Student Handbook

2014 - 2016
Accrediting Agencies:

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
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

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
1-773-714-8880

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
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Welcome Students!

Dear Student:

I would like to welcome you to Southeast Missouri Hospital College of Nursing and Health Sciences!

The faculty and staff of the College look forward to a mutually rewarding educational experience.

The Southeast Missouri Hospital College of Nursing and Health Sciences is located at 2001 William Street, Cape Girardeau MO 63701 Girardeau, Missouri.

The College offers several programs leading to professions in healthcare. Our curriculum is designed to foster professional growth. In addition to expanding knowledge and advancing technical skills, you will be challenged to think critically and grow personally. The intent of our programs is to build on prior bodies of knowledge and experiences by providing sound theoretical and clinical educational opportunities throughout the course of study.

The College administration, faculty, and staff hope you will find your program enriching, rewarding, and inspiring. Our principal concern is to foster and assist your education. It is a privilege to welcome you and assist you toward your goal in being a professional healthcare provider.

Dr. Tonya Buttry

Tonya Buttry, PhD.
College President

After reading this handbook, sign the “Acknowledgement of Receipt of Handbook” form located in the “Forms section of this Handbook. (Page 129)
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<tr>
<th>Event</th>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Semester Begins</td>
<td>June 2, 2014</td>
<td></td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4, 2014</td>
<td>(No Classes)</td>
</tr>
<tr>
<td>Summer Semester End</td>
<td>July 25, 2014</td>
<td></td>
</tr>
<tr>
<td>Fall Term Begins</td>
<td>July 21, 2014</td>
<td></td>
</tr>
<tr>
<td>Fall Semester Begins</td>
<td>August 4, 2014</td>
<td></td>
</tr>
<tr>
<td>Labor Day</td>
<td>September 1, 2014</td>
<td>(No Classes)</td>
</tr>
<tr>
<td>Fall Graduate Testing Day</td>
<td>September 5, 2014</td>
<td></td>
</tr>
<tr>
<td>Fall Break (Semester Students Only)</td>
<td>September 29 – October 3, 2014</td>
<td></td>
</tr>
<tr>
<td>Fall Commencement</td>
<td>October 18, 2014</td>
<td></td>
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<tr>
<td>NCLEX Review (Term Students)</td>
<td>October 20-24, 2014</td>
<td></td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>November 25 – 28, 2014</td>
<td>(No Classes)</td>
</tr>
<tr>
<td>Final Examinations (Semester Students)</td>
<td>December 8 – 12, 2014</td>
<td></td>
</tr>
<tr>
<td>Christmas Break</td>
<td>December 15, 2014 – January 2, 2015</td>
<td>(No Classes)</td>
</tr>
<tr>
<td>Spring Semester Begins</td>
<td>January 5, 2015</td>
<td>(No Classes)</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 2 – 6, 2015</td>
<td></td>
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<tr>
<td>Spring Graduate Testing Day</td>
<td>April 3, 2015</td>
<td></td>
</tr>
<tr>
<td>Easter / Spring Break</td>
<td>April 4 – 10, 2015</td>
<td>(No Classes)</td>
</tr>
<tr>
<td>Spring Commencement</td>
<td>May 16, 2015</td>
<td></td>
</tr>
<tr>
<td>Final Examinations</td>
<td>May 11-15, 2015</td>
<td></td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 25, 2015</td>
<td>(No Classes)</td>
</tr>
</tbody>
</table>
Purpose of the Handbook

This handbook has been prepared to provide students with policies, procedures, and other information specific to the Southeast Missouri Hospital College of Nursing and Health Sciences and to the programs that are offered.

College Policies
Provides information that is specific to the College processes and procedures that are for all students

Program Policies
The program section contains the student’s Program information including the policies and procedures that are specific to that Program. There are four programs offered by Southeast Missouri Hospital College of Nursing and Health Sciences.
- Medical Laboratory Science
- Nursing
- Radiologic Technology
- Surgical Technology

Forms
The forms section contains the Signature Page as well as forms discussed throughout this handbook.

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 the Surgical Technology program was opened. In 2001, a Radiologic Technology program was added to the College. The School of Medical Laboratory Science opened in 1999 under the Clinical Laboratory of 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 healthcare education needs of the region by preparing qualified health care 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.
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, into the specializations and in clinical practice.

**Technology:** Demonstrate the ability to use technology to find, evaluate, and 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

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 the student’s program schedule. Students may choose to take these courses prior to starting discipline specific course work or along with specific program course work.

**AH 001: Graduation Capstone Experiences**

Students complete College and program exit requirements, including surveys and program content/skill review workshops, and they demonstrate skill levels on targeted College general education objectives by completing the Collegiate Assessment of Academic Proficiency (CAAP) Exam and by completing the College capstone project.

1 Non-Degree credit hour
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:** Admission to the College. **Required for students in Nursing, Radiologic Technology, and Surgical Technology Programs.**

AH 103: Intro to Computer Technology
Fundamentals of integrating coursework and software applications in a networked Windows environment. For student with little or no Windows/applications experience. **Prerequisite:** Key boarding skills. **1 credit hour**

AH 104: 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. The acquired knowledge will enable the student to communicate effectively with the interdisciplinary team and may be applied in the didactic or clinical setting. **Prerequisite:** None required; anatomy and physiology preferred. **1 credit hour**

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 Programs and Medical Lab Sciences. **1 credit hour**

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.**

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:** Admission to the College. **Required for students in Nursing, Radiologic Technology, and Surgical Technology Programs.**

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:** Admission to the College. **Required for students in Nursing, Radiologic Technology, and Surgical Technology Programs.**

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
**BI 206 / 306: Principles of Immunology**
BI 306 is a prerequisite course for students admitted to the Medical Laboratory Science Program who have not taken an immunology course in their undergraduate curriculum. The course is 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.  

3 Credit Hours

**BI 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. (48 lecture hours) **3 credit hours**

**CH 100: Chemistry**
The principles governing the systematic behavior of matter, with applications of life and living. **Required for students in the Nursing Program.**  

3 credit hours

**COM 100: Oral Communication/Speech**
The development of 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

**ENG 099: Writing Skills**
In-class workshop and individual tutorials in written communications. **Enrollment based on appropriate placement test score.**  

0 credit hours

**ENG 100: English Composition**
Focus on techniques of effective written expression. **Prerequisites:** Appropriate placement test score. **Required for students in the Nursing, Radiologic Technology and Surgical Technology Programs.**  

3 credit hours

**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. (48 lecture hours) **3 credit hours**

**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. (48 lecture hours)  

3 credit hours

**HST 105: American History**
A study of the history of America from 1877 to the present. **Required for students in the Radiologic Technology Program.**  

3 credit hours

**MAT 099: Intermediate Algebra**
Algebraic expressions, properties of real numbers, linear and quadratic equations, polynomials, determining factors, inequalities with one and two variable, systems on linear equations, rational expressions and exponents. **Enrollment based on appropriate placement test score.**

**MAT 150: College Algebra**
Functions are graphs, polynomial and rational functions, exponential and logarithmic functions, systems of equations and inequalities, binomial theorem. **Prerequisites:** Intermediate algebra or appropriate placement test score. **Required for students in the Nursing and Radiologic Technology Programs.**  

3 credit hours
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. (48 lecture hours)  
3 credit hours

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

NUT 300: Nutrition Therapy for Diverse Groups
Study of how health care providers can meet the needs to diverse groups through medical nutrition therapy.  
Prerequisites: NUT 200 or equivalent. (16 lecture hours)  
1 credit hour

PSY 100: Psychology
Examination of human behavior and experience from a psychological perspective. Application of psychological principles to understanding of human behavior. Required for students in the Nursing and Radiologic Technology Programs.  
3 credit hours

PSY 200: Life Span Development
Life span development is a psychology course providing a study of the cognitive, emotional, and behavioral aspects of human organisms as they grow and age. Development encompasses all stages of life from the prenatal phase to death. The purpose of this course is to provide students with a broad understanding of the process of living and dying as well as ways in which basic psychological principles affect daily lives.  
Prerequisites: PSY 100 or equivalent. (48 lecture hours)  
3 credit hours

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

SOC 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. (48 lecture hours)  
3 credit hours

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.  
(48 lecture hours plus independent work with audio CDs and/or video DVDs.)  
3 credit hours
Academic Progression, Retention and Graduation

Progression

Program Specific Courses: See program section for program specific grading scale.

General Education Courses: Students are graded according to the following system for all general education courses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = Excellent Performance</td>
<td>90 – 100%</td>
<td>4</td>
</tr>
<tr>
<td>B = Superior/Good</td>
<td>80 – 89.9%</td>
<td>3</td>
</tr>
<tr>
<td>C = Average/Satisfactory</td>
<td>70 – 79.9%</td>
<td>2</td>
</tr>
<tr>
<td>D = Unsatisfactory/Inferior</td>
<td>60 – 69.9%</td>
<td>1</td>
</tr>
<tr>
<td>F = Failing Performance</td>
<td>59.9% and below</td>
<td>0</td>
</tr>
<tr>
<td>I = Incomplete Work</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>W = Withdrawn from Class</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

Students who make less than a “C” in a general education course must retake the course until a grade of “C” is obtained.

Retention

Students who, at any time, do not meet the required academic standards for retention in a course will receive an academic warning. An academic warning indicates that the student is in jeopardy of receiving an unsatisfactory evaluation. This may be given for the following reasons:

- Succession of unsatisfactory or failing grades on examinations, assignments, etc.
- Failure to demonstrate improvement following conferences with faculty members.
- Unprofessional conduct including but not limited to disruptive behavior, disrespectful behavior, lying, cheating, plagiarism, falsification of records, etc.

An academic warning will consist of the following:

1. Completion of the written record “Academic Warning”.
2. The record will include a plan for improvement including a time frame for resolution.

The academic warning will be given as soon as possible after the determination of a succession (two unsatisfactory/failing grades in a row) of unsatisfactory or failing grades. Failure to resolve the behavior(s) resulting in the academic warning will result in an unsatisfactory academic evaluation and the student will fail the course.

The student will be given the opportunity to discuss the warning with the faculty member. The student may discuss with the Program Director/Dean if the meeting with faculty leaves the situation unresolved. After discussion with the Program Director/Dean, the student has the right to institute the Student Grievance Procedure if he/she feels the warning is unfair.
The clinical component of each course is evaluated on a pass/fail basis. In order to pass the course, the student must achieve a PASS rating on each of the course objectives. Ratings are based on patterns of behavior and are determined by the following criteria. Students will receive a PASS rating at the completion of each clinical course if they:

- Demonstrate satisfactory completion of all course objectives consistently, by the end of the course
- Demonstrate consistent preparedness for clinical assignments and completion of written assignments
- Demonstrate safe clinical experience
- Assume responsibility and accountability for own actions and learning needs
- Recognize lack of knowledge or experience and seek assistance when needed
- Perform ongoing self-evaluation of professional performance
- Demonstrate ongoing improvement throughout the course

A FAIL rating is assigned at the completion of the clinical course if at the end of the course the student fails to meet the criteria necessary to receive a PASS rating. A FAIL rating will result in failure in the clinical component of the course as well as an assignment of “F” for the course. In the event of receiving a failing course grade, the student is not eligible for continuation in the program.

**Note:** The student must pass both the theoretical and clinical components of each course to progress in the program. Failure of either the theoretical or the clinical component of any course will result in failure of the course and dismissal from the program.

A student will be issued a clinical warning if the student is in jeopardy of receiving an unsatisfactory evaluation and improvement in the deficient area is necessary. A clinical warning may be given for the following reasons:

1. Unprofessional conduct including but not limited to disruptive behavior, disrespectful behavior, lying, cheating, plagiarism, falsification of records, etc.
2. Unsafe practice in clinical area.
3. Failure to demonstrate improvement following clinical conferences with faculty member(s).
4. Failure to progress on meeting course/clinical objectives.

A clinical warning will consist of the following:

1. Completion of the written record “Clinical Warning” form.
2. The record will include a plan for improvement including a time frame for resolution.

The clinical warning will be given as soon as possible after the incident(s). The student will be given the opportunity to discuss the warning with the faculty member. The student may discuss the issue with the Program Director if the situation remains unresolved. After discussion with the Program Director, the student has the right to institute the Student Grievance Procedure if he/she feels the warning is unfair.

Failure to resolve the behaviors resulting in the clinical warning will result in an unsatisfactory clinical evaluation and the student will fail the course. Failure to meet the written plan of improvement may result in dismissal from the program.

A student who is unable to safely perform his/her clinical assignment due to a lack of preparation will be instructed to leave the clinical agency and return to the college for further preparation. This will constitute a clinical absence.

*Samples of the Clinical Warning and Academic Warning Forms are in the “Forms” Section. (Page 129)*
Professional Conduct Policy

Students are also expected to adhere to professional standards of conduct. Professional conduct is expected in both the classroom and clinical settings. The standards include but are not limited to:

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

Failure to comply with the professional standards of conduct and/or demonstration of negative affective behaviors will result in disciplinary action and may result in dismissal from the program and the college. Any student has a duty to report any arrests or criminal convictions that occur while they are enrolled in classes at the College.

The Program Director/Dean and the President of the College reserve the right to dismiss any student at any time for professional misconduct or gross negligence.

An Incomplete (I) may be issued at the instructor's discretion. Incomplete requirements must be satisfied within two weeks of the end of the course.

A student entering a health care profession must understand that they are entering a field that requires certain professional standards. Professional dress, appearance and modes of communication must be of certain standards in order to maintain the confidence of patients. Patients present themselves in all age categories, cultures and various ethnic origins. Therefore, trendy modes of dress and appearance and unprofessional conduct are not allowed. The College has an established dress code and a code of conduct that must be followed through the academic year.

Affective behaviors are extremely important in the educational process and employment of healthcare professionals. Due to health care profession’s emphasis on customer service and team work, affective behaviors such as professionalism, attitude, proper use of discretion, proper judgment, etc. are extremely important.

It is the purpose of this College to graduate competent and caring health care professionals who exhibit the necessary affective behaviors as deemed important by Southeast Missouri Hospital College of Nursing & Health Sciences. The College faculty will assist the student in forming the necessary behaviors.

CPR Requirements

All students, except Medical Laboratory Science students, must have a current BLS for Healthcare Professional CPR card before they will be allowed to participate in clinical experiences.

Graduation Requirements

There is a $175.00 graduation fee. This money funds most of the costs associated with caps, gowns, photos, some invitations etc. Graduation is a school function where attendance is to be considered mandatory for all graduating students.

Students will graduate from the College when they have met the following criteria:

1. The appropriate number of credit hours of approved coursework with a grade of "C" or above for each specific program.
2. Satisfactory completion of all assessment testing, including exit testing.
3. Accumulation of the appropriate number of service points.
4. Attendance at graduation.
5. Financial obligations met.
Graduation Service Point System

Students are required to obtain a minimum of 20 service points per program year to meet graduation requirements. Students will be responsible for providing documentation/proof of each service activity to their advisor. Students can do so by either of the following:

A. Submit a signed form indicating the service performed. A sample form can be found in the forms section.
B. Submit a certificate/letter from the service organization in which they performed the service.

The student is required to obtain a minimum of 5 points from each section below every program year:

<table>
<thead>
<tr>
<th>Activity Section</th>
<th>Acceptable Activities and Points Worth</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Based Activities</td>
<td>• Attend any Southeast College of Nursing and Health Sciences sponsored meeting or activity (5 points).</td>
</tr>
<tr>
<td></td>
<td>• Student Council Activities such as Christmas party, Social BBQ, etc and Local Professional meetings such as NSNA, MRST, etc.  (5 points)</td>
</tr>
<tr>
<td></td>
<td>• Serve as class representative, class reporter, or officer, and be active in that position in a Healthcare organization or Southeast College of Nursing and Health Sciences Student Council (5 points).</td>
</tr>
<tr>
<td>Community Service Activities</td>
<td>• Any type of “health related” community service activity (5 points).</td>
</tr>
<tr>
<td></td>
<td>• Community service activity for a non-profit institution (for example: church, Salvation Army, Birthright, etc. (5 points).</td>
</tr>
<tr>
<td></td>
<td>• Chairing a healthcare event or fundraiser (15 points)</td>
</tr>
<tr>
<td>Professional Growth and Development Activities</td>
<td>• Current and active membership in a professional healthcare organization (5 points).</td>
</tr>
<tr>
<td></td>
<td>• Attend a professional state healthcare meeting (10 points).</td>
</tr>
<tr>
<td></td>
<td>• Attend a healthcare Political Lobby Day (15 points).</td>
</tr>
<tr>
<td></td>
<td>• Chairing a healthcare event or fundraiser (15 points).</td>
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<td>• Attend a healthcare related seminar or conference (5 points). Documentation for attendance must be provided.</td>
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</tbody>
</table>

Exit Testing

AH001 Graduation Capstone Experiences is a requirement of graduation. This course consists of information about resume development and interview skill, assessment of knowledge and skills and preparation for licensure certification and the opportunity to verify competency of meeting general education goals.

The Graduation Point System Signature Form is located in the “Forms” Section. (Page 129)
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:
A leave of absence may only be granted under the following circumstances:

- 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.

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

Parameters of Student Leaves: If approved, a leave is normally granted for a period of one year. Leaves may be extended for a total of two years. As the student is considered a student of the College during his or her leave, the student may not take courses at other institutions while on leave of absence.

A student who fails to return to the College the term designated for return after being on an official leave of absence, or who leaves the College without an official leave of absence, must apply for readmission. To be eligible for a leave of absence, a student must have been in residence at the College for at least one term and must have a current grade point average of at least 3.0 in the program courses.

Withdrawal
Students who find it necessary to withdraw from the program after classes have started should complete the appropriate form indicating their intent to withdraw from the program. Program Withdrawal forms are available from the Program Director. Students who choose to withdraw from a program must also withdraw from any courses in which they are enrolled. Course Withdrawal forms can also be obtained from the administration office. Students who withdraw from a course will have a grade letter 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 term, by week 11 of a 16 week term, week 5 of a 7 week term or week 6 of an 8 week term. Withdrawal after this time will result in a failing grade (F) on the student's report card and transcript. If a student fails to complete and submit the enrollment status form indicating their intent to withdraw, a failing grade (F) will be recorded on the student's record. Students who are “no Shows” or who stop attending classes may be withdrawn from the College. The parameters for grades are the same as a voluntary withdrawal. Students who withdraw from the program for any reason are required to complete an Exit Interview and turn in College ID badges. **There will be a $10 charge for each item not returned.**

Students who plan to withdraw from a course and/or the program should check with the business office to receive information regarding charges for the course(s) they plan to withdraw from before completing their request.
**Readmission**

Students who fail to progress in the program or choose to withdraw from the program and who wish to re-enter the program, must re-apply to the College by completing the entire application process.

Students re-applying to the College and Program will need to re-take any required admission tests for that program if more than two (2) years have passed since the date of their last test. Students may reapply only once and may have a maximum of two attempts to complete the program.

Students seeking readmission may be asked to interview with the Program Dean / Director and present a plan for success in the program if another attempt is granted. They will also be required to demonstrate proficiency in material passed prior to leaving the program and may be required to audit classes previously taken and passed.

Students who return within three (3) years are not required to repeat program courses for which they received a "C" or better while previously enrolled in the College's program. Students readmitted after a three (3) year absence, however, will be required to repeat the entire program. Students will be admitted on a space-available basis.

**Transfer**

A student may request transfer to another track in the program. The request will be considered on a seat available basis. Students who wish to change tracks within a program must submit that request in writing to the Program Dean / Director.

**Reinstatement of Financial Aid**

Refer to Financial Aid Assistance Section of the Handbook.

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**Student Policies / Services**

**Student Attendance Policy**

Attendance at all classes is expected and strongly encouraged. Absence for any reason does not relieve the student of the responsibility for all course requirements. If students are absent more than one theory class in each term and/or one shift of clinical in each term they will be subject to academic/clinical review and possible disciplinary action including the loss of class points and up to dismissal from the College. (See individual course syllabi). The College reserves the right to request validation of student illness, etc., (i.e., physician's excuse, etc.). If absence is due to extenuating personal circumstances, consideration may be given.

Students are to notify the College if they anticipate an absence from a theory class. Students will be required to make up any missed clinical shifts and/or complete additional assignments at faculty discretion for being absent, tardy or early departure. Students are to call the appropriate faculty member and the assigned clinical facility and preceptor when applicable if they will be absent. Students are to call the facility and leave a message on the unit/area they are scheduled for the clinical experience. Scheduled labs missed must be made up prior to the next scheduled lab.

Students will be provided up to 6 hours of lab or 10 hours of clinical make-up at no charge. Additional make-up time will have a charge of $25 per hour.

Students are expected to arrive promptly for all scheduled learning experiences. If a student is unexpectedly delayed, they must notify a faculty member as soon as possible. Excessive tardiness, defined as two episodes of late arrivals or early departures, may result in academic/clinical review and possible disciplinary action (See individual course syllabi).
**Dress Code: Classroom Policy**

Appropriate classroom attire must meet the standards of modesty, cleanliness, and neatness. The appropriate length for pants/skirts is anywhere from floor length to approximately two inches above the top of the kneecap while standing. **Name badge is required to be worn during all classes.**

**Appropriate classroom attire includes:**
- Jeans, slacks, skirts, shorts, capris.
- Sundresses, cutoff shorts, tanks tops and spaghetti straps are allowed as long as they meet the above criteria.
- Low-rise pants are acceptable as long as the torso is completely covered with full range of motion.

**Inappropriate classroom attire includes:**
- Midriff tops, halter tops, miniskirts, form fitting outfits.
- Form fitting outfits includes bike shorts, bike pants, leotard leggings, or leotard exercise outfits.
- Any attire that is sloppy, unclean, immodest, shows cleavage, or is low cut under the arm pit.
- Undergarments should not be exposed.
- No caps or hats may be worn in the classrooms.

**Dress Code: Clinical Policy**

Further Program specific requirements can be found in the Program Sections.

1. The Southeast Missouri Hospital College Student identification badge must be worn. If students do not have proper identification, they will not be allowed to participate in scheduled clinical experiences and will receive an unexcused absence.
2. Students are required to purchase a uniform shirt to wear in the clinical setting.
3. Clinical facility shall furnish the "scrub" apparel to be worn during clinical experiences if needed.
4. Students may not wear sculptured nails or artificial nails while in clinical setting.
5. No visible piercings other than one small earring (not dangling) in lobe of each ear.
6. Only one small ring may be worn on a finger during clinical (ex: wedding band)
7. Female students must wear bras.
8. Beards and mustaches must be kept clean and trimmed.
9. Hair must be clean and combed. If hair is below shoulder length, it should be secured off the face when in clinical. Small, non-decorative barrettes, ribbons and combs may be worn.
10. When attending seminars, in-services, or in clinical area for tours or to obtain patient information, the student is expected to dress in a neat and professional manner. Unacceptable attire includes but is not limited to: tank tops/crop tops/halter tops, shorts, jeans, short skirts, sweat suits, pedal pushers, and/or ill-fitting clothing.
11. Headwear is not permitted in the clinical setting.
12. Footwear must be worn at all times. Open toed shoes and sandals are not permitted in the clinical setting.
13. No perfumes, colognes or strong smelling cosmetics are to be worn in clinical.

**Note:** Failure to comply with the dress code as detailed above will result in disciplinary action. **Replacement of badges is at a cost of $10.00**
Academic and Clinical Honesty

The faculty of the Southeast Missouri College of Nursing and Health Sciences recognizes that education is a cooperative enterprise. The students learn from and teach one another as well as from interactions with the faculty. The following stated principles should not be interpreted as an attempt to discourage students from these practices. They are standards of conduct that will be applied in those instances in which the assigned work is to evaluate prior learning or is a learning experience, the maximal benefit of which requires independent work.

Any attempt to commit an act prohibited by these conduct standards shall be subject to sanctions to the same extent as completed acts.

Conduct prohibited by the Academic and Clinical Honesty consists of all forms of academic/clinical dishonesty, including but not limited to: cheating, plagiarism, bribery, falsification, conspiracy, and fabrication as defined as:

**Cheating**
- Copying graded homework assignments from another student
- Working together with one or other individuals on homework specifically prohibited by the instructor
- Looking or attempting to look at another student's answers during an examination
- Allowing another student to look at your answers during an examination
- Possessing or looking at unauthorized material during an examination
- Misuse of electronic data sources

**Plagiarism**
- Representing another’s work/ideas/thoughts as your own and without customary and proper acknowledgment of the source(s)

**Bribery**
- Offering items or services of value to gain academic or clinical advantage

**Falsifying**
- Act or omission with intent or deceive for academic/clinical advantage
- Misrepresentation, fraudulent alteration or lying for academic/clinical advantage
- Planning or acting with one or others to commit academic/clinical dishonesty

**Fabrication**
- Use of invented or false information/research with intent to deceive for academic or professional advantage

The faculty member will confer with the student within two (2) working days of observing or being informed of the suspected infraction. The student will subsequently meet with the faculty organization committee (FOC) within ten (10) working days. Students found guilty of violating the code are subject to any one or a combination of the following sanctions: written warning, loss of credit for the work involved, reduction in grade, failing grade assigned in the course, disciplinary probation, suspension, expulsion, or other sanctions imposed by the FOC.

**Written Warning** ~ Academic or Clinical Warning as described in the Progression and Retention section.

**Reduction in Grade** ~ A zero may be given for the assignment(s) in question resulting in a lowered or failing grade for the course

**Failing Grade** ~ A failing grade may be assigned for the course and may result in the inability to progress in the program
Disciplinary Probation ~ The student will be informed verbally and in writing when placed on disciplinary probation. Steps for remediation and the length of the probationary period will be outlined on a student Clinical/Academic Honesty Incident Form. Meeting intervals will be planned with the appropriate faculty during the probationary period to evaluate progress toward meeting conditions of the probation. The meetings will be recorded and become a part of the student record. The student may have a faculty advisor or liaison of their choice present at the probationary meetings. At the end of the probationary period, the student's progress will be reviewed by the appropriate individuals and a decision made determining whether or not the student has met the steps of remediation. At this time, the student will be removed from probation, receive a failing grade in the course, or be dismissed from the program.

Suspension ~ The student may be suspended immediately by the instructor when the student's actions may be inappropriate or jeopardize health care. At the time of suspension, the student will be given directions regarding a meeting with the instructor and the Faculty Organization, as well as when to report back to the program. A Clinical/Academic Incident Form will be initiated detailing the incident. The student will be given the opportunity to make written comment on the incident form. After the Faculty Organization's meeting with the student, the discipline of remediation or dismissal will be determined. If remediation is to occur, terms will be outlined to allow successful completion of the course. The incident form with the remediation details will be kept by the course coordinator during the remainder of the term, after which it will become a part of the student record. If the student fails to follow through with the needed remediation, or if similar incidents recur, a student may be placed on disciplinary probation and subsequently may fail the course.

Expulsion ~ Removal from the program will be immediate upon the decision by the Faculty Organization. The decision of the Faculty Organization on the dissipation or discipline of the student will be final. The student will be notified verbally and in writing of the decision of the Faculty Organization.

An Academic and Clinical Honesty Incident Form is available in the “Forms” section. (Page 129)
When a student can substantiate a circumstance that is perceived by the student as just cause for complaint, the student may initiate a grievance. A grievance may deal with academic issues or other circumstances involving alleged unfair or irresponsible behavior including violations of Program, College or certifying agencies policies.

**Procedures to Initiate a Grievance**

**Step 1: Informal Processes:**
The College encourages the student to resolve their problems and concerns directly by first discussing the grievance with faculty member or other involved party in the program. The faculty member will have five (5) working days to consider the request and make a decision according to established policies.

In some cases the student may wish to discuss the problem initially with the College grievance officer (College Registrar). If appropriate, the College grievance officer will gather the involved parties to attempt informal resolution of the grievance.

**Step 2: Formal Processes at the Program Level:**
If informal processes do not result in resolution of the grievance, the student has five (5) working days to submit a completed Student Grievance Form to the Program Director/Dean documenting the details of the grievance in writing. The Program Director will review the Student Grievance Form and inform the student of a decision within five (5) working days.

