1. Attending and actively participating in learning experiences.
2. Respecting self and other individuals.
3. Conducting self in professional manner.
4. Adhering to all Southeast Missouri Hospital College of Nursing and Health Sciences policies.

Failure to comply with standards of professional conduct will result in disciplinary action and may result in dismissal from the College

Academic Dishonesty

Southeast Missouri Hospital College of Nursing and Health Sciences expects all of its students to be aware of and follow the policy on academic and clinical honesty. It is our belief that honesty in the classroom and clinical settings will carry over from graduation into the chosen workplace.

In addition to cheating, academic dishonesty includes the following:

- Plagiarism: representing another's work/ideas/thoughts as your own without the customary and proper acknowledgement of the sources(s).
- Bribery: offering items or services of value to gain academic/clinical advantage.
- Falsifying: misrepresentation, fraudulent alteration or lying for academic/clinical dishonesty.
- Fabrication: use of invented or false information/research with the intent to deceive for academic/clinical advantage.

Students who engage in dishonest behavior are subject to sanctions, up to and including expulsion.

Program Deans, Directors, and the President of the College reserve the right to dismiss any student at any time for professional misconduct or gross negligence.

Grade Reports and Official Transcripts

An official Southeast Missouri Hospital College of Nursing and Health Sciences transcript is signed by the Registrar. Each student is furnished one official transcript upon program completion. In addition, the licensing or certifying agency for the individual's profession will be sent a transcript upon program completion at no charge if applicable. A fee is charge for each transcript requested thereafter.

Southeast Missouri Hospital College of Nursing and Health Sciences cannot forward the original or copy of any document received by the College from another institution or agency to a third institution or the student. Transcripts, test scores, etc. must be requested by the student from the originating institution or agency.

At the end of every term, a grade report will be available to each student. These reports will be withheld if there are any outstanding obligations, financial or otherwise, to the College. Students not meeting these obligations may not be allowed to progress to the subsequent course at the College until their records are cleared.

Withdrawals

Students who find it necessary to withdraw from the program must complete a Program Withdrawal Form indicating the intent to withdraw. Students who withdraw (W) from a program will have a grade of "W" recorded for the course that he/she was enrolled in at the time of withdrawal provided he/she withdraws by week 10 of a 14 week class, week 11 of a 16 week class, week 6 of an 8 week class, or week 5 of a 7 week class. Withdrawals after these weeks will result in failing grade (F) on the student's report card and transcript. Failure to complete a withdrawal form accompanied by nonattendance will result in a grade of

Standards of Satisfactory Academic Progress

(F) as well. If a student fails to officially withdraw from a class, he/she is financially responsible for full term tuition. In order to withdraw from an individual general education course and remain in the program, the student must have permission from the appropriate Program Director or Dean.

Readmission

Students who withdraw or who fail to progress in the program must reapply to the program by completing the application process if they wish to be considered for readmission to the program. Students may reapply to a program only once. They will have a maximum of two attempts to complete the College program.

In addition, if students return within three (3) years, they are not required to repeat courses for which they received a “C” or better while previously enrolled in a College program. Student readmitted after three (3) years, however, may be required to repeat the entire program.

Students wishing to change tracks within a program must submit a written request to the Program Director or Dean. All requests will be considered on a space available basis.

Leave of Absence

The College and programs encourage students to make steady progress toward completing their program. Thus, leave of absence will be granted only under unusual circumstances.

Circumstances Warranting a Leave of Absence:

The College encourages students to make steady progress toward completing their program. Thus, leave of absence will be granted only under unusual circumstances. These include:

- Maternity or paternity leave for the birth or adoption of a baby;
- Family care and medical leave to attend to the serious health condition of the student or a family member;
- **Military Leave of Absence:** For those being inducted, requests must be accompanied by a copy of military orders indicating the induction date. For students being called to active military service, Title 5, Section 40401, provides for an extended leave of absence up to a maximum of two years due to approved educational reasons and for circumstances beyond a student's control. The College will approve a leave for students called for active military service as a result of mobilization of U.S. military reserves.
- Other unanticipated emergencies including, but not limited to, a sudden change in the student's or family member's employment status, which leads to a drastic change in financial status. A leave of absence based on such “hardship” cases may be granted only after the student has made a serious effort to secure financial aid and/or loans. (Students are encouraged to seek assistance from the Office of Financial Aid in finding aid or loans.)
- Program Director/Dean discretion, upon review and approval by administrative leadership team (Directors/Deans).

Procedures for Obtaining a Leave: A student applying for a leave or an extension of a leave must meet with their Program Director or Dean and must complete a Leave of Absence Form. A leave of absence can only be obtained with the written approval of the Program Director or Dean.

Graduation Requirements

Students must meet the specific program graduation requirements as outlined in their student handbooks.

General Education Information

General Education Objectives

Communications: Demonstrate effective communication skills both in person and in print.

Critical Thinking: Demonstrate effective critical thinking skills, including but not limited to, judging evidence, synthesizing information, constructing arguments, and solving problems.

Diversity: Demonstrate the ability to adapt interactions to meet cultural and/or psychosocial needs of clients/patients and co-workers.

Ethics: Demonstrate an understanding of ethics and the role they play in the health care providers' personal and professional lives.

Integration: Demonstrate the ability to integrate the principles, theories, concepts, and facts learned in general education courses, including the ability to apply the scientific method to solve problems within the specializations and in clinical practice.

Technology: Demonstrate the ability to use technology to find, evaluate, apply information, and subsequently, to communicate that information to others accurately and concisely.

General Education Mission, Vision and Values

Mission: To provide a framework, a scaffold, on which to layer instruction in the specializations and in clinical practice while preparing students for success in the workforce as well as for additional educational success after graduation. To ensure the facts, theories, concepts, and principles learned in general education complement and reinforce learning in the specializations and experiences in clinical practice.

Vision: Having postsecondary credentials signals a level of sophistication and knowledge of the world, and general education provides the breadth and scope of learning to realize hopes of lifelong learning and community engagement. Progress toward achievement of general education student learning outcomes ensures advancement toward becoming not only well-prepared health care professionals but also better community members. Education in each of the specialization evolves from a combination of courses in general education, the specialization, and clinical practice, an amalgamation that provides the framework necessary for an individual to acquire the knowledge, values, principles, and skills essential for the provision of health care and development into a productive member of society.

Values: Not surprisingly, general education values mirror institutional values: to graduate entry-level practitioners who demonstrate ability to think critically, communicate effectively, accept human diversity and deliver ethical and safe healthcare. Additionally, graduates of the College know how to draw on all their knowledge, not just technical skills in their chosen specializations, in order to solve problems and provide leadership.

General Education Course Descriptions

AH 101: College Seminar

This mandatory course provides an orientation to this College and the higher learning process. The incoming student will learn methods to become a successful College student. Various College administrators, faculty, and student mentors will assist students to learn about managing time, money, and stress. A general orientation will cover writing within the APA format, use of the computer lab and libraries, professional behavior in the health care environment, and study-test taking skills. **Prerequisite:** *Required for students in Nursing, Radiologic Technology, Surgical Technology, and Clinical Laboratory Assistant Programs.* **1 credit hour (16 lecture hrs)**

AH 103: Introduction to Computer Technology

Students practice fundamentals of integrating coursework and software applications in a networked Windows environment. For students with little or no Windows/applications experience. *Required for students in the Clinical Laboratory Assistant Program.* **1 credit hour (16 lecture hrs)**

AH 104: Introduction to Medical Terminology

Students are presented with information intended to facilitate understanding of basic medical terminology. This is accomplished through the use of word building principles combined with basic principles of anatomy and physiology. This acquired knowledge will enable the student to communicate effectively with the interdisciplinary team and may be applied in the didactic or clinical setting. *Required for students in the Clinical Laboratory Assistant Program.* **1 credit hour (16 lecture hrs)**

AH 204: Medical Terminology II

Continuation of AH 104. *Required for students in the AA: Allied Health.* **2 credit hours (32 lecture hrs)**

AH 201: Human Diversity in Healthcare Delivery

AH 201 is a one credit multidisciplinary course designed to expose all of the students at Southeast Missouri Hospital College of Nursing and Health Sciences to different cultural approaches to healthcare delivery at the point of service. Major cultural groups most often encountered and their perspectives on medicine, disease, death, dying, and other pertinent issues will be the focus of the course. (16 lecture hours). **Prerequisite:** *Required for students in Nursing, Radiologic Technology, Surgical Technology, Clinical Laboratory Assistant Programs and Medical Lab Sciences.* **1 credit hour (16 lecture hrs)**

AH 230: Medical Ethics

This course focuses on a study of ethical questions arising in health care today. Students will also be introduced to basic legal terms, scenarios and practice situations that will test their critical thinking ability. A summative project, such as a classroom debate, will be required to successfully complete the course. (48 lecture hours). *Required for students in the Radiologic Technology Program.* **3 credit hours (48 lecture hrs)**

BI 151: Anatomy and Physiology I

A comprehensive anatomy and physiology course emphasizing endocrine, cardiovascular systems: intro, cardiovascular system: blood, cardiovascular system: heart, blood vessels and circulation, lymph/immune system, respiratory system, digestive system, digestive enzymes, nutrition, urinary system, water and electrolytes, reproduction, and human development. **Prerequisite:** *Required for students in Nursing, Radiologic Technology, Surgical Technology, and Clinical Laboratory Assistant Programs.* **4 credit hours (48 lecture hrs, 32 lab hrs)**

BI 152: Anatomy and Physiology II

A comprehensive anatomy and physiology course emphasizing human body introduction, experimental procedure including the scientific method and scientific measurement, cells, cell function: genetics, microscopy, tissues, integumentary system, bones and skeleton, joints, muscles, nervous system, sense organs, and endocrine system. **Prerequisite:** *Required for students in Nursing, Radiologic Technology, Surgical Technology, and Clinical Laboratory Assistant Programs.* **4 credit hours (48 lecture hrs, 32 lab hrs)**

BI 200: Microbiology

Introduction to the anatomy, physiology, cultivation and control of microorganisms, the human immune system, and interactions between humans and microorganisms. **Prerequisites:** *A course in chemistry or biology or consent of instructor. Required for students in the Nursing and Surgical Technology Programs.*

3 credit hours (32 lecture, 32 lab hrs)

BI 206/306: Principles of Immunology

An introduction to the study of immune system physiology, including the nature of antigens, immunoglobulin structure and function, innate and adaptive immunity, cell mediated and humoral immunity, and immune system response to disease. Common laboratory analyses utilizing immunological testing principles are included.

