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

Murray in Ardmore
2901 Mt Washington St
Ardmore, Oklahoma 73401

Murray at Southeastern
425 W. University Boulevard
Morrison Building
Durant, Oklahoma 74701

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

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

Table of Contents

Accreditation and Approvals 5
PROGRAM OVERVIEW 6
Mission Statement 6
Program Goals 6
Functions 7
STUDENT LEARNING OUTCOMES 7
End of Program Student Learning Outcomes (SLO's) 7
Course Level Student Learning Outcomes 8
Murray State College General Education Learning Outcomes 10
NURSING PROGRAM DEGREE SHEETS 11
Traditional Pathway 11
General Education Requirements (19 Credits) 11
Career Mobility Pathway 12
General Education Requirements (19 Credits) 12
CAMPUS RESOURCES 13
Student Services 13
Murray State College Academic Calendar 13
Nursing Advisement 13
Academic Support 13
Student Success Center (SSC) 13
Library 13
Tutoring Services 13
MSC Testing Centers 14
Financial Aid 14
Inclement Weather 15
AMERICANS WITH DISABILITIES ACT (ADA) 15
ACADEMIC DISHONESTY 16
INFORMATION TECHNOLOGY 17
Technology Support 17
Computer Requirements 17
Technical Skills Required 18
COMMUNICATION 18
Use of Social Media 18

Email Communication Guidelines 19
Telephone/Text Communication 19
Feedback/Course Feedback 20
RECOMMENDATION LETTERS 20
Requesting a Letter of Recommendation 20
Requesting a Letters of Good Standing or Other Administrative Letters 21
EXAMINATIONS 21
Preparing for Examinations 22
Taking Exams 22
STUDENT NURSES ASSOCIATION 23
Student Representation on Nurse Faculty Committees 24
GRADUATION AND LICENSURE INFORMATION 24
Requirements for Licensure in Oklahoma 24
WORDS OF WISDOM FROM GRADUATES 26
POLICY SECTION 1: 27
MSCNP 01.01: Admission Requirements 28
MSCNP 01.02: Admission by Transfer 29
MSCNP 01.02a: Skills Checklist for Transfer Students 31
MSCNP 01.03: Career Mobility Admission Requirements 32
POLICY SECTION 2: 34
MSCNP 02.01: Student Clinical Requirements 35
MSCNP 02.02: Guidelines for Abilities Required to Provide Client Care 39
MSCNP 02.03: Professional Liability Insurance - Student 40
MSCNP 02.04: Universal Precautions Policy 41
MSCNP 02.05: Storage, Use, and Disposal of Hypodermic Syringes and Needles 42
MSCNP 02.06: Clinical Facilities 43
MSCNP 02.07: Clinical Preceptors 43
MSCNP 02.08: Student Skills Lab Return Progression 44
MSCNP 02.09: Nursing Student Dress Code for Clinical, Labs, and Simulation 45
POLICY SECTION 3: 47
MSCNP 03.01: Attestations 48
MSCNP 03.02: ANA Code of Ethics and Student Conduct 49
ANA Code of Ethics 50
MSCNP 03.03: Attendance 51
Policy 51

Career Mobility Students 52
MSCNP 03.04: MSC Nursing Student Dress Code 52
MSCNP 03.04: Grade Requirements and Scale 54
MSCNP 03.05: Graduation Requirements 55
MSCNP 03.06: Guidelines for Accommodation of Students with Disabilities 56
MSCNP 03.07: Use of Electronic Devices and Social Networking 57
MSCNP 03.08: Guidelines for Chemically Impaired Students 58
MSCNP 03.09: Nursing Student Representation on Nursing Department Committees 59
MSCNP 03.10: Disciplinary Action and Occurrence Policy 60
MSCNP 03.11: Appeal and Grievance Procedure 61
MSCNP 03.12: Policy Updates 62
MSCNP 03.13: Testing and Remediation Policies 63
POLICY SECTION 4 64
MSCNP 04.01: Interruption of Normal Progression 65
MSCNP 04.02: Criteria for Establishing Priority for Selection of Students Wishing to Re-enroll 67
MSCNP 04.03: Student Counseling 68
MSCNP 04.04: Student Contract Procedure 69
MSCNP 04.05: Student Dismissal 71
Appendices 72
Attestation Forms 73
Medical Forms 73
Student Expectation Forms 73
Clinical Activity Forms 73
Student Counseling and Program Forms 73

Accreditation and Approvals

Institutional Accreditation

- Higher Learning Commission of the North Central Association of Colleges and Schools
  The Higher Learning Commission
  30 North LaSalle Street, Suite 2400
  Chicago, Illinois 60602-2504
  Telephone: (800) 621-7440 / (312) 263-0456
  Fax: (312) 263-7462
  Web site: www.hlcommission.org
  Status: Full Accreditation Spring 2024

State Program Approval

- Oklahoma Board of Nursing
  2915 N Classen, Ste. 524
  Oklahoma City, OK 73106
  Telephone: 405-962-1800
  Fax:405-962-1821
  Web site: https://oklahoma.gov/nursing.html
  Last review Fall 2016 Full approval

Program National Accreditation

- The Accreditation Commission for Education in Nursing, Inc. (ACEN)
  3390 Peachtree Road NE, Suite 1400
  Atlanta, GA 30326
  Telephone: (404) 975-5000
  Fax: (404) 975-5020
  Web site: www.acenursing.org
  Status: Accredited Spring 2024. Next Visit Spring 2032

INTRODUCTION

Welcome to the Murray State College Nursing Program. This Handbook is an essential resource, outlining key policies, procedures, and guidelines for your journey in the nursing program. For reference, please keep it accessible throughout your studies. You can find an electronic copy of this Handbook on our Murray State College website.

It is essential to review this Handbook thoroughly, your individual course syllabi, and any additional materials provided to ensure you are well informed about the program requirements and expectations.

Our Nursing Program at Murray State College offers a robust 72-credit hour curriculum leading to an Associate of Applied Science in Nursing. Completing this program qualifies you to sit for the National Council Licensure Examination (NCLEX) for licensure as a Registered Nurse (RN). Our curriculum is carefully designed to integrate core nursing theories with essential general education courses, providing a comprehensive educational experience. Students will also gain practical experience through clinical rotations across various healthcare settings, preparing them for a successful nursing career.

PROGRAM OVERVIEW

Mission Statement

Murray State College provides opportunities for student learning, personal growth, professional success, and community enhancement. The nursing program supports this mission, and nursing students have the same rights, privileges, and obligations as other college students and are encouraged to participate in college life.

Program Goals

- **Student-Centered Program:** Deliver a nursing education program tailored to the needs of our students and local healthcare communities.
- **Learning-Focused Environment:** Provide an environment that facilitates learning and professional growth in nursing.
- **Resource Development:** Strengthen the nursing program through partnerships with local healthcare facilities and community resources.
- **Mission Alignment:** Uphold and advance Murray State College's mission, values, and vision through the nursing program.

Functions

In response to the needs and backgrounds of our students, the evolving community we serve, and societal expectations, the faculty and administration of Murray State College are committed to fulfilling the following functions:

1. **Comprehensive Education:** To provide a comprehensive two-year post-secondary educational program serving the south-central Oklahoma counties of Atoka, Bryan, Carter, Coal, Garvin, Johnston, Love, Marshall, Murray, and Pontotoc.
2. **Technical and Occupational Focus:** To offer educational programs with a predominant emphasis on technical and occupational education.
3. **General Education:** To offer a program of general education that enables students to develop the attitudes, knowledge, skills, and qualities necessary to be effective as individuals, family members, and citizens.
4. **Transfer Preparation:** To provide educational programs of two years or less for students planning to transfer to baccalaureate and professional programs at four-year institutions.
5. **Remedial Education:** To offer education for youth and adults whose previous educational experiences have not prepared them for collegiate-level achievement.
6. **Guidance and Counseling:** To provide opportunities for academic guidance and counseling services for all students.
7. **Community Services:** To enhance the cultural, economic, and social environment of the areas served by the college through community services.
8. **Economic Development:** To provide leadership and assistance in economic development activities to enhance the quality of life in the service area.
9. **Technological Advancement:** To facilitate learning environments that utilize appropriate technology to enhance instructional delivery and student learning. Additionally, the college makes its physical plant available for use by community organizations. It leverages the special talents, leadership, and influence of its professional staff to promote the economic, civic, and cultural life of the community.

STUDENT LEARNING OUTCOMES

End of Program Student Learning Outcomes (SLO's)

A Murray State College Nursing Program graduate should demonstrate a deep understanding of health-illness theories and the capability to apply the nursing process in various settings. By integrating the roles of provider and manager of client care, as well as a member within the nursing profession, the graduate will be able to:

1. Will demonstrate the ability to apply ethical guidelines effectively to make principle decisions and advocate for patient rights and welfare in various healthcare settings
2. Will exhibit proficiency in collaborating with patients and healthcare teams to deliver holistic, culturally appropriate, patient-centered care.
3. Will be skilled in educating patients to promote their autonomy, ongoing growth, and integrity, using effective communication strategies tailored to individual patient needs.
4. Will effectively utilize therapeutic communication and group dynamics to enhance teamwork and patient outcomes in interdisciplinary healthcare settings.
5. Will demonstrate the ability to manage and coordinate workflows within healthcare settings effectively, prioritizing patient safety and adhering to organizational policies and clinical guidelines.
6. Will show a commitment to continuous professional development and self-assessment, demonstrating accountability and responsibility in their practice.
7. Will proficiently use information technology, National Patient Safety Goals, and evidence-based research to enhance client care quality and safety.