If the Program Director/Dean is the party involved in the grievance, the Student Grievance Form should be submitted to the College grievance officer who will appoint a Program Director from a different College of Nursing and Health Sciences program to render a decision. The appointed Program Director will review the Student Grievance Form and inform the student of a decision within 5 working days.

**Step 3: Formal Processes at the College Level:**
If after submitting the Student Grievance Form at the Program level, the student feels that the grievance has not been resolved, the student may appeal to the Student Affairs Committee. The student has five (5) working days to request that the Program Director/Dean forward the Student Grievance Form to the Student Affairs Committee. The student may submit additional written comments to the Student Affairs Committee to substantiate the grievance appeal. The Student Affairs Committee follows the Due Process Policy to investigate the grievance and to respond within 30 working days of the appeal.

**Step 4: Formal Processes at the College President Level:**
If resolution of the grievance has not been achieved through the use of the preceding steps, the grievance may be brought before the President of the College. The student will submit the request to the President of the College within five (5) working days of the Student Affairs Committee decision. The President of the College has ten (10) working days to execute a final decision. In matters relating to the internal workings of the College, the College President’s decision is considered final.

Once the steps in the College of Nursing and Health Sciences Grievance Procedure have been followed, if the student believes that the Program is in non-compliance with the standards of any accrediting agency of the College or Program, the student may contact that agency directly to request the appropriate procedure for pursuing the grievance.

*Student Grievance Form is available in the “Forms” section. (Page 129)*
It is the policy of the Southeast Missouri Hospital College of Nursing & Health Sciences to maintain a drug free environment for all students. This will be done in conformity with the Drug Free Workplace act of 1988, as amended in 1989, with passage of Public Law 101-226. Each College student has a responsibility to the public to deliver services in a safe and conscientious manner. In order to ensure that this responsibility is met, students must be free from the effects of alcohol and other performance-impairing substances. Therefore, the use, sale, or unauthorized possession by a student of an intoxicating liquor, controlled substance, drug not medically authorized, or any other substance which may impair clinical performance or pose a hazard to the safety and welfare of the student, the public, or other students while attending lecture or doing clinical rotation is unlawful and strictly prohibited at the College of Nursing & Health Sciences. Illegal drug usage and alcohol abuse, whether on or off the job, may adversely affect the safety of nursing students, patients, and members of the general public and therefore may constitute just cause for disciplinary action up to and including dismissal from the program. Students may make a verbal report to the President of the College or a faculty member of the impaired performance of any nursing student.

**Examples of Impaired Performance that Should be Reported**

- bizarre or inappropriate behavior
- neglect of duty or erratic performance
- frequent or unusual accidents
- repeated, unexplained medication errors, or drug diversion
- serious errors in judgment in patient care situations
- smelling of alcohol and/or using medication that could impair judgment or performance

Students should report only direct observations and avoid personal opinions or conclusion. After a report is made, it should not be discussed with any other nursing student or staff member.

**Substance Abuse Policy and Procedure**

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.
Enrollment Testing

1. All students admitted to a College program will be required to submit to a urine drug screen during the initial enrollment physical. The drug screen is completed prior to students being allowed in clinical areas. Drug screenings are provided at the College's expense.

2. Urine testing will be completed by the date indicated for amphetamines, barbiturates, benzodiazepines, cocaine, opiates (codeine, morphine, heroin), PCP, marijuana, and methaqualone. Any student taking a prescription drug which might affect behavior should notify the College President. Any student testing positive must provide documentation to the College President 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. Southeast Missouri Hospital College of Nursing and Health Sciences students who present with positive test results (other than for a properly administered prescription drug) 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.

5. Should clinical sites require drug screening results and will accept prior testing results. Test results will be released by the College President with written permission from the student.

“For Cause” Testing

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.

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.

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 College Program.

The results of the test will be made known to the College President.

Students who present with positive tests results (other than for a properly administered prescription drug) will not be allowed to continue in the college program. They will be notified in writing. Students may apply to readmission at a later date but must provide documentation regarding treatment and counseling received and record of attendance at appropriate support group meetings.

After reading this policy, sign the Substance Abuse Policy Form located in the “Forms” section beginning on Page 129.
Faculty Advisor

Each student will be assigned to a faculty member who will advise the student in regards to meeting academic requirements of the program. The advisor will schedule at least two (2) degree audits with the student during the Program. Students will be required to meet with the faculty advisor before they will be registered for classes. The Faculty Advisor may also meet periodically with the student throughout the school year regarding the student’s progress in the program and their progress in goal completion. The Faculty Advisor will also be available for student problems and concerns.

Students will receive an advisor once they begin their program. Advisor information can be found on SONIS website.

Students will make an appointment with their Advisor during the time period denoted above for advising appointment. Advisor will advise students regarding courses they will need to take the next term(s)/semester(s).

Advising / Enrollment Procedure

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<tr>
<th>Advising and Registration Dates</th>
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<tr>
<td><strong>College Semesters</strong></td>
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<td>Summer (May – July)</td>
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<tr>
<td>Fall (Aug. – Dec.)</td>
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<td>Spring (Jan. - May)</td>
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Current students who wish to enroll in general education classes early must have the permission of their Faculty Advisor and Program Director/Dean. The student will complete a request during their advising period and will complete the process for adding a course.

Holds

**Enrollment Holds:** An enrollment hold will be placed on each student until they have met with their Advisor.

**Health Nurse Holds:** The Health Nurse will place a Health Nurse Hold if a student has not met all health requirements.

**Financial Aid Hold or Billing Hold:**

*Students will not be enrolled until all Holds are removed.*

Schedules

Students will be notified by e-mail when their schedules are available to print from SONIS. They will also be notified if there has been a Hold placed on their enrollment.

Late Enrollment Fee

Student will be charged a $100 late enrollment fee to be enrolled past the enrollment dates.
Application for Graduation

- Students will meet with the Advisor. The Advisor will give each potential graduate the “Student Application for Graduation” form.
- The student should print their name and sign in the appropriate area at the top right corner of the form and enter their expected graduation date.
- Advisor will initial the form once the applicant has completed the required service points.
- Advisor will initial the form once the student has taken and/or been scheduled for all required courses to complete graduation requirements.
- The student should complete the form by initializing in the area indicating they:
  - Are aware they are to attend the graduation rehearsal, banquet, and commencement ceremony.
- The student then takes the form to Financial Aid Coordinator who will initial after Exit Loan Counseling has been completed.
- The student then takes the form to the Business Officer who verifies that all financial obligations have been met and that the student is aware of graduation fee.
- After the above steps are completed, the student will return the form to the Registrar.
- The dates to begin this process will be:
  - May Graduates: First 2 weeks of April
  - December Graduates: First 2 weeks of November

Faculty Office Hours

Each faculty member has scheduled office hours. Scheduled office hours are posted on faculty office doors and on SONIS web page. Students are encouraged to utilize designated times to receive faculty assistance; however students may request appointments at other times.

Student Evaluations of Faculty Members and Courses

Students are given the opportunity to evaluate faculty members, courses, labs, and clinical sites upon completion of each course. Evaluations can be accessed on the SONIS website. Students access these evaluations by clicking on the name of the course and/or lab the last week of each term. Student final grades will be available only after evaluation has been completed.

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.

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. Students have access to the computer lab during scheduled class hours. Arrangements with the staff can be made for additional times as needed. Several additional computers for student use are located in the commons area. Faculty members will communicate with students by e-mail. Students must maintain a valid e-mail address. The College has wireless capabilities on the second floor of the College building.

Internet Use Policy

Access to the Internet on College computers will be granted to students of the College. When computers in the College computer lab are used, the Internet is NOT to be used for personal or recreational purposes. Violation of this policy can result in the revocation of Internet privileges, suspension or termination from the College. Software is NOT to be downloaded without prior authorization from the Information Systems Director.
Social Media Policy

Current and future students, faculty, staff, alumni, and other college community members associated with Southeast Missouri Hospital College of Nursing and Health Sciences (CONHS) are utilizing platforms such as Facebook, Twitter, LinkedIn, YouTube, and many others to stay connected.

These guidelines are broad in nature to accommodate any differences in online venues while maintaining a universal code of conduct; the policy may need to be adjusted.

**General Principles regarding social media**

- Users of social media must have no expectation of privacy.
- Users must exercise good judgment about content and respect privacy laws. Postings may not include confidential information about CONHS, its staff, or its students.
- Users may post any content that is not threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.
- Users may not post any interactions, photos or other methods of data regarding patient care or contact that they obtained through clinical experience or any other method.
- No individual patient may be recognizable from any posting through any CONHS social media presence.
- Representation of personal opinions as being endorsed by CONHS or any of its organizations is strictly prohibited. Users may not use the CONHS name to promote any opinion, product, cause, or political candidate.
- By posting content to any college social media site, users agree that they own or otherwise control all of the rights to that content, that their use of the content is protected fair use, that they will not knowingly provide misleading or false information, and that they hold the College harmless for any claims resulting from the content.
- The CONHS has the right to remove from college owned media pages any content for any reason, including but not limited to content that it deems threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.
- When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, users must always include citations and provide a link to the original material if applicable.
- Users must refrain from using information and conducting activities that may violate local, state, or federal laws, and regulations.
- Rules of decorum, modesty and prevailing social mores are to be observed at all times in all postings to any and all forms of social media.
- No posting should ever represent the CONHS community as anything but a positive and nurturing environment.
- No member of the CONHS community should ever post anything to their private social media accounts that would violate HIPPA or FERPA rules.
- No member of the CONHS community should ever engage in “Cyber-bullying” during interactions of their private social media accounts.
- Members of this community should refrain from posting any photos or other content in their private social media accounts that are not in keeping with the high moral standards and professional conduct required of the CONHS.
- Faculty and staff may not “friend” or otherwise be connected with current students on their private social media accounts.

**CONHS Officially Recognized Social Media Accounts**

For a group’s social media account to be recognized by the College as “official,” the group administrator(s) must seek approval from the Administrative Council. Members of the Administrative Council will review all social media inquiries. This group should also be used as a resource for the CONHS community for any social media needs. The Administrative Council will make the final decision in any situation regarding the use of social media. The Administrative Council will ensure the pages are set up properly according to social media sites’ policies. The Southeast Missouri Hospital College of Nursing and Health Sciences believes that having a presence in these areas will allow the College to broadcast information and interact with the public. In order to operate within these platforms effectively, the CONHS has developed a social media policy to ensure that any and all interactions on behalf of the CONHS represent the College’s best interests.
Facebook Use
If any CONHS organization, department, group, program, or sports team creates an approved Facebook page, they will be listed on the official CONHS Facebook page under “favorite pages.” Doing this creates a link from the CONHS page to such organizations’ pages.

Account Administrators
All social media accounts officially recognized by the CONHS must have a CONHS faculty or staff member as an administrator at all times.
Should a CONHS employee administrator of an account leave the College for any reason or no longer wish to be an account administrator, it is that individual’s responsibility to designate another CONHS employee to be an account administrator prior to removing himself or herself from that role. The Administrative Council should be notified when a new administrator takes over.
CONHS employees identified as administrators of accounts are held responsible for managing and monitoring content of their officially recognized accounts. Administrators are responsible to remove content that may violate the College’s Conduct Policies.

Non-Smoking Policy
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.

Telephone Policy
In cases of serious emergencies, College personnel will accept and relay a message for the student. The College will not accept other personal or business messages for students.

Cellular Phone and Pagers Policy
Students are not permitted to have cellular telephones or pagers on in the classroom or clinical settings. These devices are disruptive to the classroom and learning processes. Students are to leave pagers and cellular telephones at home or turn them off upon entering the classroom or clinical area, unless directed by instructor.

Student Lockers Policy
Lockers are available to students who may want to use them while attending class at the school. Students are responsible for their own locks. Locks are to be removed by the last day of class each year.

Student Work Policy
Students will not be substituted for paid personnel to conduct the work of the clinical facilities in which they are participating in clinical experiences. However, after demonstrating proficiency in performing certain skills, students may be permitted to undertake these activities with appropriate supervision and direction.

Clinical phases of instruction are intended to be educational in nature. The substitution for regular departmental staff in performing departmental services is not permitted as it is not educationally directed and therefore may not be used to fulfill clinical requirements of the program.

It is strongly recommended that students not work more than 20 hours per week while enrolled in a program.

Fitness and Wellness Program
Southeast Missouri Hospital offers students the opportunity to participate in either of the Southeast Missouri Hospital Fitness and Wellness Center activities at a special student rate. These activities include: exercise classes, weight training, diet and nutrition counseling, personal fitness assessment, cholesterol screening, smoking cessation classes, stress management and hospital in-services. Information regarding fitness and wellness center programs and activities may be requested.
School Closing in Inclement Weather

The Southeast Missouri Hospital College of Nursing & Health Sciences may be closed because of inclement weather. If school is closed, it will be announced on local radio (KZIM) and television (KFVS) stations. You may also check the website www.sehcollege.edu under the “Current Student” tab.

Honor Society

Beta Sigma Kappa is the chapter of Phi Theta Kappa at Southeast Missouri Hospital College of Nursing and Health Sciences. The purpose of this honor society is to promote scholarships, develop leadership and service and cultivate fellowship among qualified applicants of the college.

Peer Tutoring Program

The College has a peer tutoring program. Students from the second year of a program are encouraged to apply to be peer tutors for the first year students. Interested students may apply to their program director/dean.

Parking Policy

Students are to register for a parking permit upon enrollment. Each student will be issued a parking permit when they begin classes. Students who do not register their vehicle will not be able to begin classes.

1. Student parking is available in the parking lots on Albert and Good Hope Streets. Students are to park in these lots prior to 4:00 p.m. Monday – Thursday and prior to 6:00 p.m. on Fridays. While attending evening classes, students may park in the lot behind the bank.

2. Students are to adhere to parking policies of affiliated clinical facilities.

Students who violate student parking regulations:

1. Receive a warning with 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.

Student Liability Insurance Coverage

Student liability coverage 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 while in the clinical setting. Professional liability insurance is available from a variety of companies. Each student is encouraged to consider enrollment in an individual plan.

Student Records

Southeast Missouri Hospital College of Nursing & Health Sciences is compliant with the Family Educational Rights and Privacy Act of 1974 (FERPA). Students have a right to inspect and view their records, to seek to amend education records, and the right to have some control over the disclosure of information from education records. The request form and process information is available in the Registrar’s office. According to FERPA, custodians of education records must comply with student requests to inspect and review records within 45 days of the receipt of the request.
Admission, Registration and Records Assistance

Students may contact the Registrar for admissions, registration and records assistance. Student records are maintained by the College personnel and are stored in fire-proof file cabinets. Students may request copies of their transcripts by completing a "Request for a Copy of Student Records" form. This form may be obtained from the Registrar’s office.

Release of Information Policy

Students who request information to be shared with others by the College personnel (ex: references), will need to sign a release form.

Authorization to Release Information is available in the “Forms” section beginning on Page 129.

Notice of Nondiscrimination Policy

Applicants for admission and employment, students, employees’ sources of referral of applicants for admission and employment, and all union or professional organizations holding collective bargaining or professional agreements with Southeast Missouri Hospital College of Nursing and Health Sciences are hereby notified that this institution does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission or access to or treatment of employment in, its programs and activities. Any person having inquiries concerning Southeast Missouri Hospital College of Nursing and Health Sciences’ compliance with the regulations implementing Title VI or Title IX is directed to contact Don Pugh, Enrollment Counselor/Registrar, Office 204, Southeast Missouri Hospital College of Nursing and Health Sciences, (573) 334-6825 ext. 23. The Enrollment Counselor has been designated by Southeast Missouri Hospital College of Nursing and Health Sciences to coordinate the institution’s efforts to comply with the regulations implementing Title VI and Title IX. Any person may also contact the assistant Secretary for Civil Rights, U.S. Department of Education regarding the institution’s compliance with the regulations implementing Title VI or Title IX.

Any persons having inquiries concerning Southeast Missouri Hospital College of Nursing and Health Sciences compliance with the regulations implementing Americans with Disabilities Act (ADA) or Section 504 is directed to contact Dr. Leon Book, Office 312, Southeast Missouri Hospital College of Nursing and Health Sciences, (573) 334-6825 ext. 40. Any person may also contact the Office on Americans with Disabilities Act, Civil Rights Division, U.S. Department of Justice; Equal Employment Opportunity Commission; or state human rights agency regarding issues related to the ADA and Section 504.

Harassment Policy

Southeast Missouri Hospital College of Nursing and Health Sciences is committed to maintaining an academic environment that is free of discrimination. In keeping with this commitment, we will not tolerate unlawful harassment of our employees or students by anyone, including any faculty, staff, student and/or administrative staff. Harassment consists of unwelcome or unwanted conduct, whether verbal, physical or visual, that is based on a person’s race, color, national origin, religion, age (40 and above), sex, gender or disability. Harassment that affects job benefits, interferes with an individual’s work performance, or creates an intimidating, hostile, or offensive work or learning environment will not be tolerated.

Harassment may include derogatory remarks, epithets, offensive jokes, the display or circulation of offensive printed, visual or electronic, or offensive physical actions.

All College employees and students are responsible for helping to enforce this policy against harassment. Any employee or student who has been the victim of prohibited harassment or who has witnessed such harassment must immediately notify a member of the College faculty or staff so the situation can be promptly investigated and remedied. It if is the supervisor faculty member who is responsible for the harassment or if reporting the situation to the faculty member fails to remedy the situation, complaints of harassment must immediately be reported to the Title IX Coordinator, College Administrative Staff, or College President. It is College policy to investigate all harassment complaints thoroughly and promptly. To the fullest extent practicable, confidentiality of the involved
will be maintained. If an investigation confirms that harassment has occurred, Southeast Missouri Hospital College of Nursing and Health Sciences will take corrective action. Corrective action may include discipline up to and including immediate termination of employment or student expulsion. Southeast Missouri Hospital College of Nursing and Health Sciences forbids retaliation against anyone who has reported harassment or who has cooperated in the investigation of harassment complaints.

Sexual Harassment

Southeast Missouri Hospital College of Nursing and Health Sciences will not condone any sexual harassment of its employees or students. All workers and students will be subject to severe discipline, up to and including discharge, for any act of sexual harassment they commit.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment, as defined by Equal Employment Opportunity Commission (EEOC) Title VI and Title IX, consists of unwelcome or unwanted sexual advances, requests for sexual favors or other verbal or physical acts of a sexual or sex-based nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic status; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic status decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonable interfering with an individual’s work or academic performance or creating an intimidating, hostile or offensive work or academic environment. Sexual harassment may include non-sexual conduct that is discriminatory or the basis of the person’s gender. Example: If one person viciously yells at, otherwise mistreats, or tells belittling jokes about persons of one gender, but not the other, even if no other sexual harassment conduct is involved.

PROCEDURES FOR MAKING, INVESTIGATING AND RESOLVING SEXUAL HARASSMENT AND RETALIATION COMPLAINTS

Employees or students who feel victimized by sexual harassment are encouraged to report the harassment to a faculty member, program dean/director, or the Title IX Coordinator immediately. The person receiving the sexual harassment report needs to immediately notify the College President. Sexual harassment or retaliation should be reported verbally and in writing. If the employee’s or student’s immediate supervisor or instructor is the source of the alleged harassment, the employee or student should report the problem to program dean/director, Title IX Coordinator, or College President.

A. Complaints

Southeast Missouri Hospital College of Nursing and Health Sciences will provide its employees and students with convenient, confidential and reliable mechanisms for reporting incidents of sexual harassment and retaliation.

B. Investigations

Employees or students who are dissatisfied with the investigation resolution of a sexual harassment complaint should raise the issue with the College President or, if the College President is involved, the College Board of Trustees. No employee or student will be subject to any form of retaliation or discipline for pursuing a sexual harassment complaint.

C. Cooperation

College employees or students, who engage in sexual harassment or retaliation or who fail to cooperate with sponsored investigations of sexual harassment or retaliation may be severely sanctioned by suspension or dismissal.

By the same token, supervisors who refuse to implement remedial measures, obstruct the remedial efforts of the Southeast Missouri Hospital College of Nursing and Health Sciences employees, or retaliate against sexual harassment complainants or witnesses any be immediately sanction by the suspension or dismissal.
STATEMENT OF PROHIBITED CONDUCT

Southeast Missouri Hospital College of Nursing and Health Sciences considers the following conduct to represent some of the types of acts which violate College Sexual Harassment Policy:

A. Physical assaults of a sexual nature, such as rape, sexual battery, molestation or attempts to commit these assaults; and intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee’s or student’s body, or poking another employee’s or student’s body.

B. Unwanted sexual advances, propositions or other sexual comments, such as: sexually-oriented, gestures, noises, remarks, jokes, or comments about a person’s sexuality or sexual experience directed at or made in the presence of any employee or student who indicates or has indicated in any way that such conduct in his or her presence is unwelcome.

C. Preferential treatment or promises or preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee or student to engage in sexual activity or compensation or reward: and

D. Subjecting, or threats of subjecting, an employee or student to unwelcome sexual attention or conduct or intentionally making performance of the employee’s job or student’s learning environment more difficult because of that employee’s or student’s sex.

E. Sexual or discriminatory displays or publications anywhere in Southeast Missouri Hospital College of Nursing and Health Sciences workplace by employees or students, such as:

1. Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning, or pornographic, or bringing into the Southeast Missouri Hospital College of Nursing and Health Sciences work environment or possessing any such material to read, display or view at work. A picture may be sexually suggestive if it depicts a person of either sex who is not fully clothed or in clothes that are not suited to or ordinarily accepted for the accomplishment of routine work in and around the workplace and who is, posed for the obvious purpose of displaying or drawing attention to private portions of his or her body.

2. Reading or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning of pornographic; and

3. Displaying signs or other materials purporting to segregate an employee by sex in any area of the workplace (other than restrooms and similar semi-private lockers/changing rooms).

F. Retaliation for sexual harassment complaints, such as:

1. Disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work-related matters with any employee because that employee has complained about or resisted harassment, discrimination or retaliation.

2. Intentionally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct such as that described in any item above.

3. Altering a student’s grade, intimidation of, or aggression directed at a student.
G. Other Acts:

1. The above is not to be construed as an all inclusive list of prohibited acts under this policy.

2. Sexual harassment is unlawful and hurts both employees and students. Any of the prohibited conduct described here is sexual harassment of anyone at whom it is directed or who is otherwise subjected to it. Each incident of harassment, moreover, contributes to a general atmosphere in which all persons who share the victim’s sex suffer consequences. Sexually-oriented acts or sex-based conduct have no legitimate business purposes; accordingly, the employee or student who engages in such conduct should be and will be made to bear the full responsibility for such unlawful conduct.

PROTECTION AGAINST RETALIATION

Any employee or student who, in good faith, reports an alleged incident of sexual harassment will under no circumstances be subject to reprisal or retaliation of any kind. Any employee or student who feels he or she has been subjected to such adverse actions should report him/her to his or her program dean/director, or College President. Any employee or student, however, who is found to have knowingly made a false accusation of sexual harassment or retaliation, may be subject to appropriate disciplinary action up to and including termination.

Policy for Sexual Harassment

The College is committed to providing an environment free from sexual harassment. It is the policy of the College that no member of the academic community be allowed to harass another member of academic community at any time. This includes students, faculty, staff, and administration.

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 to others and creates or implies a discriminatory hostility towards their personal or professional interests because of gender (AAUP, p. 114).

Students, staff, faculty or members of administration may file a complaint of sexual 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.

Grievance Policy for Sexual Harassment

Any student, faculty, staff, or member of administration who believes he/she has been a victim of sexual harassment, has filed a complaint and who believes that the complaint has not been taken seriously, may file a grievance.

Procedure to Initiate Grievance for Sexual Harassment

Step One: The student, faculty, staff or member of administration who believes he/she has been sexually harassed, may speak with the College’s Title IX Coordinator. The College’s Title IX Coordinator will gather parties together to try to resolve the issue. If the student, faculty or staff member requests a female, the health nurse will act in this role.
Step Two: If the above informal process is not successful, the student, faculty, staff, or member of administration is to complete a sexual harassment grievance form. This form should be submitted to the appropriate Program Director or Dean. If this individual is involved in the complaint, the form should be submitted to a Program Director or Dean of another program. If a Program Director or Dean is filing the report, the form should be given to the College’s Title IX Coordinator. The appointed Program Director/Dean or Title IX Coordinator will investigate the complaint and reply to the individual who has filed the grievance within 5 working days.

Step Three: If the student, faculty, staff, or member of administration who feels he/she has been sexually harassed, is not satisfied with the outcome of the above process, he/she may appeal to the Student Affairs Committee. The Student Affairs Committee will investigate the charge and reply to the individual within 5 working days.

Step Four: If the student, faculty, staff, or member of administration who feels he/she has been sexually harassed, is not satisfied with the outcome of the above process, they may appeal to the President of the College. If the President of the College is involved in the harassment charge, the appeal will go to the College Board of Trustees. The student will receive a response within 5 working days.

Once the steps of the College of Nursing and Health Sciences Grievance Procedure has been followed, if the individual believes that the College is not in compliance with the standards of any accrediting agency, the student may contact that agency directly to request the appropriate process for pursuing the grievance.

Student Council Organization

All students are members of the Southeast Missouri Hospital College Student Council. Each class of the Southeast Missouri Hospital College of Nursing & Health Sciences will elect a student representative to serve on the student council executive committee. In addition, officers are elected from the student body at large. Elected offices on the executive committee include president, vice-president, secretary, and treasurer. Responsibilities of each office are as follows:

President: The President serves as Chair for student council meetings, sets and maintains agenda for each meeting and acts as student representative to College President and faculty. The president will be invited to attend Faculty Organization meetings as deemed necessary by faculty and/or students. The President also appoints student committees.

Vice-President: The Vice-President serves as acting Chair and assumes other responsibilities of President in absence of the President. The Vice-President also acts as student representative on the curriculum committee for the College of Nursing and Health Sciences.

Secretary: The Secretary takes minutes of class meetings and handles any correspondence. The Secretary is invited to sit as student member on the College Assessment Committee.

Treasurer: The Treasurer collects any fees/dues of organization. They also coordinate the budget for student council; handle checking and savings accounts and are responsible for monthly report of activities and budget status at Student Council meetings. The Treasurer keeps a written record of all transactions of student funds. He/She is also invited to sit as student member on the College’s Student Affairs Committee.

The student organization of the College meets monthly at the College. Copies of the minutes are maintained in the Student Council notebook located in the Student Lounge area at the College. A faculty member participates as the faculty representative on the Student Council. The objective of the organization is to allow participation of students in the practice and principles of school government and to promote better communication among students and faculty of the College.
Faculty and students of the College have several resource sites and library facilities available to them. These include the resource center at Kent Library, located on the Southeast Missouri University Campus at One University Plaza, Cape Girardeau, Missouri, the health sciences library on the Southeast Missouri Hospital campus, and a resource room located on campus. Students are oriented to library resources in AH101 College Seminar.

All materials checked out from either library must be returned in good condition and in a timely manner. The student also has access to over 400 on-line journals in the computer lab of the College.

MAHEC Digital Library
Access to online databases is available to students through MAHEC Digital Library. Students are oriented to the MAHEC Digital Library in AH 101 College Seminar. Also, instructions on logging into MAHEC are posted on the college website at www.sehcollege.edu.

Kent Library Policies
Library services are available to students on the campus of Southeast Missouri State University. The Director of Kent Library and designated professional librarians act as consultants to the President, faculty, and students of the Southeast Missouri Hospital College of Nursing & Health Sciences, and are available to assist students of the Southeast Missouri Hospital College of Nursing & Health Sciences.

Kent Library is located on the main University campus at One University Plaza, in Cape Girardeau. See map in index for the floor plan of Kent Library.

Kent Library hours for regular sessions are:

- Sunday: 1300 to 2330
- Monday through Thursday: 0730 to 2330
- Friday: 0730 to 1700
- Saturday: 1200 to 1700

Hours will be amended during Southeast Missouri State University breaks and final exam weeks. Go to http://library.semo.edu/info/library/hours.shtml for details.