Prerequisites: *None.*

3 credit hours (48 lecture hrs)

BI 250/300: Pathophysiology

Physiological response to disease, stress, and the environment are studied. Pathophysiological processes are analyzed in view of current research. **Prerequisites:** *BI 151 and BI 152 or equivalent or consent of instructor*

3 credit hours (48 lecture hrs)

CH 100: Chemistry

The principles governing the systematic behavior of matter, with emphasis on atomic theory, chemical bonding, and chemical reactions. Students conduct scientific experiments and perform mathematical calculations in order to interpret resulting chemical data. *Required for students in the Nursing Program.*

3 credit hours (32 lecture, 32 lab hrs)

COM 100: Oral Communication/Speech

Students demonstrate proficiency in oral communications through the study of rhetorical theories, principles, and strategies. *Required for students in the Nursing and Radiologic Technology Programs.*

3 credit hours (48 lecture hrs)

ENG 099: Writing Skills

Through in-class workshop and individual tutorials in written communications, students demonstrate mastery of basic composition skills. **Prerequisites:** *Appropriate placement test score.*

0 credit hours (48 lecture hrs)

ENG 100: English Composition

Students demonstrate techniques of effective written expression. **Prerequisites:** *Appropriate placement test score. Required for students in the Nursing, Radiologic Technology, Surgical Technology, and Clinical Laboratory Assistant Programs.*

3 credit hours (48 lecture hrs)

ENG 200: Expository Writing

Course introduces the theory of expository writing; practice in writing non-fiction with clarity and conciseness. APA format will also be addressed.. **Prerequisites:** *ENG 100 or equivalent.*

3 credit hours (48 lecture hrs)

FA200: Art Appreciation

Understanding the role of contemporary and historical art in enriching the human experience.

3 credit hours (48 lecture hrs)

GOVT 100: Government and Politics in the United States

Course provides an introduction to the theory, constitutional basis, functions and government structures of the US political system. Emphasis is placed on the national level of politics and linkages with state and local governments, with particular emphasis on Missouri. Current issues in domestic and foreign policy are discussed.

3 credit hours (48 lecture hrs)

HST 105: American History

Student acquire a thorough overview of U.S. history, including the cultural and ethical effects of U.S. policies on U.S. society. **Prerequisites:** *Required for student in the Radiologic Technology Program.*

3 credit hours (48 lecture hrs)

MAT 099: Intermediate Algebra

Students demonstrate understanding of algebraic expressions, properties of real numbers, linear and quadratic equations, polynomials, determining factors, inequalities with one and two variables, systems of linear equations, rational expressions and exponents. **Prerequisites:** *Appropriate placement test score.* **0 credit hours (48 lecture hrs)**

MAT 150: College Algebra

Students demonstrate understanding of functions and graphs, polynomial and rational functions, exponential and logarithmic functions, systems of equations and inequalities, and binomial theorem. **Prerequisites:** *Intermediate algebra or appropriate placement test score. Required for students in the Nursing and Radiologic Technology Programs.* **3 credit hours (48 lecture hrs)**

MAT 200: Introduction to Statistics

Course introduces the student to the basic ideas and language of statistics, including such topics as descriptive measures, elementary probability, distributions, estimations, hypothesis testing, regression, and correlation. **Prerequisites:** *MAT 150 or equivalent.* **3 credit hours (48 lecture hrs)**

NUT 200: Nutrition

Study of the nutrient groups, their functions in nourishing the body, and the application of this knowledge to individuals. *Required for students in the Nursing Program.* **3 credit hours (48 lecture hrs)**

NUT 300: Nutrition Therapy for Diverse Groups

Study of how health care providers can meet the needs of diverse groups through medical nutrition therapy. **Prerequisites:** *NUT 200 or equivalent.* **1 credit hour (16 lecture hrs)**

PSY 100: Psychology

Examination of human behavior and experience from a psychological perspective. Application of psychological principles to demonstrate understanding of human behavior. *Required for students in the Nursing and Radiologic Technology Programs.* **3 credit hours (48 lecture hrs)**

PSY 200: Life Span Development

Broad overview of human development across the lifespan, with emphasis on the interactions between the individual and his or her environment. Domains of development (e.g., personality or cognition) will be traced through the lifespan. **Prerequisites:** *PSY 100 or equivalent.* **3 credit hours (48 lecture hrs)**

SOC 102: Sociology

A series of lectures, projects and group discussions analyzing the impact of society and culture on human social behavior. *Required for students in the Nursing and Radiologic Technology Programs.* **3 credit hours (48 lecture hrs)**

SOC 250/300: Global Awareness and Cultural Diversity

This course increases familiarity with cultural diversity in the US and globally. It devotes attention to such issues as religious, racial and socioeconomic diversity. **3 credit hours (48 lecture hrs)**

SPN 200: Spanish for Health Care Providers

A beginning Spanish course to give healthcare students the opportunity to acquire and learn the vocabulary and grammar along with appropriate cultural understandings sufficient to carry out and understand simple communication attempts, both written and oral, with Spanish-speaking patients/clients and their families. No prior study of Spanish required.

3 credit hours (48 lecture hrs; plus independent work with audio CDs and/or video DVDs.)

ASSOCIATE DEGREE NURSING PROGRAM

Philosophy

In alignment with the college mission to prepare qualified healthcare providers, the goal of the nursing program is to prepare competent professional nurses.

The faculty believes professional nursing is both an art and a science. As an art, it is based upon the values of caring, diversity, ethics, excellence, holism, integrity, and patient-centeredness in the delivery of compassionate nursing care (NLN Model, 2010).

As a science, it is the utilization of knowledge and critical thinking to formulate nursing judgments in the provision of holistic patient centered care in a variety of contexts and environments and throughout all levels of development.

The faculty is responsible for developing, implementing, and evaluating a curriculum that uses the nursing process and is based on evidence.

The curriculum incorporates the concepts of context and environment, knowledge and science, personal/professional development, core nursing values, quality and safety, relationship-centered care, teamwork and collaboration, communication, and informatics (NLN Model, 2010) critical thinking and nursing process.

Nursing Program Goals

- Graduate nursing students who will achieve success on licensure exam with a first time pass rate equal to or greater than the national standard.
- Graduate nursing students who will be placed in a registered nursing position if they choose within six months of graduation.
- Graduate nursing students within 150% of the program length.
- Integrate best practices in nursing education to promote students success.
- Cultivate within students the desire for advanced study and inquiry.
- Educate students to become competent nurses who are able to communicate effectively, think critically, and apply ethical principles in practice.

Nursing Program Objectives / Graduate Competencies

Level One Student Learning Outcomes

Upon completion of year one of the associate of Applied Science in Nursing Program, the student will be able to:

1. Utilize critical thinking and the nursing process to plan and deliver safe nursing care.
2. Integrate knowledge from a variety of disciplines, including the sciences, in the delivery of patient care.
3. Recognize how the concept of relationship centered care is utilized to promote the optimal well being of the patient.
4. Begin to integrate core nursing values in the delivery of patient care.
5. Describe how the nurse functions within nursing and inter-professional teams.
6. Recognize how quality improvement methods used to improve system effectiveness and safe individual performance minimize risk of harm to patients and providers.
7. Begin to develop personal and professional behaviors that enhance the profession of nursing.
8. Work within health care systems to provide safe quality nursing care at a basic level.
9. Foster communication, mutual respect, and shared decision making to achieve quality patient care.
10. Utilize informatics to communicate, manage knowledge, mitigate error, and support decision making in nursing.

Student Learning Outcomes/Graduate Competencies

Upon completion of the Associate of Applied Science in Nursing Program, graduates will be able to:

1. Competently practice entry level nursing in a variety of settings.
2. Make sound nursing judgments in practice substantiated with evidence, utilizing nursing process, critical thinking, and nursing science, to provide safe quality care and promote the health of patients. (Nursing Judgment)
3. Advocate for patients and families in ways that promote their self determination, integrity, and optimal outcomes. (Human Flourishing)
4. Assume professional identity as an entry level nurse, reflecting integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence based practice, caring, advocacy, and safe quality care for diverse patients within a family and community context. (Professional Identity)
5. Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care to patients, families, and communities. (Spirit of Inquiry)
(NLN Model, 2010)

Program Description of the Associate Degree Nursing Program

As an Associate of Applied Science in Nursing Program, our curriculum is intended to develop individuals to function as generalists in the progression of registered nursing. Upon completion of the program, individuals are academically and clinically prepared to take the National Council Licensing Examination for Registered Nursing (NCLEX-RN). Completion of the program, however, does not guarantee eligibility to take the NCLEX-RN.

Special features of the College include valuable hands-on opportunities, outstanding clinical and educational resources and highly individualized instruction by scholarly and clinically adept faculty dedicated to the professional development of their students. (See Legal Limitations for Licensure page 42).

The primary clinical facility utilized by the College is Southeast Missouri Hospital, a regional medical center for health care. The Hospital is a member of the American Hospital Association, the Missouri Hospital Association, has been awarded accreditation by the Joint Commission on Accreditation of Health Care Organizations, and received Nursing Magnet Status.

The Associate of Applied Science in Nursing program has four tracks available. These include an accelerated LPN to RN Bridge track, a two year track offered for students with no prior nursing education, and a two year track offered during the evenings and weekends for LPN to RN Bridge students as well as students with no prior nursing education, and a Paramedic to RN Track.

Southeast Missouri Hospital College of Nursing and Health Sciences Associate of Applied Science in Nursing Program is accredited by the Accreditation Commission for Education in Nursing and has full approval of the Missouri State Board of Nursing.

Admissions Requirements for the Nursing Program

Applicants will not be discriminated against on the basis of race, color, religion, national origin, gender, ancestry, marital status, age or handicap which does not preclude the person from practicing the profession of nursing after graduation and successful completion of the NCLEX-RN under the laws of Missouri.

College Admission

An application form for the Southeast Missouri Hospital College of Nursing and Health Sciences nursing program may be obtained online by visiting www.sehcollege.edu, or by calling (573) 334-6825, or by writing to Southeast Missouri Hospital College of Nursing and Health Sciences, 2001 William Street, Cape Girardeau, MO 63703. The completed application form and \$100.00 application fee after three days should be mailed to the same address. The application fee is nonrefundable after three business days.

Admission Requirements

To complete the application process for the Associate of Applied Sciences in Nursing Degree Program, interested persons must submit:

- A completed application with nonrefundable application fee after a cancellation period of three business days
- Official high school transcript with graduation grade point average of 2.0 or better on a 4.0 scale or GED
- Official transcripts for all colleges or universities attended with a grade point average of 2.0 or better on a 4.0 scale
- LPN transcripts **
- Paramedic transcripts ***
- Record of up-to-date immunizations including measles, rubella, mumps, t-dap, chicken pox, and hepatitis B
- Negative TB skin test or proof of treatment. Contact College Health Nurse for information about TB testing
- Two reference letters
- A minimum ACT score of 21 or SAT of 950 (or comparable COMPASS scores for students who have been out of high school for more than five years)*
- A minimum composite score of 75 on the NLN Acceleration Challenge Exam I Foundations in Nursing **
- Verification of employment experience for Paramedic ***
- Criminal Background Check forms submitted to the College of Nursing and Health Sciences and results returned
- Clearance shown on the Division of Aging Disqualification List (EDI).
- Successful completion of the admission drug screening process

*Basic Nursing students only **

*LPN to RN students only ***

*Paramedic to RN Students only ****

These are minimum admission criteria and do not guarantee admission to the nursing program.

Advanced Placement

In order to better facilitate their articulation to professional practice and avoid repetition of prior learning, the curriculum will allow for seamless articulation for transitioning licensed practical nurses and paramedics. The transitioning license practical nurse or the transitioning paramedic will take a bridge course and will be awarded a block of nursing credits upon completion of this course. In addition, they may be allowed to challenge certain general education courses.

Transfer Students

Transfer students must complete comparable requirements for graduation as other members of the graduating class. The final transcript of a transfer student will include:

1. Name and location of the program from which the student transferred,
2. Date of admission and date of separation from that program, and
3. Courses taken and hours/credits/units earned from that program.