Course Level Student Learning Outcomes

	NUR1118 Fundamentals for Nursing	NUR11129 Health Promotion and The Nursing Process I	NUR2219 Health Promotion and The Nursing Process II	NUR2220 Leadership and The Nursing Process
Effective Communication	Recall therapeutic and professional communication techniques in the clinical setting.	Apply therapeutic communication and knowledge of group dynamics to work effectively within the interdisciplinary team to improve patient outcomes and continuity of care.	Implement therapeutic communication and knowledge of group dynamics to work effectively within the interdisciplinary team to improve patient outcomes and continuity of care.	Engage in effective communication and collaboration in intra and interdisciplinary teams across various contexts in the care of multiple patients.
Responsible Citizenship	Describe the nursing process and how it is used to formulate a safe, professional, patient-centered care plan.	Discuss the promotion of patient autonomy, ongoing growth, and integrity through the role of patient educator.	Recognize the promotion of patient autonomy, ongoing growth, and integrity through the role of patient educator.	Incorporate teaching-learning principles within the registered nurse's scope of practice to prevent illness.
Global Awareness	List selected health promotion concepts in the care of patients from diverse backgrounds.	Locate patient information to collaborate with the patient throughout the nursing process to deliver holistic, culturally appropriate nursing care.	Use patient information to collaborate with the patient throughout the nursing process to deliver holistic, culturally appropriate nursing care.	Integrate evidence-based practice into patient-centered care, using the nursing process across various settings and populations.
Critical Thinking	Describe critical thinking and clinical judgment	Determine the capacity to demonstrate	Demonstrate accountable and	Demonstrate professional, legal,

	conceptual foundations of nursing as they apply to the nursing role in caring for patients with common health disturbances.	accountable and responsible self-awareness in pursuing continued and evolving competency development in theoretical knowledge and clinical practice environments.	responsible self-awareness in pursuing continued and evolving competency development in theoretical knowledge and clinical practice environments.	and ethical accountability within the scope and standards of nursing practice.
Quantitative Reasoning	Define the difference between personal and professional values and legal/ethical responsibilities in practice.	Explain the importance of the current workflow environment to proficiently oversee and coordinate patient care within the healthcare team, ensuring alignment with the established scope of practice and organizational policies.	Conduct a thorough critical evaluation and appraisal of the current workflow environment to proficiently oversee and coordinate patient care within the healthcare team, ensuring alignment with the established scope of practice and organizational policies.	Formulate safe and effective clinical judgments guided by the nursing process, clinical reasoning, and evidence-based practice.
Information & Technology Literacy	Define the difference between personal and professional values and legal/ethical responsibilities in practice.	Recognize the importance of NPSGs, information technology, quality improvement processes, and evidence-based research to enhance the quality of client care and ensure utmost safety.	Infer the utilization of NPSGs, information technology, quality improvement processes, and evidence-based research to enhance the quality of client care and ensure utmost safety.	Utilize information and technology to communicate information and support decision-making and safe client care organization.
Health and Wellness	Identify standard safety and infection control measures to perform nursing skills correctly.	Determine ethical guidelines to ensure a comprehensive and moral practice, particularly in advocating for patients' best interests.	Apply ethical guidelines to ensure a comprehensive and moral practice, particularly in advocating for patients' best interests.	Analyze data to monitor and improve the quality and safety of patient care.

Murray State College General Education Learning Outcomes

(Revised 2012)

A graduate of Murray State College will have achieved several key outcomes, and the nursing program supports the following general education goals:

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

NURSING PROGRAM DEGREE SHEETS

Traditional Pathway

MURRAY STATE COLLEGE

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

Name:	**Completed by:**
ID:	**Date:**

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

Substitutions must be approved by the Dean of Nursing

Total Credit Hours Required: 70 | **15 hours at MSC** | **Min 2.0 GPA** | **Min 19 Hours in Gen Ed Core**

Career Mobility Pathway

MURRAY STATE COLLEGE

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

Name:	**Completed by:**
ID:	**Date:**

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

Substitutions must be approved by the Dean of Nursing

Total Credit Hours Required: 70	**15 hours at MSC**	**Min 2.0 GPA**	**Min 19 Hours in Gen Ed Core**

CAMPUS RESOURCES

Student Services

Murray State College Academic Calendar

The Academic Calendar provides key dates for each term, including the last day to add a class, the deadline to drop a class for a 100% refund, and the final date to withdraw from a class with a "W" grade. For more details, click to subscribe to the MSC College Events Calendar

Nursing Advisement
Nursing advisors can be contacted at:

- Azrah Pratt - apratt@mscok.edu
- Cathy Perry - cperry@mscok.edu

Academic Support

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

Student Success Center (SSC)

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

Library

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

Tutoring Services

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

- The Student Success Center also provides academic and career coaches, college success workshops, group study rooms, and online tutoring. For more information, contact the Student Success Center at 580-387-7589 or studentsuccesscenter@mscok.edu.
- If you have any questions concerning professional tutors at MSC-Tishomingo or MSC-Ardmore, please email testingcenter@mscok.edu.

MSC Testing Centers

- Testing Services are available for faculty-approved proctored exams and make-up tests at the Tishomingo and Ardmore Campuses. After the faculty submits a request for testing services, the student must plan with the testing center coordinator at the appropriate testing site to complete the test in the allotted time. Off-site, faculty-approved, proctored testing is available but must be arranged through the testing center coordinator.
- **Ardmore Campus Testing Center Information**: The Testing Center hours are Monday through Thursday, 8:00 a.m. to 5:00 p.m. and 8:00 a.m. to 4:00 p.m. on Friday. Other hours may be available by arrangement. Before arriving, you must call for an appointment at (580) 319-0371 or email testingcenter@mscok.edu.
  Tishomingo Campus Testing Center Information: Library Science Building 118: The Testing Center hours are 7:30 a.m. to 4:00 p.m., Monday through Friday. Other hours may be available by arrangement. You must call for an appointment before arriving at the center in LS 118 for testing at (580) 387-7304 or e-mail testingcenter@mscok.edu (preferred).
- **Proctored Exams for Students who are outside of the MSC area:**
  If students cannot attend one of the MSC Testing Centers, they can use Respondus Monitor and Lockdown Brower as designated by the instructor. The student will need the required technology, such as web cameras, a microphone, a laptop or desktop computer, and high-speed internet. An ethernet-wired Internet connection with a speed of 3.0MBPS is strongly preferred. If you have any questions, please contact one of the MSC Testing Centers.
- The Internet is required to take all of your exams. An internet connection will run continuously during your exam administration through Respondus Monitor or other proctoring solutions as directed by the instructor. We strongly recommend using an Ethernet (wired) Internet connection with a speed of at least 3.0 Mbps or higher while taking your exams if possible. If you use a wireless, USB modem, laptop connect card, or mobile hotspot connection during an exam, you can run into problems due to dropped/interrupted connections. If an issue occurs, please contact your instructor or one of the MSC Testing Centers. Respondus provides a Quick Start guide for students

Financial Aid

- **MSC FAFSA Code: 003158**
- MSC offers a variety of grants, loans, work-study, and scholarships to help students meet the cost of attending MSC. Information collected from the Free Application for Federal Student Aid (FAFSA) will determine the amount of aid needed for each student. The FAFSA calculates the amount the student's family is expected to provide and the amount of need-based aid the student can receive. Our primary purpose is to provide counseling and prompt, courteous assistance to students and their parents in identifying, applying for, and receiving financial aid to meet educational costs.

- If you enroll in this or any other course at MSC and you determine that you cannot complete the semester, you must officially withdraw from that class (or from school if needed). If you receive federal financial aid and do not attend at least one class through 60% of the semester, you WILL be responsible for repaying a portion of the federal financial aid you received.
- **For financial aid information, contact:**
  Financial Aid Office Student Services Building, Suite 108
  One Murray Campus, Tishomingo, OK 73460
  Phone: 580-387-7220; Fax No. 580-371-9844; Email: financialaid@mscok.edu
  Office Hours (August through May): Monday through Friday; 8:00 am to 5:00 pm
  Summer Office Hours (June and July): Monday through Thursday, 8:00 am to 5:00 pm.

Inclement Weather

- For inclement weather updates concerning clinical and/or skills lab sessions, check Blackboard announcements, email, and CampusShield notifications.
- Classes are canceled only by the decision of the MSC President (refer to the inclement weather policy in the Murray State College Student Handbook).
- Each instructor will consult the Dean of Nursing to decide whether clinical and/or skills labs will proceed.
- If clinical and/or skills labs are canceled due to inclement weather, arrangements will be made, if possible, for a make-up session later in the semester.
- If clinical and/or skills labs are to proceed, each student must assess their individual circumstances to decide on attendance, inform the instructor accordingly, and plan for a make-up day if possible.

AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act (ADA) is a civil rights law enacted in 1990 to prohibit discrimination against individuals with disabilities in all areas of public life, including employment, education, transportation, and all public and private places open to the general public. The ADA is designed to ensure equal rights and opportunities for people with disabilities, covering a wide range of sectors through its comprehensive provisions.

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

Performance requirements are the basic activities a nursing student must be able to complete in a

reasonably independent manner. A student who poses a direct threat to the health or safety of others or to themselves will not meet the clinical/skills competencies required in the Nursing Program. Determination will be made on an individual basis.

- **Reasonable accommodation:** "Change in the way things are customarily done that will enable an individual with a disability to enjoy equal opportunities." (ADA 1620.20)
- **Essential functions**: Functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation. (ADA 1630.2m)
- **Direct threat:** A significant risk to the health or safety of others that cannot be eliminated or reduced to an acceptable level by modifying policies, practices, or procedures by providing auxiliary aids or services.

Please email any inquiries regarding the Americans with Disabilities Act (ADA) directly to the Testing Center at testingcenter@mscok.edu.

ACADEMIC DISHONESTY

Academic dishonesty is the deliberate use of fraudulent misrepresentation to gain undeserved intellectual credit, either for oneself or another. Academic misconduct, on the other hand, refers to gaining an intellectual advantage by violating specific standards, but without deliberate intent or fraudulent means.

At Murray State College, we hold the conviction that assessments within the Nursing Program must accurately reflect each student's individual capability to perform competently as a Registered Nurse. This is not only vital for the integrity of our program but also critical for the trust placed in us by the healthcare system and its consumers.

- **Upholding Integrity:** The Nursing Program faculty are committed to maintaining the highest standards of academic integrity. We diligently plan and evaluate course assignments and examinations, believing that the integrity of these components is essential for the success of our program and the protection of our hard-working students. Those who invest effort in completing assignments and preparing for exams deserve a fair academic environment.

- **Reporting Concerns:** If you suspect or witness any violations of the Academic Dishonesty or Misconduct Policy, you are encouraged to report your concerns directly to a faculty member. The faculty member will guide you on any further steps and will escalate the issue to the Teaching Team as necessary. It is your responsibility to understand what constitutes academic dishonesty or misconduct.
- **Examples of Academic Dishonesty or Misconduct:** While specific examples will be detailed in our policy documents, they generally include, but are not limited to, plagiarism, cheating on exams, fabrication of data, and unauthorized collaboration.