Circulation Policies
Most library materials are checked out at the CIRCULATION DESK of Kent Library. It is located on the main level of the library, east of the entrance. Reserve Books are in this same area. Materials checked out from the Circulation and Reserve Desk should be returned there. When the library is closed, books may be returned through the outside book drop labeled "Book Depository," located to the east of the front entrance.

Borrowing Procedures
In order for Southeast Missouri Hospital College of Nursing & Health Sciences students to borrow books from Kent Library, a driver's license or other acceptable identification with a Social Security Number must be presented at the time of item check out.

All materials checked out to an identification card hold are the responsibility of that card holder, who will be assessed any fines, damages or losses.

Southeast Missouri Hospital Educational Services Resources Library

The Collection and Circulation
The BOOK collection includes material of recent copyright and retained archive books. Archive books are separated in the library from recent copyright books. A large enough number of titles are available so students may prepare assignments and read independently, books can be checked out for a two-week period.
Books are arranged according to the Library of Congress Classification System. Those in the open-stacks area may be checked out for a period of two weeks. They may be renewed if another employee/student is not waiting for that particular title.

All A/V HOLDINGS are housed in Educational Services. A/V equipment does not leave the building except by special arrangement. Equipment should be reserved for specific dates at least 24 hours in advance.

Computers are available for use during regular library hours. If users wish to "save" material, they must provide their own blank unused disk. Internet time is limited to 2 hours. Those doing research directly related to patient care will be given priority. When printing information, the first 5 pages are free and charge of five cents per page after that will be assessed if not Hospital business. All users must sign-in prior to use.

INTERNET usage will NOT be allowed for personal, recreational purposes. Violation may result in revocation of internet privileges, suspension or termination. Software is NOT to be downloaded without prior authorization from the Information Systems Director. NO disks can be inserted for downloading.

An ARCHIVES section (old section of library) is maintained to preserve a small collection of classic health care literature.

A PATIENT-TEACHING materials list is available in Educational Services. Pamphlets, books, handouts, and videos which are appropriate for distribution among patients, are found on this list. (See section entitled Patient-Teaching). All items have been approved for use by the Patient, Family and Staff Education Committee. The location of items is noted on the list.

The REFERENCE section includes handbooks, manuals, dictionaries, and standard works in the health care field as well as general encyclopedias and dictionaries and a limited number of other resources. Normally REFERENCE books do not circulate.

**Library Hours**
The library is open on Monday through Fridays 7:30 a.m. to 4:30 p.m., except on holidays. Any changes in library hours are posted in advance in the library. The library is kept locked when staff is out of this office. The library can be unlocked by the Education Secretaries upon request only when a staff person can remain in the library. No food or drink is allowed in the library.

**Library Orientation**
Knowledge of and easy access to materials not only fosters an informal working atmosphere in which to study, but it also plays a significant part in implementing the philosophy underlying Southeast Hospital.

**Library Fines**
A fine of $.25 per day up to the cost of the material is charged against each overdue book. Video overdue cost is $1.00 per day. A maximum fine of twenty dollars per item will be assessed if the materials are returned.

Habitual violation will be reported to the appropriate manager, Director, or the College of Nursing. A student with a fine may have their instructor contacted. An overdue list is kept in the library. Lost materials must be paid for by the borrower. A reasonable fine is charged for damaged library materials.
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.

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 this 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 annually 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.

Infectious Disease Policy
In order to protect the health of the students at the College and patients in our clinical settings and in accordance with the CDC guidelines, the following policy will be adhered to when a student is ill.

Students who develop a fever and respiratory and/or gastrointestinal symptoms should not report to class or clinical. They should stay at home and call in appropriately. Students should stay at home for at least twenty four (24) hours after they no longer have a fever without the aid of fever reducing medication. Masks and hand sanitizer will be available for student use if symptomatic.

When students do return to school, they should not come in contact with a patient who is immune compromised for seven (7) days from onset of symptoms or until resolution of all symptoms, whichever comes first.

Students will receive an excused absence and provisions will be made for clinical make-up time.
Accommodation of Special Needs Policy
Section 504 of the Rehabilitation Act of 1973 and Titles II and III of the Americans with Disabilities Act (ADA) prohibit discrimination, denial of benefits or services and elimination from programs and activities based on disability. (29 USC. § 794 et seq.; 42 U.S.C. § 12101 et seq.). Southeast Missouri Hospital College of Nursing and Health Sciences 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) or a record of having a disability 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.

Accommodation of Special Needs Procedure
The Dean of General Education serves as the disability officer of the College and is responsible for evaluating accommodation requests and coordinating reasonable accommodation needs for qualified students.

The College uses the federal definition of “disability” as it appears in the 1990 Americans with Disabilities Act (ADA): A disabled person is someone who has (a) a physical or mental impairment that substantially limits one or more of his or her major life activities; (b) a record of such impairment; or (c) who is regarded as having such impairment (US Department of Justice, 1990; see http://www.ada.gov/pubs/ada.htm for additional details). Because the College conducts blind admissions through which students do not have the opportunity or need to identify any disability or potentially limiting condition, the College does not base admissions decisions on such personal qualities. Consequently, faculty have agreed to include in the “Course Policy” section of their course syllabi a statement to the effect that students with disabilities need to identify themselves to their instructors within the first week of classes so that appropriate accommodations can be made.

After a student identifies himself/herself to a faculty member as a student with a disability, that faculty member notifies the Dean about the situation. The Dean makes arrangements to meet with the student at which time the student presents evidence of his/her disability to the Dean and makes a specific request for a modification or accommodation. Once that documentation has been verified and the request for modification/accommodation received, the Dean consults with program personnel and appropriate College administrators, and then determines if the requested modification or accommodation can be made. If so, the Dean informs affected College personnel about the modification or accommodation to be made.

Forms for documentation for Accommodation of Special Needs can be found in the “Forms” section beginning on Page 129.
Program Costs

Tuition
In order to provide a quality program, tuition costs were determined after careful analysis and planning. These costs are comparable to other educational programs throughout the state and the Southeast Missouri region. This does not include additional fees. Arrangements for the payment of tuition must be completed prior to the beginning of the school year. Payment may be made by check, cash, credit card, or payroll deduction.

Nursing Program Fees

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<tr>
<th>Description</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Tuition Rate (per hour)</td>
<td>$345.00</td>
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<tr>
<td>Technology Fee (per hour)</td>
<td>$10.00</td>
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<tr>
<td>Assessment Fee (per hour)</td>
<td>$10.00</td>
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<tr>
<td>Activity Fee (per hour)</td>
<td>$1.00</td>
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<tr>
<td>Graduation Fee</td>
<td>$175.00</td>
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<tr>
<td>Lab fee (per class)</td>
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Radiologic Technology Program Fees

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<td>Lab fee (per class)</td>
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Surgical Technology Program Fees

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<tr>
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<tr>
<td>Activity Fee (per hour)</td>
<td>$1.00</td>
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<tr>
<td>Graduation Fee</td>
<td>$175.00</td>
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<tr>
<td>Lab fee (per hour per class w/ lab)</td>
<td>$50.00</td>
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Medical Laboratory Science Program Fees

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<tr>
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<td>Activity Fee (per hour)</td>
<td>$1.00</td>
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<tr>
<td>Graduation Fee</td>
<td>$175.00</td>
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<tr>
<td>Lab fee (per hour per class w/ lab)</td>
<td>$106.25</td>
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Returned Check Fee
All personal checks payable to the College are subject to a $20.00 fee for each returned check. Returned checks may be paid in cash, by money order or by certified check. In addition, the College may require cash, money order, or certified check for any future transaction.

Student Debts
Transcripts will not be released for students having debts due the College. Students owing College charges must pay all charges before being eligible to re-enroll for classes.

Transcripts
Transcripts can be requested using the transcript request for located on the College website (www.sehcollege.edu). Each transcript requested is subject to a $5.00 fee.
Financial Aid
Individuals may contact College personnel for information regarding financial resources. Students may be eligible for federal and state financial aid. Students' academic and clinical grades/evaluations are reviewed each term in order to verify satisfactory academic progress for financial aid purposes.

Academic Warning: Financial Aid
Students, who, at the time of the above evaluations, have not made satisfactory progress, will be placed on Financial Aid Academic Warning. If a student is readmitted, the student will continue to receive federal funds for one term. If at the end of that term, the student is not making academic progress, the student will no longer receive federal funds.

Satisfactory Academic Progress is determined by GPA and progress through the program.

**GPA:** Students at the time of evaluation who have an overall GPA less than 2.0 will be placed on Financial Aid Academic Warning.

**Progress Through Program:** Students must progress throughout the program in time frame represented by 150% of the length of the program. Students are allowed two attempts to complete the program. If a student is dropped from a program once, they will be placed on Academic Warning.

Missouri Department of Higher Education MO Access Grant
Students who qualify for the Missouri Department of Higher Education MO Access Grant will be evaluated in February each year for Satisfactory Academic Progress. Students may reapply in the fall semester again by completing the Free Application for Federal Student Aid (FASFA) form.

Policy for Student Academic progress for MERS
Any student receiving MERS tuition assistance will have their academic progress evaluated at the end of each term. If the student is on Academic Warning, weekly certification forms will not be signed.

Policy for Student Academic Progress for Financial Aid
Any student receiving federal financial aid will have their academic progress evaluated at the end of each term.

Reinstatement of Financial Aid
Students who have withdrawn from the program and have reapplied for admission will go through the same financial aid process as other applicants.

Books
Students will receive information about required textbooks and directions for accessing book store.
Refund of Tuition and Fees

Students, who find it necessary to withdraw, must complete a withdrawal form. The effective date of withdrawal is the date the form is received by the administrative office. If a student withdraws from school, his/her refund shall be as follows:

<table>
<thead>
<tr>
<th>Course Duration</th>
<th>% Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through first day of class</td>
<td>100</td>
</tr>
<tr>
<td>Through 2nd day of class</td>
<td>90</td>
</tr>
<tr>
<td>Remainder of first week of class</td>
<td>70</td>
</tr>
<tr>
<td>Second week of class</td>
<td>50</td>
</tr>
<tr>
<td>After second week of class</td>
<td>0</td>
</tr>
<tr>
<td>Through 1st 2 days of class</td>
<td>100</td>
</tr>
<tr>
<td>Remainder of first week of class</td>
<td>90</td>
</tr>
<tr>
<td>Second week of class</td>
<td>70</td>
</tr>
<tr>
<td>Third week of class</td>
<td>50</td>
</tr>
<tr>
<td>After third week of class</td>
<td>0</td>
</tr>
</tbody>
</table>

If a student receives a scholarship, grant or loan through Southeast Missouri Hospital College of Nursing & Health Sciences, his/her refund is applied toward balance of account.

A Request for Refund of Credit Balance form must be completed if a student is withdrawing from a course but not withdrawing from the program/College in order for a refund.

Return of Title IV Funds

The return of Title IV funds is still processed only for students who have totally withdrawn, officially or unofficially, at the end or during the payment period/period of enrollment. Students who have received federal financial aid funds are required to earn these funds by attending classes through at least 60% of the period enrollment.

This policy, established by the U.S. Department of Education, through the Higher Education Act of 1995, affects students who have received assistance through the following federal financial aid programs: Stafford Subsidized and Unsubsidized Loans and/or Pell Grant.

The following are two examples of 60% points in a term or semester. These two examples are based upon enrollment in regular 14-week courses. Dates will vary for 7-week courses and students who began the enrollment with pre-session courses.

The withdrawal date used by this institution is the last date of academic attendance or the date the student informed the institution he/she was withdrawing. The Title IV aid that will be returned or refunded is the amount of aid already credited to the student’s account and/or given to the student prior to any knowledge of the student’s withdrawal or the amount that could have been dispersed based on the student’s eligibility at the time of withdrawal.

If you are not attending classes, you are required to complete the official withdrawal process of the College. The percentage of aid the student has earned (Earned Aid) is based solely on the length of time he or she has attended. If the percentage completed is 60.01% or more, we go with 100%. The student will have earned all of the dispersible aid. The student has only earned Title IV aid equal to the percentage of time attended. The “unearned aid” must be returned. The order of return of funds by the College is as follows:

<table>
<thead>
<tr>
<th>Loans:</th>
<th>Grants:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsubsidized FFEL Stafford Loan</td>
<td>Pell</td>
</tr>
<tr>
<td>Subsidized FFEL Stafford Loan</td>
<td></td>
</tr>
<tr>
<td>PLUS Loan</td>
<td></td>
</tr>
</tbody>
</table>

The initial amount of unearned Title IV aid is due from the student is the: Total unearned Title IV aid minus the Title IV aid the school returns. The order of the Title IV aid from the student is identical to the order of return for the school. If a refund of federal financial aid is required, the College will make a refund on the student’s behalf to the Federal Government. In turn, the College will charge the student for the amount repaid. Failure to repay the College for the amount of this refund will result in collection action.
Safety Policies

The Southeast Missouri Hospital College of Nursing and Health Sciences is committed to making the College functionally safe and sanitary for students. If, at any time, you observe an unsafe or unsanitary situation in the College report the unsafe or unsanitary condition to the faculty, program director/dean, or president.

All students are expected to carry out their assignments in a safe and sanitary manner in accordance with College policies. Students who violate safety and sanitation policies will be subject to disciplinary action which could result in dismissal from the program.

Student Accidents and Injuries

When a student has an accident during school hours either at a hospital or a community facility at which the student has been assigned, he should immediately report to his instructor. If the accident causes injury of any kind to the student, a timely report should be prepared. (The student should obtain the Employee/Student Injury Report form from a faculty member or from the front office.) The student should fill out the top portion of the report within 24 hours. The instructor should review the report for completeness and insure that the student has signed it. The instructor will then complete the bottom portion of the report, sign it, and send it to the Program Director/Dean within 24 hours of the report of injury. A copy of the form will then be sent to the Southeast Missouri Hospital Employee Health Nurse. If the injury requires first aid or medical attention the student should be directed to the Southeast Missouri Hospital Emergency Department. The student will be instructed to inform the Emergency Department and Patient Registration secretaries that he/she is a student and that this is a school related injury. Investigation and follow-up of the injury and treatment will be conducted by the Employee Health Nurse, which will include contacting the student and the forwarding of a follow up report to the College.

Within one week of the date of the accident or injury, the instructor should meet with the student to discuss the incident. The instructor should then complete the follow-up report indicating the cause of the accident or injury, whether it could have been prevented, and what is being done to prevent reoccurrence of this type of accident. Reports are kept in the student’s health file at the College. A copy of the report should be sent to the Employee Health Nurse to be used by the Safety Committee when reviewing accidents. A copy will be placed in the student’s file.

Injuries that require immediate treatment, examination, or first aid, should be seen in the emergency room promptly. If the injury requires immediate intervention and the student is at the college, emergency assistance will be obtained by calling 911 and obtaining assistance.

Follow-up care will be scheduled by the Employee Health Nurse with a physician chosen by the hospital if the hospital accepts responsibility for the injury. If you obtain medical care that is not authorized by the hospital through the Employee Health Service, these services will not be paid for by the hospital.

Disaster Plan / Procedure

Each student should read and become familiar with the College’s Disaster Plan. The College’s disaster plan and procedure is posted on the second floor bulletin board of the College building. Since most clinical experiences are conducted at Southeast Missouri Hospital, students should be familiar with the disaster procedures in that facility. The hospital disaster plan is available in each department of the hospital.

Infection Control

All students are oriented to infection control principles. All students are encouraged to attend in-service programs relating to infection control. Student problems relating to infection control are referred to the Infection Control Nurse or the Employee Health Nurse. See: Southeast Missouri Hospital Infection Control Policies.
Security Program
The campus security program covers the following areas:
- personal safety of faculty, staff, students, and visitors
- drug and alcohol
- incident reporting
- crime prevention
- annual security reporting
- prevention of loss of College or private property

Campus Security
The College Administration will have the responsibility for the campus security program, to include the College buildings and school related activities. The College President will work with the Hospital Security Director to ensure the program is comprehensive and effective. The Security Director will be responsible for the entire College campus security, which includes College buildings and adjacent parking fields.

Southeast Missouri Hospital provides security for the College staff, faculty, students, and visitors on the hospital/College campus through its own Security Department. Security can be reached by telephone at 573-651-5525; through the hospital switchboard at 334-4822 and by pager or beeper. In an emergency, contact the Cape Girardeau Police department by dialing 911.

Personal Safety and Access
All students will wear prescribed identification badges when at the college or at a clinical facility. Access to the College building can be gained by using identification badges and an assigned pin number. Students are not to allow unauthorized individuals to enter the building using their badge and password. Visitors will be permitted within the College by invitation and only during regular business hours. Special guests or speakers acting in an official capacity will be provided appropriate temporary identification.

No services are provided to the general public at the College on a regular basis. Individuals without College/educational reasons to be at the College should be asked to leave. Hospital Security should be notified of any suspicious individuals in or around the College, or any individuals causing a disruption on the College campus. Any individual who presents an immediate threat to any student or staff member should be reported to the police by calling 911.

Security of Valuables and Property
College students, faculty, and staff are discouraged from bringing valuables or large sums of money to the College or to the hospital. Lockers are available to individual students to secure valuables or property, if brought to the College. Any theft of personal property should be reported to the hospital’s security department. The College or the hospital is not responsible for any personal property, including motor vehicles. College property is protected from theft through appropriate policies on storage of expensive equipment and policies on locking specific areas within the College and College buildings after regular business hours.

Drugs and Alcohol
It is a violation of the College policies for students of the College to use, sell or be in possession of, or be under the influence of illegal drugs or alcoholic beverages. See Substance Abuse Policy.

Crime/Incident Reporting
Any theft of personal or College property, vandalism to personal or College property, any assault, threat, or crime against person or property should be reported to Security promptly. Notice can be made to the Security Office by telephone, e-mail, or Quality Management/Risk Management written report. Security will investigate the incident or crime and determine with the victim whether to file a police report. Serious crimes in progress should be reported directly to the Cape Girardeau Police Department by dialing 911.
Annual Crime Reports
Annually, a report on crimes committed on the hospital/College campus will be provided to current students, faculty, and staff. The report for the prior year will be distributed in the first quarter of the current year. Students, faculty and staff may obtain copy of annual crime report on the College website (www.sehcollege.edu).

Crime Prevention
Crime prevention is everyone’s job. Each student, faculty, and staff member needs to be conscious of the risks associated with a large campus that is easily accessible to the public. Faculty, staff, and students need to be observant and report suspicious individuals or activities on campus to the public. They need to follow security rules with regard to locking offices and buildings and obey hospital visiting hours when a visitor. Extra care should be taken after dark. Walk in groups when possible and stay in well-lighted areas. Ask Security for an escort.
Administration

Buttry, Tonya L., PhD, RN
BSN, Southeast Missouri State University, Cape Girardeau, Missouri
MSN, Southern Illinois University at Edwardsville, Edwardsville, Illinois
PhD, Southern Illinois University at Carbondale, Carbondale, Illinois

Barger, Peter, MS, ED; RT (R) (CT)
AAS, Allied Health Careers, Southern Illinois University, Carbondale Illinois
AAS, Radiologic Technology, Southern Illinois University, Carbondale, Illinois
BS, Health Care Management, Southern Illinois University, Carbondale, Illinois
MSEd, Southern Illinois University, Carbondale, Illinois

Book, Leon C., PhD
BSEd (Sec), Southeast Missouri State University, Cape Girardeau, Missouri
MAEd, Southeast Missouri State University, Cape Girardeau, Missouri
PhD, Florida State University, Tallahassee, Florida

Schloss, Sheryl, MA, MLS(ASCP)CM
Certificate, St. Francis Medical Center School of Medical Technology, Cape Girardeau, Missouri
BS, Southeast Missouri State University, Cape Girardeau, Missouri
MA, Higher Education Administration, Southeast Missouri State University

Shirrell, Donna, EdD, RN
AD, Mineral Area Community College, Flat River, Missouri
BSN, Southeast Missouri State University, Cape Girardeau, Missouri
MSN, Southern Illinois University at Edwardsville, Edwardsville, Illinois
EdD, University of Missouri, Columbia, Missouri

Stroud, Jill, CST
Certificate, Southeast Missouri Hospital College of Nursing and Health Sciences, Cape Girardeau, Missouri
BS Studies in Progress, Southeast Missouri State University, Cape Girardeau, Missouri

Faculty

Boyd, Linda, MSN, MSA, RN
Diploma, Jewish Hospital School of Nursing, St. Louis, Missouri
BSN, Southeast Missouri State University, Cape Girardeau, Missouri
MSA, Southeast Missouri State University, Cape Girardeau, Missouri
MSN, Southeast Missouri State University, Cape Girardeau, Missouri

Brockett, Ellen, PhD
BS, Wake Forest University, Winston-Salem, North Carolina
PhD, University of Virginia, Charlottesville, Virginia

Calvert, Linda, BsEd, MSN, RN
LPN, Kennett Vocational Technical School, Kennett, Missouri
A.D.N., Mississippi County Community College, Blytheville, Arkansas
BSN, Southeast Missouri State University, Cape Girardeau, Missouri
BsEd, Southeast Missouri State University, Cape Girardeau, Missouri
MSN Walden University Baltimore, Maryland
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Education and Experience</th>
</tr>
</thead>
</table>
| Doty, Sarah, MSN, RN, FNP | Instructor/Student Health Nurse | AA, Rend Lake College, Ina, Illinois  
BSW, Southern Illinois University at Carbondale, Carbondale, Illinois  
BSN, Southeast Missouri State University, Cape Girardeau, Missouri  
MSN, Southeast Missouri State University, Cape Girardeau, Missouri |
| Drury, Connie, MSN, RN | Instructor | BSN, Southeast Missouri State University, Cape Girardeau, Missouri  
MSN, Southeast Missouri State University, Cape Girardeau, Missouri  
PhD Studies in Progress, University of Missouri – Kansas, Kansas City, Missouri |
| Fosse, Pat, M.B.A. RT(R), (CV) (ARRT) | Assistant Professor & Radiology Program Clinical Coordinator | AAS, Marketing Mid Management, John A. Logan College, Carterville, Illinois  
AAS, Allied Health Careers, Southern Illinois University, Carbondale, Illinois  
AAS, Radiologic Technology, Southern Illinois University, Carbondale, Illinois  
BA, Health Services Management, Ottawa University, Ottawa, Kansas  
MBA, William Woods University, Fulton, Missouri |
| Gibbar-Clements, Tina, MSN, RN-BC | Assistant Professor | Diploma, Jewish Hospital School of Nursing, St. Louis, Missouri  
BSN, Webster University, St. Louis, Missouri  
MSN, Southern Illinois University at Edwardsville, Edwardsville, Illinois |
| Hill, Jeanne, MSN, RN | Assistant Professor | Diploma, Burge School of Nursing, Springfield, Missouri  
BSN, Southeast Missouri State University, Cape Girardeau, Missouri  
MSN, University of Mississippi, Jackson, Mississippi |
| Kahle, Terri, MSN, RNC, CNE | Instructor | AD, Lincoln University, Jefferson City, Missouri  
BSN, Southeast Missouri State University, Cape Girardeau, Missouri  
MSN, Southeast Missouri State University, Cape Girardeau, Missouri |
| Morton, Jamie, MSN, RN | Instructor | BSN, Southeast Missouri State University, Cape Girardeau, Missouri  
MSN, Southeast Missouri State University, Cape Girardeau, Missouri |
| Moses, Lisa, MSN, RN | Assistant Professor | BSN, Southeast Missouri State University, Cape Girardeau, Missouri  
MSN, Southeast Missouri State University, Cape Girardeau, Missouri |
| O'Daniel, Lesley, RN BSN | Clinical Instructor | AD, Three Rivers Community College, Poplar Bluff, MO  
BSN, Southeast Missouri State University, Cape Girardeau Missouri |
| Pelikan, Belinda, MSN, RN | Clinical Instructor | AAN, Florissant Valley Community College, St. Louis, Missouri  
BSN, Southeast Missouri State University, Cape Girardeau, Missouri  
MSN, Southern Illinois University at Edwardsville, Edwardsville, Illinois |
Schwendemann, Vannesa MA, MLS(ASCP)CM  Instructor
MA, Higher Education Administration, Southeast Missouri State University, Cape Girardeau, Missouri
BS, Biology, Southeast Missouri State University, Cape Girardeau, Missouri
MT Clinical Experience, Southeast Missouri Hospital School of Medical Technology, Cape Girardeau, Missouri

Sheffer, Amy, MSN, RN  Instructor
LPN, Shawnee Community College, Ullin, Illinois
ADN, Shawnee Community College, Ullin Illinois
BSN, Southeast Missouri State University, Cape Girardeau, Missouri
MSN, Southern Illinois University, Edwardsville, Illinois

Shepard, Sarah, MSN, RN  Instructor
BSN, Southeast Missouri State University, Cape Girardeau, Missouri
MSN, Southeast Missouri State University, Cape Girardeau, Missouri

Sinning, Mindy, MBA, MT (ASCP)CM  Instructor
BS, General Science; Southeast Missouri State University, Cape Girardeau, Missouri
MT Clinical Experience, Southeast Missouri Hospital School of Medical Technology/Clinical laboratory Science, Cape Girardeau, Missouri
MBA, Healthcare Management; University of Phoenix, Phoenix, Arizona
Ed.D Studies in Progress; University of Phoenix, Phoenix, Arizona

Wilson, Kathy, MSN, RN  Instructor
LPN, Baptist School of Practical Nursing, Little Rock, AR
AA in Nursing, Southeast Missouri State University, Cape Girardeau, Missouri
BSN, Southeast Missouri State University, Cape Girardeau, Missouri
MSN, Southeast Missouri State University, Cape Girardeau, Missouri

Whiffen, Rebecca, DNP, FNP-BC, ACNP-BC  Associate Professor / RN-MSN Cohort Coordinator
ADN, Oklahoma State University, Oklahoma City, Oklahoma
BSN, Southeast Missouri State University, Cape Girardeau, Missouri
MSN, University of Tennessee-Memphis, Memphis, Tennessee
DNP, University of Tennessee-Memphis, Memphis, Tennessee

Winder, Kelly, BS M.Ed  Instructor
BS, Applied Physics Engineering, Southeast Missouri State University, Cape Girardeau Missouri
Education Certification, Lindenwood University, St. Charles, Missouri
Masters in Education, William Woods University, Fulton, Missouri
Dear Student:

Welcome to Southeast Missouri Hospital College of Nursing & Health Sciences’ associate degree nursing program. I wish each of you an enjoyable and successful venture here at the College. Whether you are a recent graduate from high school, an adult returning to school, or a transitioning LPN or Paramedic, I hope this will be a rewarding experience for you.

The Southeast Missouri Hospital College of Nursing and Health Science has full approval of the Missouri State Board of Nursing. The nursing program is also accredited by the Accreditation Commission for Education in Nursing (ACEN).

You have chosen to be here; that is fundamentally important. The nursing faculty at the College assumes that you will take the initiative in making the most of your opportunities and will take full responsibility for your performance and conduct.

The members of the College's faculty expect to challenge you, but they are also here to help you meet the goals you have set for yourself. Although teaching, including advising, is only one of a faculty member's responsibilities, an instructor is always prepared to assist the student who asks for academic help.

There are several things that you must do to help yourself get the most from this academic experience. They include consistent preparation for class and active participation in the educational program.

Students are required to know formal written English. This includes the use of accepted norms of grammar, punctuation, and spelling, and the avoidance of colloquial or inappropriate language. Students should make use of a dictionary, spell check, proofread all work, and employ correct methods of citation. The College's policy on academic integrity is clear, and plagiarism (copying the work of another author without citation) and other forms of academic dishonesty may culminate in dismissal from the College.

Students should have computer skills or quickly acquire them. You will be at a serious disadvantage if you do not acquire the required skills. You should spend at least three hours studying out-of-class for every hour in class. We assume that you will put your academic schedule ahead of other activities such as entertainment.