Transfer Credit for Nursing Courses

A student requesting transfer of a nursing course into the Southeast Missouri Hospital College of Nursing and Health Sciences Nursing Program must submit a written request to the Dean of Nursing. The request must be accompanied by a course syllabus with course objectives and lecture schedule for the course for which the student wishes to be awarded credit. Students may transfer in a maximum of eight (8) nursing credits. In order for a course to be considered for transfer credit, the student must have earned a grade of “C” or better. If the Dean determines that transfer credit will be awarded, transfer credit will be awarded after any associated nursing skills related to the course have been validated.

Transfer Credit for General Education Courses

Southeast Missouri Hospital College of Nursing and Health Sciences accepts transfer credit for general education courses. A grade of “C” or better must have been earned in order for transfer credit to be considered. The Registrar is responsible for evaluating each transfer credit request and determining if the credit will be accepted. Transfer decisions are made based on course quality, comparability, appropriateness and applicability. Once the student begins course work at the College, all course work must be completed at the College. Science credits over 5 years old at the time of entrance into the College will not be accepted as transfer credit.

Residency Requirement

Transfer students must complete a residency requirement of three semesters with a minimum of thirty (30) hours of nursing credit earned from Southeast Missouri Hospital College of Nursing and Health Sciences.

General Studies Required for Nursing Curriculum:

<u>Course Number</u>	<u>Course Name</u>	<u>Credits</u>
AH 101	College Seminar	1
AH 201	Human Diversity in Healthcare	1
BI 151	Anatomy and Physiology I	4
BI 152	Anatomy and Physiology II	4
BI 200	Microbiology	3
CH 100	Chemistry	3
COM 100	Oral Communication/Speech	3
ENG 100	English Composition	3
MAT 150	College Algebra	3
NUT 200	Food and Nutrition	3
PSY 100	Psychology	3
SOC 102	Sociology	3

Nursing Course Descriptions

NS 101: Foundations of Professional Nursing Practice

Students will be introduced to the ANA Scope and Standards of Practice, the Nurse's Code of Ethics, and the NLN Core Competencies of an associate degree nurse. Students are presented with information about the core nursing values. Critical thinking skills and nursing process are introduced. Nursing care of the individual, family and community is described. The theoretical content will include interpersonal and therapeutic communication, the quality improvement process, the use of informatics and technology in nursing, and the nurse's role in the inter-professional team. **Prerequisite:** *Admission into Nursing Program.* **2 credit hours (32 lecture hours)**

NS 102: Nursing Assessment

This course will allow the student to practice the physical assessment and interviewing skills needed to perform the first step of the nursing process. The student will utilize previously learned concepts from anatomy and physiology and the nursing foundations course. In addition to physical assessment, the student will learn to assess the psychosocial, cultural, spiritual, and nutritional needs of the individual. **Prerequisite:** *BI 151: Anatomy & Physiology I; Corequisite: BI 152: Anatomy & Physiology II* **2 credit hours (16 lecture hours, 48 lab/clinical hours)**

NS 103: Nursing Skills

This course will develop the beginning student nurse's psychomotor skills. Students are presented with theoretical content related to the basic skills integrating previously learned concepts from Anatomy & Physiology and Nursing Assessment. The student is allowed the opportunity to practice and develop those psychomotor skills. **Prerequisite:** *BI 151: Anatomy & Physiology I; Corequisite: BI 152: Anatomy & Physiology II; Nursing courses from previous term must be successfully completed with a grade of C or above.*

4 credit hours (32 lecture hours, 96 lab/clinical hours)

NS 104: Pharmacology for Nursing

Students are presented with basic concepts of pharmacology including pharmaco-therapeutics, medication administration, and major drug classes. The quality improvement process, teamwork and collaboration, use of informatics, and legal and ethical issues are discussed as they relate to safe medication administration. The students will learn to integrate key concepts of drug therapy needed for patient education. Psychomotor skills related to dosage calculation and medication administration will be developed. Critical thinking and the nursing process are discussed as a framework for medication administration. **Prerequisite:** *BI 151: Anatomy & Physiology I; BI 152: Anatomy & Physiology II; Nursing courses from previous term must be successfully completed with a grade of C or above.*

2 credit hours (16 lecture hours, 48 lab/clinical hours)

NS 105: Bridging to Professional Nursing Practice

Professional practice issues emphasizing the nurse's role in today's healthcare setting are discussed. The theoretical content will include nursing process, interpersonal and therapeutic communication, quality improvement, core nursing values, and critical thinking concepts. Students will be introduced to the ANA Standards of Practice, the Nurse's Code of Ethics, and the NLN Core Competencies for an associate degree nurse. Psychomotor skills will be validated and further developed in this course. **Prerequisite:** *Admission into the nursing program.*

3 credit hours (24 lecture hours, 72 lab/clinical hours)

NS 106: Mental Health Nursing

Students are presented with scientific principles of adult mental health nursing including current treatment modalities and nursing care. Therapeutic communication skills are presented and developed. The acquired knowledge will be applied in the clinical setting. Ethical and legal principles are applied to the care of the patient with alterations in mental health. Psychological, sociocultural, spiritual and safety needs of individuals with alterations in mental health will be addressed. The use of critical thinking and the nursing process will guide the student to provide patient centered care to the mental health patient. **Prerequisite:** *Nursing courses from previous term must be successfully completed with a grade of C or above.*

4 credit hours (32 lecture hours, 96 lab/clinical hours)

NS 107: Medical Surgical Nursing 1

Students are presented with theoretical content regarding perspectives for medical-surgical nursing practice, concepts related to the aging process, and common health problems of the elderly and adult patients. Concepts of prevention of illness, health promotion, maintenance, and restoration of health for the elderly and the adult patient are presented. The student will apply this theoretical knowledge in the clinical setting. Students will also refine their psychomotor skills. Critical thinking and the nursing process will guide the student to provide evidence based nursing care. Informatics, quality improvement processes, therapeutic communication, falls prevention, medication reconciliation, medical record review and working in inter-professional teams will be explored. **Prerequisite:** *Nursing courses from previous term must be successfully completed with a grade C or above.*

4 credit hours (32 lecture hours, 96 lab/clinical hours)

NS 108: Dosage Calculation

The course offers a review to refresh dosage calculation skills. Basic dosage calculations as well as advanced dosage calculations including IV drip rates, calculation of IV push, and IV infusions are reviewed in this course. Emphasis is placed on mastering math skills necessary for accurate calculation of dosages for safe administration of medications. It also emphasizes critical thinking skills needed to accurately and safely calculate medication dosages.

Prerequisite: *None*

1 credit hour (16 lecture hours)

NS 110: IV Therapy

This clinical lab course will introduce the principles of intravenous (IV) therapy. Students will be allowed the time to learn and practice the skills associated with IV therapy, including IV insertion, maintenance and removal, intravenous medication administration and IV dosage calculations. Information regarding central venous catheters, peripherally inserted central lines, total parenteral nutrition (TPN) therapy and blood administration will be presented. **Prerequisite:** *Nursing courses from previous term must be successfully completed with a grade C or above.*

1 credit hour (48 lab/clinical hours)

NS 201: Nursing Care of the Childbearing Family

The students are presented with the theoretical principles of maternal and newborn nursing. Critical thinking and the nursing process will guide the students' nursing care of women, newborns, and their families. More advanced psychomotor skills will be developed and students will have the opportunity to use the psychomotor skills learned earlier in the clinical setting. Other concepts in this course will include quality improvement processes, therapeutic communication, and the use of informatics. **Prerequisite:** *Nursing courses from previous term must be successfully completed with a grade C or above.*

3 credit hours (24 lecture hours, 72 lab/clinical hours)

NS 202: Medical Surgical Nursing 2

Students are presented with theoretical content regarding perspectives of caring for a patient with advanced medical surgical problems of a cardiac or respiratory nature. The student will apply this knowledge in the clinical setting. Students will also refine their psychomotor skills. Critical thinking and the nursing process will guide the student to provide evidence based nursing care. Informatics, quality improvement processes, therapeutic communication, and working in inter-professional teams will be explored. **Prerequisite:** *Nursing courses from previous term must be successfully completed with a grade C or above.*

5 credit hours (40 lecture hours, 120 lab/clinical hours)

NS 203: Nursing Care of the Child and Family

The students are presented with the theoretical principles of family nursing with a focus on growth and development and health promotion of the child. The nursing process will guide the students' nursing care of the child and family. Psychomotor skills will be further developed and students will have the opportunity to use the psychomotor skills learned earlier in the clinical setting. **Prerequisite:** *Nursing courses from previous term must be successfully completed with a grade C or above.*

3 credit hours (32 lecture hours, 48 lab/clinical hours)

NS 204: Medical Surgical Nursing 3

Students are presented with theoretical content regarding perspectives of medical-surgical nursing for patients with complex medical surgical problems. The student will apply this knowledge in the clinical setting. Students will also refine their psychomotor skills. Critical thinking and the nursing process will guide the student as they provide evidence based nursing care. The student will assess, identify problems, recognize and prioritize patient care needs and deliver care to a group of medical surgical nursing patients. Informatics, quality improvement processes, and therapeutic communication will be explored. This course will have a major focus on working with inter-professional teams, leadership, and management skills. There will be a team leading component in the clinical. **Prerequisite:** *Nursing courses from previous term must be successfully completed with a grade C or above.*

4 credit hours (32 lecture hours, 96 lab/clinical hours)

NS 206: Transition to Professional Nursing Practice

Theoretical content regarding the management of patient care, including scope and standards for practice, workplace issues and reality shock are reviewed. Quality improvement and safety, evidence based practice, advocacy, inter-professional communication, and professional and personal development will be addressed. This course allows the students to be immersed in the professional world of nursing with the opportunity to demonstrate competencies within the program outcomes and to refine their nursing care practice skills. Knowledge and skills from general education and nursing disciplines are integrated into the decision making required to deliver quality nursing care to individuals and groups in a focused clinical setting. Students will be placed with a preceptor where they will be mentored while caring for multiple patients. **Prerequisite:** *Nursing courses from previous term must be successfully completed with a grade C or above.*

4 credit hours (32 lecture hours, 96 lab/clinical hours)

Credit for nursing courses

Theory: 16 fifty minute class hours = 1 credit hour

Clinical: 48 fifty minute clinical hours = 1 credit hour

Note: Academic credit hours are calculated on a traditional 16-week semester.