INFORMATION TECHNOLOGY

Technology Support

For technical support regarding internet connectivity, email access, or Blackboard issues, please contact the Information Technology department at Murray State College. You may reach them by phone at 580-387-7160 or online at Murray State College IT Support. Please submit a detailed support ticket through the website to facilitate prompt and effective assistance. Include all relevant information to ensure that your issue is addressed efficiently. Please contact the appropriate instructor for questions related to course content or assignments.

- For Lippincott Technical Support, contact 800-468-1128
- For Evolve Technical Support, contact 800-222-9570

Computer Requirements

All students admitted to the Murray State College Nursing Program must possess a laptop computer that meets or exceeds our specified system requirements. Please note that Chromebooks and iPads are not acceptable substitutes for laptops. It is crucial that the device you use is a fully functional laptop to ensure compatibility with all necessary software and platforms used throughout the program.

Criteria	Windows	Mac
Operating System	Genuine, 64-bit, updated versions of Windows 10 (v. 22H2) or Windows 11 (v. 22H2 or 23H2) with English (United States) language pack installed.	Genuine versions of Monterey, Ventura, or Sonoma
CPU Processor	Your operating system supports a non-ARM-based processor.	Intel, M1, or M2 processor. Devices using Apple's M1 and M2 processors and Apple Rosetta 2 are supported.
RAM	4GB of usable RAM or higher is required; 8 GB or higher recommended	4GB of usable RAM or higher is required; 8 GB or higher recommended
Hard Drive	4GB or higher of available space	4GB or higher of available space
Internet Access	A high-speed connection is required (25 Mbps download/3Mbps upload)	A high-speed connection is required (25 Mbps download/3Mbps upload)
Screen Resolution	1280 x 768. Scaling should be set to 100%	1280 x 768. Scaling should be set to 100%
Browser	The latest version of Chrome or Firefox	The latest version of Chrome or Firefox
Webcam	Capable of connecting to instructors using	Capable of connecting to instructors

	Zoom and virtual assignments.	using Zoom and virtual assignments.
Microphone	Capable of connecting to instructors using Zoom and virtual assignments.	Capable of connecting to instructors using Zoom and virtual assignments.

Technical Skills Required

- **Email Communication:** Students must be proficient in email, including sending and receiving attachments in Microsoft Word (.doc or .docx).
- **Document Creation and Submission:** Students must create and submit documents in Microsoft Word formats (.doc or .docx).
- **Basic Computer Skills:** Proficiency in essential computer functions such as copying and pasting text is necessary.
- **Online Video Access:** Students should know how to access and use YouTube for educational purposes.
- **Microsoft Office Skills:** Students must be skilled in using Microsoft Word and PowerPoint to create documents and presentations.
- **Image Handling:** Students need to know how to take screenshots, save them in an approved format, and upload them to Blackboard for submission.

COMMUNICATION

Effective communication is crucial for professional practice, and the Nursing Program at Murray State College prepares students to excel in this area. Understanding the appropriate use of communication tools, including social media, is essential as part of your development.

Use of Social Media

Social media offers valuable opportunities for nursing students to connect with peers and gain social support throughout the program. However, the misuse of social media can pose significant challenges in nursing education. Students must understand the importance of maintaining the privacy and confidentiality of patients, fellow students, and faculty members. Professionalism must be upheld at all times when using social media platforms.

Even seemingly private postings or those shared among "friends" can quickly become public. Content can be easily disseminated on the internet or reported to faculty members. If you are active on social media, we strongly advise you to refrain from posting inappropriate content or detailed accounts of your experiences within the Nursing Program to ensure that professional standards are always maintained.

Email Communication Guidelines

Murray State College provides each student with an email account. This email will be used for official campus communications and will be the primary method faculty and program staff use to communicate with you. To ensure efficient email communication, please adhere to the following guidelines:

Email Address Usage: Always use your mscok.edu email address for all campus and course-related communications.

- We assume the email address provided by Murray State College is private. Sensitive information regarding your course performance may be sent to this address. Consider privacy implications if you forward your Murray State College emails to another account.
- If you have forwarded your Murray State College email to another email provider, be cautious, as replies from the forwarded address might be flagged as spam. Due to privacy regulations, faculty cannot accept emails from non-Murray State College addresses. It is advisable to communicate through your official Murray State College email.

Email Content:

- Include a descriptive subject line in all your emails to clarify the topic of your message.
- Always sign your emails with your name to ensure clarity and professionalism.
- Check your email at least daily to stay current with all communications.
- Faculty members aim to respond to emails on their office days. You can expect a reply by the next office day.

Appropriate Use:

- Use student and instructor email addresses strictly for course and program-related business.
- Refrain from sending non-course related materials such as virus warnings, jokes, anecdotes, solicitations, or other personal business unless explicitly permitted.
- Please avoid including instructors or other students in your personal email contact groups to prevent non-course-related emails from circulating among class members.

These guidelines ensure that all communication is professional, secure, and effective, supporting your educational success at Murray State College.

Telephone/Text Communication

Telephone and text communication with your faculty provides convenient and rapid access for pertinent discussions. The following guidelines are established to maintain healthy boundaries between faculty and students:

- **Clinical Instructor Contact:** Before the first day of clinical, you will receive a mongoose number for your clinical instructor. Your instructor will specify their preferred method of communication (phone call or text message) and provide guidelines for appropriate use. You are responsible for saving this number so you can contact your clinical instructor regarding clinical obligations. This number should not be shared with other students.
- **Voicemail Communication:** Voicemail is an effective way to communicate with instructors. The Murray State College telephone system will notify instructors via email

when a message is received. Note that only voicemails left on the college's system are officially documented; messages left on personal voicemail systems are not. Text messages should be reserved for immediate needs. If your issue is not urgent, it is better to send an email providing documentation of the communication.

- **Instructor Availability:** Instructors typically do not work evenings, weekends, or during unusual circumstances outside these hours. Voicemails and emails will generally be checked on the next office day.
- **Non-Instructional Periods:** Instructors are unavailable during college holidays, spring and fall breaks, and the period between the spring and fall semesters. During these times, they may not respond to telephone or email messages.

Feedback/Course Feedback

At Murray State College, our faculty are dedicated to providing our students the best possible learning experiences. We recognize that sometimes, despite careful planning, activities may not achieve the intended outcomes. We value constructive feedback and encourage you to share any concerns or suggestions on how learning experiences could be improved or made more meaningful for you. Please direct your feedback directly to the faculty members involved.

Please note that the Murray State College nursing faculty frequently meet to discuss various aspects of the program, including content, policies, clinical experiences, student performance, exams, and assignments. These discussions help us make informed, collaborative decisions. We value direct and respectful communication, which contributes to the effectiveness of our educational efforts.

Toward the end of each semester, you will have the opportunity to complete end-of-course evaluations. Our instructors and leadership team take this feedback seriously and often implement changes based on your suggestions. We appreciate the time and effort you put into completing these evaluations, as they play a crucial role in helping us enhance our courses and your learning experience at Murray State College.

RECOMMENDATION LETTERS

As you advance through your educational and professional journey, you may need a letter of recommendation. At Murray State College, our nursing faculty are proud of your accomplishments and are ready to help support your future aspirations by providing letters of recommendation. Whether you're applying for a job, a scholarship, or further education, a well-crafted letter from one of your instructors can make a significant difference.

Requesting a Letter of Recommendation

When requesting a letter of recommendation from our nursing faculty, please be prepared to provide specific information to facilitate a strong and effective letter:

- **Recipient's Name and Position:** Clearly state the name and title of the person or the office to whom the letter should be addressed.
- **Mailing Address:** Provide the postal or email address where the letter should be sent.
- **Purpose of the Recommendation:** Describe the position, program, or opportunity you seek.

Please allow at least five business days to prepare and process your letter. Keep in mind that the issuance of a letter of recommendation is subject to the discretion of the individual faculty member.

Requesting a Letters of Good Standing or Other Administrative Letters

The Nursing Department at Murray State College is ready to assist with providing letters of good standing and other administrative documentation. If you need such a letter, please direct your request to the Dean of Nursing and include the following details:

- **Recipient's Name and Position:** Specify the name and position of the individual to whom the letter should be addressed.
- **Mailing Address:** Provide the mailing address for physical delivery or an email address if electronic delivery is preferred.
- **Purpose of the Letter:** Briefly explain why the letter is needed.

Please address your request directly to the Dean of Nursing and allow a minimum of five business days for us to process and respond.

EXAMINATIONS

The Murray State College Nursing Program is committed to preparing students to provide safe and effective care. A key method for evaluating student knowledge, skills, and abilities is through rigorous examinations, which are a focal point of the curriculum due to their role in demonstrating the care competence required for the NCLEX-RN licensure examination. Our faculty craft course objectives and examinations guided by the most recent NCLEX-RN test plan to ensure student achievement aligns with professional standards.

- **Examination Development:** Exams are constructed based on the course and unit learning objectives outlined in the MSC Nursing Student Handbook, Blackboard, Course Syllabi, and Unit Learning Guides. Students must meet these objectives, whether covered in class, presented in handouts, or included in PowerPoint presentations. Students are expected to utilize all assigned readings and resources provided on the content homepage to prepare adequately.
- **Cognitive Levels in Examinations:** Items on examinations are designed according to Bloom's revised taxonomy, which includes cognitive levels such as Remembering, Understanding, Applying, Analyzing, Evaluating, and Creating. As nursing practice involves the application of knowledge, skills, and attitudes, there is a growing emphasis on

higher cognitive levels as students advance through the program. Approximately 95% of examination items target application and analysis levels by the final course.

- **Multi-Logical Thinking:** Higher-level exam items require multi-logical thinking or the application of multiple facts to a patient situation. Responses to application and analysis-level questions demand integration of knowledge across various resources and cannot be sourced from a single page of a textbook, handout, or PowerPoint slide.