Students should attend all classes having read the assigned material before class. Arriving for class on time is required, and courteous conduct in class is assumed. You should regard the pursuit of an education as a full-time job. In school, as in the work place, all commitments must be met and deadlines for the completion of work scrupulously observed.

You are encouraged to participate in the activities of the organizations which the College sponsors. These organizations provide opportunities to make lasting friendships and experiences that may be useful for life after graduation.

You will be expected, as a student of this College, to respect the rights of others at all times. The College recognizes that an important characteristic of an educated person and professional is respect for others and tolerance for different points of view. The College’s rules of conduct are anchored to values of individual respect, tolerance, and honesty.

The policies contained in this handbook were written to assist you, please feel free to clarify any information contained in the handbook with us. You have the potential to be successful or you would not be here with us. The intellectual challenges of your College years are not only about gainful employment, though we know that is important, but also about becoming a member within the discipline of your profession as well as an active member of your community.

Sincerely,

Dr. Donna Shirrell

Dr. Donna Shirrell
Dean of the Nursing Program
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.
The conceptual framework depicts the philosophy of the nursing program and provides the framework for the development, implementation, and evaluation of the curriculum.

The four outer triangular areas of the conceptual framework represent the nursing student upon graduation. The triangular areas face outward indicating that the students will continue to grow in the profession as they advance their education in nursing. The four boxes represent four of the graduate competencies as identified by the National League for Nursing: human flourishing, nursing judgment, professional identity, and spirit of inquiry (NLN 2010). The competencies touch on the integrating concepts of the curriculum but are on the edge indicating the graduates’ readiness to move into the profession. The intertwining circles represent the overlapping integrating concepts that are threaded throughout the curriculum; relationship centered care, quality and safety, personal and professional development, knowledge and science, critical thinking, context and environment, nursing process, core nursing values, communication, informatics and technology, and teamwork and collaboration. The integrating concepts were adapted from the NLN Competency Model (2010), the NCLEX-RN Test Plan (2010) and the Missouri State Board of Nursing Minimum Requirements (2010), and qsen.org (2010).

The center of the framework identifies that the foundation of the philosophy is the belief that art and science of nursing are foundational for competent nursing practice, the fifth graduate competency.

The conceptual framework is depicted in the model in Figure 1.
Goals of the Nursing Program

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

Student Learning Outcomes / 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)
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.


http://www.moga.mo.gov/statutes/c300-399/3350000046.htm
Missouri Revised Statutes: 335.066
Chapter 335 Nurses Section 335.066 August 28, 2009

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.


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


(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.).
The philosophy and conceptual framework form the foundation for the nursing curriculum. The curricular threads/integrating concepts, are threaded throughout the curriculum design. Students are introduced to the mission of the College and the philosophy, conceptual framework, curricular components, student learning outcomes and terminal graduate competencies during their orientation to the nursing program. Theoretical presentations, laboratory experiences, and clinical learning experiences involving individuals with health care needs in structured settings are the mechanisms used for the integration and application of the curricular components throughout the program.

General Education Studies Required for Nursing Curriculum

Thirty-four (34) credit hours of college/university general education studies are required. The courses required include biological and physical sciences, psychology, sociology, algebra, human diversity, English composition and oral communications:

General Studies Required for Nursing Curriculum:

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<th>Course Number</th>
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<td>BI 151</td>
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<tr>
<td>COM 100</td>
<td>Oral Communication/Speech</td>
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<td>MAT 150</td>
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<td>3</td>
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<tr>
<td>NUT 200</td>
<td>Food and Nutrition</td>
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<tr>
<td>PSY 100</td>
<td>Psychology</td>
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<tr>
<td>SOC 102</td>
<td>Sociology</td>
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</table>
Nursing Courses Required for Nursing Curriculum

Thirty-eight (38) credit hours of nursing courses are required. The courses required include foundational, medical surgical nursing and specialty courses.

Nursing Courses Required for Nursing Curriculum:

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<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
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<td>NS 102........</td>
<td>Nursing Assessment</td>
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<td>NS 104........</td>
<td>Pharmacology for Nursing</td>
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<td>NS 107........</td>
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<tr>
<td>NS 108........</td>
<td>Dosage Calculations (Elective)</td>
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* **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 licensed 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 CLEP or challenge certain general education courses.
## Basic Nursing Curriculum Plan (Revised 2013)

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* LPN and Paramedic to RN students will be allowed to challenge Anatomy & Physiology I.
# LPN to RN Accelerated Nursing Curriculum Plan

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

**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; 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; 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:** Nursing courses from previous term must be successfully completed with a grade 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:** 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. 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 (Elective)
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.  
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 (24 lecture hours, 72 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.

General Education Course Descriptions see page 8.

Nursing Transfer Students
1. Transfer students shall complete the comparable requirements for graduation as other members of the graduating class.
2. The final transcript shall include the following:
   a. Name and location of program from which the student transferred;
   b. Date of admission and date of separation from that program; and
   c. Courses taken and hours/credits/units earned from that program.
3. General Education transfer credits are awarded by the Registrar
4. A student requesting transfer of a nursing course into the Southeast Missouri Hospital College of Nursing and Health Sciences Nursing Program should make a request in writing to the Program Director. It should be accompanied by a course syllabus with course objectives and lecture outline/schedule for the course(s) for which the student wishes to be given credit.
   d. Students may transfer in a maximum of 8 nursing credits
   e. Courses must have a C or above in order to be considered for transfer and must be no older than 3 years
   f. Decisions about course(s) acceptance for transfer, will be pending validation of any nursing skills related to the course(s)

Residency Requirement: Transfer student must complete a residency requirement of four terms with a minimum of 30 hours of nursing credit from Southeast Missouri Hospital College of Nursing and Health Sciences.
Dress Code Nursing Program

**Nursing Students:** (The following policy is in addition to dress code policy on page 20) A lab coat must be worn when going into the clinical area and not in uniform. (ex: obtaining patient information or taking tour of clinical facility). Students may purchase lab coat with college logo or wear a plain white lab coat. Students shall wear clean white uniform skirts or pants with white underwear (not bikini), white hose/socks and shoes with their approved cotton polo shirts with the College logo and College name badge while attending any clinical experiences. Finger nail length should not exceed ¼”. Clear nail polish only. No sculptured or artificial nails. Any visible tattoos must be covered.

Clinical Learning Lab

The clinical labs have lab practice hours scheduled. There will be Clinical Lab Instructors available for assistance during those times. The student is expected to practice in the lab and demonstrate proficiency in all skills learned in the nursing courses before they are allowed to perform these skills in the clinical areas. The amount of time spent in the lab will vary depending upon the specific nursing course. **First year associate degree nursing students may easily spend and should plan for a minimum of an additional four hours per week.** This additional time should be scheduled with your clinical instruction.

**LATEX ALLERGIES:** Students who have Latex allergies should notify their clinical instructor prior to the beginning of any clinical labs.

CPR Requirements

In order to be enrolled in a clinical nursing course, the student must have current cardiopulmonary (CPR) certification at the American Heart Association Basic Life Support for Health Care Provider level. The student must remain current throughout the nursing program. Students who do not have this certification will not be allowed to participate in clinical. This will result in failure of the clinical portion of the course. If you have any questions regarding the proper certification, please contact the Dean of Nursing.

Dosage Calculation Exam

A basic dosage calculation exam will be administered in Basic Nursing Pharmacology Course after instruction on dosage calculations. The exam must be passed with a 90% or better within two attempts in order to pass the class. Failure to pass this exam with a 90%, within two attempts, will result in a fail in the course and dismissal from the program. This is a Pass/Fail exam. Points from this test are not counted in the overall points for the course.

LPN to RN and Paramedic to RN students are not required to take the Basic Pharmacology Course. They will be scheduled to take this exam during their first term of nursing. LPN to RN and Paramedic to RN students who need refreshing on their dosage calculation skills may enroll in the elective course NS 108: Dosage Calculations. The exam must be passed with a 90% or better within two attempts in order to progress in the nursing program. Failure to pass this exam with a 90%, within two attempts, will result in dismissal from the program.

An advanced dosage calculations exam will be administered during the last term of the nursing program. This exam must be passed with a 90%. This exam is a Pass/Fail exam and must be passed prior to graduation from the nursing program.
Progression and Retention
Course grades will be reported and recorded at the end of each term. The following will be the system used:

A  Excellent ..................................... 93 - 100%
B  Superior ...................................... 85 - 92.9%
C  Satisfactory ................................. 78 - 84.9%
D  Unsatisfactory ............................. 71 - 77.9%
F  Failing ......................................... 70.9% and below

NOTE: Grades are calculated based on the total number of raw points accumulated, divided by the total number of points possible. Grades are NOT rounded up.

Students must attain a total grade of 78% (C) or greater in order to successfully pass any nursing course.

Examinations will be administered to each student a maximum of one time. The student must make a grade of 78% on examination and quiz scores combined in order to pass a nursing course. Additional points for class assignments, projects, etc. will be averaged into the grade only after a 78% average is obtained on test scores at the end of the term. Those additional points may then raise or lower your grade accordingly. Students must attain a total final grade of 78% (C) or greater in order to successfully pass any nursing course and progress to the next course. Any late assignment has a 10% per day penalty assessed. Weekend days are not counted as late days.

Scheduled conferences will be held at midterm between the student and the instructor to discuss the student's learning needs and evaluate the student's progress in meeting the course objectives for all students who request a conference and for any student who is not making satisfactory progress.

Academic Warning
Students who, at any time, are not meeting the required academic standards for retention in a course will receive an academic warning. An academic warning indicates that the student is in jeopardy of receiving an unsatisfactory evaluation. This may be given for the following reasons:

✓ Succession of unsatisfactory or failing grades on examinations, assignments, etc.
✓ Failure to demonstrate improvement following conferences with faculty members.
✓ Unprofessional conduct and/or negative affective behavior including but not limited to disruptive behavior, disrespectful behavior, lying, cheating, plagiarism, falsification of records, etc.

An academic warning will consist of the following:
Completion of the written record "Academic Warning".
The record will include a plan for improvement including a time frame for resolution.

The academic warning will be given as soon as possible after the determination of a succession (two unsatisfactory/failing grades in a row) of unsatisfactory or failing grades. Failure to resolve the behavior(s) resulting in the academic warning will result in an unsatisfactory academic evaluation and the student will fail the course.

Counseling and individual tutoring will be available to the student upon request.

The student will be given the opportunity to discuss the warning with the faculty member. The student may discuss the academic warning with the Dean of Nursing if the meeting with faculty leaves the situation unresolved. After discussion with the Dean of Nursing, the student has the right to institute the Student Grievance Procedure if he/she feels the warning is unfair.

Clinical
The clinical component of each course is evaluated on a PASS/FAIL basis. In order to successfully complete the course, the student must achieve a PASS rating on the clinical evaluation tool for that course.
Clinical Evaluation
A clinical evaluation tool is used to evaluate successful completion of course objectives in the clinical area. Students who are not meeting the required standards of conduct in the clinical area for retention in the program will receive a clinical warning. A clinical warning indicates that the student is in jeopardy of receiving an unsatisfactory evaluation and that improvement in the deficient area(s) is necessary. A clinical warning may be given for the following reasons:

- Failure to progress on meeting course/clinical objectives.
- Less than PASS rating on any aspect of the clinical evaluation tool.
- Unprofessional conduct including but not limited to disruptive behavior, disrespectful behavior, lying, cheating, plagiarism, falsification of records, etc.
- Unsafe nursing practice in clinical area.
- Failure to demonstrate improvement following clinical conferences with faculty member(s).

Clinical Warning
A clinical warning will consist of the following:

Completion of the written record "Clinical Warning" form.
The record will include a plan for improvement including a time frame for resolution.

The clinical warning will be given as soon as possible after the incident(s). The student will be given the opportunity to discuss the warning in private with the faculty member. The student may discuss the issue with the Nursing Dean if the situation remains unresolved.

Failure to resolve the behaviors resulting in the clinical warning will result in an unsatisfactory clinical evaluation and the student will fail the course. Failure to meet the written plan of improvement may result in dismissal from the program.

Critical Errors (Nursing Only)
The following behaviors occurring in the clinical setting will result in a fail in the course and immediate dismissal from the nursing program:

- Illegal behavior
- Refusal to follow college or health care facility policy
- Abuse or neglect in any form
- Willful falsification of a document
- A single act or omission that puts someone in imminent danger

Clinical Safety
A student who is unable to safely perform his/her clinical assignment due to a lack of preparation will be instructed to leave the clinical agency and return to the College for further preparation. This will constitute a clinical absence.

Failure
Failure to meet the criteria above will result in clinical failure and subsequent failure of the course.

NOTE: The student must pass both the theoretical and clinical component of each nursing course to progress in the program. Failure of either the theoretical or the clinical component of any nursing course will result in failure of the course and dismissal from the program.

The Dean of Nursing and the President of the College reserve the right to dismiss any student at any time for professional misconduct or gross negligence.
**Incomplete**
An incomplete (I) may be issued at the instructor's discretion. Incomplete requirements must be satisfied within 2 weeks of the end of a course. If not satisfied within 2 weeks, the grade of “I” will be converted to an “F” and the student will fail the course. Students who fail a nursing course are not able to progress in the nursing program.

**State Board Pictures**
School pictures are required. These pictures are required for applications to write for National Council Licensure Examination for Registered Nurses (NCLEX-RN). The student assumes the cost of any additional photographs ordered.

**Nursing Pins**
The Southeast Missouri Hospital College of Nursing & Health Sciences’ pin is presented to the student at the commencement ceremony.

**Student Nurses Organization**
Information regarding membership in the National Student Nurses Association (NSNA) will be available upon request. Student participation in this national organization is highly encouraged. NSNA is the largest independent student organization in the country and the only one for nursing students. Students in any state-approved nursing program preparing for registered nurse licensure are eligible. All nursing students are highly encouraged to belong to the NSNA and to participate in the local and state chapters.
Welcome to the Radiologic Technology curriculum at Southeast Missouri Hospital College of Nursing and Health Sciences. The Radiologic Technology Program is a two-year associate program which allows new students to start the cycle of classes each summer pre-session. Upon successful completion of the program, graduates will be eligible to apply for admission to the nationally recognized certification exam administered by the American Registry of Radiologic Technologists (ARRT).

**Philosophy**

The Radiography Faculty prescribes to the philosophy 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. Critical thinking and problem solving.
   b. Team Building.
   c. 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 Mission Statement**

The mission of Southeast Missouri 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.

**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
3. Graduates will be effective communicators
4. The student will develop professionally *(reviewed in 2013 with the cooperation of the JRCERT)*
Assessment
This program, in subordination to the College, is part of a master educational plan of assessment. This means that on a regular, systematic basis, individual aspects of the program are scrutinized using a variety of tools to insure that we are achieving our goals. It is imperative that our classroom activity support individual learning objectives that support individual course outcomes that support program goals that support the program and College mission statements. We take our place in the assessment program very seriously and expect our students to assist us by being honest and forthright on assessment survey instruments. Course and instructor evaluation forms are no place for personality issues, we genuinely need your feedback to be better at what we do and we will ask for it.

Student Learning Outcomes
On the basis of program philosophy and mission statement, the faculty believes that the graduate of Southeast Missouri Hospital College of Nursing and Health Sciences Radiologic Technology Program will be able to:

1. Provide basic patient care and comfort, and anticipate patient needs.
2. Provide appropriate patient education.
3. Practice radiation protection.
4. Understand basic x-ray production and interactions.
5. Operate medical imaging equipment and accessory devices.
6. Position the patient and medical imaging system to perform examinations and procedures.
7. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
8. Demonstrate knowledge of human structure, function, and pathology.
9. Demonstrate knowledge and skills relating to quality assurance activities.
10. Evaluate the performance of medical imaging systems.
11. Evaluate medical images for technical quality.
12. Demonstrate knowledge and skills relating to medical image processing.
13. Understand the safe limits of equipment operation.
14. Recognize equipment malfunctions and report them to the proper authority.
15. Demonstrate knowledge and skills relating to verbal, nonverbal, and written medical communication in patient care intervention and professional relationships.
16. Develop professional values by supporting the profession's code of ethics and complying with the profession's scope of practice.
17. Competently perform radiologic procedures on children and adults.
18. Interact with patients and families in a manner which provides the desired psychosocial support including the recognition of cultural and socioeconomic differences.
20. Demonstrate an understanding of the role and responsibilities of the radiologic technologist within the health care delivery system.
21. Read and interpret professional literature.
22. Participate in continuing development of knowledge and skills through lifelong learning activities.
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Radiologic Technology Course Description

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 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, lower extremities shoulder girdle, pelvis, chest, and 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: spine, skull, bony thorax 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. This is the final clinical experience for the student prior to graduation. 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 clinic 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
Health Policy

Every student accepted into the Radiologic Technology Program must comply with the College Health Policy and Program Specific Policies listed below. While information required on the health form is not used in the selection of students for acceptance into the program, students are required to have the physical and mental skills necessary to meet technical standards for radiologic technology students (see standards below) within the clinical setting. Reasonable accommodation will be made for students with documented disabilities who have been accepted into the program. However, it is the student's responsibility to notify the program director that such a disability exists. The purpose of such accommodation is to allow the student to meet the educational standards, and should not be construed as lowering of educational standards.

The Americans with Disabilities Act defines disability as "a physical or mental impairment that substantially limits one or more of the major life activities of an individual or a record of such impairment or being regarded as having such an impairment". Each new student should be informed about the physical, mental and emotional capacities one must possess in order to perform the duties and tasks of a Radiologic Technologist (RT). The following material lists and explains these required capabilities called Physical Capability Requirements.

Read all of the material of the thoroughly, should you have questions or wish to discuss these physical capability requirements, contact the RT Program Director at Southeast Missouri Hospital College of Nursing and Health Sciences. Once you have signed and dated this form, return it along with your completed application to the College office of Enrollment Services.

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.
Registry Eligibility

An excerpt from the ARRT Rules of Ethics is as follows: “Certification is a method of assuring the medical community and the public that an individual is qualified to practice within the medical community. Because the public relies on certificates and registrations issued by the ARRT, it is essential that Registered Technologists and Applicants act consistently with these Rules of Ethics. These rules of ethics are intended to promote the protection, safety, and comfort of patients. The Rules of Ethics are enforceable. Registered Technologists and Applicants engaging in any of the following conduct or activities, or who permit the occurrence of the following conduct or activities with respect to them, have violated the Rules of Ethics and are subject to sanctions as described hereunder.

1. Employing fraud or deceit in procuring or attempting to procure, maintain, renew, or obtain reinstatement of: (i) any document issued by ARRT, or (ii) employment in radiologic technology or a state permit, license, or registration certificate to practice radiologic technology, such as by altering in any respect any document issued by the ARRT.
2. Subverting or attempting to subvert ARRT’s examination process (i.e., cheating on the exam).
3. Conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported. Conviction as used in this provision includes a criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld or not entered, or a criminal proceeding where the individual enters a plea of guilty or nolo contendere.
4. Failure to report to the ARRT that charges regarding the person’s permit, license, or registration certificate to practice radiologic technology are pending or have been resolved adversely to the individual in any state, territory, or country, or that the individual has been refused a permit, license, or registration certificate to practice radiologic technology by another state, territory, or country.
5. Failure or inability to perform radiologic technology with reasonable skill and safety.
6. Engaging in unprofessional conduct, including but not limited to, (i) a departure from or failure to conform to applicable federal, state, or local governmental rules regarding radiologic technology practice, or, if no such rule exists, to the minimal standards of acceptable and prevailing radiologic technology practice, or (ii) any radiologic technology practice that may create unnecessary danger to a patient’s life, health, or safety. Actual injury to a patient need not be established under this clause.
7. Delegating or accepting the delegation of a radiologic technology function or any other prescribed health care function when the delegation or acceptance could reasonably be expected to create an unnecessary danger to a patient’s life, health, or safety. Actual injury to a patient need not be established under this clause.
8. Actual or potential inability to practice radiologic technology with reasonable skill and safety to patients by reason of illness, use of alcohol, drugs, chemicals, or any other material, or as a result of any mental or physical condition.
9. Adjudication as mentally incompetent, mentally ill, a chemically dependent person, or a person dangerous to the public by a court of competent jurisdiction.
10. Engaging in any unethical conduct, including but not limited to, conduct likely to deceive, defraud, or harm the public, or demonstrating a willful or careless disregard for the health, safety, or welfare of a patient. Actual injury need not be established under this clause.
11. Engaging in conduct with a patient that is sexual or may be reasonably interpreted by the patient as sexual, or in any verbal behavior that is seductive or sexually demeaning to a patient, or engaging in sexual exploitation of a patient or former patient. This does not apply to preexisting consensual relationships.
12. Revealing a privileged communication from or relating to a patient, except when otherwise required or permitted by law.
13. Knowingly engaging or assisting any person to engage in or otherwise participating in abusive or fraudulent billing practices, including violations of federal Medicare and Medicaid laws or state medical assistance laws.
14. Improper management of patient records, including failure to maintain adequate patient records or to furnish a patient record of report required by law or making, causing, or permitting anyone to make false, deceptive, or misleading entry in any patient record.
15. Knowingly aiding, assisting, advising, or allowing a person without a current and appropriate state permit, license, or registration certificate or a current certificate of registration with ARRT to engage in the practice of radiologic technology, in a jurisdiction which requires a person to have such a current and appropriate state
permit, license, or registration certificate or a current and appropriate certification of registration with ARRT in order to practice radiologic technology in such jurisdiction.

16. Violating a rule adopted by any state board with competent jurisdiction, an order of such board, or state or federal law relating to the practice of radiologic technology, or a state or federal narcotics or controlled substance law.

17. Knowingly providing false or misleading information that is directly related to the care of a patient.

18. Practicing outside the scope of practice authorized by the individual’s current state permit, license, or registration certificate or the individual’s current certificate of registration with ARRT.

19. Making a false statement or knowingly providing false information to ARRT or failing to cooperate with any investigation of ARRT or the Ethics Committee.

20. Engaging in false, fraudulent, deceptive, or misleading communications to any person regarding the individual’s education, training, credentials, experience, or qualifications, or the status of the individual’s state permit, license, or registration certificate in radiologic technology or certificate of registration with ARRT.

21. Knowing of a violation or probable violation of any Rule of Ethics by any Registered Technologist or by an Applicant and failing to promptly report in writing the same to the ARRT.”

The application for examination asks the question, "Have you ever been convicted of a felony or misdemeanor? Those answering "Yes" must supply a complete explanation including court documents so that eligibility can be determined by the ARRT. Individuals having been convicted of a crime may file a pre-application with the ARRT in order to obtain a ruling on the impact of the conviction on their eligibility. The individual may submit the pre-application any time after the first day of the professional phase of an accredited educational program. This process may enable the individual to avoid delays in processing an application for examination which is made at the time of graduation. The pre-application form may be requested from the Department of Regulatory Services at the ARRT office. A fee of $50 may be charged for the pre-application review.

Upon successful completion of 68 semester credit hours in the Radiologic Technology curriculum, the student is eligible to make application for graduation with an Associate degree in Radiologic Technology

### Radiation Protection

Radiation monitors will be worn by students during clinical education in the clinical setting and in the campus laboratory. Radiation monitoring badges will be changed between the 25th and 30th of each month. The student will be held responsible for this process. New monitors will be available in the energized laboratory. Failure to make proper changes will result in termination of further clinical education and laboratory activities until such changes are made. Reports will be made available to the student each month. It is vital that monitors be handled with the utmost care. Do not launder the monitor. Do not leave the monitor on a television set, near a microwave oven, or leave it in a parked vehicle. Do not put the monitor through the x-ray machine at the airport, or intentionally expose the monitor to radiation. Do not subject the monitor to extreme temperatures. The monitor is for your protection and should be treated accordingly.

The state and federal government have established guidelines related to maximum radiation exposure limits. While it is unlikely that you will exceed these limits, you should be aware that radiation exposure beyond these limits is grounds for dismissal from the program. Occupational dose limits for adults and dose limits to an embryo/fetus are explained in an attachment at the back of the student policies. Should you ever receive a dose that is higher than expected, a faculty member or the program director will request a conference with you to ascertain the reason for the higher than expected monitor reading.
Radiation Dose Limit Policy

All students enrolled in the Radiography program must comply with keeping their radiation exposure as low as reasonable achievable (ALARA) ACCORDING TO THE Nuclear Regulatory Commission (NRC).

Students are expected to wear their radiation monitoring badge as instructed by program faculty. Loss of mishandling must be reported to faculty as soon as possible.

Doses must NOT exceed NCRP requirements. Should a monitor report indicate an exposure of 100mRem per month or higher for a student, the following steps will be taken:

1. Notification of student of excessive dose.
2. A conference between the student, program director and/or clinical coordinator will be held. The program faculty may ask for consult with the medical physicist at SE Health.
3. An action plan will be determined to reduce future excessive exposure.

Transfer of Credit into the Radiologic Technology Program

1. Transfer students shall complete the comparable requirements for graduation as other members of the graduating class.
2. The final transcript shall include the following:
   a. Name and location of program from which the student transferred;
   b. Date of admission and date of separation from that program; and
   c. Courses taken and hours/credits/units earned from that program.
3. General Education transfer credits are awarded by the Registrar
4. A student requesting transfer of a course into the Southeast Missouri Hospital College of Nursing and Health Sciences Radiology Program should make a request in writing to the Program Director. It should be accompanied by a course syllabus with course objectives and lecture outline/schedule for the course(s) for which the student wishes to be given credit.
   d. Students may transfer in a maximum of 12 credits
   e. Courses must have a C or above in order to be considered for transfer and must be no older than 3 years
   f. Decisions about course(s) acceptance for transfer, will be pending validation of any skills related to the course(s)

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

Facilities

Lecture classes for the program are generally held in room 207 of the William Street location. Lab classes meet in the RT laboratory immediately adjacent to room 207. Any student wishing to use lab equipment at any time other than regular class hours must make arrangements with program faculty. Utilizing the lab equipment to make radiographs without proper supervision available will not be allowed.
Attendance
1. Attendance is essential for attainment of course objectives.
2. A student who is more than three minutes late is considered tardy.
3. Three (3) tardies constitute one (1) absence.
4. After one absence the student will receive a verbal warning.
5. After two absences the student will receive a written warning.
6. After three absences the student will be placed on probation.
7. After four absences the student will receive a 3 point deduction from their final grade.

Student Involvement in Clinical and Class Activities
At no time shall students ever be expected to spend more than 40 hours per week in directed classroom and clinical activities. Students may opt to spend more time on their own learning however.

Laboratory Activities
All students are expected to actively participate in all laboratory activities. As such, students will be used as "models", allowing faculty and fellow students to position them for various radiographic procedures. Conversely, all students will be expected to position other students for radiographic procedures. At no time will students be exposed to the x-ray beam as a part of the laboratory experience. This positioning WILL involve radiographically appropriate touching of various anatomical landmarks.

Laboratory Rules
1. At no time shall any individual be exposed to the useful beam. Equipment is to be used solely for the purpose of x-raying radiographic phantoms. Evidence to the contrary will result in immediate expulsion from the program.
2. At no time shall a student operate the equipment without the presence of a qualified instructor in the laboratory.
3. Exposure of a personnel monitoring device to deceptively indicate a dose delivered to an individual is prohibited. Evidence to the contrary will result in immediate expulsion from the program.
4. No person shall be admitted to the laboratory without his/her personnel radiation monitoring device.
5. The technique chart must be consulted prior to making any radiographic exposure.
6. At no time shall an individual receive radiation exposure in excess of NCRP limits. The Radiation Safety Officer shall be responsible for tracking radiation reports to ensure that excessive radiation exposure is not received.
7. Accurate records of radiation exposure to students shall be maintained.
8. Protective equipment shall be checked annually for defects. If any defects are found, the equipment shall be replaced or removed from service until repaired.
9. In the event of any emergency or malfunction involving the laboratory equipment, contact the program director immediately.