Nursing Curriculum Plans

Basic Nursing Curriculum Plan (Revised 2013)

<u>SEMESTER</u>	<u>CURRICULUM</u>	<u>CREDITS</u>
Summer (8 weeks)	AH 101: College Seminar	1
	BI 151: Anatomy and Physiology I	4
	MAT 150: College Algebra.....	3
Fall 1 (16 weeks)	CH 100: Chemistry.....	3
	NS 101: Foundations of Professional Nursing Practice....	2
	BI 152: Anatomy and Physiology II.....	4
	AH 201: Human Diversity.....	1
	NS 102: Nursing Assessment	2
	NS 103: Nursing Skills.....	4
	NUT 200: Health and Nutrition.....	3
Spring 1 (16 weeks)	ENG 100: English Composition.....	3
	BI 200: Microbiology	3
	NS 104: Pharmacology for Nursing	2
	NS 106: Mental Health Nursing	4
	NS 107: Medical Surgical Nursing 1.....	4
Summer (8 weeks)	No Classes	
Fall 2 (16 weeks)	COM 100: Oral Communications.....	3
	NS 110: IV Therapy	1
	NS 201: Nursing Care of the Childbearing Family	3
	NS 202: Medical Surgical Nursing 2.....	5
	PSY 100: Psychology	3
Spring 2 (16 weeks)	NS 203: Nursing Care of the Child and Family.....	3
	NS 204: Medical Surgical Nursing 3.....	4
	NS 206: Transition to Professional Nursing Practice	4
	SOC 102: Sociology.....	3

Evening / Weekend Nursing Curriculum Plan (Revised 2013)

SEMESTER	CURRICULUM	CREDITS
Spring 1 (16 weeks)	AH 101: College Seminar	1
	BI 151: Anatomy and Physiology I	4
	MAT 150: College Algebra	3
	NS 101: Foundations of Professional Nursing Practice....	2
	NS 102: Nursing Assessment	2
	NS 103: Nursing Skills	4
	NUT 200: Health and Nutrition	3
Summer 1 (8 weeks)	CH 100: Chemistry	3
	BI 152: Anatomy and Physiology II	4
Fall 1 (16 weeks)	AH 201: Human Diversity in Healthcare Delivery	1
	BI 200: Microbiology	3
	ENG 100: English Composition	3
	NS 104: Pharmacology for Nursing	2
	NS 106: Mental Health Nursing	4
NS 107: Medical Surgical Nursing 1	4	
Spring 2 (16 weeks)	COM 100: Oral Communications	3
	NS 110: IV Therapy	1
	NS 201: Nursing Care of the Childbearing Family	3
	NS 202: Medical Surgical Nursing 2	5
	PSY 100: Psychology	3
Summer 2 (8 weeks)	No Classes	
Fall 2 (16 weeks)	NS 203: Nursing Care of the Child and Family	3
	NS 204: Medical Surgical Nursing 3	4
	NS 206: Transition to Professional Nursing Practice	4
	SOC 102: Sociology	3

LPN to RN / Paramedic to RN Two Year Nursing Curriculum Plan (Revised 2013)

SEMESTER	CURRICULUM	CREDITS
Spring 1 (16 weeks)	AH 101: College Seminar	1
	BI 151: Anatomy and Physiology I *	4
	MAT 150: College Algebra.....	3
	NS 105: Bridging to Professional Nursing Practice	3
	NS 108: Dosage Calculations (elective).....	1
	NUT 200: Health and Nutrition.....	3
Summer 1 (8 weeks)	BI 152: Anatomy and Physiology II.....	4
	CH 100: Chemistry.....	3
Fall 1 (16 weeks)	AH 201: Human Diversity in Healthcare Delivery	1
	BI 200: Microbiology	3
	ENG 100: English Composition	3
	NS 106: Mental Health Nursing	4
	NS 107: Medical Surgical Nursing 1.....	4
Spring 2 (16 weeks)	COM 100: Oral Communications.....	3
	NS 201: Nursing Care of the Childbearing Family	3
	NS 202: Medical Surgical Nursing 2.....	5
	PSY 100: Psychology	3
Summer 2 (8 weeks)	No Classes	
Fall 2 (16 weeks)	NS 203: Nursing Care of the Child and Family.....	3
	NS 204: Medical Surgical Nursing 3.....	4
	NS 206: Transition to Professional Nursing Practice	4
	SOC 102: Sociology	3

* LPN and Paramedic to RN students will be allowed to challenge Anatomy & Physiology I.

LPN to RN Accelerated Nursing Curriculum Plan

SEMESTER	CURRICULUM	CREDITS	
Summer (8 weeks)	AH 101: College Seminar	1	
	BI 151: Anatomy and Physiology I *	4	
	COM 100: Oral Communications.....	3	
	MAT 150: College Algebra.....	3	
Fall (16 weeks)	First 8 Weeks		
	AH 201: Human Diversity in Healthcare Delivery	1	
	BI 152: Anatomy and Physiology II.....	4	
	CH 100: Chemistry.....	3	
	ENG 100: English Composition	3	
	NS 105: Bridging to Professional Nursing Practice	3	
	NS 108: Dosage Calculations (elective).....	1	
	Second 8 Weeks		
	BI 200: Microbiology	3	
	NS 106: Mental Health Nursing	4	
	NS 107: Medical Surgical Nursing 1	4	
	NUT 200: Health and Nutrition.....	3	
	Spring (16 weeks)	First 8 Weeks	
		NS 201: Nursing Care of the Childbearing Family	3
NS 202: Medical Surgical Nursing 2.....		5	
PSY 100: Psychology		3	
Second 8 Weeks			
NS 203: Nursing Care of the Child and Family.....		3	
NS 204: Medical Surgical Nursing 3.....		4	
NS 206: Transition to Professional Nursing Practice		4	
SOC 102: Sociology		3	

* LPN and Paramedic to RN students will be allowed to challenge Anatomy & Physiology I.

Legal Limitations for Licensure

The Missouri State Board of Nursing, based on the Missouri Nurse Practice Act, Section 335.066, may refuse to issue a license based on a criminal prosecution prior to admission or during the curricular sequence. Students found to be convicted of serious crimes (including felonies or substance abuse) may be suspended from the nursing program.

The Missouri State Board of Nursing states that individuals who plan to attend a professional nursing program should be informed about the grounds for which an application to write the licensure examination may be refused. The following is an excerpt from the Missouri Nursing Practice Act which outlines this portion of state law:

Missouri Revised Statutes: 335.046

Chapter 335

Nurses Section 335.046

August 28, 2009

License, application for ~qualifications for, fee~hearing on denial of license.

335.046. 1. An applicant for a license to practice as a registered professional nurse shall submit to the board a written application on forms furnished to the applicant. The original application shall contain the applicant's statements showing the applicant's education and other such pertinent information as the board may require. The applicant shall be of good moral character and have completed at least the high school course of study, or the equivalent thereof as determined by the state board of education, and have successfully completed the basic professional curriculum in an accredited or approved school of nursing and earned a professional nursing degree or diploma. Each application shall contain a statement that it is made under oath or affirmation and that its representations are true and correct to the best knowledge and belief of the person signing same, subject to the penalties of making a false affidavit or declaration. Applicants from non-English-speaking lands shall be required to submit evidence of proficiency in the English language. The applicant must be approved by the board and shall pass an examination as required by the board. The board may require by rule as a requirement for licensure that each applicant shall pass an oral or practical examination. Upon successfully passing the examination, the board may issue to the applicant a license to practice nursing as a registered professional nurse. The applicant for a license to practice registered professional nursing shall pay a license fee in such amount as set by the board. The fee shall be uniform for all applicants. Applicants from foreign countries shall be licensed as prescribed by rule.

2. An applicant for license to practice as a licensed practical nurse shall submit to the board a written application on forms furnished to the applicant. The original application shall contain the applicant's statements showing the applicant's education and other such pertinent information as the board may require. Such applicant shall be of good moral character, and have completed at least two years of high school, or its equivalent as established by the state board of education, and have successfully completed a basic prescribed curriculum in a state-accredited or approved school of nursing, earned a nursing degree, certificate or diploma and completed a course approved by the board on the role of the practical nurse. Each application shall contain a statement that it is made under oath or affirmation and that its representations are true and correct to the best knowledge and belief of the person signing same, subject to the penalties of making a false affidavit or declaration. Applicants from non-English-speaking countries shall be required to submit evidence of their proficiency in the English language. The applicant must be approved by the board and shall pass an examination as required by the board. The board may require by rule as a requirement for licensure that each applicant shall pass an oral or practical examination. Upon successfully passing the examination, the board may issue to the applicant a license to practice as a licensed practical nurse. The applicant for a license to practice licensed practical nursing shall pay a fee in such amount as may be set by the board. The fee shall be uniform for all applicants. Applicants from foreign countries shall be licensed as prescribed by rule.

3. Upon refusal of the board to allow any applicant to sit for either the registered professional nurses' examination or the licensed practical nurses' examination, as the case may be, the board shall comply with the provisions of section 621.120, RSMo, and advise the applicant of his or her right to have a hearing before the administrative hearing commission. The administrative hearing commission shall hear complaints taken pursuant to section 621.120, RSMo.

4. The board shall not deny a license because of sex, religion, race, ethnic origin, age or political affiliation. (L. 1975 S.B. 108 § 8, A.L. 1981 S.B. 16, A.L. 1995 S.B. 452, A.L. 1999 H.B. 343)

<http://www.moga.mo.gov/statutes/c300-399/3350000046.htm>

License, application for ~qualifications for, fee hearing on denial of license.

335.066. 1. The board may refuse to issue or reinstate any certificate of registration or authority, permit or license required pursuant to chapter 335 for one or any combination of causes stated in subsection 2 of this section or the board may, as a condition to issuing or reinstating any such permit or license, require a person to submit himself or herself for identification, intervention, treatment, or rehabilitation by the impaired nurse program as provided in section 335.067. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621, RSMo.

2. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621, RSMo, against any holder of any certificate of registration or authority, permit or license required by sections 335.011 to 335.096 or any person who has failed to renew or has surrendered his or her certificate of registration or authority, permit or license for any one or any combination of the following causes:

- (1) Use or unlawful possession of any controlled substance, as defined in chapter 195, RSMo, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096;
- (2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated pursuant to sections 335.011 to 335.096, for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;
- (3) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096;
- (4) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;
- (5) Incompetency, misconduct, gross negligence, fraud, misrepresentation or dishonesty in the performance of the functions or duties of any profession licensed or regulated by sections 335.011 to 335.096;
- (6) Violation of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096, or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096;
- (7) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;
- (8) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;
- (9) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;
- (10) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;
- (11) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
- (12) Violation of any professional trust or confidence;
- (13) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;
- (14) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;
- (15) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency;
- (16) Failure to successfully complete the impaired nurse program.

3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621, RSMo. Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section, for disciplinary action are met, the board may, singly or in combination, censure or place the person named in the complaint on probation on such terms and conditions as the board deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license, certificate, or permit.