Preparing for Examinations

At Murray State College Nursing Program, we understand the importance of applying knowledge to real-world patient situations. Students must engage in deep-level material processing to excel in examinations and clinical assessments. Here are some effective strategies to help you succeed:

- **Pre-Class Preparation:**
  - Read the objectives and complete the assigned readings before class to grasp the scope and depth of the material thoroughly. This preparation will enable you to participate actively in class discussions and activities rather than passively observing.
- **Post-Class Review:**
  - Review your handouts and lecture notes soon after class to reinforce learning. Revisit these materials the next day and again before exams to strengthen retention and understanding.
- **Deep-Level Processing:**
  - Engage actively with your textbook by making notes in the margins to reflect on what you're learning.
  - Use color-coded highlighters to organize information according to the nursing process steps, such as blue for assessments, pink for medications, and yellow for nursing actions.
  - Annotate your materials with symbols or letters to indicate critical nursing actions, patient safety measures, or tasks that can be delegated to other healthcare professionals.
- **Active Application:**
  - Identify and distinguish between late and early signs of patient complications as you study.
  - Collaborate with your study group to apply theoretical knowledge to case studies, which can be found in the free resources provided with your textbooks.
  - Enhance your understanding by answering 200-300 NCLEX-RN style questions related to the content that will appear on the exam.
- **Instructor Support:**
  - If you need additional guidance or clarification, do not hesitate to request an appointment with your instructor. They are here to support your academic success.

Taking Exams

Students often find that nursing exams at Murray State College are unique compared to other tests they have encountered. To navigate these exams effectively, consider the following tips, which are tailored to our specific testing approach:

- **Focus on Nursing Judgment:** Base your answers primarily on the information provided in the question stem and your nursing judgment. Test-taking strategies should only be a fallback when you cannot determine an answer based on the given information.
- **Prescriptions in Scenarios:** Assume that any action requiring a prescription in a test question implies the prescription has already been provided by the primary care provider.
- **Multiple Response Items:** Starting from April 2023, the exam may allow more than one, up to all possibilities, as correct answers.
- **Medication Names:** Generic names are used when medications are involved in a question. It's beneficial to focus on learning generic names, as these are consistently used in the NCLEX and vary less across different regions and scenarios than brand names.
- **Exam Format:** All exams within our Nursing Program utilize test database software, randomly scrambling test items' order. Therefore, the sequence of questions should not influence your answers.

STUDENT NURSES ASSOCIATION

As a professional nurse, you will have the opportunity to join various professional organizations. The Student Nurses Association (SNA) is our nursing students' professional organization at Murray State College. Dedicated to organizing, representing, and mentoring, our SNA advocates for high-quality nursing education and care standards. As members, students actively participate in developing the essential skills needed to become responsible and accountable nurses.

Membership Benefits and Activities:

- Networking Opportunities: SNA membership offers extensive networking possibilities that facilitate access to academic support, friendships, job opportunities, and valuable professional information.
- Professional Development: SNA is committed to preparing its members for lifelong involvement in professional nursing organizations. It gains recognition through active participation in projects that benefit nursing students and the broader community.
- Community Engagement: Members contribute to and benefit from initiatives that positively impact the community.

Membership Requirements:

- **Enrollment:** All nursing students are enrolled in the SNA during their first semester and remain members until after graduation.
- **Meetings and Programs:** Meetings are held each semester on campus. Program details and other SNA activities are announced in advance on Blackboard and through our social media channels.
- **Membership Registration:** Membership forms are provided during orientation. Students are required to pay membership fees according to our established policy.

Support and Fundraising:

- Additional funds to support SNA activities are raised through donations, fundraising projects, and membership fees.

Student Representation on Nurse Faculty Committees

Committee	Term
Curriculum Development Committee *Three students (NUR1118, NUR2219, CM)*	Two consecutive semesters
Advisory Committee *Current SNA President and elected cabinet*	Two consecutive semesters
Capping and Pinning Committee *Three students (NUR1118, NUR2219, CM)*	Two consecutive semesters
Faculty Organization *Three students (NUR1118, NUR2219, CM)*	Two consecutive semesters

GRADUATION AND LICENSURE INFORMATION

Students at Murray State College who have successfully completed the third semester (NUR 2219) of the Nursing Program Curriculum are eligible to sit for the NCLEX-PN Examination. For further details, review the requirements for testing and licensure on the Oklahoma Board of Nursing website at https://nursing.ok.gov.

- **Graduation and NCLEX Application Information:** Comprehensive guidance regarding graduation requirements and the NCLEX application process is provided in NUR 2220.
- **Accommodations for the NCLEX:** Students needing accommodations for the NCLEX can address this during the application process. A specific form within the application must be completed to request these accommodations.

Requirements for Licensure in Oklahoma

The Nursing Program at Murray State College is fully approved by the Oklahoma Board of Nursing. Graduates from our state-approved program are eligible to apply for the National Council Licensure Examination (NCLEX) for registered nurses. Applicants for Oklahoma licensure must fulfill all state and federal requirements to hold an Oklahoma nursing license.

Licensure Requirements Include:

- Completion of a state-approved nursing education program that meets educational requirements.
- Successful passage of the licensure examination.
- Submission of an application for licensure, which includes a criminal history records search and proof of citizenship or qualified alien status as defined under [59 O.S. §§567.5 & 567.6].

Legal and Residency Requirements for Licensure:

- Under United States law (United States Code Chapter 8, Section 1621) and Oklahoma state law, a license to practice nursing is typically issued only to U.S. citizens, U.S. nationals, and legal permanent resident aliens.

- Other qualified aliens may receive a temporary license valid until their visa status expires or for one year if no expiration date is provided. Applicants in this category must present valid documentary evidence to the Oklahoma Board of Nursing in person, which may include:
    1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States.
    2. A pending or approved application for asylum in the United States.
    3. Admission into the United States in refugee status.
    4. A pending or approved application for temporary protected status in the United States.
    5. Approved deferred action status.
    6. A pending application for adjustment of status to legal permanent resident.
- **Board Authority and Considerations:** The Oklahoma Board of Nursing has the authority to deny, condition, or penalize licensure, as well as to issue and discipline licenses. Decisions are made on a case-by-case basis, considering an applicant's criminal history, disciplinary actions on any professional or occupational license, and judicial declarations of mental incompetence [59 O.S. §567.8].
- **Pre-Licensure Evaluation for Applicants with Criminal History:** Individuals with a criminal history considering applying to our state-approved education program may request a determination of eligibility for licensure from the Oklahoma Board of Nursing for a fee. This petition can be accessed at PETITION TO REQUEST DETERMINATION OF ELIGIBILITY FOR LICENSURE or CERTIFICATION FOR INDIVIDUALS WITH HISTORY OF CRIMINAL CONVICTION.

  Regulatory Authority: 59 O.S. §567.12

WORDS OF WISDOM FROM GRADUATES

Our alumni have been exactly where you are and have some friendly advice to share. Here's what they recommend for making the most of your nursing journey at Murray State College:

- "Treat nursing school like it's your full-time job. I only worked two shifts a week and it was a game changer for managing my coursework."
- "Honestly, take that advice about studying three hours for every credit hour seriously. It sounds like a lot, but it's the secret sauce to passing."
- "Don't wait to start those NCLEX practice questions. I learned the hard way that the first exam isn't a gentle warm-up."
- "Discover when and where you study best. For me, it was morning hours in the library—zero distractions."
- "Home is full of distractions. Campus study spots became my sanctuary. Plus, it felt like going to 'work' helped me focus."
- "I had a chat with my family about pitching in more. Everyone stepped up, and it made a huge difference."
- "A hard rule—never post about your clinical experiences. It's not only unprofessional, it's also a legal risk."
- "Got questions? Don't shy away from asking. Faculty are there to help, not judge. Their tips kept my grades above 80%."
- "Use those unit objectives like a treasure map—they lead straight to what's on the exams."
- "I kept all my notes and care maps in one digital spot. Made it super easy to revisit and reuse info."
- "I on point by tackling NCLEX questions even during breaks. It's like keeping your brain in shape!"
  "Those textbooks? They come in clutch! Not only for the units but also the NCLEX when you graduate. An investment you won't regret!"

These pieces of advice are straight from the hearts of those who've walked this path. Take their words to heart, and you'll find your own path through nursing school just a little smoother!

POLICY SECTION 1:
Admission, advanced standing, and transfer policies

MSCNP 01.01: Admission Requirements

Policy

1. In addition to the admission requirements for Murray State College, the applicant must have:
    a. High School Diploma or General Education Development Certificate (GED)
    b. Achieve a minimum ACT composite reading score of 20 or Complete the Next-Generation Accuplacer Reading exam with a minimum score of 250
    c. Next-Generation Accuplacer Reading exam may be taken three times during an application cycle with two weeks in between, not exceeding six times a year.
        i. Accuplacer scores are valid for three years from the testing date if taken at Murray State College.
        ii. Accuplacer scores are valid for one year from the testing date if taken outside of Murray State College.
2. Application materials must be completed and returned to the Nursing Department by established deadlines.
    a. Students transferring credits to fulfill program prerequisite requirements must have submitted those transcripts to the Registrar no later than two weeks before the application deadline to allow for processing.
        i. Electronic delivery options are recommended where available for more expedient delivery.
        ii. Electronic delivery transcripts must be sent directly to the Registrar at registrar@mscok.edu.
3. Applicants accepted into the program and not enrolling in the semester they are accepted must reapply.
4. Murray State College fully subscribes to all principles and requirements of the Rehabilitation Act of 1973 and ADA 1990 for qualified handicapped individuals. It is important to note that to successfully progress through the nursing curriculum and function as a practicing nurse upon graduation, an individual must be able to perform certain physical activities that include vocal, visual, auditory, and dexterity requirements.
5. Applicants accepted into the nursing program must submit to a urine drug screen (UDS) and provide evidence of an extended background check (*Refer to MSCNP 02.01 for more detailed information about these requirements*).
6. A student found to have a positive UDS on screening, who has refused to submit to a UDS, or who has a positive background check may be administratively withdrawn (*Refer to MSCNP 03.07*).
    a. Any student with a positive UDS will be referred to the Executive Director of Student Affairs and Title IX Coordinator, who will assist and facilitate the student's referral to community substance abuse resources.
7. Once the semester begins, students cannot transfer between course sites within the Nursing Program. A site in this context is defined as a traditional classroom location, online, or any other delivery modality.