Make-Up Work
The instructor has the prerogative of determining whether a student may make up work that has been missed due to absence. All students will be treated equally as regards make-up work. For example, if the instructor's policy is not to allow a student to make up classroom work, then no students will be allowed to make up classroom work. As another example, if the instructor's policy is to allow students to make up major tests, then all students will be allowed to make up major tests. This includes classroom assignments, laboratory assignments, tests, and other learning activities. These activities may be altered from the original at the discretion of the faculty member.
Discipline

In general it is assumed that you are all adults, who are paying tuition to go to a private institution of higher learning and you will be motivated to abide by our rules of conduct. However, it is necessary to transcribe the approach that we will follow if you choose not to conform to our expectations. For like offenses, this is the path we will follow:

1. Verbal Warning,
2. Written warning (see “Retention” section, page 12), merely a record of behavior,
3. Written warning, sanctions proscribed,
4. Temporary removal from program until behavior is modified,
5. Permanent removal from program.

If at any time we feel that your behavior endangers either yourself, your fellow students, your clinical instructors or your patient’s safety in any way, we reserve the right to immediately remove you from all patient care areas/classroom areas either temporarily or permanently until further notice. This is to protect all of us from each other and insure a safe working/learning area.

Readmission to the Radiologic Technology Program

1. A student must apply for readmission and follow all regular admission procedures. Students who exit the program during the first semester of enrollment are considered as new students and are evaluated according to standard program admissions policies.
2. Applicants for readmission will be evaluated according to the criteria listed below. Students will be admitted according to priority, and within the same priority group, according to the date of completed application.
   - **Priority 1:** Students who exited the program with a "B" or higher in all Program courses.
   - **Priority 2:** Students who exited the program with a "C" or higher in Program courses.
   - **Priority 3:** Students who exited the program with less than a "C" in Program courses.
3. The Admissions Committee of the Radiologic Technology Program will make the final decision regarding readmission applications based on space availability, priority group assigned, date of application, and previous student record.
4. Students must maintain a minimum grade of "C" in all radiologic technology courses and certain prerequisite courses, as well as an overall 2.0 grade point average, in order to continue in a health careers program or to be eligible to apply for readmission into a program. No more than two health careers or radiologic technology course may be repeated, and the courses may be repeated only once.

Elements for Success in the Workplace

The following skills have been identified as essential elements for success in the workplace.

I. **Foundation Skills**
   A. Basic Skills: reading, writing, performing arithmetical and mathematical operations, listening and speaking
   B. Thinking Skills: thinking creatively, making decisions, solving problems, seeing things in the mind’s eye, knowing how to learn, and reasoning to discover rules or principles underlying relationships and applying that knowledge to solving problems
   C. Personal qualities: displays responsibility, self-esteem, sociability, self-management, and integrity and honesty

II. **Competencies**
   A. Resources: identifies, organizes, plans and allocates resources including time, money, material, facilities, and human resources
   B. Interpersonal: works with others by participating as a member of teams, teaching new skills to others, serving clients and customers in ways that satisfy them, exercising leadership, negotiating, and working well with people from diverse backgrounds
   C. Information: manages information by acquiring and evaluating information, organizing and maintaining information, interpreting and communicating information, and using computers to process information
D. Systems: understands complex interrelationships, including how social, organizational and technological systems work and how to operate effectively with them, how to monitor and correct performance, and improve or design systems
E. Technology: works with a variety of technologies by selecting technology, applying technology to tasks, and maintaining and troubleshooting technologies


Clinical Education Process

The clinical education program is multifaceted. It offers the student a chance to be exposed to a variety of health care settings in order that the student understands the scope of the profession and the health care needs of the community.

The competency-based clinical education program:
1. Is an integral part of the academic program.
2. Exposes the student to clinical practice at various stages of his/her experience.
3. Provides the student an opportunity to integrate acquired classroom knowledge with clinical practice in a supervised setting.
4. Fosters an environment for the student to develop effective communication skills with patients and health care personnel.
5. Encourages development of problem-solving skills.
6. Is a tool for the Radiologic Technology faculty to review the academic program.

A goal of the clinical education program is that graduates competently perform a full range of radiologic procedures on children and adults in the following categories: head/neck, abdominal/gastrointestinal/genitourinary, musculoskeletal, chest, trauma, bedside, and surgical.

Student Supervision

Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the direct supervision of qualified radiographers. The parameters of direct supervision are:
1. A qualified radiographer reviews the procedure for examination in relation to the student's achievement;
2. A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
3. A qualified radiographer is present during the conduct of the procedure;
4. A qualified radiographer reviews and approves the procedure; and
5. A qualified radiographer is present during student performance of any repeat of any unsatisfactory radiograph.

In support of professional responsibility for provision of quality patient care and radiation protection, unsatisfactory radiographs shall be repeated only in the presence of a qualified radiographer, regardless of the student's level of competency.

A student will be an observer only as long as the clinical instructor deems it necessary. The student should be given the opportunity to perform various radiologic procedures, use communication and problem-solving skills, provide patient education, etc. A qualified radiographer must always be immediately available to assist student whenever such assistance is necessary. For this reason, students are not allowed to perform mobile radiographic procedures or surgical radiographic procedures without the immediate presence of a qualified radiographer. A radiographer who is available only electronically (via beeper, PA system or cell phone, among other means of communication) is not considered to be immediately present. Students are expected to display initiative in the performance of clinical duties including completing radiologic exams, assisting technologists with patients, seeking information from technologists and/or available textbooks, cleaning x-ray rooms and tables, and discussing the clinical affiliation with the clinical instructor/clinical coordinator.
**Evaluation of Student Performance**

There are several clinical evaluation tools utilized by the program for the purpose of clinical evaluation of students. These forms will be included in each clinical syllabus and explained in detail by the clinical instructor. Together, the forms have several purposes and features. The forms:

1. Define for students and their clinical instructors skills that all students are expected to master each semester.
2. Provide a uniform mechanism for rating all students at all clinical sites.
3. Allow students to assess their own performance and to compare their self-assessments with those of their clinical instructors.
4. Provide an up-to-date summary of the individual student's current strengths and weaknesses, thus helping students and their instructors identify remediation needs.
5. Provide a mechanism to identify strengths and weaknesses in the academic portion of the curriculum.
6. Provide for assessment of cognitive, psychomotor, and affective domain objectives.
   - cognitive - this domain deals with thought processes
   - psychomotor - this domain deals with the physical handling of instruments, machinery, tools
   - affective - this domain deals with feelings and emotions

*A Sample of the Clinical Evaluation and Clinical Competency Requirements can be found in the Forms Section beginning on Page 129.*
Radiography Task Inventory

1. Take appropriate precautions to minimize radiation exposure to patients.
2. Restrict beam to limit exposure area, improve image quality, and reduce radiation dose.
3. Set kVp, mA and time or automated exposure system to achieve optimum image quality, safe operating conditions, and minimum radiation dose.
4. Prevent all unnecessary persons from remaining in area during x-ray exposure.
5. Take appropriate precautions to minimize occupational radiation exposure.
6. Wear a personnel monitoring device while on duty.
7. Review and evaluate individual occupational exposure reports.
8. Warm-up x-ray tube according to manufacturer's recommendations.
9. Prepare and adjust radiographic unit and accessories.
10. Prepare and adjust the fluoroscopic unit and accessories.
11. Recognize and report malfunctions in the radiographic or fluoroscopic unit and ancillary accessories.
12. Perform basic evaluations of radiographic equipment and accessories (e.g., lead aprons, collimator accuracy).
13. Inspect and clean screens and cassettes.
14. Perform start-up or shut-down procedures on automatic processor when applicable.
15. Recognize and report malfunctions in the image chain.
17. Reload cassettes by selecting film of proper size and type.
18. Store film/cassette in a manner which will reduce the possibility of artifact production.
19. Select appropriate film-screen combination and/or grid.
20. Determine appropriate exposure factors using calipers, technique charts and tube rating charts.
21. Modify exposure factors for circumstances such as involuntary motion, casts and splints, pathological conditions, or patient's inability to cooperate.
22. Use radiopaque markers to indicate anatomical side, position or other relevant information.
23. Evaluate patient and radiographs to determine if additional projections or positions should be recommended.
24. Evaluate radiographs for diagnostic quality.
25. Determine corrective measures if radiograph is not of diagnostic quality and take appropriate action.
26. Select equipment and accessories for the examination requested.
27. Remove all radiopaque materials from patient or table that could interfere with the radiographic image.
28. Explain breathing instructions prior to making the exposure.
29. Position the patient to demonstrate anatomy using body landmarks.
30. Explain patient preparation (e.g., diet restrictions, preparatory medications) prior to an imaging procedure.
31. Properly sequence radiographic procedures to avoid residual contrast material affecting future exams.
32. Examine radiographic requisition to verify accuracy and completeness of information.
33. Utilize universal precautions.
34. Confirm patient's identity.
35. Question female patients of child-bearing age about possible pregnancy.
36. Explain procedure to patient or patient's family.
37. Evaluate patient's ability to comply with positioning requirements for the requested exam.
38. Observe and monitor vital signs.
39. Use proper body mechanics and/or mechanical transfer devices when assisting patients.
40. Provide for patient comfort and modesty.
41. Select immobilization devices, when indicated, to prevent patient movement and/or ensure patient safety.
42. Verify accuracy of patient film identification.
43. Maintain confidentiality of patient information.
44. Use sterile or aseptic technique to prevent contamination of sterile trays, instruments, or fields.
45. Prepare contrast media for administration.
46. Prior to administration of contrast agent, gather information to determine if the patient is at increased risk of adverse reaction.
47. Perform venipuncture.
48. Observe patient after administration of contrast media to detect adverse reactions.
49. Recognize need for prompt medical attention and administer emergency care.
50. Document required information on patient's medical record.
51. Clean, disinfect or sterilize facilities and equipment, and dispose of contaminated items in preparation for next examination.
52. Follow appropriate procedures when in contact with a patient in reverse/protective isolation.
53. Monitor medical equipment attached to the patient (e.g., IVs, oxygen) during the radiographic procedure.
54. Use CR/DR/PACS/RIS Systems as appropriate to the clinical situation.

**Communicable Disease and Student Radiographers**

In order to protect the health of the students at the College and patients in our clinical settings and in accordance with the CDC guidelines, the following policy will be adhered to when a student is ill.

Students who develop a fever and respiratory and/or gastrointestinal symptoms should not report to class or clinical. They should stay at home and call in appropriately. Students should stay at home for at least twenty four (24) hours after they no longer have a fever without the aid of fever reducing medication. Masks and hand sanitizer will be available for student use if symptomatic.

When students do return to school, they should not come in contact with a patient who is immune compromised for seven (7) days from onset of symptoms or until resolution of all symptoms, whichever comes first.

Students will receive an excused absence and provisions will be made for clinical make-up time.

**Clinical Attendance**

Absences will affect the students grade and should be avoided, however if you must be absent, all time missed from clinical will be made up on the shift missed, or in the specialty area missed. The missed clinical time will made up during the last week of the scheduled term. Students, who are absent for more than 10% of their clinical classes, may be dropped from the course. Absences from clinical, without proper notification to the clinical instructor and the clinical supervisor, as described in the clinical syllabuses, indicate an unwillingness to assume responsibility and are unacceptable. All clinical absence offenses will adhere to the Student Attendance Policy, page 16 of this handbook.

Students are expected to report to their assigned clinical areas on time. After two warnings about tardiness, any student who is more than three minutes late without valid reason as defined by the faculty will be placed on probation. Tardiness while on probation may lead to dismissal from the program.

Students should not leave the clinical class at the hospital or clinic without notifying the clinical instructor, clinical supervisor, or immediate supervising technologist. If the student fails to comply with this policy, he/she will be counted absent for the entire clinical class period. Also students who come to clinical unprepared (e.g., no radiation monitoring badge or markers, unkempt or unhygienic appearance) may be relieved from duty and counted absent for the entire day.

**Infection Control Policy**

During the performance of clinical laboratory duties, radiologic technology students shall comply with universal precautions for preventing the spread of infection to patients, themselves, and others. The following measures shall be employed:

**Hands:** Hands should always be washed before and after contact with clients, even when gloves have been worn. If hands come in contact with blood, body fluid, or human tissue, they should be washed immediately with soap and water.

**Gloves:** Gloves should be worn when contact with blood, body fluid, tissues, or contaminated surfaces are anticipated.
Gowns: Gowns or plastic aprons are indicated if blood spattering is likely.

Masks/Goggles: These should be worn if aerosolization or spattering is likely to occur, such as in certain oral and surgical procedures, wound irrigations, suctioning, etc.

Sharp Objects: These should be handled in such a manner to prevent accidental cuts or punctures. Used needles should not be bent, broken, reinserted into their original sheaths, or unnecessarily handled. They should be discarded intact immediately after use into an impervious needle-disposal box. All needle-stick accidents, mucosal splashes, and contamination of open wounds with blood or body fluids should be reported immediately to the instructor or supervisor.

Blood Spills: Blood spills should be cleaned up promptly with an agency-designated disinfectant solution, such as 5:25 percent sodium hypochlorite diluted 1:10 with water.

Blood Specimens: Blood specimens should be considered biohazardous and be so labeled.

Resuscitation: To minimize the need for emergency mouth-to-mouth resuscitation, the location of mouth pieces, resuscitation bags, and other ventilatory devices should be identified by the student at the start of each new clinical rotation.

These measures are recommended by the Centers for Disease Control. Students must function under the direct supervision of a technologist when working with a patient with a communicable disease. Strict adherence to isolation policies of the various clinical agencies must be observed.

Before handling contrast media in the clinical area, the student will be familiar with the various types of contrast media and their uses. The student will use proper techniques in preparing contrast media for injection, and take proper history and vital signs for patients on whom the contrast agents are to be used. Under no circumstances will students make venous puncture until competency has been proven in the lab. At no time will students be allowed to inject contrast media.

Cardio-Pulmonary Resuscitation Requirements

Each student who participates in clinical education (all RT students) during their time at the College are required to have a current copy of their CPR certification (Basic Life Support for Health Care Providers) within their student files. Please be aware that without a current BLS certification, you will not be allowed to continue in your clinical education experience. All time missed during this period will be made up at the College’s convenience, not yours.

Liability Insurance

Student liability coverage is provided by Hospital Services Group thru Southeast Missouri Hospital. It is important for all students to understand that they are held professionally liable for any services rendered as a student, hospital employee or both. Professional liability insurance is available from the American Society of Radiologic Technologists, contact www.asrt.org for details. Each student is encouraged to consider enrollment for their own personal protection.

Student Employment

While recognizing that most students will need some form of financial support while attending this program, it is also understood that this program will be your number one priority while attending. Do not attempt to work long hours and then expect that we will be kind to you upon examination day, it will not happen. Take care of yourself and do not attempt to operate a motor vehicle or care for a patient when you are chronically fatigued, safety is paramount.


Clinical Site Assignments

A very important portion of your education is the clinical aspect. That is, the time that you will be spending working in the actual patient care environment with live human beings. You will be assigned to various clinical sites during your time with this program. You will be required to find your own reliable transportation to and from each clinical site. There are no excuses to be made for driving time, unreliable vehicles etc. Treat this as your job, show up on time and ready to learn with a good attitude and you will be successful. All clinical time missed will be made up at the clinical site concerned. You will NEVER elect to go to another site on your own, for whatever reason. The program faculty reserves the right to move you to any one of our active clinical sites at any time for any reason. All clinical site assignments will be made at the discretion of the clinical coordinator and be partially based upon the student’s educational needs and availability of space.

Retention

JRCERT standards require that this program have a 5 year average student retention rate of 75% or more. As part of the ongoing assessment process of the College and this program, that is one of the benchmarks that will be continually investigated. If this program ever falls below this benchmark, then the program faculty will initiate various techniques to raise the retention rate. There are many reasons, both good and bad, that a student may leave this program. We will investigate them in turn if necessary. The complete JRCERT standard may be found at www.jrcert.org. More complete program effectiveness data may be found at http://www.southeastmissourihospitalcollege.edu/RT_ProgramEffectiveness.aspx

Expectations of Professional Conduct

You are in an educational program that will turn you into a highly skilled and sought after professional. The profession is only as good as you are in educating others about what you do and how well you do it. It truly does make a difference to others if you look dirty, smell bad, act insolently, speak grammatically incorrect English or behave like a child in stressful situations. You are to act, both in class and in the clinical environment, as an adult professional who is to be trusted with the care of loved ones. Behave as if you are in a job interview at all times during clinical, and you will create the best impression possible that may drastically influence your future. You will be honest and square dealing in your communications with others and you will not perjure yourself on sensitive patient care documentation. Remember the ARRT rules of ethics will govern your professional life and do so once you have been admitted to an educational program.

Student Employment in Radiography

The program director and faculty of the Radiologic Technology Program neither endorse nor discourage student employment. Missouri is a non-licensure state and students may be legally offered employment in the radiographic sciences during their educational process. Since program standards must be maintained, students not meeting academic or clinical standards will be required to meet with the program director. In such situations, the working student may be counseled to resign from the outside job. Time for which a student is paid may not be credited to the required clinical time for the regular program. Since student employment is not considered an educational activity, all liability shall be the responsibility of the employer. The student is not covered by any college policy during these activities. Employment should include some type of compensation for the student; however, this will NOT include compensatory time off from a normal clinical assignment. Under no circumstances will the student's employment be allowed to conflict with regularly scheduled classes and laboratories of the program.
Clinical Professionalism

The Radiologic Technology uniform consists of the following:

Women:
- RT Student Uniform *(Khaki pants, College Logo - polo shirt, tucked into pants w/belt)*
- Natural Hose or Dress Socks
- Comfortable Duty (walking) Shoes with a smooth cleanable surface
- Watch with Second Hand
- Radiation Monitoring Badge
- White Lab Coat (if desired)

Men:
- RT Student Uniform *(Khaki pants, College Logo - polo shirt, tucked into pants w/belt)*
- Dress Socks
- Comfortable Duty (walking) Shoes with a smooth cleanable surface
- Watch with Second Hand
- Radiation Monitoring Badge
- White Lab Coat (if desired)

Requirements:
1. Uniforms will be worn only when students are engaged in RT class activities and specified occasions of the college. Students are to wear full uniform except in situations where they are specifically instructed not to do so (i.e., surgery).
2. Hair will be kept neatly arranged and away from the face. Hair extending below the collar must be pulled back and secured adequately. Hair shall be natural in appearance and without distracting colors and/or styles. Neutral barrettes the color of the hair will be acceptable. No bows are allowed. Neatly trimmed mustaches and beards will be acceptable or the student is to be cleanly shaved. Sideburns will not extend below the earlobe.
3. The only jewelry that will be acceptable will be two simple rings, a watch, and one small chain necklace not to exceed 18” in length. Those with pierced ears may wear two sets of metal or pearl studs. Earrings may not extend below the earlobes. All jewelry is worn at the student's risk. Significant injury may occur to the student that could be possibly disfiguring when a patient grabs a piece of jewelry, you have been warned.
4. Make-up will be applied in a manner that will give a natural look.
5. Chewing gum or eating candy while on duty will not be allowed. Breath mints or sprays are acceptable.
6. Fingernails are to be kept smoothly rounded, sufficiently short so as not to extend beyond the tips of the fingers, and clean. No nail polish may be worn unless it is clear.
7. Hosiery with runs may not be worn.
8. Uniforms must be laundered to maintain a clean and neat appearance.
9. Personal hygiene should include daily bathing as well as the use of deodorants and mouthwashes as needed. No fragrances, colognes, or perfumes will be worn. Offensive body odors will not be tolerated.
10. The use of any tobacco product in the College building or in the clinical area is not permitted. The lingering smell of tobacco on breath, hands and clothing is objectionable to those who are ill and/or do not smoke. Students must adhere to the institutions' smoking policies. Violators will be reported to the program director.
11. The odor of alcoholic beverages or appearance of having ingested alcohol or being under the influence of alcohol is not permitted and will cause your immediate dismissal.
12. Along with being well-groomed and clean while in uniform, the student must constantly be aware of the image portrayed to the public. Profanity, loud talking, or discussing a patient's condition where it can be overheard by other patients is unethical conduct and is prohibited.
13. Tattoos and other body modifications must be out of patient sight while student is on duty.
The ARRT Code of Ethics serves as a guide by which Registered Technologists and Applicants may evaluate their professional conduct as it relates to patients, health care consumers, employers, colleagues, and other members of the health care team. The Code of Ethics is intended to assist Registered Technologists and Applicants in maintaining a high level of ethical conduct and in providing for the protection, safety and comfort of patients.

As a student, it is your responsibility to aspire to excellence through this Code of Ethics.

1. The Radiologic Technologist conducts himself/herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The Radiologic Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The Radiologic Technologist delivers patient care and services unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socioeconomic status.
4. The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The Radiologic Technologist assesses situations, exercises care, discretion and judgment, assumes responsibility for professional decisions, and acts in the best interest of the patient.
6. The Radiologic Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient, and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Radiologic Technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.
8. The Radiologic Technologist practices ethical conduct appropriate to the profession, and protects the patient’s right to quality radiologic technology care.
9. The Radiologic Technologist respects confidences entrusted in the course of professional practice, respects the patient’s right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Radiologic Technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.

“I have read the ARRT code of ethics listed above and agree to abide by each of them as long as I am a student radiographer or a practicing radiographer. Failure to do so while a student radiographer may result in immediate expulsion in order to maintain a safe environment for my classmates and for my patients as well as College faculty. I recognize that the ARRT and Southeast Missouri Hospital College of Nursing and Health Sciences radiography program take this code of ethics very seriously and a violation may destroy any aspirations that I have to be a medical radiographer. I hold the program, College, and the ARRT blameless in such an event as I recognize that it is of my own free will that I would choose to violate the tenets described above.”

Signature _______________________________ Date ____________________
Voluntary Pregnancy Policy
Disclosure of pregnancy is voluntary. In the case of disclosure, the following policies come into effect:

The National Council of Radiation Protection (NCRP) advises that control measures should be taken to avoid or reduce the risk of ionizing radiation exposure to the human embryo or fetus. It should be noted, however, that the risks or probability of detectable effects induced by medical diagnostic exposure are very small.

It is the policy of the Southeast Missouri Hospital College of Nursing and Health Sciences Diagnostic Medical Imaging - Radiology Program to provide reasonable radiation protection to student radiographers occupationally exposed to radiation. Declared Pregnant students are expected to follow the additional protective measures detailed below which have been developed to restrict the fetal radiation dose below the maximum permissible dose (MPD) as recommended to the NCRP and the United States Nuclear Regulatory Commission (USNRC).

All students in Southeast Missouri Hospital College of Nursing and Health Sciences Diagnostic Medical Imaging - Radiology Program will be given a copy of the USNRC Regulatory Guide 8.13 which concerns prenatal radiation exposure. The pregnant student must make the final decision as to their acceptance or non acceptance of this minimal risk.

The following procedures shall be followed:

1. The Program strongly encourages the student to notify the Diagnostic Medical Imaging - Radiology Program Coordinator immediately upon medical verification of pregnancy to ensure that protective measures are for the fetus and mother are initiated.
2. The Program Coordinator will arrange for the student to review her previous radiation exposure history. The Program Coordinator will provide the student with a copy of NCR 8.13-3 and will review protective actions and the risks associated with radiation exposure to the fetus.
3. Upon medical verification that a pregnancy exists, and after consultation with the student’s physician, the Program Coordinator will offer two options to the student.

Option # 1 - Remain In the Program Throughout the Pregnancy
If the student so decides, she may continue in the Program under the following requirements:

A. The student shall review and implement radiation safety practices as outlined in her copy of NRC appendix 8.13.3
B. The student shall wear exposure-monitoring devices as determined by the NCR’s recommendation.
C. The student shall wear a wrap-around lead apron during exposures to radiation. Lead aprons of 0.5 mm lead equivalent are considered sufficient to attenuate 88% of the beam at 75 kVp. Above 75 kVp, aprons with 1.0mm lead are recommended.
D. The student shall participate in all scheduled clinical rotations areas as assigned without modification. Optional rotations in Nuclear Medicine and Radiation Therapy will be addressed after the student returns from maternity leave.

Option # 2 - Leave of Absence During Pregnancy
If the student so decides, she may elect to leave the Program during the pregnancy period.

A. If the student decides to accept this option and leave the Program, she must immediately notify the Program Coordinator in writing.
B. An incomplete will be awarded for the course(s) in progress.
C. The remaining course work may be completed upon the student’s return, subject to space availability. It may not be feasible for the student to re-enter the program immediately since all courses are offered chronologically and only once a year.
D. All didactic and clinical course work must be completed prior to completion and graduation from the Program.

The Program Coordinator shall document the student’s decision in regard to the two options described above. The student shall complete and sign documentation acknowledging receipt of all information and associated documentation in regard to the pregnancy. All documentation shall be kept in the student’s permanent personal file.
Pregnancy / Radiation Safety Protection Verification Form

Southeast Missouri Hospital College of Nursing and Health Sciences
Diagnostic Medical Imaging-Radiologic Program

I verify by my signature below that:

1. I have notified the Southeast Missouri Hospital College of Nursing and Health Sciences Diagnostic Medical Imaging - Radiology Program Coordinator of my pregnancy.
2. I have been advised by the Program Coordinator in regard to protective measures as well as the risks associated with radiation exposure to the fetus. I have also been advised to and/or have read the appendix to NCR 8.13.3
3. I have received an additional dosimeter that I am wearing at the level of the pelvis to monitor the radiation dose to the fetus.
4. It has been explained to me that by wearing a 0.5 mm lead equivalent protective apron, the dosage to the abdomen/pelvis can be reduced by more than 88% at 75 kVp. It has also been explained to me that a lead apron with 1.0 mm lead equivalent should be worn when the beam is above 75 kVp.
5. I have had the opportunity to discuss questions concerning radiation safety during my pregnancy with the Program Coordinator. Furthermore, I understand that should additional questions arise, I may again consult with this individual.

☐ I do understand the risks involved to the fetus and myself during my pregnancy in regard to pregnancy-related radiation safety. I elect to remain in the Program and adhere to the requirements as stated in Option #1 of the attached Pregnancy Policy.

☐ I do understand the risks involved to the fetus and myself during my pregnancy in regard to pregnancy-related radiation safety. I elect not to remain in the Program and that a leave of absence from the Program has been granted to me. I understand my return is subject to space availability and I anticipate returning on or around the following date:

Student Signature ________________________________ Date ________________

Faculty Member Signature ________________________________ Date ________________
Physician’s Awareness of Pregnancy Form

Southeast Missouri Hospital College of Nursing and Health Sciences
Diagnostic Medical Imaging – Radiology Program

<table>
<thead>
<tr>
<th>Student Name (printed/typed)</th>
<th>DOB</th>
<th>Social Security #</th>
</tr>
</thead>
</table>

The student named above is presently enrolled in the Diagnostic Medical Imaging- Radiology Program at Southeast Missouri Hospital College of Nursing and Health Sciences. Due to the nature of the Program, this student may be exposed to ionizing radiation, or other health hazards (i.e. lifting, possible exposure to contagious disease, etc.). In order to determine the appropriate precautions, we need the following information:

1. **Approximate Date of conception**

2. **Approximate date of expected delivery**

3. **Present health status**

4. **Will the student be under your care during her pregnancy**
   - [ ] yes
   - [x] no

5. **Have you informed her of the potential dangers involved in continuing her present career goal while pregnant?**
   - [ ] yes
   - [x] no

6. **Do you recommend her continuation in Clinical Education?**
   - [ ] yes
   - [x] no

7. **Do you recommend that she continue in the Program?**
   - [ ] yes
   - [x] no

8. **Recommended date maternity leave should begin**

9. **Recommended date that Clinical Education may resume after delivery**

**NOTE:** A written release is required before this student may return to clinicals.

Physician Name (printed) __________________________________________________________

Physician Signature ___________________________ Date ____________________
INSTRUCTION CONCERNING PRENATAL RADIATION EXPOSURE

A. INTRODUCTION
The Code of Federal Regulations in 10 CFR Part 19, “Notices, Instructions and Reports to Workers: Inspection and Investigations,” in Section 19.12, “Instructions to Workers,” requires instruction in “the health protection problems associated with exposure to radiation and/or radioactive material, in precautions or procedures to minimize exposure, and in the purposes and functions of protective devices employed.” The instructions must be “commensurate with potential radiological health protection problems present in the work place.”