4. For any hearing before the full board, the board shall cause the notice of the hearing to be served upon such licensee in person or by certified mail to the licensee at the licensee's last known address. If service cannot be accomplished in person or by certified mail, notice by publication as described in subsection 3 of section 506.160, RSMo, shall be allowed; any representative of the board is authorized to act as a court or judge would in that section; any employee of the board is authorized to act as a clerk would in that section.
5. An individual whose license has been revoked shall wait one year from the date of revocation to apply for relicensure. Relicensure shall be at the discretion of the board after compliance with all the requirements of sections 335.011 to 335.096 relative to the licensing of an applicant for the first time.
6. The board may notify the proper licensing authority of any other state concerning the final disciplinary action determined by the board on a license in which the person whose license was suspended or revoked was also licensed of the suspension or revocation.
7. Any person, organization, association or corporation who reports or provides information to the board of nursing pursuant to the provisions of sections 335.011 to 335.259* and who does so in good faith shall not be subject to an action for civil damages as a result thereof.
8. If the board concludes that a nurse has committed an act or is engaging in a course of conduct which would be grounds for disciplinary action which constitutes a clear and present danger to the public health and safety, the board may file a complaint before the administrative hearing commission requesting an expedited hearing and specifying the activities which give rise to the danger and the nature of the proposed restriction or suspension of the nurse's license. Within fifteen days after service of the complaint on the nurse, the administrative hearing commission shall conduct a preliminary hearing to determine whether the alleged activities of the nurse appear to constitute a clear and present danger to the public health and safety which justify that the nurse's license be immediately restricted or suspended. The burden of proving that a nurse is a clear and present danger to the public health and safety shall be upon the state board of nursing. The administrative hearing commission shall issue its decision immediately after the hearing and shall either grant to the board the authority to suspend or restrict the license or dismiss the action.
9. If the administrative hearing commission grants temporary authority to the board to restrict or suspend the nurse's license, such temporary authority of the board shall become final authority if there is no request by the nurse for a full hearing within thirty days of the preliminary hearing. The administrative hearing commission shall, if requested by the nurse named in the complaint, set a date to hold a full hearing under the provisions of chapter 621, RSMo, regarding the activities alleged in the initial complaint filed by the board.
10. If the administrative hearing commission refuses to grant temporary authority to the board or restrict or suspend the nurse's license under subsection 8 of this section, such dismissal shall not bar the board from initiating a subsequent disciplinary action on the same grounds.

(L. 1975 S.B. 108 § 12, A.L. 1981 S.B. 16, A.L. 1995 S.B. 452, A.L. 1999 H.B. 343, A.L. 2007 H.B. 780 merged with S.B. 308)

*Section 335.259 was repealed by S.B. 52 § A, 1993.

(2000) Allegation of violation of drug laws requires State Board of Nursing to prove by a preponderance of the evidence that a nurse knowingly and intentionally possessed controlled substances. *State Board of Nursing v. Berry*, 32 S.W.3d 638 (Mo.App.W.D.).

(2001) Statements made in incident report by hospital to State Board of Nursing about nurse were not, in absence of actual proceedings pending against that nurse, entitled to absolute immunity from nurse's libel claim. *Haynes-Wilkinson v. Barnes-Jewish Hospital*, 131 F.Supp.2d 1140 (E.D.Mo.).

SURGICAL TECHNOLOGY PROGRAM

Philosophy

We at Southeast Missouri Hospital College of Nursing and Health Sciences Surgical Technology Program believe the major function of the surgical technology program is to provide a program of education which will enable individuals to acquire the knowledge and skills necessary to enter their chosen vocational field, to pass the national certification exam, to be accountable as a healthcare provider, and to be contributing, self-directing responsible members of their chosen profession and society.

We believe that the faculty has a moral and ethical obligation to instill in the surgical technology student these attributes through a positive teaching/learning experience. This is a reciprocal relationship between the faculty and student. The faculty will use varied methods and means to stimulate both didactic and clinical learning in order to meet these objectives through organized and self-motivated learning. In addition, the surgical technology student should be an active participant in College social and cultural activities to attain a balance in social and educational life.

Surgical Technology Program Goals

The primary goal of the Southeast Missouri Hospital College of Nursing and Health Sciences Surgical Technology Program is to prepare competent entry-level surgical technologist in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Students successfully completing the program will be able to:

1. Demonstrate the knowledge of biologic sciences, pharmacology and biomedical technology in the field of surgical technology. (cognitive)
2. Meet performance standards that are needed to respond to the surgical patient needs in the perioperative setting. (psychomotor)
3. Demonstrate knowledge from a broad academic curriculum to pass the NBSTSA certification exam. (cognitive)
4. Maintain a “surgical conscience” and accountability for personal actions. (affective)
5. Assume responsibility as a member of the profession of surgical technology through maintenance of standards of practice, professional ethics, and ongoing self-evaluation. (affective)

Program Description of the Surgical Technology Program

This ten-month program prepares students for entry-level positions as surgical technologists. Students learn aseptic technique, instrumentation, surgical procedures and patient care through classroom, laboratory practice, and supervised practicums in area clinical agencies. Students learn to assist the surgeon by passing instruments and sutures, holding retractors and cutting sutures. Minimum case requirement: 120 cases in a variety of surgical specialties. Persons interested in the program should be able to work well with others in a team environment and function effectively under intense and stressful situations.

Upon completion of the Surgical Technology Program, graduates will have met the academic and clinical requirements to take the National Certification Examination for Surgical Technologists offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Admission Requirements for the Surgical Technology Program

Applicants will not be discriminated against on the basis of race, color, religion, national origin, gender, ancestry, marital status, age or handicap which does not preclude the person from studying surgical technology at Southeast Missouri Hospital College of Nursing and Health Sciences, or from practicing the profession of surgical technology after graduation and successful completion of the examination for certification in surgical technology.

Requirements for Admission

- A completed application with nonrefundable application fee after a cancellation period of three business days
- Official high school transcripts with a minimum graduate grade point average of 2.0 on a 4.0 scale or GED
- Official transcripts from all college or university courses previously taken with a minimum of a 2.0 on a 4.0 scale
- Record of up-to-date immunizations including: two measles, rubella, mumps, (MMR), chicken pox, hepatitis B, and t-dap (tetanus/pertussis) within the last 10 years. Note: Students must produce proof of immunizations.
- Negative TB skin test or proof of treatment. Contact College Health Nurse for information about TB testing
- 2 completed reference forms
- Official ACT report (if out of high school less than 5 years) or COMPASS exam (if out of high school more than 5 years)
- Completed form stating the individual meets the technical abilities and skill requirements of the Surgical Technology Program
- Criminal Background Check returned and clearance shown on the Division of Aging Disqualification List (EDL)
- Applicants are required to satisfactorily complete a physical examination and health history. In addition, an admission drug screening is required and may be followed by random drug screening

Application Procedure for the Surgical Technology Program

An application form for the Southeast Missouri Hospital College of Nursing and Health Sciences may be obtained online by visiting www.sehcollege.edu, by calling (573) 334-6825, or by writing to Southeast Missouri Hospital College of Nursing and Health Sciences, 2001 William Street, Cape Girardeau MO 63703. The completed application form and nonrefundable application fee after three days should be mailed to the same address.

Residency Requirement

A minimum of thirty-four credit hours of the required 49 credit hours must be taken at Southeast Missouri Hospital College of Nursing and Health Sciences to meet the program residency requirement..

Transfer Credit

Acceptance of credit from another Surgical Technology Program is at the discretion of the Surgical Technology Program Director. No more than 12 semester credit hours may be accepted as transfer credit.

Technical Abilities & Skill Required for the Surgical Technology Program

In order to handle the job responsibilities and tasks assigned to the student in the Surgical Technology Program, students must be able to:

1. Perform a full-range of body motion including handling and lifting clients, manual and finger dexterity, and eye-hand coordination.
2. Bend, reach, pull, push, stand, stoop, walk during shift, and agility to handle body mass.
3. Lift and carry up to sixty (60) pounds.
4. Demonstrate visual acuity (with correction if needed) within normal range including peripheral vision and reading fine print.
5. Demonstrated auditory acuity (with correction if needed) that includes hearing muffled voices (through the mask) with extraneous background noise.
6. Withstand unusual smells-cauterized tissue.
7. Wear full surgical attire including personal protective equipment.
8. Adapt effectively, displaying flexibility in environments with high tension to insure client safety.
9. Concentrate and pay attention to detail.
10. Perform fine motor skills with both right and left hands. (Dexterity and application in working with microscopic pieces of equipment, sutures, and hold retractors, etc.)
11. Adapt to irregular working hours as well as ability to stay over shift as necessary.
12. Respond quickly and in an emotionally controlled manner in emergency situations.
13. Communicate in a rational and coherent manner both orally and in writing with individuals of all professions and social levels.
14. Recognize that work environment will include exposure to diseases and toxic substances (sterilants, x-ray, fumes, development of latex allergy, and so forth).
15. Be able to problem-solve using conceptual, integrative, and quantitative reasoning skills.

Surgical Technology Course Descriptions

ST 100: Fundamentals of Surgical Care I

Students are presented with the theoretical and clinical fundamentals content of surgical technology. This course has basic concepts concerning the surgical health care field and patient care. Legal and ethical principles in the field of surgical technology will be introduced along with medical terminology. Six (6) credit hours. Prerequisite: BI 151 *Anatomy and Physiology I*

ST 101: Pharmacology

The course provides basic knowledge of the most commonly used medications and discusses commonly prescribed medications such as sedatives, antianxiety and antibiotics. Potential adverse reactions will be identified. The student will be introduced to commonly used drugs in the operating room. This will include the practice of medicine dealing with the management of procedures for rendering a patient insensible to pain during surgical operations and the support of life functions under the stress of anesthetic and surgical manipulation. Instructions regarding weights and measurements of drugs along with presentation to a sterile field will be studied. Three (3) credit hours. Prerequisite: *ST 102: Fundamentals of Surgical Care II*

ST 102: Fundamentals of Surgical Care II

This course introduces the student to the practice of surgical technology. The focus of this course is on skills that are specific to those in the scrub role and the circulating role. The student will demonstrate the proper and safe execution of procedures and use of equipment. Adequate laboratory time for practice and testing of the skills is required. Six (6) credit hours. Prerequisite: *ST 100 Fundamentals of Surgical Care I*

ST 103: Surgical Technology I

This course prepares the student for practice training. Instruction combines lectures and lab to introduce the student to the surgical specialties. Six (6) credit hours. Prerequisite: *ST 101: Pharmacology*

ST 104: Surgical Technology II

This course continues to prepare the student for practice training. Instruction combines lectures and lab to introduce student to the surgical specialties. Six (6) credit hours. Prerequisite: *ST 103 Surgical Technology I*

ST 105: Surgical Technology III

This course continues to prepare the student for practice training. Instruction combines lectures and lab to introduce the student to the surgical specialties. Six (6) credit hours. Prerequisite: *ST 104: Surgical Technology II*

Surgical Technology Course Sequence

<u>SESSION</u>	<u>CURRICULUM</u>	<u>CREDITS</u>
1) Summer	AH 101: College Seminar	1
	AH 201: Human Diversity in Healthcare Delivery	1
	BI 151: Anatomy and Physiology I	4
	ENG 100: English Composition	3
	<i>or ENG 099 Writing Skills*</i>	0
2) Fall	BI 152: Anatomy and Physiology II	4
	ENG 100: English Composition	3
	<i>If ENG 099 was taken Summer session</i>	
	ST 100: Fundamentals of Surgical Care I.....	3
3) Fall	ST 102: Fundamentals of Surgical Care II	3
	ST 100: Fundamentals of Surgical Care 1 Lab.....	3
4) Fall	ST 101: Pharmacology	3
	ST 102: Fundamentals of Surgical Care II Lab	3
5) Spring	ST 103: Surgical Technology I.....	2
	ST 103: Surgical Technology I Lab	4
6) Spring	ST 104: Surgical Technology II	2
	ST 104: Surgical Technology II Lab	4
7) Spring	BI 200: Microbiology	3
	ST 105: Surgical Technology III	2
	ST 105: Surgical Technology III Lab.....	4

MEDICAL LABORATORY SCIENCE PROGRAM

Philosophy

The faculty at Southeast Missouri Hospital College of Nursing and Health Sciences Medical Laboratory Science Program believe the primary function of the program is to provide a program of education that will enable individuals to acquire the knowledge and skills necessary to enter their chosen vocational field of Medical Laboratory Science and to pass the National Certifying Examination in Medical Laboratory Science. Laboratory Scientists must perform their duties with efficiency, accuracy and thoughtfulness. This program strives to graduate practicing clinical laboratory scientists who pay attention to detail, effectively communicate, and show integrity in the performance of laboratory assays. Continuing advances in the field requires an attitude of life-long learning for faculty and graduates.