MSCNP 01.02: Admission by Transfer

Policy

1. Qualified applicants will be admitted based on space availability.
2. Applicants must be fully admitted to Murray State College.
3. Applicants must meet all requirements for admission to the nursing program.
4. All college credits from other institutions will be evaluated on an individual basis to determine their possible application to the nursing curriculum requirements of Murray State College.
5. There will be no more than one academic year between completing the last nursing course and transferring into the nursing program at Murray State College.
6. A minimum grade of "C" is required in all courses necessary for the Associate of Applied Science degree, and a GPA of 2.5 or higher in courses required for the Nursing Program.
    a. Students transferring credits to fulfill program prerequisite requirements must have submitted those transcripts to the Registrar no later than two weeks before the application deadline to allow for processing.
        i. Electronic delivery options are recommended where available for more expedient delivery.
        ii. Electronic delivery transcripts must be sent to the Registrar at registrar@mscok.edu.
7. Previous nursing courses must be from a school of nursing approved by the State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN).
8. Applicants may only request transfer admission into NUR 1129 (2nd semester) or NUR 2219 (3rd semester).
9. Before enrollment in a nursing course, the following must be submitted:
    a. Course description and course syllabi from previous nursing courses and samples of graded nursing care plans,
    b. Letter from the applicant stating the reason for transfer,
    c. Summary of previous clinical experience.
        i. Documentation of skills provided by the faculty of the transferring school.
        ii. Note: Missing required skills must be remediated (*See MSCNP 01.02a*). A fee may be assessed to cover the costs of this evaluation/remediation.
    d. Documentation of:
        i. T-Spot tuberculosis screening blood test, QuantiFERON Gold, or two PPD/TB Skin tests within the last 12 months
            1. Note: Students with a history of a positive TB skin test or gold standard test and/or have had contact with an active TB patient then the student is required to follow current recommended CDC guidelines, which could include obtaining a chest x-ray, a gold standard test, and/or a public contact release statement from a qualified healthcare provider (NOTE: X-rays may be obtained at a county health department or with a private physician).
        ii. Two MMR immunizations or immune titers to rubeola (measles), mumps, and rubella
        iii. Two varicella immunizations or immune titer

iv. Tetanus-Diphtheria-Pertussis (TDaP) immunization (within the last 10 years)
v. Annual influenza immunization
vi. Hepatitis B series.
    1. It can be waived; however, a waiver must be completed (See Appendix C).
vii. The COVID vaccination series or completed exemption forms were submitted to and approved by applicable clinical agencies.
viii. American Heart Association Basic Life Support Certification (CPR for Healthcare Providers) card
ix. Current (within 1 month) national background check.
    1. Admission to the Nursing program may be denied to any student with a criminal history.
    2. Refer to *MSCNP 02.01* for more detailed information about this requirement.
x. Negative urine drug screen
    1. Admission to the Nursing program may be denied to any student with a positive urine drug screen.
    2. Any student with a positive UDS will be referred to the Executive Director of Student Affairs and Title IX Coordinator, who will assist and facilitate the student's referral to community substance abuse resources.
    3. Refer to *MSCNP 02.01* for more detailed information about this requirement.

e. Letter of recommendation from the Department Head, Dean, or Director of the school from which the applicant is transferring.

MSCNP 01.02a: Skills Checklist for Transfer Students

Policy
It is crucial to assess transfer students' previous coursework and skill development to ensure proper placement within the curriculum and facilitate student success. The following checklist is designed to assist in evaluating the competencies of transfer students in relation to their skill development:

1. **Theoretical and Laboratory Skills**: Mastery of the theoretical aspects of nursing skills and practical laboratory experience are essential for all transfer students.

2. **Clinical Practice:** Clinical practice is required for certain skills. This helps comprehensively assess the student's abilities and readiness for advanced coursework.

3. **Skill Proficiency Levels:**
    a. Skills marked with one asterisk (*) are required to enter the second semester.
    b. Skills marked with two asterisks (**) are required to enter the third semester.

Skill	Semester of Theory	Laboratory Practice	Clinical Practice
Therapeutic Communication	*	*	*
Patient Interview	*	*	*
Temp/Pulse/Resp	*	*	*
Blood Pressure	*	*	*
Pain Assessment	*	*	*
Psychosocial Assessment	*	*	*
Physical Assessment	*	*	*
Safe Patient Handling	*	*	*
Proper Body Mechanics	*	*	*
Use of Restraints	*	*	*
Dressing Changes	*	*	*
Intake and Output	*	*	*
Oxygen Administration	*	*	*
Isolation Techniques	*	*	*
Oral Medications	*	*	*
Medication Injection	**	**	
IV Medications	**	**	
Intravenous Therapy	**	**	
Sterile Technique	*	*	**
Catheterization	*	*	**
Removal of Indwelling Catheter	*	*	**
Nasogastric Tubes	**	**	**

MSCNP 01.03: Career Mobility Admission Requirements

Policy Admission to NUR 1113

1. Application for admission to NUR 1113 Nurse Role Transition is open to Licensed Practical Nurses with an active, current, unencumbered Oklahoma or multi-state license and Paramedics who hold an active, unencumbered National Registry Certification and/or Oklahoma license.
2. The applicant must have:
    a. Been officially admitted to Murray State College.
    b. A GPA of 2.5 or higher in courses required for the AAS Nursing Degree.
    c. Met all criteria for admission to the nursing program.
    d. Submitted all college transcripts.
    e. Completed the following courses with a grade of "C" or higher:

i.	ENG 1113	English Composition I
ii.	ENG 1213	English Composition II
iii.	PSYC 1113	Intro to Psychology
iv.	PSY 2523	Developmental Psychology
v.	A & P 2124	Human Anatomy and Physiology I
vi.	A & P 2134	Human Anatomy and Physiology II
vii.	MIC 2224	Intro to Microbiology
viii.	NUR 1113	Nursing Role Transition

    f. Completed or concurrent enrollment in:

i.	HST 1483 or HST 1493	US History to 1877 or US History since 1877
ii.	GVT 1113	American Federal Government
iii.	Humanities	1 or 3 credit hour course of student choosing
iv.	HS 1553	Nutrition

    g. Provided proof of active, unencumbered, LPN or Paramedic state license.
3. Application materials must be completed and returned to the Nursing Department by established deadlines.
4. Applicants who are accepted into the Career Mobility program and who do not enroll in the semester they are accepted must reapply.
5. Re-enrollment into NUR 1113 is limited to one time only.

Special Note: Students who were unsuccessful in the traditional program and apply to return through the Career Mobility program must complete all required courses in the Career Mobility track. This may result in a student's need to repeat previous coursework.

Special Note: Career Mobility applicants with in-progress coursework and/or licensure may be conditionally accepted at the time of application.

Background Check and Urine Drug Screen Requirements

1. Once selected for NUR 1113 admission, students must undergo an extensive criminal background check.
    a. Students must use the background check vendor specified by the Nursing Department.
        i. The link to the Castle Branch website is https://www.castlebranch.com. Use Package Code - **MU95bg**
    b. The background check results should be included in the Application submission

documents.

c. Admission to the Nursing Program may be denied to any student with a criminal history.
d. Refer to *MSCNP 02.01* for more detailed information about this requirement.
e. **Please note:** Background checks are submitted to clinical partners for review. If all clinical sites cannot be cleared for the student's participation, the student will not be eligible for admission or continuation in the program.

2. Applicants accepted into the nursing program must submit to a urine drug screen (UDS) and provide evidence of an extended background check (*Refer to MSCNP 02.01 for more detailed information about these requirements*).
3. A student found to have a positive UDS on screening, who has refused to submit to a UDS, or who has a positive background check may be administratively withdrawn (*Refer to MSCNP 03.07*).
    a. Any student with a positive UDS will be referred to the Executive Director of Student Affairs and Title IX Coordinator, who will assist and facilitate the student's referral to community substance abuse resources.
4. Once the semester begins, students cannot transfer between course sites within the Nursing Program. A site in this context is defined as a traditional classroom location, online, or any other delivery modality.

Successful completion of NUR 1113

1. Upon completing all prerequisite coursework and NUR 1113, applicants will be awarded credit for NUR 1118 and NUR 1129. After their application approval, students will be directly enrolled in NUR 2219.
2. Nursing advisors generally initiate the advanced standing process.
    a. Students must sign the Direct Articulation form and pay the $225 fee upon enrollment into NUR 2219.
3. It is the student's responsibility to ensure that the advanced standing process is completed before applying for graduation.
4. The student must enter NUR 2219 within one (1) calendar year after completing NUR 1113.
5. The student must complete the major area courses required for the degree within three semesters. The clock starts with the first enrollment in the Career Mobility instance of NUR 2219.

Special note: Students residing more than 250 miles from any Murray State College campus or its satellite locations may be ineligible for admission to the Career Mobility Program. Applicants should know that significant distance can introduce additional administrative and financial responsibilities. It is the student's responsibility to consider these factors when applying.

POLICY SECTION 2:
Skills, Clinical, and Simulation

MSCNP 02.01: Student Clinical Requirements

Policy

Admission Requirements

1. Students are notified at least six weeks before the first semester of classes of their eligibility for admission to the Murray State College Nursing Program.
2. A mandatory orientation will be held for a full day before the start of the semester.
    a. Clinical Requirements will be reviewed at that time.
3. A mandatory two-day intensive will be held the week before the start of the class.
    a. Clinical schedules and facilities will be handed out at that time unless otherwise communicated.
4. Students must use the background check vendor specified by the Nursing Department.
    a. The link to the Castle Branch website is https://www.castlebranch.com. Use Package Code - **MU95bg**
    b. The background check results should be included in the Application submission documents.
    c. This background check includes:
        i. Criminal Background
        ii. Check Sex Offender Background Check
        iii. Federal Sanction Background Check
            1. Office of Inspector General (OIG) Check
            2. General Services Administration/System for Award Management (GSA/SAM) Check
            3. Office of Foreign Assets Control Check
    d. **Please note:** Background checks are submitted to clinical partners for review. If all clinical sites cannot be cleared for the student's participation, the student will not be eligible for admission or continuation in the program.
    e. Admission to the Nursing Program may be denied to any student with a criminal history.
5. All students admitted to the program must undergo a urine drug screen (UDS) by a lab approved by the nursing program.
    a. The results are submitted directly from the lab to the Nursing Department
    b. The UDS checks for the following:
        i. Amphetamines
        ii. Cocaine
        iii. Marijuana*
        iv. Opiates (including synthetic opiates)
        v. Propoxyphene
        vi. Benzodiazepines
        vii. Methaqualone
        viii. Methadone
        ix. Phencyclidine
        x. Barbiturates
    c. Issues with UDS samples, dilution, or questionable outcomes may require repeat testing. Students are responsible for these additional costs as well.
    d. Positive UDS are reviewed by a Medical Review Officer (MRO)
        i. Students are required to answer the call from the MRO and answer questions related to a positive drug screen
        ii. Failure to answer the MRO or failure to answer questions honestly and accurately results in a presumptive positive UDS

iii. A presumptive positive UDS may result in administrative withdrawal from the Murray State College Nursing Program.

e. Any student receiving a positive UDS will not be allowed to attend clinical experiences (see *MSCNP 03.07*).

f. Any student with a positive UDS will be referred to the Executive Director of Student Affairs and Title IX director, who will assist and facilitate the student's referral to community substance abuse resources.

g. Admission to the Nursing Program may be denied to any student with a positive UDS.