The Nuclear Regulatory Commission’s (NRC’s) regulations on radiation protection are specified in 10 CFR Part 20, “Standards for Protection Against Radiation”; and 10 CFR 20.1208, “Dose to an Embryo/Fetus,” requires licensees to “ensure that the dose to an embryo/fetus during the entire pregnancy, due to occupational exposure of a declared pregnant woman, does not exceed 0.5 rem (5 mSv).” Section 20.1208 also requires licensees to “make efforts to avoid substantial variation above a uniform monthly exposure rate to a declared pregnant woman.” A declared pregnant woman is defined in 10 CFR 20.1003 as a woman who has voluntarily informed her employer, in writing, of her pregnancy and the estimated date of conception.

This regulatory guide is intended to provide information to pregnant women, and other personnel, to help them make decisions regarding radiation exposure during pregnancy. This Regulatory Guide 8.13 supplements Regulatory Guide 8.29, “Instruction Concerning Risks from Occupational Radiation Exposure” (Ref. 1), which contains a broad discussion of the risks from exposure to ionizing radiation. Other sections of the NRC’s regulations also specify requirements for monitoring external and internal occupational dose to a declared pregnant woman. In 10 CFR 20.1502, “Conditions Requiring Individual Monitoring of External and Internal Occupational Dose,” licensees are required to monitor the occupational dose to a declared pregnant woman, using an individual monitoring device, if it is likely that the declared pregnant woman will receive, from external sources, a deep dose equivalent in excess of 0.1 rem (1 mSv). According to Paragraph (e) of 10 CFR 20.2106, “Records of Individual Monitoring Results,” the licensee must maintain records of dose to an embryo/fetus if monitoring was required, and the records of dose to the embryo/fetus must be kept with the records of dose to the declared pregnant woman. The declaration of pregnancy must be kept on file, but may be maintained separately from the dose records. The licensee must retain the required form or record until the Commission terminates each pertinent license requiring the record.

The information collections in this regulatory guide are covered by the requirements of 10 CFR Parts 19 or 20, which were approved by the Office of Management and Budget, approval numbers 3150-0044 and 3150-0014, respectively. The NRC may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

B. DISCUSSION
As discussed in Regulatory Guide 8.29 (Ref. 1), exposure to any level of radiation is assumed to carry with it a certain amount of risk. In the absence of scientific certainty regarding the relationship between low dose exposure and health effects, and as a conservative assumption for radiation protection purposes, the scientific community generally assumes that any exposure to ionizing radiation may cause undesirable biological effects and that the likelihood of these effects increases as the dose increases. At the occupational dose limit for the whole body of 5 rem (50 mSv) per year, the risk is believed to be very low.

The magnitude of risk of childhood cancer following in utero exposure is uncertain in that both negative and positive studies have been reported. The data from these studies “are consistent with a lifetime cancer risk resulting from exposure during gestation which is two to three times that for the adult” (NCRP Report No. 116, Ref. 2). The NRC has reviewed the available scientific literature and has concluded that the 0.5 rem (5 mSv) limit specified in 10 CFR 20.1208 provides an adequate margin of protection for the embryo/fetus.
This dose limit reflects the desire to limit the total lifetime risk of leukemia and other cancers associated with radiation exposure during pregnancy. In order for a pregnant worker to take advantage of the lower exposure limit and dose monitoring provisions specified in 10 CFR Part 20, the woman must declare her pregnancy in writing to the licensee. A form letter for declaring pregnancy is provided in this guide or the licensee may use its own form letter for declaring pregnancy. A separate written declaration should be submitted for each pregnancy.

C. REGULATORY POSITION

1. Who Should Receive Instruction
Female workers who require training under 10 CFR 19.12 should be provided with the information contained in this guide. In addition to the information contained in Regulatory Guide 8.29 (Ref. 1), this information may be included as part of the training required under 10 CFR 19.12.

2. Providing Instruction
The occupational worker may be given a copy of this guide with its Appendix, an explanation of the contents of the guide, and an opportunity to ask questions and request additional information. The information in this guide and Appendix should also be provided to any worker or supervisor who may be affected by a declaration of pregnancy or who may have to take some action in response to such a declaration. Classroom instruction may supplement the written information. If the licensee provides classroom instruction, the instructor should have some knowledge of the biological effects of radiation to be able to answer questions that may go beyond the information provided in this guide. Videotaped presentations may be used for classroom instruction. Regardless of whether the licensee provides classroom training, the licensee should give workers the opportunity to ask questions about information contained in this Regulatory Guide 8.13. The licensee may take credit for instruction that the worker has received within the past year at other licensed facilities or in other courses or training.

3. Licensee's Policy on Declared Pregnant Women
The instruction provided should describe the licensee's specific policy on declared pregnant women, including how those policies may affect a woman's work situation. In particular, the instruction should include a description of the licensee's policies, if any, that may affect the declared pregnant woman's work situation after she has filed a written declaration of pregnancy consistent with 10 CFR 20.1208. The instruction should also identify who to contact for additional information as well as identify who should receive the written declaration of pregnancy. The recipient of the woman's declaration may be identified by name (e.g., John Smith), position (e.g., immediate supervisor, the radiation safety officer), or department (e.g., the personnel department).

4. Duration of Lower Dose Limits for the Embryo/Fetus
The lower dose limit for the embryo/fetus should remain in effect until the woman withdraws the declaration in writing or the woman is no longer pregnant. If a declaration of pregnancy is withdrawn, the dose limit for the embryo/fetus would apply only to the time from the estimated date of conception until the time the declaration is withdrawn. If the declaration is not withdrawn, the written declaration may be considered expired one year after submission.

5. Substantial Variations Above a Uniform Monthly Dose Rate
According to 10 CFR 20.1208(b), “The licensee shall make efforts to avoid substantial variation above a uniform monthly exposure rate to a declared pregnant woman so as to satisfy the limit in paragraph (a) of this section,” that is, 0.5 rem (5 mSv) to the embryo/fetus. The National Council on Radiation Protection and Measurements (NCRP) recommends a monthly equivalent dose limit of 0.05 rem (0.5 mSv) to the embryo/fetus once the pregnancy is known (Ref. 2). In view of the NCRP recommendation, any monthly dose of less than 0.1 rem (1 mSv) may be considered as not a substantial variation above a uniform monthly dose rate and as such will not require licensee justification. However, a monthly dose greater than 0.1 rem (1 mSv) should be justified by the licensee.

D. IMPLEMENTATION

The purpose of this section is to provide information to licensees and applicants regarding the NRC staff's plans for using this regulatory guide. Unless a licensee or an applicant proposes an acceptable alternative method for complying with the specified portions of the NRC's regulations, the methods described in this guide will be used by the NRC staff in the evaluation of instructions to workers on the radiation exposure of pregnant women.
REFERENCES

Appendix
Questions and Answers Concerning Prenatal Radiation Exposure

1. **Why am I receiving this information?**
The NRC’s regulations (in 10 CFR 19.12, “Instructions to Workers”) require that licensees instruct individuals working with licensed radioactive materials in radiation protection as appropriate for the situation. The instruction below describes information that occupational workers and their supervisors should know about the radiation exposure of the embryo/fetus of pregnant women. The regulations allow a pregnant woman to decide whether she wants to formally declare her pregnancy to take advantage of lower dose limits for the embryo/fetus. This instruction provides information to help women make an informed decision whether to declare a pregnancy.

2. **If I become pregnant, am I required to declare my pregnancy?**
No. The choice whether to declare your pregnancy is completely voluntary. If you choose to declare your pregnancy, you must do so in writing and a lower radiation dose limit will apply to your embryo/fetus. If you choose not to declare your pregnancy, you and your embryo/fetus will continue to be subject to the same radiation dose limits that apply to other occupational workers.

3. **If I declare my pregnancy in writing, what happens?**
If you choose to declare your pregnancy in writing, the licensee must take measures to limit the dose to your embryo/fetus to 0.5 rem (5 millisievert) during the entire pregnancy. This is one-tenth of the dose that an occupational worker may receive in a year. If you have already received a dose exceeding 0.5 rem (5 mSv) in the period between conception and the declaration of your pregnancy, an additional dose of 0.05 rem (0.5 mSv) is allowed during the remainder of the pregnancy. In addition, 10 CFR 20.1208, “Dose to an Embryo/Fetus,” requires licensees to make efforts to avoid substantial variation above a uniform monthly dose rate so that all the 0.5 rem (5 mSv) allowed dose does not occur in a short period during the pregnancy. This may mean that, if you declare your pregnancy, the licensee may not permit you to do some of your normal job functions if those functions would have allowed you to receive more than 0.5 rem, and you may not be able to have some emergency response responsibilities.

4. **Why do the regulations have a lower dose limit for the embryo/fetus of a declared pregnant woman than for a pregnant worker who has not declared?**
A lower dose limit for the embryo/fetus of a declared pregnant woman is based on a consideration of greater sensitivity to radiation of the embryo/fetus and the involuntary nature of the exposure. Several scientific advisory groups have recommended (References 1 and 2) that the dose to the embryo/fetus be limited to a fraction of the occupational dose limit.

5. **What are the potentially harmful effects of radiation exposure to my embryo/fetus?**
The occurrence and severity of health effects caused by ionizing radiation are dependent upon the type and total dose of radiation received, as well as the time period over which the exposure was received. See Regulatory Guide 8.29, “Instruction Concerning Risks from Occupational Exposure” (Ref. 3), for more information. The main concern is embryo/fetal susceptibility to the harmful effects of radiation such as cancer.

6. **Are there any risks of genetic defects?**
Although radiation injury has been induced experimentally in rodents and insects, and in the experiments was transmitted and became manifest as hereditary disorders in their offspring, radiation has not been identified as a cause of such effect in humans. Therefore, the risk of genetic effects attributable to radiation exposure is speculative. For example, no genetic effects have been documented in any of the Japanese atomic bomb survivors, their children, or their grandchildren.
7. **What if I decide that I do not want any radiation exposure at all during my pregnancy?**

You may ask your employer for a job that does not involve any exposure at all to occupational radiation dose, but your employer is not obligated to provide you with a job involving no radiation exposure. Even if you receive no occupational exposure at all, your embryo/fetus will receive some radiation dose (on average 75 mrem (0.75 mSv)) during your pregnancy from natural background radiation. The NRC has reviewed the available scientific literature and concluded that the 0.5 rem (5 mSv) limit provides an adequate margin of protection for the embryo/fetus. This dose limit reflects the desire to limit the total lifetime risk of leukemia and other cancers. If this dose limit is exceeded, the total lifetime risk of cancer to the embryo/fetus may increase incrementally. However, the decision on what level of risk to accept is yours. More detailed information on potential risk to the embryo/fetus from radiation exposure can be found in References 2-10.

8. **What effect will formally declaring my pregnancy have on my job status?**

Only the licensee can tell you what effect a written declaration of pregnancy will have on your job status. As part of your radiation safety training, the licensee should tell you the company's policies with respect to the job status of declared pregnant women. In addition, before you declare your pregnancy, you may want to talk to your supervisor or your radiation safety officer and ask what a declaration of pregnancy would mean specifically for you and your job status. In many cases you can continue in your present job with no change and still meet the dose limit for the embryo/fetus. For example, most commercial power reactor workers (approximately 93%) receive, in 12 months, occupational radiation doses that are less than 0.5 rem (5 mSv) (Ref. 11). The licensee may also consider the likelihood of increased radiation exposures from accidents and abnormal events before making a decision to allow you to continue in your present job. If your current work might cause the dose to your embryo/fetus to exceed 0.5 rem (5 mSv), the licensee has various options. It is possible that the licensee can and will make a reasonable accommodation that will allow you to continue performing your current job, for example, by having another qualified employee do a small part of the job that accounts for some of your radiation exposure.

9. **What information must I provide in my written declaration of pregnancy?**

You should provide, in writing, your name, a declaration that you are pregnant, the estimated date of conception (only the month and year need be given), and the date that you give the letter to the licensee. A form letter that you can use is included at the end of these questions and answers. You may use that letter, use a form letter the licensee has provided to you, or write your own letter.

10. **To declare my pregnancy, do I have to have documented medical proof that I am pregnant?**

NRC regulations do not require that you provide medical proof of your pregnancy. However, NRC regulations do not preclude the licensee from requesting medical documentation of your pregnancy, especially if a change in your duties is necessary in order to comply with the 0.5 rem (5 mSv) dose limit.

11. **Can I tell the licensee orally rather than in writing that I am pregnant?**

No. The regulations require that the declaration must be in writing.

12. **If I have not declared my pregnancy in writing, but the licensee suspects that I am pregnant, do the lower dose limits apply?**

No. The lower dose limits for pregnant women apply only if you have declared your pregnancy in writing. The United States Supreme Court has ruled (in United Automobile Workers International Union v. Johnson Controls, Inc., 1991) that “Decisions about the welfare of future children must be left to the parents who conceive, bear, support, and raise them rather than to the employers who hire those parents” (Reference 7). The Supreme Court also ruled that your employer may not restrict you from a specific job “because of concerns about the next generation.” Thus, the lower limits apply only if you choose to declare your pregnancy in writing.

13. **If I am planning to become pregnant but am not yet pregnant and I inform the licensee of that in writing, do the lower dose limits apply?**

No. The requirement for lower limits applies only if you declare in writing that you are already pregnant.

14. **What if I have a miscarriage or find out that I am not pregnant?**

If you have declared your pregnancy in writing, you should promptly inform the licensee in writing that you are no longer pregnant. However, if you have not formally declared your pregnancy in writing, you need not inform the licensee of your non-pregnant status.
15. **How long is the lower dose limit in effect?**
   The dose to the embryo/fetus must be limited until you withdraw your declaration in writing or you inform the licensee in writing that you are no longer pregnant. If the declaration is not withdrawn, the written declaration may be considered expired one year after submission.

16. **If I have declared my pregnancy in writing, can I revoke my declaration of pregnancy even if I am still pregnant?**
   Yes, you may. The choice is entirely yours. If you revoke your declaration of pregnancy, the lower dose limit for the embryo/fetus no longer applies.

17. **What if I work under contract at a licensed facility?**
   The regulations state that you should formally declare your pregnancy to the licensee in writing. The licensee has the responsibility to limit the dose to the embryo/fetus.

18. **Where can I get additional information?**
   The references to this Appendix contain helpful information, especially Reference 3, NRC’s Regulatory Guide 8.29, “Instruction Concerning Risks from Occupational Radiation Exposure,” for general information on radiation risks. The licensee should be able to give this document to you. For information on legal aspects, see Reference 7, “The Rock and the Hard Place: Employer Liability to Fertile or Pregnant Employees and Their Unborn Children—What Can the Employer Do?” which is an article in the journal *Radiation Protection Management*.

You may telephone the NRC Headquarters at (301) 415-7000. Legal questions should be directed to the Office of the General Counsel, and technical questions should be directed to the Division of Industrial and Medical Nuclear Safety. You may also telephone the NRC Regional Offices at the following numbers: Region I, (610) 337-5000; Region II, (404) 562-4400; Region III, (630) 829-9500; and Region IV, (817) 860-8100. Legal questions should be directed to the Regional Counsel, and technical questions should be directed to the Division of Nuclear Materials Safety.

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### REFERENCES FOR APPENDIX

Copies are available at current rates from the U.S. Government Printing Office, P.O. Box 37082, Washington, DC 20402-9328 (telephone (202)512-1800); or from the National Technical Information Service by writing NTIS at 5285 Port Royal Road, Springfield, VA 22161. Copies are available for inspection or copying for a fee from the NRC Public Document Room at 2120 L Street NW., Washington, DC; the PDR’s mailing address is Mail Stop LL-6, Washington, DC 20555; telephone (202)634-3273; fax (202)634-3343. 8.13-8.13-10


Declaration of Pregnancy Form

To: ______________________________________

In accordance with the NRC's regulations at 10 CFR 20.1208, “Dose to an Embryo/Fetus,”

I am declaring that I am pregnant. I believe I became pregnant in _______________________________________ .

(only the month and year need be provided)

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (5 millisievert) (unless that dose has already been exceeded between the time of conception and submitting this letter). I also understand that meeting the lower dose limit may require a change in job or job responsibilities during my pregnancy.

Physician Name (printed) ______________________________________________________________________

Physician Signature _____________________________________________________ Date __________________
Dear Student,

I am pleased to welcome you into the Medical Laboratory Science Program at Southeast Missouri Hospital College of Nursing and Health Sciences. You have chosen a profession that is critical to healthcare. Approximately 70% of clinical diagnostic and treatment decisions with patients depend on the medical laboratory results generated by the clinical laboratory. Our profession is vital to the diagnosis, treatment, and prognosis of patient disease states.

You can expect a rigorous schedule of educational activities during your clinical year, and I feel certain that you will find your year with us not only challenging but quite rewarding. Knowing that you have made a difference in the lives of individuals – whether it be evaluating a blood smear for the presence of leukemia cells, providing a safe blood product for an accident victim, isolating and identifying the pathogenic bacteria infecting a wound, or determining the electrolyte balance of an intensive care patient – will provide you with a feeling of satisfaction and pride in your profession. The medical laboratory scientist is the link between specimen collection and result reporting.

Congratulations on your admission to the Medical Laboratory Science program! Please feel free to discuss any issues of concern that you may have, with me at anytime.

Sincerely,

Sherry Schloss, MLS Program Director
Program Philosophy

The faculty at Southeast Missouri Hospital College of Nursing and Health Sciences Medical Laboratory Science Program believe that the primary function of the MLS 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. Medical Laboratory Scientists must perform their duties with efficiency, accuracy, and thoughtfulness. This program strives to graduate practicing Medical Laboratory Scientists who pay attention to detail, effectively communicate, and show integrity in the performance of laboratory assays. Continuing advances in the field of Medical Laboratory Science requires an attitude of life-long learning for faculty and graduates.

Program Goals

Recruit, admit, retain and graduate diverse, qualified students:
- To graduate students with the cognitive knowledge to perform and interpret laboratory analysis in all the competency areas of a laboratory generalist.
- To graduate students with the psychomotor skills to perform laboratory analyses, operate and maintain laboratory instrumentation in all the competency areas of a laboratory generalist.
- To graduate students committed to the highest standards of accuracy, quality, confidentiality, and care in the performance of laboratory analyses.
- To graduate students who evaluate and select new laboratory techniques and instrumentation.
- To graduate students who analyze and solve problems with laboratory instrumentation and principles.
- To graduate students who are committed to principles of laboratory safety and practice those principles.
- To graduate students who conduct themselves as responsible and reliable employees, so as to be a credit to the profession of medical technology.
- To graduate students who communicate effectively with other health care professionals, patients and their families, and the community.
- To graduate students who are successful in passing a national certifying exam.
- To graduate students with entrance level knowledge of laboratory management and education.
- To graduation students with knowledge of information systems and with the ability to evaluate and select laboratory information systems.
- To graduate students committed to the continuation of their laboratory education as a process of life long learning.
- To graduate students with laboratory experiences beyond the hospital laboratory.

Quality of Instruction

So that the School is able to meet program goals, the School will provide clinical instructors who are:
- Committed to the quality education of students, providing current knowledge of laboratory methodologies and theory of clinical correlation.
- Dedicated to maintaining current knowledge through formal continuing education and self-study activities.
- Interested in and supportive of students.
- Timely in writing student evaluations and offering remediation assistance.
- Willing to supervise the student at all times during clinical instruction.
Competencies at Graduation

Certain competencies may be dependent upon completion of the new employee orientation period, may require the assistance of technical manuals or reference manuals, or may require consultation with or assistance from a supervisor.

Upon successful completion of the clinical year, the following entry level job competencies will be achieved by the graduate:

- Apply principles of laboratory procedures to perform and interpret laboratory analyses.
- Apply biological principles to the interpretation of laboratory analyses.
- Identify sources of error in non-automated and automated laboratory analyses.
- Operate laboratory computer information systems, instrument computer software and computer system interfaces.
- Perform successful venipunctures and microtechnique blood collections according to laboratory protocols.
- Prepare reagents, media, blood products for laboratory use/administration.
- Select the appropriate specimen type for a given laboratory analysis.
- Verify test results using routine and special laboratory procedures.
- Evaluate laboratory data to assure: specimen integrity, proper instrumentation adjustment, appropriate reagent use, quality control standards are met.
- Recognize critical laboratory values and notify the appropriate health care personnel.
- Calculate laboratory results using appropriate laboratory values.
- Apply principles of laboratory management and knowledge of standard operating procedure for laboratories to write procedures and policies, make budget decisions, review and maintain laboratory accreditation.
- Analyze and solve problems with laboratory instruments and laboratory procedures.
- Practice principles of laboratory safety.
- Apply knowledge of education principles to teach laboratory related information to other laboratory personnel, other health care providers, or members of the community.
- Operate and maintain laboratory instrumentation in all competency areas of the laboratory generalist.
- Evaluate and select new laboratory techniques and instrumentation.
- Analyze consumable usage and process purchase orders for reagents, media, supplies and blood products.
- Select, prepare and run quality control material appropriate to the laboratory procedure.
- Apply knowledge of information systems to evaluate and select laboratory information systems.
- Correlate laboratory values with clinical diagnosis and physiological processes to validate results.
- Evaluate and implement new test methodologies.
- Evaluate laboratory results to specify additional tests or alternative methodologies where needed to generate valid laboratory results.
- Evaluate laboratory data to recognize procedural technical and/or instrument errors.
- Evaluate inconsistent laboratory results.
- Evaluate laboratory data to establish procedure or instrument reference ranges for quality control material and the patient population.
- Relate to patients and families in a caring, calm, and courteous fashion, recognizing the stresses to patients and families in a health care setting.
- Maintain confidentiality when dealing with patient information.
- Communicate clearly and courteously with patients, co-workers, and other members of the health care team.
- Advocate for quality laboratory testing to enhance patient care.

Advanced Placement

Individuals with clinical laboratory credit hours and/or laboratory experience beyond the pre-requisites will be considered for advanced placement. Tuition will be set based on educational needs of the student, i.e., tuition will be prorated based on the lecture/laboratory coursework needed in various laboratory areas. Students seeking advanced placement should consult with the program director.
Instructional Resources

Southeast Missouri Hospital has a building dedicated to the Southeast Missouri Hospital College of Nursing and Health Sciences. In addition, a separate student computer room is available for student use. CD ROM capabilities, PowerPoint, video and audio are available, as well as Internet access.

The hospital Clinical Laboratory contains 9163 square feet of space. The laboratory is a full service state of the art laboratory and is fully computerized.

Several libraries are available for student use. Students have checkout privileges at Southeast Missouri State University Kent Library and the Clinical Laboratory Resources area (textbooks and journals) located within the main hospital laboratory.

Medical Laboratory Science Program Faculty

Program Director .............. Sherry Schloss, MA, MLS (ASCP) CM
Program Faculty ............... Vannesa Schwendemann, MA, MLS (ASCP) CM
Mindy Alcorn, MBA, MT (ASCP)

Clinical Sites and Instructors

Southeast Hospital Laboratory ........................................................................................................... (573) 651-5540

Lead Clinical Instructors
Drew White, MT (ASCP) – Microbiology
Judy Peetz, MT (ASCP) – Chemistry/Immunology
Vannesa Schwendemann, MLS (ASCP) – Hematology/Coag/UA
Derek Riley, MT (ASCP) – Blood Bank

Doctor’s Park Laboratory ................................................................................................................... (573) 651-5828

Lead Clinical Instructors
Sandy Hill, MT (HEW) – Hem/Coag/UA

St. Francis Medical Center Laboratory ............................................................................................. (573) 331-5147

Lead Clinical Instructors
Ruth Masterson, SM (ASCP) – Microbiology
Anita Philips, MT (ASCP) – Hematology/Coagulation
Marvin Miller, MT (ASCP) – Chemistry/Immunology/UA
Jane Stout, MT (ASCP) – Blood Bank
Magdalene Vogel, MT (ASCP) – Special Chemistry

Missouri Delta Medical Center Laboratory ....................................................................................... (573) 472-7675

Lead Clinical Instructors
Frank Proffer, MT (HEW) – Microbiology
JoAnn Ellison, MT (AMT) – Automated Chemistry
Tracy Coppage, MT (ASCP) – Immunology
Craig Welker, MT (HEW) – Blood Bank

Ferguson Medical Group ..................................................................................................................... (573) 471-0330

Lead Clinical Instructor ..................................................................................................................... ext 178
Meredith Hooper MT (ASCP) – Chemistry
Ste. Genevieve Memorial Hospital ...................................................................................................... (573) 883-7710
   Lead Clinical Instructor
       Kathy Gerardot, MT (ASCP) – Chemistry

SSM St. Louis Healthcare Network Laboratories ............................................................................. (636) 625-5294
   Director of Laboratory Rotations
       Valerie Snyder, MSA, MT (ASCP)

Southern Illinois Healthcare ................................................................................................................ (618) 549-0721
   Lou Anne Lough – Laboratory Director
   Lisa Richard – Blood Bank/Coagulation
   JoAnn Keith – Microbiology
   Ken Ballenger – Hematology/UA

Perry County Memorial Hospital ........................................................................................................ (573) 768-3257
   Laboratory Director
       Julie Wengert, MT (ASCP)

Southeast Missouri State University
   Adjunct Faculty
       Bjorn Olesen, PhD
   Affiliate Advisor
       Philip Crawford, PhD

Maryville University
   Adjunct Faculty

   Affiliate Advisor
       Kristen Bruzzini, PhD
Hospital Mission
Together we make a difference through our commitment to excellence in health care.

Values

Vision for Change
- Our challenge in preparing for tomorrow’s health needs is to keep contemporary care available for those we serve. By evaluating the present, setting appropriate goals, being flexible and innovative, we prepare daily to meet and shape the future of health care in our region.

Access to Care
- We believe that all patients in our care are entitled to quality health services, information and confidentiality about their care, and treatment with dignity and compassion in all of life’s stages.

Leadership with Responsibility
- Dedicated to maintaining public trust and high level of integrity, our Hospital leaders strive to balance progress with costs, regulations and competition while always preserving the human touch. As a not-for-profit Hospital, we are pledged to enhancing quality of life through wise use of human and material resources in medical and civic endeavors.

Unity of Purpose
- A spirit of cooperation, mutual respect and concern is promoted by our Hospital family to deliver efficient and coordinated services. We also work together to provide patients and families with reassurance, support and care that is sensitive to all their needs.

Excellence in Performance
- At Southeast Missouri Hospital, we have made a commitment to excellence in individual performance, technology and facilities. This tradition of excellence is expressed by helping patients attain the highest quality of life they are capable of achieving and by providing regional leadership for health care issues and developments.

Service Above Self
- To demonstrate professionalism, ethics and devotion to duty is our charge: to serve with enthusiasm and compassion is our spirit. Recognizing that technology is in our hands and people are in our hearts we take pride in giving our personal best for the benefit of others.
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 Programs and Medical Lab Sciences. 1 Credit Hour

BI 306: Principles of Immunology
BI 306 is a prerequisite course for students admitted to the Medical Laboratory Science Program who have not taken an immunology course in their undergraduate curriculum. The course is 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. 3 Credit Hours

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

MR 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

MR 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 hematopoetic 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**

MR 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**

MR 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**
Medical Laboratory Science Program Course Sequence

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Credit Hours</th>
<th>Semester II</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MT 400</td>
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<td>MT 402 SL</td>
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<td>MT 403 SL</td>
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<td>MT 411 (BB/Imm)</td>
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<tr>
<td>MT 408</td>
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<td>MT 412 (Heme/Coag/UA)</td>
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<tr>
<td>MT 409</td>
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<td>MT 413 (Micro.Chem)</td>
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<td>MT 410</td>
<td>1</td>
<td>AH 201</td>
<td>1</td>
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<tr>
<td>TOTAL CREDITS</td>
<td>18</td>
<td>TOTAL CREDITS</td>
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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, complete reports accurately by computer entry and verification.