Faculty are committed to quality education in providing the most current knowledge of laboratory methodologies and theory of clinical correlations. The faculty maintains current knowledge through continuing education hours and self-study. Students deserve the interest and support of the faculty as well as appropriate supervision during clinical rotations.

Program Description

The Medical Laboratory Science Program is an eleven month clinical program of study, with approximately 25 percent of the content didactic education and 75 percent of the content clinical laboratory experience. The program of study includes Monday through Friday classes, excluding federal holidays, with students in attendance for approximately eight hours each day. Students are evaluated based on academic performance, professional evaluation and laboratory performance. Students entering the program must have a Bachelor of Science or Bachelor of Arts degree upon entry or be eligible to receive a Bachelor of Science or Bachelor of Arts degree from an accredited college or university upon the completion of the program.

Upon the successful completion of the program, graduates are eligible to take a national certifying examination for Medical Laboratory Science. The graduate will possess entry-level skills in the areas of Clinical Chemistry, Clinical Microbiology, Clinical Hematology and Coagulation, Body Fluid Analysis/Urinalysis, Clinical Immunology and Blood Bank.

Southeast Missouri Hospital College of Nursing and Health Sciences Medical Laboratory Science Program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS). For additional information on program accreditation contact NAACLS, 5600 N. River Road, Suite 720, Rosemont, IL 60018, Tele: 773-714-8880.

Medical Laboratory Science Program Goals

1. To graduate well-rounded students with a basic knowledge of laboratory principles in safety, information systems, education and management, instrumentation evaluation and selection, and communication skills required to converse with coworkers and patients,
2. To graduate students with the cognitive knowledge to perform and interpret laboratory testing, and analyze and solve problems in all the competency areas of a laboratory generalist,
3. To graduate students with psychomotor skills to perform laboratory analyses, operate, maintain, and troubleshoot laboratory instrumentation in all competency areas of a laboratory generalist,
4. To graduate students with ethical practices which are committed to the highest standards of accuracy, quality, confidentiality, and care in the performance of laboratory analyses and are a credit to the profession of medical laboratory science, and
5. To graduate students who are successful in passing a national certifying exam.

Admission Requirements for the Medical Laboratory Science Program

An application form for the Southeast Missouri Hospital College of Nursing and Health Sciences may be obtained online by visiting www.southeastmissourihospitalcollege.edu, by calling (573) 334-6825 or by writing to Southeast Missouri Hospital College of Nursing and Health Sciences, 2001 William Street, Cape Girardeau MO 63703. The completed application form and nonrefundable application fee should be mailed to the same address.

The applicant must complete the prerequisite courses for the Medical Laboratory Science major from an affiliated college or university, or the applicant must have a Bachelor of Science or Bachelor of Arts degree with a minimum of 15 semester hours of biology and 15 semester hours of chemistry.

To complete the application process for the Medical Laboratory Science Certificate Program, the following must be submitted:

- A completed application with nonrefundable application fee after a cancellation period of three business days
- Official transcripts for all college courses previously taken with a minimum cumulative grade point average of 2.5 on a 4.0 scale and a minimum science grade point average of 2.5 on a 4.0 scale
- Record of up-to-date immunizations including: two measles, rubella, mumps, (MMR), chicken pox, hepatitis B, and t-dap (tetanus/pertussis) within the last 10 years. Note: Students must produce proof of immunizations.
- Negative TB skin test or proof of treatment. Contact College Health Nurse for information about TB testing.
- Completed form stating the individual meets the “Essential Functions” or “Functional Abilities” requirement for the Medical Laboratory Science Program
- Criminal Background Check submitted to the Southeast Missouri Hospital College of Nursing and Health Sciences and results returned from the state of residence
- Clearance shown on the Division of Aging Disqualification List (EDL)
- Successful completion of the admission drug screening process

These are minimum admission criteria and do not guarantee admission to the Medical Laboratory Science Program.

Residency Requirement

Transfer students must complete 36 semester hours in the Southeast Missouri Hospital College of Nursing and Health Sciences Medical Laboratory Science Program.

Transfer Credit

No transfer credits are accepted for clinical courses. Acceptance of transfer credit for Medical Laboratory Science courses are at the discretion of the Program Director.

Technical Abilities – Essential Functions

Applicants must meet the technical standards of the program in order to perform the essential functions of the profession.

VISION includes the ability to discriminate microscopic elements, distinguish colors, read graphs and instrument settings and complete reports accurately by computer entry and verification.

SPEECH AND HEARING includes effective communication with coworkers and other medical care personnel.

PHYSICAL STRENGTH AND MOBILITY includes the ability to stand, walk, sit, carry objects up to 20 pounds, bend reach, lift, grasp objects and push or pull objects.

FINE MOTOR SKILLS include all eye-hand coordination skills such as pipetting, instrument operation, manipulation of microbiological samples for culture, and phlebotomy.

PSYCHOLOGICAL STABILITY includes professional behavior at all times, regardless of the stress or the emergency nature of the situation.

Medical Laboratory Science Course Descriptions

MT 400: Introduction to Medical Laboratory Science

Introduction to Medical Laboratory Science including the principles of laboratory safety, quality control, medical terminology, laboratory mathematics, phlebotomy equipment and techniques, specimen collection and handling, sources in error in laboratory testing (pre-analytical, analytical and post-analytical), includes professionalism, ethics, communication and team building skills. Prerequisite for all subsequent course work. **0 Credit Hours**

MT 401: Clinical Chemistry

The study of the chemical constituents in body fluids and their clinical significance in diagnosis, prevention, and treatment of disease. Includes principles of instrumentation, with emphasis on automated clinical analyzers.

6 Credit Hours

MT 401-SL: A student lab section for introduction into laboratory techniques and didactic information related to Clinical Chemistry. **Two (2) credit hours/6**

MT 401-CR: A clinical practicum based course that will focus on advanced, applied clinical laboratory techniques and concepts related to Clinical Chemistry. **Three (3) credit hours/6**

MT 413: Advanced Lecture Block III – Advanced lectures in Clinical Chemistry will study serum and body fluid chemistry in normal and pathological states. Discussions emphasize the relationship between normal and abnormal laboratory results and organ system function. **One (1) credit hours/6**

MT 402: Urinalysis

The study of physical, chemical and microscopic analysis of urine in the investigation of kidney function and disease states.

2 Credit Hours

MT 402-SL: A student lab section for introduction into laboratory techniques and didactic information related to Urinalysis. **One (1) credit hour/2**

MT 402-CR: A clinical practicum based course that will focus on advanced, applied clinical laboratory techniques and concepts related to Urinalysis. **One-half (½) credit hour/2**

MT 412: Advanced Lecture Block II – Advanced lectures in Urinalysis will study urine chemistry in normal and pathological states. Discussions emphasize the relationship between normal and abnormal laboratory results and renal function. **One-half (½) credit hour/2**

MT 403: Hematology

The study of cellular elements in the blood and diseases of hematopoietic tissues. Instruction includes manual methods, microscopy and automated hematology analyzers. **6 Credit Hours**

- MT 403-SL: A student lab section for introduction into laboratory techniques and didactic information related to Hematology. **Two (2) credit hours/6**
- MT 403-CR: A clinical practicum based course that will focus on advanced, applied clinical laboratory techniques and concepts related to Hematology. **Three (3) credit hours/6**
- MT 412: Advanced Lecture Block II – Advanced lectures in Hematology will study the blood and blood cells in normal and pathological states. Discussions on normal and abnormal hematopoiesis are included. Included are discussions regarding the correlation of test results with disease and therapies. **One (1) credit hour/6**

MT 404: Coagulation/Hemostasis

The study of blood clotting and fibrinolysis systems and clotting studies used to determine disorder of hemostasis and to monitor anticoagulant therapy. **2 Credit Hours**

- MT 404-SL: A student lab section for introduction into laboratory techniques and didactic information related to Coagulation/Hemostasis. **One (1) credit hour/2**
- MT 404-CR: A clinical practicum based course that will focus on advanced, applied clinical laboratory techniques and concepts related to Coagulation/Hemostasis. **One-half (½) credit hour/2**
- MT 412: Advanced Lecture Block II – Advanced lectures in Coagulation/Hemostasis unit is a comprehensive study of the blood clotting system in normal and pathological states. Included are discussions regarding the correlation of test results with disease and therapies. **One-half (½) credit hour/2**

MT 405: Blood Bank

The study of transfusion therapy, including blood group serology, pre-transfusion testing, component therapy and donor collection. **5 Credit Hours**

- MT 405-SL: A student lab section for introduction into laboratory techniques and didactic information related to Blood Bank. **Two (2) credit hours/5**
- MT 405-CR: A clinical practicum based course that will focus on advanced, applied clinical laboratory techniques and concepts related to Blood Bank. **Two (2) credit hours/5**
- MT 411: Advanced Lecture Block I – Advanced lectures in the study of the theory, principles and procedures associated with transfusion medicine. Discussions cover routine and specialized procedures, blood donors, components, regulations and quality assurance. **One (1) credit hour/5**

MT 406: Immunology/Serology

The study of laboratory analysis utilizing antigen/antibody detection for the purpose of diagnosis of disease. Includes the study of immune system disorders and the use of automated systems. **3 Credit Hours**

- MT 406-SL: A student lab section for introduction into laboratory techniques and didactic information related to Immunology. **One (1) credit hour/3**
- MT 406-CR: A clinical practicum based course that will focus on advanced, applied clinical laboratory techniques and concepts related to Immunology. **One (1) credit hour/3**
- MT 411: Advanced Lecture Block I – Advanced lectures which focus on study of clinical immunology concentrating on immune system functions, the response of the immune system to infection and disease, and current diagnostic methodologies. **One (1) credit hour/3**

MT 407: Bacteriology

The study of bacteria of clinical significance in the diagnosis of human disease. Emphasis on bacteriological identification by microscopic and chemical techniques and susceptibility testing. Automated systems are included in the instruction. **8 Credit Hours**

MT 407-SL: A student lab section for introduction into laboratory techniques and didactic information related to Bacteriology. **Three (3) credit hours/8**

MT 407-CR: A clinical practicum based course that will focus on advanced, applied clinical laboratory techniques and concepts related to Bacteriology. **Four (4) credit hours/8**

MT 413: Advanced Lecture Block III – Advanced lectures in the study of microorganisms associated with human infectious processes. Discussions include the characteristics, isolation, identification, antimicrobial techniques and clinical infections associated with pathogenic bacteria. **One (1) credit hour/8**

MT 408: Mycology/Parasitology

The study of fungi and parasites in the diagnosis of human disease. Collection, concentration and culture methods and microscopic identification are included in the course. **1 Credit Hour**

MT 409: Laboratory Management/Education

The study of laboratory management, including basic management processes and application. Students attend the Missouri State Meeting. The education component includes writing learning objectives, organizing learning activities, and a practical teaching experience. **1 Credit Hour**

MT 410: Molecular Techniques

An introduction to molecular biology techniques and their applications to the laboratory diagnosis of disease. **1 Credit Hour**

MT 411: Advanced Lecture Block I

Advanced lecture series covering theoretical information from the following areas of study: Blood Bank and Immunology. Advanced lectures will focus on building critical thinking and problem solving skills utilizing clinical case study discussions and classic lecture theory. **2 Credit Hours**

MT 412: Advanced Lecture Block II

Advanced lecture series covering theoretical information from the following areas of study: Hematology, Coagulation and Urinalysis. Advanced lectures will focus on building critical thinking and problem solving skills utilizing clinical case study discussions and classic lecture theory. **2 Credit Hours**

MT 413: Advanced Lecture Block III

Advanced lecture series covering theoretical information from the following areas of study: Bacteriology and Chemistry. Advanced lectures will focus on building critical thinking and problem solving skills utilizing clinical case study discussions and classic lecture theory. **2 Credit Hours**

CLINICAL LABORATORY ASSISTANT PROGRAM

Philosophy

The faculty at Southeast Missouri Hospital College of Nursing and Health Sciences Clinical Laboratory Assistant Program believe the primary function of the program is to provide a program of education that will enable individuals to acquire the knowledge and skills to enter their chosen vocational field of Clinical Laboratory Assistant and to pass the AMT National Certifying Examination in Clinical Laboratory Assistant. This program strives to graduate clinical laboratory assistants who pay attention to detail, effectively communicate, and show integrity in the performance of laboratory procedures.