6. A student admitted for the first time to the Murray State College Nursing Program must have a negative two-step TB skin test or QuantiFERON Gold test, then yearly thereafter to be admitted or to continue clinicals.
    a. **Note:** Students with a history of a positive TB skin test or gold standard test and/or have had contact with an active TB patient then the student is required to follow current recommended CDC guidelines, which could include obtaining a chest x-ray, a gold standard test, and/or a public contact release statement from a qualified healthcare provider (**NOTE: X-rays may be obtained at a county health department or with a private physician**).
7. Nursing students must present documentation of the following that will be valid through the end of the semester:

Ongoing Requirements

1. A nursing student is required to show yearly proof of the following that will be valid through the end of the semester:
    a. absence of active tuberculosis evidenced by a negative IGAR-TSPOT TB or QuantiFERON Gold test.
        i. If a student converts to a positive TB skin test or gold standard test and/or has had contact with an active TB patient, then the student is required to follow current recommended CDC guidelines, which could include obtaining a chest x-ray, a gold standard test, and/or a public contact release statement from a qualified healthcare provider (**NOTE: X-rays may be obtained at a county health department or with a private physician**).
        ii. After the initial response, the student must have an annual self-review of symptoms on file (**see Annual Tuberculosis Screening Form, Appendix B**). This form must be signed by a qualified healthcare provider.
        iii. If the annual self-review reveals TB-like symptoms or if students otherwise develop symptoms consistent with TB, students must follow current recommended CDC guidelines as noted in bullet i. above and be re-evaluated and re-released for public contact from a qualified healthcare provider.
    b. Influenza immunization
        i. Fall Admissions and Returning Students
            1. Due October 15
                a. If October 15 falls on a weekend, the deadline is the Friday before
            2. Spring Admissions
                a. Is due Friday before the semester begins.
    c. COVID vaccination series, boosters, or completed exemption forms submitted to Castle Branch and applicable clinical agencies. Approval will be granted by applicable clinical agencies.
    d. American Heart Association Basic Life Support Certification (CPR for Healthcare Providers) card
    e. Workday and any other clinical education required by clinical partners is due in NUR 1118 and NUR 2219.
        i. Students interrupting normal progression must repeat their clinical education.
2. If a student lapses in the program (an interruption of normal progression--one semester or more),

an extended background check and a urine drug screen must be resubmitted.

3. Students are responsible for all costs associated with the admissions and ongoing clinical requirements.
    a. Failure to upload by the due date will result in the student being placed on contract for failure to adhere to professional responsibilities.
    b. Failure to upload by the due date will result in the inability to attend clinical, which will result in an unexcused clinical absence
    c. **Please note:** Clinical make-ups are not guaranteed, and failure to complete required clinical experiences may result in failing clinical, thus failing the course (a recorded "F" grade).
4. All clinical requirements must be updated by the Friday before school starts.
5. A nursing student who experiences illness or injury while enrolled in the nursing program at Murray State College will assume total financial responsibility for diagnostic procedures and/or medical care. Neither the clinical facility nor Murray State College will assume any liability. **
6. A nursing student who has been ill or injured may, upon return to class must submit a Release to Return to Clinical Activity form (Appendix D) completed by a Health Care Provider. The Health Care Provider's statement must include any limitations imposed by illness, condition, or prescribed medications.
    a. Students with limitations may not be allowed to participate in clinicals as a matter of client/patient safety.
7. A pregnant nursing student who delivers during the semester will, upon return to class, submit a Release to Return to Clinical Activity form (Appendix D) completed by a Health Care Provider.
8. A nursing student will not attempt to attend class or clinical lab when the student's illness might be contagious.
    a. When a student experiences any illness including, but not limited to
        i. Fever
            1. Temp > 100.4° F
        ii. Gastrointestinal disturbances
            1. Vomiting
            2. Diarrhea
        iii. Sore throat
    b. The student should not come to campus
    c. The student should notify the Dean of Nursing, their unit, and the clinical instructor.
    d. **Note:** Failure to stay home and notify the appropriate personnel will result in disciplinary action for failure to adhere to professional responsibilities (*See: MSCNP 04.03*).

Special Circumstances

1. A UDS of any student admitted to the nursing program may be requested whenever chemical impairment is suspected (*See: MSCNP 03.07*).
2. A student with a positive UDS or background check during the Nursing Program will be ineligible from going to clinical and may be administratively withdrawn (*Refer to MSCNP 03.07*).
3. Should evidence of a positive UDS be presented to the Nursing Department that was not solicited by the department, the student may be dismissed immediately from the Nursing Program. Any such dismissal can be appealed pursuant to the Murray State College Academic Discipline, Procedures, and Grievances outlined in the Academic Dishonesty or Misconduct policy of the Murray State Student Handbook.
4. Should evidence of a criminal background not solicited by the Nursing Department be presented to the Nursing Department, the student may be dismissed immediately. Any such dismissal can be appealed pursuant to the Murray State College Academic Discipline, Procedures, and Grievances outlined in the Academic Dishonesty or Misconduct policy of the Murray State Student Handbook.

Note: If the clinical facility policy differs from the Murray State College Nursing Program policies, the

student must comply.

***Note:** Students with a positive UDS who have a medical marijuana card are not exempt from this policy. Healthcare agencies have not made allowances in this area, and we are subject to adhering to facility policies during our clinical experiences. With a positive UDS, you would not be able to attend clinical. If you are ineligible to attend clinical, you cannot successfully complete the program. With this, you would be requested to withdraw or be administratively withdrawn.

****Note:** In the event of a student accident or injury, faculty should notify the Dean of Nurisng and inform them of the situation. If possible, faculty members on site should request a copy of any incident report completed. This information is then communicated to the Office of Academic and Student Affairs for the purpose of documentation.

MSCNP 02.02: Guidelines for Abilities Required to Provide Client Care

Policy

To successfully progress through the nursing curriculum and function as a practicing nurse upon graduation, students must demonstrate the ability to perform, with or without reasonable accommodations, the following essential activities:

1. **Visual Acuity:** Necessary for accurate medication preparation and administration, as well as essential client assessment and nursing care.
2. **Auditory Perception:** Required to receive verbal communication from clients and healthcare team members, including through masks, and to assess health needs using monitoring devices such as stethoscopes, infusion pumps, cardiac monitors, and fire alarms.
3. **Motor Coordination:** Essential for responding promptly and implementing the skills required for safe client care, including equipment manipulation, moving equipment, and performing CPR.
4. **Intellectual and Emotional Stability:** Critical for planning, implementing, and managing safe client care, requiring cognitive, psychological, and emotional stability.
5. **Physical Strength:** Necessary to assist in lifting and/or positioning patients and handling medical equipment.
6. **Compliance with Legal Standards:** Murray State College adheres fully to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, ensuring support for qualified individuals with disabilities.
7. **Health Status Changes:** Students experiencing significant health changes (e.g., surgical procedures, pregnancy, disabling illness) must provide a "Release to Return to Clinical Activity" form completed by a healthcare provider. This form should confirm the student's ability to meet clinical requirements or detail any necessary restrictions (*refer to MSCNP 02.01 and MSCNP 02.02*).
8. **Educational Continuance Under Restrictions:** Students may continue their education provided their health restrictions do not pose safety risks to themselves or others. Consultation with the Office of Human Resources is advised for managing restrictions.
9. **Rights to Appeal:** Students denied admission or continuance in the program due to inability to meet these standards have the right to appeal. The Grievance Procedure is available through the office of the Vice President for Student Services or the Vice President of Academic Affairs.

Note: Honest and complete disclosure on required forms is critical for the safety of both patients and students. Falsification or omission of information may lead to disciplinary actions, including potential dismissal from the program (*see MSCNP 04.05*).

MSCNP 02.03: Professional Liability Insurance - Student

Policy

1. The Murray State College Nursing Program requires that all nursing students have professional liability insurance.
2. Students in the Nursing Department at Murray State College are covered by enrollment in the Student Malpractice Blanket Liability Insurance Program.

MSCNP 02.04: Universal Precautions Policy

Policy

The Nursing Department at Murray State College is committed to ensuring students and faculty's safety and well-being. We prioritize protection from all foreseeable hazards associated with client care. In response to the increasing threats posed by infectious diseases, the department diligently provides students with the most current and relevant information to safeguard their health and that of their clients.

1. Since medical history and examination cannot reliably identify all patients infected with blood-borne pathogens, blood and body-fluid precautions will be used consistently for ALL patients, regardless of diagnosis. Nursing students will routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when any patient's contact with blood or other body fluids is anticipated. Standard Precautions are to include the following procedures:
    a. Gloves will be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, handling items or surfaces soiled with blood or body fluids, and performing venipuncture and other vascular access procedures.
    b. Gloves will be changed after contact with each patient.
    c. Masks and protective eyewear or face shields will be worn during procedures that are likely to generate droplets or sprays of blood or body fluids to provide protection for mucous membranes of the mouth, nose, and eyes.
    d. Gowns or aprons will be worn as necessary to prevent contamination of clothing and protect the skin from blood and body fluid exposure.
    e. Hands and other skin surfaces will be washed immediately and thoroughly if contaminated with blood or other body fluids.
    f. Nursing students will take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during disposal of used needles and when handling sharp instruments after procedures. To prevent needle-stick injuries, needles will not be recapped, purposely bent, or broken by hand. After they are used, disposable syringes and needles, scalpel blades, and other sharp items will be placed in puncture-resistant biohazard containers for disposal.
    g. To minimize direct contact transmission, CPR mouth shields, resuscitation bags, or other ventilation devices will be available where mouth-to-mouth resuscitation is predictable.
2. Nursing students with special health problems may be exempted from caring for patients with suspected or diagnosed communicable diseases. Students must provide their primary healthcare provider with a released statement identifying specific limitations regarding patient care in a healthcare environment. The release form will be submitted before participation in the clinical setting.
3. Students and faculty will follow health care agency/facility policy.