**Speech and Hearing**
includes effective communication with co-workers 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, phlebotomy.

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

Special Needs Students

Students who need special assistance according to ADA guidelines should notify the instructor the first week of the course if there are any special needs.
Evaluation

School of Medical Technology students are evaluated by means of written quizzes and examinations, practical examinations, procedure checklists and professional behavioral rating forms. All domains of learning including cognitive, psychomotor, and affective are assessed. Written quizzes and/or examinations are given weekly in both lecture and in laboratory rotations.

Formative evaluation meetings are held with each student midway through each student laboratory and department rotation. Summative evaluation meetings are held at the completion of each student laboratory rotation and department rotation. Student rotation evaluations are due the week following the end of the rotation.

Students are asked to evaluate the School of Medical Laboratory Science Program approximately six months following graduation. Employers are asked to evaluate graduates as to employee knowledge and performance approximately six months following employment. Both forms of evaluation are used to assess program effectiveness.

Standards for Professional Behavior

Students are evaluated in the following behavioral areas.

**Attendance**
- Arrives on time and stays until dismissed by instructor
- Absences are infrequent and excused
- Break/lunch time periods follow hospital/laboratory policy

**Safety**
- Observes standard precautions when working with blood and body fluids
- Observes proper use of personal protective equipment
- Follows equipment/electrical safety practices
- Observes safe practices in using chemicals and reagents
- Organizes and cleans work area
- Discards trash in the appropriate containers.

**Confidentiality**
- Keeps all patient information confidential
- Restricts communication regarding patient information to that required for specimen collection, processing, analysis and reporting

**Attitude**
- Remains attentive to instruction
- Follows instructions
- Accepts constructive criticism and changes inappropriate behaviors
- Treats instructors, fellow students, patients and families, co-workers and other health care employees with courtesy and consideration
- Cooperates with others for coordination of teaching and workload productivity

**Integrity**
- Admits to errors and follows established policies for error correction
- Utilizes quality control material and follows total quality management policy
- Displays honesty in analyzing lab specimens and reporting results
- Displays honesty in taking examinations, both written and performance
Responsibility
- Asks questions/consults with instructor for clarification when appropriate
- Consults technical and instrument manuals
- Takes initiative in performing procedures once proficiency is achieved
- Exhibits confidence in possessing job entry level competencies
- Handles stress in a mature manner, exhibited in words and actions
- Performs procedures accurately while under stress

Grades and Transcripts

Written and practical examinations are assigned grades based on the following scale:

- A = 92-100 %
- B = 83-91.9 %
- C = 75-82.9 %
- D = 66-74.9%
- F = 65% and below

Course grades are calculated based on the total number of raw points accumulated and divided by the total number of points possible. Students must attain a grade of 75% or better on examinations and quizzes in order to pass the course.

During student laboratory, students are introduced to clinical rotations and given core course information for these laboratory areas. Successful completion of all student laboratory areas is essential and prepares the student to function in the clinical laboratory rotations. A student may not begin clinical rotations until all student laboratory areas are passed. A student who fails any student laboratory/clinical rotation section is subject to dismissal from the program. No student will be allowed to remediate more than twice during the program (a remediation includes retaking an examination).

Performance checklists and professional behavior evaluation forms use the following criteria:

1. Exceeds minimum requirements
2. Meets minimum requirements
3. Below minimum requirements

Students must have a final rating “meets” or “exceeds” minimum requirements for satisfactory completion of a student laboratory or department rotation.

Mid-term reports are sent to affiliates in January. Upon successful completion of the program in May, complete transcripts should be requested to be sent to affiliates. The issuing of a certificate of completion is NOT contingent upon the student passing any type of external certification or licensure examination. The clinical course number and course name, number of credit hours granted, and final grade are included in the transcript report. Complete student records are maintained by the Southeast Hospital College of Number and Health Sciences School of Medical Laboratory Science for five years. Student transcripts are maintained indefinitely.

Minimum Grade Requirements and Make-Up Exams

If a student falls below the 75% minimum score in a student laboratory, lecture or clinical rotation, one make-up exam will be given for that section. The student and instructor will meet to assign the make-up exam date. (Normally, the make-up date will be within two (2) weeks of the meeting).

The make-up exam will be a comprehensive exam over the subject matter. A minimum score of 75% must be achieved to pass the course.

Cheating will not be tolerated and will lead to dismissal from the program.
Probation and Dismissal

Any student who is not meeting the minimum level of academic achievement (75 % or greater) or is below the minimum requirements for performance or professional behavior will be placed on probation and counseled regarding the deficiency(ies). Conditions for improvement will be set by the department clinical instructor and program director. When conditions for improvement are met, the probationary status will be removed.

Should a student fail a lecture course or laboratory rotation condition for improvement must be met within a designated time period.

A student is NOT eligible for certification exams while on probation.

**A student will be eligible for dismissal from the program if he/she:**
- Fails a lecture series, student laboratory rotation, or department rotation while on probation.
- Fails to meet the conditions for improvement with the prescribed time as designated by the Committee of Clinical Instructors.

Violates any of the Causes for Dismissal as outlined in the Student Policy Manual distributed by Southeast Missouri Hospital (as made available to the student and discussed in Orientation).

### Causes for Dismissal

(Adapted from the Southeast Missouri Hospital Employee Policy Manual): Violation of any of the following can result in suspension or immediate discharge of an employee/student. This list is not all inclusive.

1. Careless or unsatisfactory job performance.
2. Excessive tardiness and absence, or three consecutive unreported absences.
3. Falsification of hospital documents, including student application form, student records.
4. Conviction of a felony that would be a discredit to the College hospital by virtue of association of the student.
5. Misuse of student discount privileges.
6. Failure to observe personal cleanliness or prescribed dress regulations.
7. Discourtesy to patients, physicians, visitors, or employees, or the use of obscene or profane language.
8. Failure to comply with instructions or orders of supervisors.
9. Creating a nuisance or disturbance on hospital property, including fighting, horseplay, willfully violating noise policy, or engaging in indecent or immoral acts.
10. Possession of intoxicating liquor, narcotics, or illicit drugs on hospital property or having the odor of alcohol or behavior that would lead one to believe that your are under the influence of alcohol or drugs, or reporting to work under the influence of drugs or alcohol or becoming under the influence while at work.
11. Unauthorized divulgence of hospital business information, records, or patient information.
12. Leaving prescribed work area without permission
13. Making or receiving frequent outside phone calls.
14. Multiple violations of hospital parking policies.
15. Giving your computer password to another person.
16. Using another person’s computer password.
17. Inappropriate use of the HIS system or Internet.
18. Violation of sexual harassment policy.
19. Violation of Security policies, to include failure to regularly wear the hospital ID badge, unlocking or propping open locked exterior doors, workplace violence, or making verbal or physical threats to any employee or hospital guest.
20. Unauthorized presence in restricted, controlled or sensitive areas of the hospital.
21. Refusing inspection of handbags, packages or containers.
22. Other one-time or repeated violations which are judged by the Program Officials and Laboratory Management as cause for dismissal.
Part Time Employment/Service Work

Students do not perform service work in place of qualified staff. Students are eligible for and may apply for any available part time employment in the laboratory. Such employment must not interfere with scheduled academic hours. Employment in the laboratory (or other hospital department) is non-compulsory and will be a paid position. Students who are employed by the laboratory are awarded the same benefits and have the same responsibilities as a regular employee.

National Certification Examinations

Upon successful completion of the Southeast Missouri School of Medical Laboratory Science Program, the graduate is eligible to take a certifying examination. The following organizations offer certifying examinations: American Society for Clinical Pathologists (ASCP), American Medical Technologists (AMT), International Society for Clinical Laboratory Technology (ISCLT). Students are responsible for any examination registration fees.

Rules and Regulations

Attendance

Students are expected to attend all scheduled lectures and laboratory rotations. Students should arrive on time and stay until the designated dismissal time.

If the student finds absence unavoidable, the program director or clinical instructor should be notified on a daily basis. A maximum of five sick days and sixteen personal hours are allowed during the clinical year without make up days. Personal hours (for doctors’ appointments, etc.) are to be arranged in advance with the program director or clinical instructor. If make-up days are required, they will be assigned by the instructor or program director.

Personal Appearance/Dress Code

Students are expected to be clean and neat at all times. Proper personal hygiene is essential. Khaki pants and a College approved polo shirt with the College logo and a laboratory coat is required for working in the clinical laboratory. The Disposable Lab Coat is provided. Disposable gloves are required when working with blood and body fluid specimens. Student ID badges must be worn at all times while on hospital premises.

Confidential Information

Information concerning any patient and his/her illness is private, and it is the obligation of every member of the Hospital to keep this information strictly confidential. **DO NOT DISCUSS PATIENT INFORMATION** with friends, relatives, or other employees. Any inquiries from sources outside the Hospital, such as the press, should be referred directly to Marketing and Communications during normal business hours, 0800 to 1630, Monday through Friday. Evenings and weekends they should contact the charge nurse on the floor where the patient is located.

Classroom Etiquette

Students are expected to be attentive and respectful in the classroom and at clinical sites. Cell phone/text message/pager use is prohibited. No children or pets are permitted in classrooms or at clinical sites. Students who are disruptive in the classroom or clinical sites will be dismissed and asked to leave the premises.

Food/Beverage Policy

Food and beverages are prohibited in the student laboratory classroom and the clinical laboratory. A staff lounge has a refrigerator available for lunch storage. Students may purchase food in the cafeteria at the employee discount rate at Southeast Missouri Hospital.

Break/Lunch Policy

When students are in clinical rotation, there is a minimum of two 15 minute breaks and a 30 minute lunch period for every eight hours of instruction. Additional breaks and/or longer lunch periods are at the discretion of the clinical instructor.
Computer Policy
Students must restrict their use of computer functions to those permitted by the student code. At no time is any student to allow any person to use their code or to use any other person’s code.

Lab Computer Policy
Laboratory computers are for hospital business only. Students may not load personal software of any kind. Students may not play games that may be built into the software of the computer. Information obtained from the computer is confidential.

Criminal Background Check
In accordance with JCAHO regulations, all students are required to have a criminal background check.

Liability Insurance
The Hospital provides liability insurance covering acts of students performed in the course of participating in the activities of the School of Medical Technology.

Safety Training
Student safety training will include Biohazard Safety Training for General Laboratory Employees. All students will be informed of emergency preparedness procedures (e.g., fire safety, severe weather policies, accident reporting, etc).

Cardio-Pulmonary Resuscitation Requirements
Medical Laboratory Science students are NOT required to maintain current Basic Life Support Certification. Individuals are encouraged to seek such certification on their own.
Dear Surgical Technology Student,

I just wanted to take a moment and congratulate you for being accepted into the program. I want you to have the best experience that you can possibly have. I am here to help guide you through your next 10 months. I know that you will succeed and pass certification which is everyone goal. Just wanted to let you know that my door is always open and will help you in any way that I can. Please do not hesitate to ask questions.

Sincerely,

Mrs. Jill Stroud
Program Director, Surgical Technology
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 health care provider, and to be contributing, self-directing responsible member 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 10-month program prepares students for entry-level positions as surgical technicians. 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. 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.

Surgical technologists are integral members of the surgical team who work closely with surgeons, anesthesiologists, registered nurses, and other surgical personnel-delivering patient care before, during, and after surgery. Scrub, circulating, and second assisting surgical technologists have primary responsibility for maintaining the sterile field, being constantly vigilant that all members of the team adhere to aseptic technique.

It is recognized that not all surgical technology practitioners fill the roles of circulator and second assistant. It is imperative, however, that the surgical technology student be educated in all aspects of surgical technology, identified by the following duties and the curriculum content section.

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

The scrub surgical technologist handles the instruments, supplies, and equipment necessary during the surgical procedure. He/she has an understanding of the procedure being performed and anticipates the needs of the surgeon. He/she has the necessary knowledge and ability to ensure quality patient care during the operative procedure and is constantly on vigil for maintenance of the sterile field.

Duties include but are not exclusive to the following:
   a. Checks supplies and equipment needed for surgical procedure.
   b. Scrubs, gowns, and gloves.
   c. Sets up sterile table with instruments, supplies, equipment, and medical/solutions needed for procedure.
   d. Performs appropriate counts with circulator.
   e. Gowns and gloves surgeon and assistants.
   f. Helps in draping sterile field.
   g. Passes instruments and other appropriate items to surgeon and assistants during procedure.
   h. Maintains highest standard of sterile technique during procedure.
   i. Prepares sterile dressings.
   j. Cleans and prepares instruments for terminal sterilization.
   k. Assists other members of team with terminal cleaning of room.
   l. Assists in preparing room for the next patient.

Circulating Surgical Technologist

The circulating surgical technologist obtains additional instruments, supplies, and equipment necessary while the surgical procedure is in progress. He/she monitors conditions in the operating room and constantly assesses the needs of the patient and surgical team. Duties include but are not limited to the following:
   a. Obtains appropriate sterile and unsterile items needed for procedure.
   b. Opens sterile supplies.
   c. Checks patient’s chart, identifies patient, verifies surgery to be performed with the consent forms, and brings patient to assigned operating room.
   d. Transfers patient to operating room table.
   e. Assesses comfort and safety measures and provides verbal and tactile reassurance to the patient.
   f. Assists anesthesia personnel.
   g. Positions patient using appropriate equipment and safety measures.
   h. Applies electrosurgical grounding pads, tourniquets, monitor, etc., using appropriate safety measures.
   i. Positions and operates equipment needed for the procedure.
   j. Prepares the patient’s skin prior to draping by surgical team.
   k. Performs appropriate counts with scrub person.
   l. Anticipates additional supplies needed during the procedure.
   m. Keeps accurate records throughout the procedure. Properly cares for specimens.
   n. Secures dressings after incision closure.
   o. Helps transport patient to recovery room.
   p. Assists in cleaning of room and preparing for next patient.

Second Assisting Technologist

The second assisting surgical technologist assists the surgeon and/or first assistant during the operative procedure by carrying out technical tasks other than cutting, clamping, and sutureing of tissue. This role is distinct from that of the first assistant and may, in some circumstances, be performed at the same time as the scrub role. Duties include, but are not exclusive, to the following:
   a. Holds retractors or instruments as directed by the surgeon.
   b. Sponges or suctions operative site.
   c. Applies electrocautery to clamps on bleeder.
   d. Cuts suture material as directed by the surgeon.
   e. Connects drams to suction apparatus.
   f. Applies dressing to closed wound.
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 credits may be accepted as transfer credit.

Technical Abilities and Skills Required for the Surgical Technology Program

In order to handle the job responsibilities and tasks assigned to 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.

Tardy Policy

• For time purposes we will use the instructor’s cell phone and the clock in the classroom. This will give two (2) references and these are the only times that will count in regard to being tardy.

• This will be the procedure that will take place. For example if class is to begin at 12:00pm. The instructor’s cell phone has 12:00pm but the classroom clock is showing 11:59 we will use the classroom clock. Once both clocks have reach the time that class will begin then the doors will be locked.

• The student must inform the instructor that they will be late for class. Before the time that class begins, by any of the following options:
  ✓ call the instructor’s office phone, cell phone (including text), or by e-mail. All of these options will have the time that the student called.
  ✓ If the student does this then the student will receive an excused tardy and will be allowed in the classroom at the first break.
• If a quiz or an exam is given during the time period before the first break the student will receive a “0” for the quiz or exam.

• If the student does not inform the instructor that they will be late for class the following will occur:
  ✓ the tardy will count as an unexcused tardy
  ✓ the student will not be allowed in class for the day
  ✓ The student will receive a zero (0) for all assignments, quizzes and exams due that day.

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### Attendance Policy

1. Attendance is essential for attainment of course objectives.
2. The following attendance requirement will be used for theory, lab, and clinical classes.
3. The student must call (or text) the instructor 30 minutes prior to the start of class (theory or lab) or 30 minutes prior to the start of clinical time if they are going to be absent. Clinical classes will require also a phone call to the person in charge of students at the clinical site.
4. The student must call (or text) the instructor prior to the start time of class if he/she will be late, but still attend. Clinical classes will require also a phone call to the person in charge of students at the clinical site if the student will be late.
5. A student who receives three tardies (according to the tardy policy) will constitute one (1) absent.
6. After two absences the student will receive a verbal warning.
7. After three absences the student will receive a written warning.
8. After four absences the student will be placed on probation for the remaining of that class including lab or clinical classes. (which ever should apply)
9. After five absences from class (theory or lab) or clinical classes combined the student will be withdrawn from the program.
<table>
<thead>
<tr>
<th>Semester</th>
<th>Class</th>
<th>Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>AH101: College Seminar</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>EN100: English Composition</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Or EN099 (if needed) Writing Skills</em></td>
<td>NC</td>
</tr>
<tr>
<td></td>
<td>BI151: Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>AH201: Human Diversity in Healthcare Delivery</td>
<td>1</td>
</tr>
<tr>
<td>Fall</td>
<td>ST 100: Fundamentals of Surgical Care I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ST 100 Lab: Fundamentals of Surgical Care I Lab</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>BI 152: Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><em>EN 100 (if needed): English Composition</em></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ST 102: Fundamentals of surgical Care II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ST 102 Lab: Fundamentals of surgical Care II Lab</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ST 101: Pharmacology</td>
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</tr>
<tr>
<td>Spring</td>
<td>ST 103: Surgical Technology I</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>ST 103 Lab: Surgical Technology I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ST 104: Surgical Technology II</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>ST 104 Lab: Surgical Technology II Lab</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>ST 105: Surgical Technology III</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>ST 105 Lab: Surgical Technology III Lab</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>BI200: Microbiology</td>
<td>3</td>
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## Credit Hours, Didactic Hours and Clinical Hours

<table>
<thead>
<tr>
<th>Courses</th>
<th>General Education</th>
<th>Surgical Technology</th>
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<tbody>
<tr>
<td>Courses</td>
<td>Credit hours</td>
<td>Didactic hours</td>
</tr>
<tr>
<td>AH 101: College of Nursing and Health Sciences Seminar</td>
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<td>16</td>
</tr>
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<td>AH 201: Human Diversity in Health Care Delivery</td>
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<td>16</td>
</tr>
<tr>
<td>BI 151: Anatomy and Physiology I</td>
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<td>64</td>
</tr>
<tr>
<td>BI 152: Anatomy and Physiology II</td>
<td>4</td>
<td>64</td>
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<tr>
<td>BI 200: Microbiology</td>
<td>3</td>
<td>48</td>
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<tr>
<td>ENG 100: English Composition</td>
<td>3</td>
<td>48</td>
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<td><strong>Totals</strong></td>
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<td><strong>256</strong></td>
</tr>
<tr>
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<tr>
<td>ST 100: Fundamentals of Surgical Care I Lecture</td>
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<td>ST 102: Fundamentals of Surgical Care II Lecture</td>
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<tr>
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<td>27</td>
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<td>ST 104: Surgical Technology II Lecture</td>
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<td>27</td>
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<td>ST 104: Surgical Technology II Lab</td>
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<td>0</td>
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<tr>
<td>ST 105: Surgical Technology III Lecture</td>
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<td>27</td>
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<td>ST 105: Surgical Technology III Lab</td>
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<tr>
<td><strong>Totals</strong></td>
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<td><strong>201</strong></td>
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<tr>
<td><strong>Total for both sections</strong></td>
<td><strong>49</strong></td>
<td><strong>457</strong></td>
</tr>
</tbody>
</table>
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. **Prerequisite:** Anatomy and Physiology I

6 Credit Hours

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. **Prerequisite:** ST 102: Fundamentals of Surgical Care II

3 Credit Hours

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. **Prerequisite:** ST 100: Fundamentals of Surgical Care I

6 Credit Hours

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. **Prerequisite:** ST 101: Pharmacology

6 Credit Hours

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. **Prerequisite:** ST 103: Surgical Technology I

6 Credit Hours

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. **Prerequisite:** ST 104: Surgical Technology II

6 Credit Hours
Surgical Technology Grading Scale

Theory:

In order to successfully complete each surgical technology class the student must achieve a total of a 75% on all test and quizzes, then at which point homework grades will be added and that total will result in the final grade given in the class. Raw points are used to calculate the percentage. Theory class will be evaluated by the following scale:

A = 92-100%
B = 83-91.9%
C = 75-82.9%
D = 66-74.9%
F = Less than 65.9%
I = Incomplete
W = Withdraw from class

Lab:

1. Lab portion of the course will be graded as pass (P) or fail (F).
2. Lab portion will include a series of evaluations that the student must complete within two attempts in order to pass the course.

Clinical:

1. Clinical portion of the course will be graded as pass (P) or fail (F)
2. Evaluations from preceptors, observance from the instructor, and a check-off list will determine if the student will pass or fail.
3. The check-off list will consist of the clinical objectives each preceptor will fill out at the end the session.
4. Eligibility for graduation is dependent upon the complication of the Minimum case load of 120 cases within the time frame of ST 101-105.
5. Case load requirements are as followed according the Core Curriculum for Surgical Technologist sixth edition.

Clinical Site Assignments

Clinical assignments will be made. Each clinical site will be allowed a certain number of students. This is predetermined by the administration of that site. Clinical site assignments may be as far away as two (2) hours.

The instructor reserves the right to move students among sites during clinical if the need arises due to reasons of, but not limited to, the following:

1. Better clinical experience for students
2. Incompatibility between student and preceptor/staff

The Program Director and the President of the College reserves the right to dismiss any student at any time for professional misconduct or gross negligence.

Students will follow all policies and procedures of the clinical sites they attend. Examples are, but are not limited to

1. Breaks
2. Lunches
3. Smoking
4. Dress Code
5. Fire
6. Safety
It is the student’s responsibility to remain with their preceptor who can orientate them to the particulars, which differ in their facility policies from those of Southeast Missouri Hospital, which the students are orientated to. Students will wear scrubs of the clinical site. These are the property of that clinical site.

**Definitions of First Scrub and Second Scrub Role**

**First Scrub Role**
The student surgical technologist shall perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed in order to document a case in the first scrub role. A student not meeting the five criteria below cannot count the case in the first scrub role and the case must be documented in the second role or observation role.

- Verify supplies and equipment needed for the surgical procedure.
- Set up the sterile field with instruments, supplies, equipment, medication(s) and solutions needed for the procedure.
- Perform counts with the circulator prior to the procedure and before the incision in closed.
- Pass instruments and supplies to the sterile surgical team members during the procedure.
- Maintain sterile techniques as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.

**Second Scrub Role**
The second scrub role is defined as the student who is at the sterile field who has not met all the criteria for the first scrub role, but actively participates in the surgical procedure in its entirety by completing any of the following:

- Sponging
- Suctioning
- Cutting suture
- Holding retractors
- Manipulating endoscopic camera

**Observation Role**
The observation role is defined as the student who is in operating room performing roles that do not meet the criteria for the first or second scrub role. The observation cases are not to be included in the required case count, but must be documented by the program.

**Preceptors**
The instructor and directors of the clinical facilities choose the preceptors. Preceptors as a whole are employees who function in the role that the student is being educated in. They have shown skill, proficiency, and positive work ethics in their profession, along with the respect of co-workers and medical staff. They are role models for the students.

Preceptors work one-on-one with the student. They accept the responsibility out of professional courtesy to the profession. Students will be able to go to the preceptor for guidance and concerns on professional growth and development.

Preceptors will guide the student as they would a new employee, in the respect that they show them the daily routines of the operating room.

The criteria evaluation is a suggested guide as to what activities the preceptor should mentor the student and help them to improve and develop in. If the preceptor feels the student could gain valuable learning by means of added activities, then supplement the criteria evaluation with that activity.

The preceptors should come to the instructor with any problem behavior and together plan corrective action. The preceptors should also come to the instructor with exemplary behavior so the student can build on the positive.
Clinical Requirements for Caseloads

Clinical Requirements for caseloads: (Taken directly from the Core Curriculum for Surgical Technology 6th edition. Pg. 174)

1. The total number of cases the student must complete is 120
2. Students are required to complete 30 cases in general surgery. Twenty of the cases must be in the First Scrub role.
3. Students are required to complete 90 cases in various surgical specialties. Sixty cases must be in the First Scrub role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty.
4. The surgical technology program is required to verify through the surgical rotation documentation that the students’ progression in First and Second Scrubbing surgical procedures of increase complexity as he/she moves towards entry level graduate abilities.
5. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. But up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted towards maximum number of Second Scrub Role cases.
6. Observation cases must be documented, but do not count towards the 120 required cases.
7. Counting cases
   o Cases will be counted according to surgical specialty. Examples:
     ▪ Trauma patient requires a splenectomy and repair of a Lefort I fracture. Two cases can be counted and documented since the splenectomy is general surgery and the repair of Lefort I is an oral-maxillofacial surgical specialty.
     ▪ Patient requires a breast biopsy followed by a mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore it is counted and documented as one procedure- one case.
## Surgical Rotation Case Requirements

<table>
<thead>
<tr>
<th>Surgical Specialty</th>
<th>Total # of Cases Required</th>
<th>Minimum # of First Scrub Cases Required</th>
<th>Maximum # of Second Scrub Cases That Can be Applied Towards 120 Cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Surgery</td>
<td>30</td>
<td>20</td>
<td>10</td>
</tr>
<tr>
<td>Surgical Specialties:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Cardiothoracic</td>
<td>90</td>
<td>60</td>
<td>30</td>
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<tr>
<td>• ENT</td>
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<tr>
<td>• Eye</td>
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<td>• GU</td>
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<tr>
<td>• Neuro</td>
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<tr>
<td>• Ob-Gyn</td>
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<tr>
<td>• Oral/Maxillofacial</td>
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<tr>
<td>• Orthopedics</td>
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<tr>
<td>• Peripheral vascular</td>
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<tr>
<td>• Plastics</td>
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<tr>
<td>• Procurement/Transplant</td>
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<tr>
<td>Diagnostic Endoscopy:</td>
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<tr>
<td>• Bronchoscopy</td>
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<tr>
<td>• Colonoscopy</td>
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<tr>
<td>• Cystoscopy</td>
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<td>• EGD</td>
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<td>• ERCP</td>
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<td>• Esophagoscopy</td>
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<td>• Laryngoscopy</td>
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<tr>
<td>• Panendoscopy</td>
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<td>• Sinoscopy</td>
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<tr>
<td>• Ureteroscopy</td>
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<tr>
<td>Labor &amp; Delivery</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>5 vaginal delivery cases may be applied toward the second scrub cases.</td>
</tr>
<tr>
<td>Totals</td>
<td>120</td>
<td>80</td>
<td>40</td>
</tr>
</tbody>
</table>
Safety Training

Southeast Missouri Hospital College of Nursing and Health Sciences

Surgical Technology Program
Training for:

Bloodborne Pathogens
Universal Precautions
Safety
T. B.

As a student of the Southeast Missouri Hospital College of Nursing & Health Sciences Surgical Technology Program, I verify that I have watched the above videotapes, received instruction on precautions needed to be taken for protection of myself in the ST coursework and clinical rotations, and had the opportunity to ask the instructor questions about this topic.

Signature of Student: ____________________________________________ Date ____________

This statement may be made available to assigned clinical sites to verify that the student has received training in these areas before entering the Clinical Site.
Release of Information to Others

Purpose: Under the Family Education Rights and Privacy Act of 1974, permission is needed to release information.

The information is distributed to:

1. Surgical Technologist faculty and staff
2. Clinical affiliate
3. Classmates

Schedules are used by faculty and staff at Southeast Missouri Hospital College of Nursing & Health Sciences and the clinical affiliate to notify students of messages received, especially in the event of an emergency situation.

I, _________________________________________ give my permission for Southeast Missouri Hospital College of Nursing & Health Sciences to post and distribute the following items:

___ Clinical Schedule with names of students
___ Telephone, home and work
___ Address
___ *Date of CPR certification
___ *TB skin test, and rubella results and dates
___ Reference for employment, student performance
___ *Hepatitis vaccine status/dates, H&P, Immunizations
___ Continuing education and professional association mailing lists

Signature of Student: ____________________________________________ Date ___________
In order to handle the job responsibilities and tasks assigned to 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.

I have read and understand the above non-academic requirements and believe that I am able to meet these standards.