Faculties are committed to quality education in providing the most current knowledge of laboratory methodologies and theory of clinical correlations. The faculty maintains current knowledge through continuing education hours and self study. Students deserve the interest and support of the faculty as well as appropriate supervision during clinical rotations.

Program Description

The Clinical Laboratory Assistant Program is a one –year certificate program of study. Students will receive both didactic and clinical training in laboratory science. The program is designed to prepare students for entry-level positions in clinical laboratory settings such as medical centers and outpatient laboratory facilities.

Upon successful completion of the program, students are eligible to take a national certifying examination for Clinical Laboratory Assistants. The graduate will possess entry-level skills in laboratory science including: phlebotomy, waived testing, reagent preparation, quality control, donor criteria, and specimen processing and handling.

Clinical Laboratory Assistant Program Goals

1. To graduate culturally diverse, well rounded students with knowledge of communication, and principles and concepts needed to perform as a competent, entry level Clinical Laboratory Assistant.
2. To graduate students with the cognitive knowledge to perform testing, and apply critical/analytical thinking, and problem solving skills appropriate for a Clinical Laboratory Assistant.
3. To graduate students with a basic knowledge of laboratory principles in lab safety, information systems and instrumentation necessary for competency in all areas of the lab at a Clinical Laboratory Assistant level.
4. To graduate students who will maintain professional, legal and ethical standards of practice, and strive for professional growth and lifelong learning.
5. Provide the healthcare communities with certified graduates possessing the attitudes, knowledge, and skills necessary to function as a competent Clinical Laboratory Assistant.

Admission Requirements for the Clinical Laboratory Assistant Program

An application form for the Southeast Missouri Hospital College of Nursing and Health Sciences may be obtained online by visiting www.sehcollege.edu, by calling (573) 334-6825 or by writing to Southeast Missouri Hospital College of Nursing and Health Sciences, 2001 William Street, Cape Girardeau MO 63703. The completed application form and nonrefundable application fee should be mailed to the same address.

The applicant must have:

- high school diploma or equivalent with an overall GPA of 2.5/4.0.
- ACT composite score of at least 19 if within 5 years of high school graduation or ACT Compass scores of at least: Reading – 70, Writing – 70, Math – 50
- Must indicate an interest in science and laboratory classes; preference given to students with biology, chemistry, and/or anatomy & physiology classes.

To complete the application process for the Clinical Laboratory Science Certificate Program, the following must be submitted:

- Completed application with nonrefundable application fee

- Official transcripts for all college courses previously taken with a minimum cumulative grade point average of 2.5 on a 4.0 scale and a minimum science grade point average of 2.5 on a 4.0 scale
- Record of up-to-date immunizations including: two measles, rubella, mumps, (MMR), chicken pox, hepatitis B, and t-dap (tetanus/pertussis) within the last 10 years. Note: Students must produce proof of immunizations.
- Negative TB skin test or proof of treatment. Contact College Health Nurse for information about TB testing.
- Completed form stating the individual meets the “Essential Functions” or “Functional Abilities” requirement for the Clinical Laboratory Assistant Program
- Criminal Background Check submitted to the Southeast Missouri Hospital College of Nursing and Health Sciences and results returned from the state of residence
- Clearance shown on the Division of Aging Disqualification List (EDL)
- Successful completion of the admission drug screening process

These are minimum admission criteria and do not guarantee admission to the Clinical Laboratory Assistant Program.

Residency Requirement

Transfer students must complete 24 semester hours in the Southeast Missouri Hospital College of Nursing and Health Sciences Clinical Laboratory Assistant Program.

Transfer Credit

No transfer credits are accepted for clinical courses.

Acceptance of transfer credit for Clinical Laboratory Assistant courses are at the discretion of the Program Director.

Technical Abilities –Essential Functions

Applicants must meet the technical standards of the program in order to perform the essential functions of the profession.

Vision: includes the ability to perform computer entry and read results.

Speech and Hearing: includes effective communication with coworkers and other medical care personnel.

Physical Strength And Mobility: includes the ability to stand, walk, and sit, carry objects up to 20 pounds, bend, reach, lift, grasp objects, push or pull objects.

Fine Motor Skills: include all eye-hand coordination skills such as pipetting, instrument operation, manipulation of microbiological samples for culture, and phlebotomy.

Psychological Stability: includes professional behavior at all times, regardless of the stress or the emergency nature of the situation.

Clinical Laboratory Assistant Course Descriptions

CLA 100 – Introduction to Laboratory Science

Introduction to the field of laboratory science covering the following areas: workplace safety, medical terminology, quality control, laboratory testing and departments, and ethical and legal responsibilities. **1 credit hours**

CLA 101 – Phlebotomy Skills

The course includes principles of blood collection and handling, blood collection techniques and equipment, laboratory safety, infection control, professionalism, and patients' rights. **2 credit hours**

CLA 102 – Clinical Laboratory Assistant Skills I

This course combines a series of lectures and laboratory work designed to provide a student with a basic understanding of laboratory testing performed in the hematology, coagulation and urinalysis departments of the laboratory. Students will also learn donor room collection processes. **2 credit hours**

CLA 103 – Clinical Laboratory Assistant Skills II

This course combines a series of lectures and laboratory work designed to provide a student with a basic understanding of laboratory testing performed in the chemistry/immunology department, processing specimens for testing and shipping and reagent inventory and storage. **2 credit hours**

CLA 104 – Clinical Laboratory Assistant Skills III

This course combines a series of lectures and laboratory work designed to provide a student with a basic understanding of testing performed in the microbiology lab, and patient processing which includes data entry, coding and ordering of lab tests, and result reporting to nurses, physicians, and other healthcare staff. Students will also learn the correct use of small instruments for ancillary testing and the required maintenance and quality control appropriate for a laboratory assistant. **2 credit hours**

In all of the following courses, students will participate in supervised, unpaid practicums in either a hospital lab, offsite lab, or physician's office laboratory to gain practical experience in the respective areas of training.

CLA 111 – Phlebotomy Practicum

This course is designed to qualify students to perform phlebotomy on patients to obtain suitable specimens for laboratory testing. Students will gain practical experience in phlebotomy and develop phlebotomy skills and proficiency. **2 credit hours**

CLA 112 – Clinical Laboratory Assistant Practicum I

This course is designed to qualify students to function in the hematology, coagulation, urinalysis and donor lab departments as a laboratory assistant. The student will gain practical experience in these areas. **2 credit hours**

CLA 113 – Clinical Laboratory Assistant Practicum II

This course is designed to qualify students to function in the chemistry/immunology department, specimen processing and shipping, and reagent inventory and storage as a laboratory assistant. **2 credit hours**

CLA 114 – Clinical Laboratory Assistant Practicum III

This course is designed to qualify students to function in the microbiology and patient processing areas of the lab. This will include setting up cultures, streaking plates and making gram stains. In patient processing: laboratory coding, ordering laboratory tests, patient registration and reporting results verbally or otherwise to the physician or nurse. The students will gain practical experience in patient records management, and professionalism. The student will also gain experience at the laboratory assistant level in patient testing on small analyzers, with emphasis on quality control, maintenance, test performance and error evaluation. **2 credit hours**

Proposed CLA Course Outline

TERM	CURRICULUM	CREDITS
Spring (16 weeks)		
	AH 101: College Seminar	1
	AH 103: Introduction to Computer Technology	1
	BI 151: Anatomy and Physiology I	4
	ENG 100: English Composition	3
	Total Credits	9
1st 8 Weeks		
	AH102 /CLA101: Phlebotomy	2
	CLA 100: Intro to the Lab	1
2nd 8 weeks		
	CLA111: Phlebotomy Practicum	2
	Total Credits	5
Spring Total Credits		14 Credits
Summer		
	CLA 102: CLA Skills I	2
	CLA 112: CLA Practicum I	2
	AH104: Medical Terminology	1
	AH201: Human Diversity	1
	Summer Total Credits	6 credits
Fall		
1st 8 weeks		
	CLA103: CLA Skills II	2
	CLA 113: CLA Practicum II	2
	BI152: A&P II	4
	Total Credits	8
2nd 8 weeks		
	CLA104: CLA Skills III	2
	CLA 114: CLA Practicum III	2
	Total Credits	4
Fall Total Credits		12 Credits
Total Program Credits		32 credits

ASSOCIATE DEGREE IN RADIOLOGIC TECHNOLOGY PROGRAM

Philosophy

The Radiography Faculty subscribes to the mission of Southeast Hospital College of Nursing and Health Sciences, and further believes that:

1. The fundamental aim of this program is to develop professional skills that will provide opportunities for any successful former student to seek employment as a radiographer. These skills shall include:
 - a. Clinical Competence
 - b. Critical thinking and problem solving
 - c. Effective communication
 - d. Professional growth through continuing education.
2. Learning is based upon:
 - a. Motivation, self-direction, attitude and experience.
 - b. Involvement in clinical experiences in various Radiology departments.
 - c. An atmosphere that promotes freedom of thought and expression and encourages communication, initiative and self-respect.

Program Description

The Radiologic Technology Program is a two-year associate degree program which allows new students to start the cycle of classes each summer session. Upon successful completion of the program, graduate will be eligible to apply for admission to the nationally recognized certification exam administered by the American Registry of Radiologic Technologists (ARRT).

Radiologic Technology Program Mission Statement

The mission of Southeast Hospital College of Nursing and Health Sciences Radiography Program is to graduate students with entry-level employment skills to perform diagnostic medical radiography.

We will support this mission by insuring:

1. a structured curriculum with clearly written course syllabi which describes learning objectives and competencies to be achieved for both the didactic and supervised clinical education components.
2. based upon the most recent ASRT professional revision, the curriculum content is designed to produce graduates who are both competent and compassionate.
3. appropriate learning experiences and curriculum sequencing to develop the competencies necessary for graduation.