MSCNP 02.05: Storage, Use, and Disposal of Hypodermic Syringes and Needles

Policy

1. Hypodermic syringes and needles will be kept under lock.
2. Hypodermic syringes and needles may be used by nursing students to practice nursing skills under the supervision of the nursing faculty.
3. Hypodermic syringes and needles will be used in the Skills Lab or other faculty-designated practice areas. They are not to be removed from the practice areas.
4. Immediately after final use, the hypodermic syringe and needle will be disposed of in a special puncture-resistant biohazard container specifically for contaminated syringes and needles.
5. Containers of contaminated hypodermic syringes and needles will be disposed of at appropriate intervals by designated nursing faculty/staff.

MSCNP 02.06: Clinical Facilities

The Oklahoma Nursing Practice Act and Rules established the requirements for faculty-to-student ratios in clinical areas involving direct care of clients, stating that the ratio "shall be defensible in light of safety, learning objectives, students' level, patient acuity, and program outcomes."

Policy

1. A contract is required with each clinical agency or facility used for student learning experiences involving more than an observation. The contract must be reviewed at periodic intervals for changes and updates.
2. A letter of agreement is required for agencies used for observational experience. The agreement letter must be reviewed periodically for changes and updates.
3. Criminal background checks, including a Sex Offender Registry check and a urine drug screen, are required under agreements with institutions where student clinical experiences are scheduled.
4. If the clinical facility policy differs from Murray State College Nursing Program policy, the student will be required to comply with the clinical facility policy.

Reference: OKLAHOMA BOARD OF NURSING RULES [O.A.C. TITLE 485.] Rule 485:10-5-4.1.5 - Page 12

MSCNP 02.07: Clinical Preceptors

Policy

1. Clinical preceptors provide effective opportunities for students to develop and utilize skills related to coordinating and managing patient care for a group of patients. Practicing nurses present a strong resource for helping the student develop these skills.
2. "Clinical preceptors may be used to supervise students in community health, leadership/management, independent study, elective courses, home health, and selected hospitals and long-term care facility experiences consistent with Board policy. This policy applies to students enrolled in nursing education programs leading to licensure as a Registered Nurse or Licensed Practical Nurse."

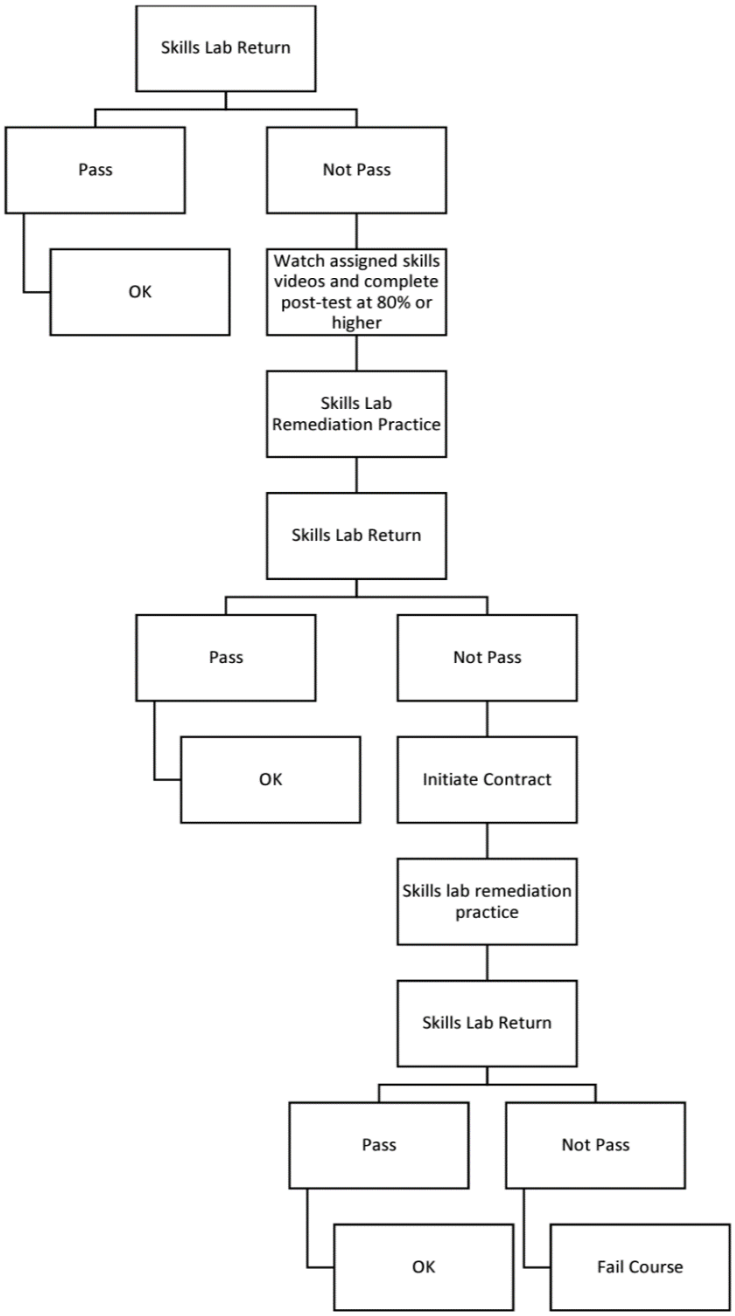
Reference: OKLAHOMA BOARD OF NURSING RULES [O.A.C. TITLE 485.] Rule 485:10-5-4.1.6 - Page 12

MSCNP 02.08: Student Skills Lab Return Progression

Policy

Clinical skills are an extension of what is learned in the classroom and are integral to many interventions nurses use to care for their patients. Therefore, students must meet a basic level of proficiency in the required skills.

1. Students must complete the required clinical skills to progress in the program.
2. Students will have three attempts to successfully return and demonstrate the required skills.
3. Students are required to complete prescribed remediation after each unsuccessful return demonstration.
4. If a student is unable to successfully return, demonstrate the required skills within three attempts:
    a. The student receives an unsatisfactory grade for clinical, thus failing clinical for the course.
    b. A failing clinical grade results in a failing grade for the course (a recorded grade of "F").
    c. The student is subject to the interruption of normal progression policy (*MSCNP 04.01*)



MSCNP 02.09: Nursing Student Dress Code for Clinical, Labs, and Simulation

Policy

Clinical, Labs, and Simulation Uniform Dress Code:

As professionals in training within the healthcare field, nursing students at Murray State College are expected to adhere to specific dress and grooming standards. These standards reflect the expectations of the nursing profession and are designed to promote a safe, hygienic, and professional environment for all students, faculty, and patients. Below, you will find detailed guidelines regarding the required attire, personal grooming, and behavior expected of students within our Nursing Program. These policies ensure that our students meet clinical requirements and embody the professionalism essential to their future roles as registered nurses.

Uniform Requirements

- **Scrubs:** Students must wear Cherokee brand royal blue scrubs in one of the following approved styles:
    - Workwear
    - Infinity
    - Flexible
    - Luxe
    - iFlex

  Each student must purchase four new sets of scrubs at the beginning of the program.
- **Lab Coats:** Cherokee brand, royal blue lab coats with a Murray State College patch on the left arm and two finger widths below the shoulder are mandatory. These may be worn over the uniform or street clothes during specific rotations.
- **Undergarments:** White, black, gray, or royal blue long-sleeve T-shirts may be worn under scrub tops. Uniforms should fit comfortably to allow movement and ensure proper coverage. Scrub tops may be tucked. Undergarments must not be visible.
- **Shoes:** Shoes must be clean, closed-toed, and in white, black, or gray colors only. No canvas shoes, sandals, or open-heeled shoes are permitted.
- **General Appearance:** Uniforms must be wrinkle-free. Jewelry should be minimal and not hinder infection control or safety;
    - a maximum of two earrings per ear is allowed
        1. no hoops
        2. no dangling earrings
        3. no ear gauges
        4. no visible facial jewelry
            a. nose piercings
            b. tongue piercings
            c. eyebrow piercings
            d. dermal piercings
    - one flat ring may be worn
    - Clinical Badge must be visible and worn on or around the right side of the chest
    - Required Clinical/Simulation/Lab Supplies
        1. Writing utensils (pens, pencils)
        2. A wristwatch with a second hand is required

    a. no smart watches allowed
3. Bandage scissors
4. Stethoscope
5. Penlight

Personal Grooming

- **Hair and Facial Hair:** Hair must be clean, neatly combed, and secured from the face and above the shoulders. Extremes in hair dyeing or brightly colored hair accessories are not permitted. Facial hair should be neatly trimmed or shaved; beard covers may be required by clinical facilities.
- **Make-up and Nails:** Make-up should be worn conservatively. No artificial lashes or extensions are allowed. Nails must be clean, short-trimmed, and without polish or artificial treatments.
- **Hygiene and Scents:** Daily bathing and deodorant use are required. Students should avoid strong or offensive odors, including perfumes, scented lotions, or cigarette smoke.

Special Considerations

- **Clinical and Lab Settings:** Students must wear a lab coat over a professional dress when not required to wear the full uniform for certain clinical labs, like home health or mental health nursing. In these cases, students are responsible for maintaining a professional appearance.
- **Visibility and Identification:** Photo IDs and the MSC Nursing Program patch must always be worn on the uniform. Patches are to be secured on the left upper sleeve of the scrub top and lab jacket.
- **Non-Compliance:** The student uniform must not be worn in any employment situation nor be identified as a nursing student while employed, as this is a direct violation of the Oklahoma Nursing Practice Act.

Note: This policy reflects our clinical partners' most conservative dress and clinical site requirements. Requirements may vary slightly depending on specific department policies. Visible tattoos may need to be covered according to the clinical facility's policy.

POLICY SECTION 3:
Student Policies

MSCNP 03.01: Attestations

Policy
Students entering the Nursing Program at Murray State College, whether through traditional, transfer, or career ladder pathways, must complete and sign specific attestations to formalize their enrollment in the Program. These forms will be provided during mandatory orientation sessions.