Student Signature  Date

Sign the above statement and return to the Southeast Missouri Hospital College of Nursing and Health Sciences/ST Coordinator by mail or at the first scheduled class meeting.

Program acceptance in no way is based on applicant’s limitations. “Technical standards represent the essential non-academic requirements of the program that the student must master to successfully participate in the program and become employable.”
Confidentiality Agreement

During the course of the clinical rotation or laboratory activities in Surgical Technology courses, any information obtained through working is, by law, confidential. Any information obtained during the clinical rotation of ST course laboratory activities, which pertain to patients, physicians, employees, hospital matters, or fellow ST students, is also considered confidential. Any disclosures of such information to unauthorized individuals will result in immediate dismissal from the ST program.

Student Signature: ______________________________________

Date: ________________________

____________________________________________________________________________________________

SURGICAL TECHNOLOGY PROGRAM

This is to inform Clinical Sites that Surgical Technologist student:

________________________________________________________

has on file at the College of Nursing & Health Sciences a record of:

Tetanus vaccination: ________________________________

HIB vaccination: ________________________________

HIB Refusal Waiver: ________________________________

PPD: ________________________________

MMR: ________________________________
FORMS

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<table>
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<tr>
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<tr>
<td>Name of Event/Service Activity:</td>
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<td>Signature of Chairperson of Event or Activity:</td>
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<td>Signature of Chairperson of Event or Activity:</td>
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**Thank you for allowing our student to participate in the health care event/community service activity.**
Authorization for Release of Information

“I hereby authorize Southeast Missouri Hospital College of Nursing and Health Sciences to provide information about me to companies or persons requesting references. This information may include, without limitation, attendance and punctuality, grades, class participation conduct, interpersonal skills, practical and technical skills, class rank, and overall academic performance.”

“I hold Southeast Missouri Hospital College of Nursing and Health Sciences, and its officers trustees, management, staff, faculty, employees, agents, and servants harmless from and against any liability for any loss or injury I may suffer as a result of these communications, provided that such information is provided in good faith.”

This authorization shall remain in effect until revoked in writing.

__________________________
Student Name (Print or Type)

__________________________ | Date:
Student Signature

__________________________
Witness Name

__________________________ | Date:
Witness Signature
Request To Restrict Release Of Student Directory Information

Certain information about a currently enrolled student—name, date of birth, local and home addresses, telephone number, current term hours carried, classification (first year student etc.), major dates of attendance, degrees and honors earned and dates, the most previous education agency or institution attended, participation in College organizations, and pictures of students participating in College activities—is considered public directory information by our College and may be released to certain persons, businesses, and organizations external to the College as explained in the FERPA information received by each student.

Please complete the information below to indicate that you DO NOT want your Student Directory Information released, you should complete the information below and file the request with the Registrar within 10 days of the beginning of the term.

Check whether or not your information may be released.

☐ Yes, release my information  ☐ No, do NOT release my information

Your name_____________________________
Your address___________________________
_____________________________________
Your telephone number___________________
Program in which you are currently enrolled______________________
Your date of birth________________________
Your email address_______________________

If you checked NO, what information do you NOT wish to be released:
List below specific information not to be released or write the word ALL and initial and date by it.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Request for Disability Services Form

PLEASE PRINT ALL INFORMATION CLEARLY:

Name: _______________________________________________________________________________________

Student ID Number: ____________________________________________________________________________

Specific Diagnosis of Disability (please attach medical provider’s documentation of diagnosis; see below) ________
____________________________________________________________________________________________
____________________________________________________________________________________________

Permanent Address: ____________________________________________________________________________
____________________________________________________________________________________________

E-mail address: _______________________________________________________________________________

Permanent Phone (with area code): (____) __________________________________________________________

Emergency Contact Phone (with area code): (____) _________________________________________________

Relationship of Emergency Contact Person to you: _________________________________________________

Program of Study: _____________________________________________________________________________

GENERAL SERVICES REQUESTED (check all that apply):

_____ Assistive Listening Devices
_____ Alternate format of texts

_____ Note takers
_____ Exam readers

_____ Extended time on exams
_____ Exams in solitary environment

_____ Special seating
_____ Sign language interpreters

_____ Large print
_____ Priority enrollment

_____ Tape lectures
_____ Use of calculator

_____ Other: ______________________________________________________________________________

____________________________________________________________________________
____________________________________________________________________________

The final decision regarding services that are provided, if indeed any, will be determined by the student’s
documentation and what is supported through that documentation. The above check list provides an
overview to the disability service provider about services that may be appropriate.

Student’s signature: ___________________________________________________   Date: ___________________

DOCUMENTATION: Required documentation of disability diagnosis attached?

_____ yes: what? ______________________________________________________________________________

_____ no: explain _____________________________________________________________________________

RETURN FORM TO:

College of Nursing & Health Sciences
DISABILITY SERVICES
Office of the Dean
2001 William Street Office 312
Cape Girardeau MO 63703
Please print all information clearly:

Name: ___________________________________________ Student ID Number ___________________________

INFORMATION AND WARNING

Certain clinical training associated with nursing education exposes the student to risk of personal injury. Examples of possible injuries include musculoskeletal strains, sprains, and bone fractures resulting from: losing balance and falling down; lifting and moving heavy patients; being struck by out of control patients suffering from mental illness or developmental disabilities; being scratched or bitten, which could also risk the transmission of infectious disease.

Students are expected to be capable of lifting or moving at least 70-80 pounds without assistance, and to be capable of defending themselves by blocking, fending off, or dodging physical attacks.

These are just some of the inherent dangers associated with the unpredictable nature of human behavior.

A student who has physical disabilities may be at some disadvantage for handling heavy patients or fending off patients who may become physically combative without warning. A heavy patient may move suddenly causing a caregiver to lose balance, fall down, and be injured in the process.

While the College strives to create a safe environment for learning, it is impossible to identify and safeguard against injuries which are unpredictable or result from the student’s own lack of physical strength, dexterity, reactive responses, physical fitness, or balance. College instructors will endeavor to teach skills designed to help students cope with these physical activities, but the College cannot guarantee that a student will not be injured.

ASSUMPTION OF RISK

The undersigned student acknowledges that I have been informed of the risks of personal injury that could occur when working with patients. I understand these risks, and further understand that there are other risks, associated with lifting, moving, and caring for patients who come in all shapes, sizes, and temperaments. I understand that when working with patients who may be experiencing substance abuse or psychiatric issues that I could suffer personal injury.

I expressly agree and voluntarily assume the risks, both known and unknown, associated with lifting, moving, and working with patients. If I have a physical disability I have discussed this matter with my physician, and I have been medically cleared to participate in these activities. If I have a preexisting musculoskeletal injury or condition, I am voluntarily assuming the risk of aggravating this injury. In consideration of my being granted permission to participate in clinical training associated with the nursing program at Southeast College of Nursing and Health Sciences, I further agree to indemnify and hold the College harmless from and against any and all liability for personal injury arising out of physical contact with patients.

Signature: ___________________________________________ Date _________________

Print Your Name: ________________________________________________________

RETURN FORM TO:
College of Nursing & Health Sciences
DISABILITY SERVICES
Office of the Dean
Room 312
2001 William Street
Cape Girardeau, MO  63701
Student Exemption of Required Immunizations Form

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

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.

To: Southeast Missouri Hospital College of Nursing and Health Sciences

Regarding: 

Student Name

Medical Exemption:
The physical condition of the above named person is such that immunization(s) would endanger life or health, or is medically contraindicated due to medical conditions.

Comments

Physician’s Name (please print)

Phone Number (s)

Email Address

Physician’s Signature Date

Student Signature Date

Re: 2011
# Student Grievance Form

**SoutheastHEALTH**  
College of Nursing & Health Sciences

Student Grievance Form

<table>
<thead>
<tr>
<th>Student</th>
<th>Student ID #</th>
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<tr>
<th>Program</th>
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<table>
<thead>
<tr>
<th>Date of Grievance</th>
<th>Place of Occurrence</th>
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<table>
<thead>
<tr>
<th>Individuals Involved</th>
</tr>
</thead>
<tbody>
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## Statement of the Problem and Evidence to Support the Grievance

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

## Remedy or Action Being Requested

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

Reason(s) for disagreement with previous decision if a prior hearing was held:

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

If needed, attach additional comments:

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
# Academic and Clinical Honesty Incident Form

**PART I: TO BE COMPLETED BY THE FACULTY MEMBER INVOLVED**

<table>
<thead>
<tr>
<th>STUDENT</th>
<th>STUDENT ID #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of Incident</th>
<th>Time of Incident</th>
</tr>
</thead>
</table>

**Witness (if applicable)**

**Date student notified and incident discussed**

**Describe the nature of the incident.**

---

**PART II:**

**Date incident reported to Faculty Organization Committee (FOC)**

**PART III:**

**Date Incident reviewed by FOC**

**Signature**

**Date**

**Signature**

**Date**

*Side 1*
Student Leave of Absence Form

Name of Student Requesting Leave ____________________________________________________________

Date of Request ____________________  Period of Time LOA is Requested ________________________

Reason for LOA

☐ maternity or paternity  ☐ family care and medical leave
☐ military leave of absence  ☐ other (describe) _____________________________________________________________________

Comments:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Date/Term you request to return to the program __________________________________________________
____________________________________________________________________________________________

Print Student Name
____________________________________________________________________________________________

Student Signature Date ________________________________________________________________________
____________________________________________________________________________________________

Program Director Signature Date __________________________________________________________________

Office Use Only

Date Director Met with Student _______________
☐ LOA Request Approved  ☐ LOA Request Denied

Notifications Made:
☐ Registrar  ☐ Faculty Advisor  ☐ Business Officer  ☐ Financial Aid Office
☐ Information Systems  ☐ College President  ☐ Health Nurse  ☐ Security Director
☐ Textbook Manager

Revised: 01/2-11
# Clinical Warning Form

## Student Information

<table>
<thead>
<tr>
<th>Student</th>
<th>Student ID #</th>
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<thead>
<tr>
<th>Today’s Date</th>
<th>Date of Incident</th>
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<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>Course No.</th>
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## Nature of Incident

<table>
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<tr>
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## Faculty Comments

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## Plan for Improvement

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Southeast Missouri Hospital College of Nursing and Health Sciences  
Radiology Program Clinical Evaluation

<table>
<thead>
<tr>
<th>Category</th>
<th>Consistently prompt and reliable; no days missed or tardiness</th>
<th>Very prompt; absent only when necessary</th>
<th>Usually present on Time; 1 absence or 1 day tardy</th>
<th>Frequently late or Absent; absent more than 1 day or 2 tardies</th>
<th>Consistently late or Absent; more than 2 Days missed or 2 tardies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Appearance</td>
<td>Consistently presents Professional image; always careful about personal appearance</td>
<td>Usually well groomed and careful about personal appearance</td>
<td>Satisfactory personal appearance</td>
<td>Below average-occasionally careless about appearance</td>
<td>Frequently untidy; personal appearance unsatisfactory</td>
</tr>
<tr>
<td>Cooperation and Attitude</td>
<td>Excellent attitude and spirit of cooperation</td>
<td>Above average-cooperative; interacts with staff and others</td>
<td>Satisfactory, does what is expected</td>
<td>Can be difficult to work with; sometimes accepts direction in manner showing displeasure</td>
<td>Spirit of cooperation and attitude not satisfactory; inclined to be quarrelsome</td>
</tr>
<tr>
<td>Professional Ethics</td>
<td>Conducts self in a professional manner at all times</td>
<td>Above average impression; uses good judgment in stressful situations</td>
<td>Average impression; adheres to professional standards in an acceptable manner</td>
<td>Often does not follow professional standards when dealing with others</td>
<td>Consistently negative attitude; rude and arrogant to others; poor professional judgment</td>
</tr>
<tr>
<td>Initiative</td>
<td>Thinks and acts constructively; always productive; no supervision needed</td>
<td>Consistently above average; minimum supervision; utilizes time efficiently</td>
<td>Average, meets minimum requirement</td>
<td>Puts forth little effort; does just enough to get by</td>
<td>Puts forth practically no effort; requires constant supervision</td>
</tr>
<tr>
<td>Quality of Work</td>
<td>Always productive, consistently does more than is required</td>
<td>Very industrious, usually does more than is required</td>
<td>Volume of work is satisfactory; meets minimum requirements</td>
<td>Does just enough to get by; slow in meeting minimum requirements</td>
<td>Does not meet minimum requirements</td>
</tr>
<tr>
<td>Quality of Performance</td>
<td>Exceptionally high quality of performance in all phases of practical applications</td>
<td>Exact, precise, requires little correction; recognizes mistakes and takes corrective measures</td>
<td>Usually accurate; makes only average number of mistakes</td>
<td>Careless; makes recurrent errors</td>
<td>Makes frequent errors; demonstrates little retention; poor client care</td>
</tr>
<tr>
<td>Dependability</td>
<td>Dependable, consistent top performer</td>
<td>Dependable meets requirements with enthusiasm</td>
<td>Satisfactory performance</td>
<td>Needs frequent reminder to follow standard procedure(s)</td>
<td>Continuous reinforcement necessary</td>
</tr>
<tr>
<td>Judgment</td>
<td>Always handles difficult situations with authority and ease</td>
<td>Impressive in thinking things through and making good decisions</td>
<td>Average performance, sometimes frustrated or uses poor judgment in stressful situations</td>
<td>Frequently uses poor judgment; often frustrated in stressful situations</td>
<td>Consistently uses poor judgment in stressful situations</td>
</tr>
<tr>
<td>Positioning skills</td>
<td>Superior skills; rarely needs assistance</td>
<td>Above average; makes few mistakes</td>
<td>Average; normal mistakes</td>
<td>Below average application of knowledge</td>
<td>Makes frequent mistakes on basic exams</td>
</tr>
<tr>
<td>Use and Care of equipment</td>
<td>Justifies complete confidence</td>
<td>Very knowledgeable</td>
<td>Adequate</td>
<td>Needs to be told, and requires a significant amount of assistance</td>
<td>Careless and wasteful</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------------------------</td>
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<td>--------------------------------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>Ability to Read Charts &amp; Adjust Techniques</td>
<td>Excellent abilities</td>
<td>Makes few mistakes</td>
<td>Average; requires little help</td>
<td>Careless errors</td>
<td>Constantly needs assistance; frequent repeated mistakes</td>
</tr>
<tr>
<td>Patient Care and Communication</td>
<td>Superior skills; rarely needs assistance</td>
<td>Very knowledgeable</td>
<td>Satisfactory performance</td>
<td>Careless; makes recurrent errors</td>
<td>Makes frequent errors; demonstrates little retention; poor client care</td>
</tr>
<tr>
<td>Radiation Protection</td>
<td>Impressive always uses appropriate technical factors and shielding</td>
<td>Good in thinking things through. Usually shields and makes good decisions</td>
<td>Adequate</td>
<td>Does not recognize radiation protection as a priority</td>
<td>Does not apply even the most basic protection measures to patients</td>
</tr>
<tr>
<td>Image Evaluation</td>
<td>Always achieves image evaluation criteria on all radiographs</td>
<td>Above average, identifies most problems with radiographs and correct solutions</td>
<td>Often can identify both problems and solutions to common radiographic mistakes</td>
<td>May occasionally identify quality problems and solutions if prompted</td>
<td>Does not recognize what a quality radiograph is or when to repeat an image</td>
</tr>
</tbody>
</table>

Comments

Evaluator/Radiographer ____________________________ Date ________________

Student ____________________________ Date ________________

*The student signature does not indicate agreement; rather it is to verify that the student has seen this document.*

**Attendance**
Consider the student's faithfulness in coming to work daily and conforming to clinical requirements. Reporting to clinical assignments on time.

**Personal Appearance**
Consider the student's cleanliness, grooming and neatness.

**Cooperation and Attitude**
Consider the student's ability to work with others, the ability to share in the workload, and ability to accept instruction & constructive criticism.

**Professional Ethics**
Consider the student's integrity, loyalty, the impression the student makes on others, and the student's professional judgment.

**Initiative**
Consider the student's ability to think constructively and originates action in meeting objectives.

**Quality of work**
Consider the student's output of satisfactory work.

**Quality of Performance**
Consider the student's positioning skills, ability to set technique, ability to work independently, room readiness, radiation protection and organization of work.

**Dependability**
Consider whether or not the student works conscientiously according to instructions; ability to follow procedures; and the student's ability to meet and exceed objective requirements.

**Judgment**
Consider the student's ability to apply knowledge and skills to practical applications.
ACKNOWLEDGEMENT OF RECEIPT OF STUDENT HANDBOOK

I acknowledge that I have received, read, and understand the student expectations and requirements as outlined in the Southeast Missouri Hospital College of Nursing & Health Sciences Student Nurse Handbook.

Student Signature ____________________________ Date __________

ACKNOWLEDGEMENT AND AGREEMENT TO ABIDE BY THE ACADEMIC & CLINICAL HONESTY POLICY

I acknowledge that I have received, read, and understand the expectations and requirements as outlined in the Academic & Clinical Honesty Policy. In addition, I agree to abide by those expectations and requirements.

Student Signature ____________________________ Date __________

ACKNOWLEDGEMENT AND AGREEMENT TO ABIDE BY THE SUBSTANCE ABUSE POLICY

I acknowledge that I have received, read, and understand the substance abuse policy and I agree to abide by the requirements set forth. I understand that failure to comply with the requirements state therein may result in dismissal from the College of Nursing and Health Sciences program, even though I may be passing the course work.

Student Signature ____________________________ Date __________

CONFIDENTIALITY AGREEMENT

During the course of the clinical activities, any information obtained about patients is, by law, confidential. Any information obtained, which pertains to physicians, employees, hospital matters, or fellow students, is also considered confidential. Any disclosures of such information to unauthorized individuals will result in immediate dismissal from the College. I have read the information in my handbook related to HIPPA.

Student Signature ____________________________ Date __________

RELEASE OF INFORMATION

I authorize the college to release my directory information to prospective employers, financial aid and scholarship agencies, registry, licensure and certification applications during my tenure at the college.

Student Signature ____________________________ Date __________

PERMISSION TO RELEASE BACKGROUND CHECKS

I give my permission to Southeast Missouri Hospital College of Nursing and Health Sciences to release the results of my background check to clinical facility(ies) as needed.

Student Signature ____________________________ Date __________
EMERGENCY PROCEDURES

This section contains the recommended procedures to be followed during specific types of emergencies. The procedures should always be followed in sequence, unless conditions dictate otherwise.

Emergency procedures included:
Bomb Threat
Crisis Communication
Earthquake
Fire
Tornado/Severe Weather

BOMB THREAT

STEP 1:  
Record Information

- Any person receiving a call alleging a bomb or other device should attempt to obtain as much information as possible from the caller.
- Initially, write down the time of the call. Try to determine the caller's identity:
  - Male or female?
  - Approximate age?
  - Origin of call (local, phone booth, cell phone)?
  - Caller’s voice (slow, fast, loud, foreign, calm, emotional, etc)?
  - Are there background noises?
  - Does caller appear familiar with campus?

STEP 2:  
Contact Local Police

If at all possible, have someone else contact the Local Police at 911 from any other College phone or from a cell phone. If you are alone, keep the caller talking as long as possible.
IMPORTANT: Make sure you collect at least the following information before ending the call and contacting the Local Police at 911.

- Device Location
- Type of Device
- Detonation Time
STEP 3:
*Ask Caller Questions*

- Engage caller in conversation. Ask questions and write down caller’s exact words.
- What type of device is it?
  - Chemical?
  - Biological?
  - Explosive?
  - When is device going to explode?
  - Time remaining and device location?
  - What does it look like?
  - What would cause it to detonate or release its contents?
  - How do you deactivate the device?
  - Do you know who placed the device?
  - Where are you (the caller) now?
  - Callers name and address?

Remain calm and polite but firm. Do not insist on answer to any question.

STEP 4:
*Evacuate Building*

- If the threat of an explosion is imminent, activate the fire alarm to initiate building evacuation.
- Evacuate the building quickly and calmly by way of nearest exit.
- Upon exiting, proceed to a safe distance from the building. Keep clear of emergency vehicles. Report to designated evacuation area, Albert Street parking lot. Stay with the group from your area or with your class.
- Professors/Instructors bring roll book and take check after reaching safety zone. Report any missing student immediately to a member of the Emergency Team. Remain with your class throughout the emergency.
- Do not re-enter the building until the “all-clear” has been given.

**CRISIS COMMUNICATION/PSYCHOLOGICAL CRISIS**

Call Local Police (911) from any College phone or from a cell phone.

A psychological crisis exists when an individual is threatening to harm himself/herself or others, or is substantially out of touch with reality. Uncontrollable behavior and/or hallucinations could be manifested. If a psychological crisis occurs:

1. **STAY CALM**
2. **Notify Local Police (911) from any College phone or from a cell phone.** Provide the following information:
   a. Your name
   b. Precise location
   c. Observed symptoms of behavior
   d. Individuals name, if known
3. Until help arrives, be pleasant, considerate and understanding to avoid aggravating the situation.
4. Do not argue with the individual. Try to determine and accept the individual’s point of view. Do not confront/detain the individual if violent or combative.
5. Have someone meet the Local Police at the entrance to the building and provide up to date information.
EARTHQUAKE

STEP 1: Stay Indoors

- Stay indoors during tremors
- Take cover under tables or desks, or go to a structurally strong location such as the stairwell or 2nd floor Radiation Technology Lab.
- Do not go outside.
- Watch for falling objects such as light fixtures, bookcases, cabinets, shelves and other furniture that might more or topple.
- Stay away from windows.

STEP 2: Drop, Cover and Hold

- DROP to the floor
- COVER your head with your arms
- HOLD that position

STEP 3: Remain in Place until Shaking Stops

- Do not dash for exits since they may be damaged and the building’s exterior brick, tile or decorations may be falling off.
- When the shaking stops, check for injuries to personnel in your area. Render first aid assistance if required.
- Check for fires or fire hazards – spills of flammable or combustible liquids, or leaks of flammable gases.
- Turn off ignition and heat sources if it is safe to do so. Shut off all gas sources.
- Follow procedures for fire as necessary.

Assess Damage and Exit Building

- Exit the building, if possible, and go to Albert Street parking lot to report injuries, damages and potentially hazardous conditions.
- Professors/Instructors bring roll book and take check after reaching the safety zone. Report any missing student immediately to a member of the Emergency Team. Remain with your class throughout the emergency.
- Once you have exited the building, do not re-enter until trained emergency personnel have declared the building safe.

FIRE

A copy of the FIRE PLAN QUICK REFERENCE will be posted in conspicuous locations throughout the College.

STEP 1: Should fire occur in the College: R.A.C.E.

1. RESCUE any individual in immediate danger.
2. Turn in the ALARM by activating the nearest fire alarm.
3. CONFINE the fire and smoke by closing doors.
4. EXTINGUISH the fire with an appropriate fire extinguisher if you can safely do so/EVACUATE to Albert Street parking lot
STEP 2: 
**Evacuate the Building**
- Remain calm and move quickly to exits.
- Ensure those in the general vicinity are aware of the evacuation.
- Evacuate the building quickly and calmly by way of the nearest stairwell. Shut off any major equipment or electronics before leaving if possible. Shut doors behind you to reduce the spread of fire. If here is heavy smoke, stay as close to the floor as possible.
- Feel closed doors before opening them. Doors that are hot indicate a fire on the other side.
- **DO NOT USE ELEVATORS!**
- Upon exiting, proceed to a safe distance from the building. Keep clear of emergency vehicles. Report to designated evacuation area of Albert Street parking lot. Stay with the group from your area or with your class. All persons must be accounted for.
- Professors/Instructors bring roll book and take check after reaching the safety zone. Report any missing student immediately to a member of the Emergency Team. Remain with your class throughout the emergency.
- Do not re-enter the building until the “all-clear” has been given.

STEP 3: 
**Evacuate the Disabled**
- Escort persons unable to negotiate stairs to area near emergency exit staircase. After the emergency exit is clear of traffic, move them onto the landing of the emergency stairwell. Do not attempt to move them down the stairs.
- If you have information regarding the location of any individuals unable to evacuate the building, provide that information to arriving emergency personnel. Be aware and prepared. Never ignore the smell of smoke or an alarm.

**EVACUATION ROUTES**
- North Stairwell
- South Stairwell

**CLASSIFICATIONS OF FIRE**

Class A – Fires that occur with ordinary combustible materials  
Examples: Wood, paper, trash, cotton bedding

Class B – Fires that occur with flammable liquids  
Examples: Gasoline, oil, grease, paints, anesthetic agents

Class C – Fires that occur in or near electrical equipment  
Examples: Wiring, appliances, motors

Class D – Fires from combustible metals  
Examples: Magnesium, sodium, potassium and sodium-potassium alloys

**ABC EXTINGUISHER LOCATIONS**

Second Floor
- By elevator
- In Kitchen
- By nursing student’s mailboxes
- By north stairwell

Third Floor
- By elevator
- By north stairwell
- In south stairwell
- In Chemistry Lab
ABC EXTINGUISHER LOCATIONS
• South stairwell 1st floor

TORNADO AND SEVERE WEATHER

GENERAL INFORMATION:
The College maintains an Emergency Weather Pager located in the Secretarial Offices to receive weather bulletins in the event of severe weather. The bulletins are transmitted from the Cape Girardeau County Emergency Management Offices in Jackson, Missouri and are generally initiated by Cape Girardeau Sheriff’s Department. When a warning is broadcast, tone beeps activate the pager and are followed by a voice message. The voice message will be in the same format as those heard over commercial radio and TV.

TORNADO POLICY
All College students, faculty and staff, including off campus staff, must be instructed in the proper procedure to follow in the event of a tornado.

During period of severe weather, everyone should remain alert to weather changes. A “CODE YELLOW” will be instituted when a tornado has been sighted by the public within a 30-mile radius of the College or Southeast Missouri Hospital. A “CODE RED” will be instituted if a tornado is observed approaching or believed to be approaching the College or Hospital. The College will be notified by telephone of CODE YELLOW and CODE RED activation by either Hospital switchboard or Security. College staff will individually notify faculty and students of the severe weather situation.

The College has the authority to implement CODE YELLOW or CODE RED procedures without receiving notice from the Hospital. The nature of severe weather could cause the College to be under severe weather when the Hospital is not experiencing the same weather conditions.

TORNADO PROCEDURE:
All personnel should remain calm and continue working, periodically observing the weather in the South, Southwest and West. Generally tornadoes will approach from a Southwest direction. Staff should also monitor the television for severe weather bulletins. Staff and faculty should evaluate their situations and plan a movement of students to North and South Stairwells as deemed necessary. Under a “CODE YELLOW” all activities may continue without restriction. A “CODE YELLOW” alert will normally be initiated by Administrative Staff.

“CODE RED” – In the event that a tornado is observed approaching the College, faculty, staff and students should take immediate cover. In a CODE RED situation during daylight hours all faculty, staff and students should follow planned evacuation route to nearest stairwell. A “CODE RED” condition should be implemented if a tornado is reported by police, the weather service, or public broadcasting in a location within five miles of the Hospital or College. Most likely storms will approach from a position West, Southwest, or South of the College which could cause an immediate and direct threat to the College. However, movement of a tornado will normally be in the same direction as the weather front or cell which spawns the tornado. Therefore, a tornado’s approach could be from any direction. Staff should be knowledgeable about the direction of the movement of a weather front when making a decision to implement a CODE RED condition. If severe weather occurs after dark faculty, staff, and students should evacuate to the 2nd floor Radiation Technology Lab.

SEEK SHELTER
• Seek shelter immediately upon notification. Move to lowest level of a stairwell away from window or glass.
• Avoid areas with a large expanse of glass or windows.
• If disabled individuals cannot safely move to the stairwell, assist them to an interior hallway away from windows and areas with large expanse of glass.
• Do not attempt to flee the tornado by foot or automobile. Twisters can move much faster than you can. Do not seek shelter in or under your car.
• Remain in the shelter area until the “all clear” is given.
Responding to the health care educational needs of the region, by preparing qualified health care professionals.