Radiologic Technology Program Goals

Program goals are the measureable goals that flow from the program's mission statement. The Radiologic Technology program initiatives have been established for the current academic year. Because all program goals are ultimately to provide a better educational experience for our students, the program faculty would like to share these goals with you, our students:

1. Students will be clinically competent
2. Graduates will effectively use problem solving and critical thinking skills for patient care
3. Graduates will be effective communicators
4. The student will develop professionally (revised 2013 with the cooperation of the JRCERT)

Program effectiveness data is found at:

http://www.sehcollege.edu/RT_ProgramEffectiveness.aspx

College Admission

An application form for the Southeast Missouri Hospital College of Nursing and Health Sciences may be obtained online by visiting www.sehcollege.edu, by calling (573) 334-6825 or by writing to Southeast Missouri Hospital College of Nursing and Health Sciences, 2001 William Street, Cape Girardeau MO 63703. The completed application form and nonrefundable application fee should be mailed to the same address.

Eligibility Requirements

To complete the application process for the Associate of Applied Sciences in Radiologic Technology Degree Program, interested person should submit:

- A completed application with nonrefundable application fee after a cancellation period of three business days
- Official high school transcripts with a minimum graduate grade point average of 2.0 on a 4.0 scale or GED
- Official transcripts from all college or university courses previously taken with a minimum of a 2.0 on a 4.0 scale
- Record of up-to-date immunizations including: two measles, rubella, mumps, (MMR), chicken pox, hepatitis B, and t-dap (tetanus/pertussis) within the last 10 years. Note: Students must produce proof of immunizations.
- Negative TB skin test or proof of treatment. Contact College Health Nurse for information about TB testing.
- A minimum composite ACT score of 21 or SAT of 950 (or comparable COMPASS scores for students who have been out of high school for more than five years).
- Two completed reference forms
- Completed form stating the applicant meets the “Physical Abilities” requirement of the Radiologic Technology Program
- Criminal Background Check forms submitted to the Southeast Missouri Hospital College of Nursing and Health Sciences and results returned.
- Clearance shown on the Division of Aging Disqualification List (EDL)
- Success completion of the admission drug screening is required.

These are minimum admission criteria and do not guarantee admission to the Radiologic Technology program.

Residency Requirement

Transfer student must complete a residency requirement of four terms with a minimum of 30 hours of radiological technology credit from Southeast Missouri Hospital College of Nursing and Health Sciences.

Transfer Credit

It is at the sole discretion of the Program Director as to accept credits from another RT program and apply them to the requirements of this program. Regardless, a maximum of 9 semester hours of RT credits may be transferred from any JRCERT accredited RT program into this one.

Radiologic Technologists should have the ability to:

Ambulation, lifting, moving and standing

- a. Propel wheelchairs, stretchers, etc. alone or with assistance as available.
- b. Must be ambulatory and able to maintain a center of gravity when met with an opposing force as in lifting, supporting and/or transferring a patient.
- c. Propel standard mobile imaging units, and to perform procedural tasks in a routine patient room and/or surgical unit.
- d. Withstand lengthy periods of physical activity to include moving quickly and at times, continuously.

Manual Dexterity

- a. Operate Mechanisms such as imaging tables, x-ray tubes, film processors, etc., at standard locations and placements.
- b. Manipulate both patient care devices and diagnostic equipment in a safe and time efficient manner.
- c. Ability to work with and observe a patient above the standard radiologic examination height of 36 inches above floor level.
- d. Ability to move and manipulate the body in order to provide patient care and patient support, and to position for imaging and/or treatment.
- e. Handle and utilize procedural items such as: Pharmaceuticals, vials, syringes, sterile items, catheters, intravascular materials and dressings, etc.
- f. Handle and use cassettes, imaging mechanisms, adjunct radiologic items, passboxes etc. Access and use darkrooms of various standard designs; and to load, unload and process imaging films.

Visual Acuity

- a. Sight patient for identification, positioning, imaging field placement and alignment and image analysis.
- b. Must be able to read written passages.
- c. Recognize visual cues that indicate patient distress when patient is unable to speak.

Cognitive Abilities

- a. Communicate orally and in writing
- b. Think clearly and prioritize assignments effectively to enhance patient safety and comfort
- c. Receive both oral and written communication and act appropriately upon receipt.
- d. Must be able to hear or lip-read for reception of spoken communication.
- e. Perceive events realistically, think rationally and function confidently in routine and non-routine situations.
- f. Able to perform the above described cognitive functions in stressful situations and life threatening emergencies.

Radiologic Technology Course Descriptions

RT 101: Introduction to Radiography

This course is designed to provide the student with information regarding the radiologic technology profession. Cognitive information related to ethics, law, radiation protection and basic departmental procedures are presented to insure safe clinical practice. Professional development and lifelong learning will be emphasized by introducing the students to various organizations and agencies. **3 Credit Hours**

RT 110: Anatomy and Positioning I

This course is the first part of a two-fold radiographic procedures course. Part I of this course is designed to provide the students with the necessary theory, concepts and psychomotor experiences needed to perform specific diagnostic procedures. Patient positioning, equipment manipulation, appropriate patient care techniques, and critique of radiographic images are presented in this course. **Prerequisite:** *Consent of program director, concurrent enrollment in RT 101, 201, and RT lab I and A&P.* **3 Credit Hours**

RT Lab I

This lab has been designed to support RT 110 and has the same admission requirements. The body areas to be addressed in part I include: upper extremities, shoulder girdle, pelvis, chest, abdomen and bony thorax. **Prerequisite:** *Consent of program director, concurrent enrollment in RT 101, 201, and RT 110 and A&P.* **1 Credit Hour**

RT 201: Radiographic Physics

This course is an in-depth study of the physics and electronics involved in the production, use, and control of the various electromagnetic energies used in medical and diagnostic applications. The students will benefit from studying, examining and manipulating actual system components which facilitate comprehension of difficult concepts and applications when possible. **Prerequisite:** *Consent of program director, concurrent enrollment in RT 110, 101, and RT lab I and A&P.* **3 Credit Hours**

RT 111: Anatomy and Positioning II

This course is the second part of a two-fold radiographic procedures course. Students will continue learning the proper procedures for producing quality diagnostic radiographs for selected body parts. **Prerequisite:** *Consent of program director, concurrent enrollment in RT Lab II, RT 120, as well as successful completion of A&P, RT 201, RT 110, RT 101 and RT lab I.* **3 Credit Hours**

RT Lab II

This lab has been designed to support RT 111 and has the same admission requirements. The body areas to be addressed in part II include: lower extremities, spine, skull, as well as contrast exams and/or fluoroscopic procedures. **Prerequisite:** *Consent of program director, concurrent enrollment in RT 120, as well as successful completion of A&P, RT 201, RT 110 and RT lab I.* **1 Credit Hour**

RT 120: Radiographic Exposure

This course focuses on the theory, application and evaluation of the instrumentation and operation of radiographic equipment. Various electronics used in the production and control of ionizing radiation will be explored, as well as quality control issues. **Prerequisite:** *Consent of program director, concurrent enrollment in RT 111, RT Lab II as well as successful completion of A&P, RT 201, RT 110 and RT lab I.* **3 Credit Hours**

RT 150: Clinic I

This course provides the student with the opportunity to apply concepts learned in their didactic coursework in the performance of radiologic activities in the clinical setting. The student will be required to prove competency in prescribed examinations. Please see program faculty for clinical site assignments. (16 clock hours of clinic time per week) **3 Credit Hours**

RT 220: Pharmacology

The course introduces the students to the basic concepts of pharmacology, including legal and ethical issues surrounding the administration of these agents. Venipuncture, administration of diagnostic agents, intravenous medications, and the appropriate patient care during delivery will be addressed. Various contrast agents and other pharmacological agents utilized in the diagnostic imaging department will be discussed. **3 Credit Hours**

RT 175: Clinic II

This course is a discrete continuation of RT 150. Once again the student will have the opportunity to apply concepts learned in the classroom in the real world setting. Patient care skills will be further honed and the student will be expected to operate with less prompting than what was allowed in RT 150. Clinical education assignments will be obtained from program faculty. (24 clock hours of clinical time per week) **6 Credit Hours**

RT 210: Radiation Biology

This course is a study and analysis of the effects of various types of electromagnetic radiations and their effects upon living tissues. The students will learn why they should and how they can protect themselves, their patients, and others from various forms of ionizing radiation used in diagnostic and therapeutic medical applications. **3 Credit Hours**

RT 200: Clinic III

This course is a discrete continuation of RT 175. Once again the student will have the opportunity to apply concepts learned in the classroom in the real world setting. At this level, the student should be able to function almost completely autonomously in a variety of clinical settings. The student may consider this an opportunity to truly practice radiography while still retaining the ability to seek assistance from registered radiographers who will be supervising. Final course competencies as well as additional exposure to various other imaging disciplines may be required. Clinical education assignments will be obtained from program faculty. (24 clock hours of clinical time per week) **6 Credit Hours**

RT 180: Radiographic Pathology

This course presents principles of pathology and the radiographic appearances of specific diseases. An understanding of disease processes can aid the technologist in selecting proper techniques and in determining the need for repeating a radiograph that might be acceptable under different circumstances. This knowledge will aid the Radiologic Technologist to become a more competent professional and a contributing member to the diagnostic imaging team. **3 Credit Hours**

Associate of Applied Sciences in Radiologic Technology Program Course Sequence

<u>TERM</u>	<u>CURRICULUM</u>	<u>CREDITS</u>
∞ YEAR 1		
Summer - 1		
	AH 101: College Seminar	1
	BI 151: Anatomy and Physiology I	4
	MAT 150: College Algebra	3
	Total Credits	8
Fall - 1		
	ENG 100: English Composition	3
	RT 101: Introduction to Radiography	3
	RT 110: Anatomy and Positioning I	3
	RT Lab I: Lab	1
	RT 201: Radiographic Physics	3
	Total Credits	13
Spring -1		
	RT 111: Anatomy and Positioning II	3
	RT Lab II: LabII	1
	RT 120: Radiographic Exposure	3
	RT 150: Clinic I	3
	RT 220: Pharmacology	3
	Total Credits	13
∞ YEAR 2		
Summer - 2		
	COM 100: Oral Communication/Speech	3
	SOC 102: Sociology	3
	PSY 100: Psychology	3
	Total Credits	9
Fall - 2		
	AH 201: Human Diversity in Healthcare Delivery	1
	AH 230: Medical Ethics	3
	RT 175: Clinic II	6
	RT 210: Radiation Biology	3
	Total Credits	11
Spring -1		
	HST 105: American History	3
	RT 200: Clinic III	6
	RT 180: Radiographic Pathology	3
	Total Credits	12
	Program Total:	68
	Program Total if remedial math is necessary:	71
Associate Degree as Terminal Award		

College Administration

Buttry, Tonya L., PhD, RN

President

BSN, Southeast Missouri State University, Cape Girardeau Missouri
MSN, Southern Illinois University at Edwardsville, Edwardsville, Illinois
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AAS, Allied Health Careers, Southern Illinois University, Carbondale, Illinois
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BS, Applied Physics Engineering, Southeast Missouri State University, Cape Girardeau Missouri
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