Note: Students must review, complete, and return these forms as directed at the orientation. For convenience and prior review, copies of these forms can also be found in Appendix A of this handbook.

MSCNP 03.02: ANA Code of Ethics and Student Conduct

Policy

This policy outlines the ethical and professional standards based on the ANA Code of Ethics, which all nursing students and faculty in the MSC Nursing Program are expected to uphold. These guidelines are fundamental to fostering an environment of integrity, respect, and professionalism in nursing practice.

1. **Respect for Individuals:**
    - All nurses and nursing students must demonstrate respect and compassion in all professional interactions, acknowledging every individual's inherent dignity, worth, and uniqueness, irrespective of social and economic status, personal attributes, or health conditions.
2. **Commitment to Patients:**
    - The primary commitment of nurses is to the patient, whether an individual, family, group, or community. This commitment must guide all clinical decisions and actions.
3. **Advocacy and Rights:**
    - Nurses must actively promote, advocate for, and strive to protect patients' health, safety, and rights. This includes respecting patients' privacy and confidentiality at all times.
4. **Professional Responsibility and Accountability:**
    - Nurses are responsible for their nursing practices and must ensure appropriate task delegation. They must maintain professional accountability and strive for optimal patient care.
5. **Duty to Self and Others:**
    - Nurses owe duties to themselves to preserve their integrity and safety, maintain competence, and pursue ongoing personal and professional growth.
6. **Improvement of Healthcare Environment:**
    - Participation in enhancing healthcare environments and employment conditions that support quality healthcare and reflect the nursing profession's values is expected.
7. **Professional Engagement:**
    - Nurses are encouraged to contribute to the profession's advancement through practice, education, administration, and knowledge development.
8. **Collaboration for Community Health:**
    - Nurses should collaborate with other health professionals and the public to promote community, national, and international efforts to meet health needs.

ANA Code of Ethics

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

MSCNP 03.03: Attendance

Consistent attendance is a cornerstone of student success in the Nursing Program at Murray State College. Attendance in classroom, clinical, skills, and simulation settings is essential for developing the knowledge, judgment, and professional behaviors required of nurses.

Policy

1. **General Expectations**
   Students are expected to attend all scheduled classroom, clinical, skills, and laboratory sessions and to actively participate in required learning activities. Attendance and punctuality reflect professional behavior and are essential to developing the responsible and accountable practice patterns expected in nursing.

2. **Arrival and Preparation**
   Students must arrive on time and prepared for all scheduled sessions. Tardiness, unpreparedness, or failure to meet readiness requirements may result in the student being dismissed from the learning environment, recorded as absent, and subject to disciplinary action.
   Arriving more than 10 minutes late to clinical, skills, or simulation experiences due to avoidable circumstances may be considered an unexcused absence. Circumstances deemed unavoidable will be reviewed on a case-by-case basis.

3. **Mandatory Completion of Clinical and Simulation Experiences**
   Clinical, skills, and simulation experiences are required components of nursing education. Students are expected to attend all assigned experiences. Accumulating more than two (2) absences per course in these settings may result in dismissal from the nursing program.

4. **Excused and Unexcused Absences**
   Students are expected to attend all scheduled classroom and clinical experiences. While limited flexibility is provided for unavoidable circumstances, absences are strongly discouraged and may impact a student's ability to meet course and program outcomes.
   Up to two (2) excused absences per course may be permitted due to unavoidable circumstances. Beginning with the third (3rd) excused absence, a Disciplinary Action (DA) will be issued.
   Any unexcused absence will result in a Disciplinary Action (DA) and may result in a grade of zero (0) for missed assignments, activities, or clinical requirements.

5. **Absence Reporting**
   Students must notify the Dean of Nursing and the course instructor or clinical supervisor prior to the start of class or clinical if they will be absent or late. Failure to provide timely notification may result in the absence being recorded as unexcused, regardless of reason.

6. **Health-Related Requirements and Documentation**
   Students returning from illness or injury may be required to submit a written statement from the attending physician verifying fitness to safely provide patient care. Students who arrive to clinical while ill will be dismissed from the clinical area and recorded as absent for that day.

7. **Special Circumstances**
   a. **Pregnancy or Major Medical Events**
   Students must notify the Dean of Nursing within two (2) weeks of pregnancy confirmation or within 24 hours of a major illness, injury, or surgical procedure. A physician's release is required to continue participation in clinical activities and must indicate the student can meet performance requirements.

b. **Scheduling Restrictions**
Students are not permitted to schedule vacations, elective surgeries, or planned events before the final day of the semester. Medical or dental appointments may not be scheduled during class, clinical, or simulation time.

8. **Zoom Attendance**
Attendance via Zoom is permitted only for students with confirmed communicable infectious diseases and must be approved by the Dean of Nursing. If approved, students must attend via webcam for the duration of the session.

9. **Attendance Penalties and Academic Impact**
Unexcused classroom absences may result in a one (1) point deduction from the final percentile grade on the Nursing Course and Clinical Evaluation Tool. Unexcused clinical, skills, or simulation absences may result in a one (1) point deduction from the final percentile grade and may include additional assigned make-up work. Make-up clinical or simulation experiences are not guaranteed.

Career Mobility Students
Lecture attendance is not required for Career Mobility students; however, participation in orientation, unit and final exams, pharmacology content, and dosage calculation quizzes is mandatory and must be completed in person on scheduled dates.

MSCNP 03.04: MSC Nursing Student Dress Code

Policy
The dress code requirements for students enrolled in the Nursing Program at Murray State College to ensure a professional appearance and atmosphere conducive to learning and patient care.

General Dress Code
1. **Standard Attire:**
    a. Students are required to wear royal blue Cherokee brand scrubs during all classroom sessions, simulation labs, clinical settings, and any approved Murray State College functions.
2. **Classroom Flexibility:**
    a. In classroom settings, students can wear hoodies, sweatshirts, or other non-offensive outer coverings. These items may be worn over the standard scrub attire but must be removable at the request of staff or faculty.
3. **Prohibited Items:**
    a. Clothing that is offensive or disruptive is not permitted at any time. This includes but is not limited to attire with inappropriate logos, messages, or images.

Clinical Attire
1. Students must adhere to the clinical attire policy in clinical settings. *MSCNP 02.09* is for additional information on the clinical dress code.

Exam Day Dress Code
1. Non-Scrub Attire:
    a. On exam days, students are not required to wear scrub tops. Instead, students may wear scrub pants with Murray wear (t-shirts, sweaters, etc. NO hoodies allowed.)

Enforcement:

1. Faculty can ask students to leave the classroom if they are not dressed according to the policy. This action is necessary to maintain a professional and respectful learning environment.

Compliance

Failure to comply with the dress code policy may result in disciplinary action, up to and including dismissal from the program for repeated offenses. Each student is responsible for understanding and adhering to these guidelines to ensure a professional appearance and respect for all members of the Murray State College community.

MSCNP 03.04: Grade Requirements and Scale

Policy
Students enrolled in the Nursing program at Murray State College are required to maintain a minimum grade of 2.0 (75% or higher) in each course to progress to further courses and qualify for graduation.

1. **Grading conversion scale:**
    a. A: 90% - 100%
    b. B: 80% - 89%
    c. C: 75% - 79%
    d. D: Scoring less than 75% will result in automatic failure of the nursing course.
2. **Grade Requirements for Course Completion**
    a. **Exams:** Students must achieve a minimum average exam grade of 75% or above to complete the course.
        i. Unit exams
        ii. Final exams
    b. **Clinical:** Students must achieve a minimum average grade of 80% to successfully complete the course
        i. Pharmacology quizzes
        ii. Clinical assignments
    c. **Dosage Calculation:** Students must achieve a minimum average quiz grade of 80% to successfully complete the course.*
        i. Unit dosage calculation quizzes
        ii. Final dosage calculation quiz (The Final Dosage Calculation score will be used to replace the lowest score from the Unit Dosage Calculation quizzes after all quizzes have been taken.)
    d. **Additional coursework:** Additional coursework will be averaged into the final grade once all exam criteria, dosage calculations, and clinical requirements have been met.

Note: In the event of discrepancies between listed assignments for a grade in the syllabus and the learning management system, the syllabus information is the final authority on these matters. In the event of discrepancies between what is captured in the learning management system and a student's grade on an assignment, the student should reach out to faculty to discuss the discrepancy.

*There is a one-time opportunity to take the Special Problems in Nursing course if you do not initially meet the required 80% in the dosage calculations column. In this course, you must earn at least an 80%. Even if you score higher, the dosage calculation average will still be replaced with an 80%. Until the course is completed, an Incomplete will remain on your record.

MSCNP 03.05: Graduation Requirements

Policy

1. Students are responsible for ensuring they meet all requirements for their degree as outlined by Murray State College.
2. Degree requirements must be completed as listed in the current college catalog.
3. A minimum of 15 semester credit hours must be completed in residence at Murray State College before an associate degree is awarded.
4. Students are required to apply for graduation through the Office of the Registrar by accessing their student portal.
5. A cumulative graduation grade-point average of 2.0 or higher is required, along with any additional grade requirements specified by the department for the major program. This GPA calculation excludes repeated courses, remedial courses, and physical education activity courses. Failure to achieve a 2.0 in each course will prevent students from continuing in the Nursing Program or graduating with an Associate in Applied Science Degree.
6. Students should consult the most recent Murray State College catalog for up-to-date graduation requirements.

MSCNP 03.06: Guidelines for Accommodation of Students with Disabilities

Policy
Murray State College is committed to providing equal access to educational opportunities for all students, including those with disabilities. This commitment aligns with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and the ADA Amendments Act of 2008. Our Associate Degree Nursing Program adheres to these principles, ensuring that all students have the opportunity to successfully progress through the nursing curriculum and function competently upon graduation.

Performance Requirements:
Students must meet specific physical, sensory, and cognitive standards to successfully complete the nursing program. These include but are not limited to:

1. **Visual and Auditory Abilities:** Sufficient to monitor and assess health needs.
2. **Motor Skills:** Adequate to perform movements required to provide general patient care and treatment.
3. **Communication Skills:** Effective verbal and written communication.
4. **Intellectual and Emotional Functions:** Ability to reason, analyze, and synthesize complex information effectively.

Reasonable Accommodations:
Murray State College provides reasonable accommodations to ensure that students with documented disabilities can meet the essential functions of the nursing role. Accommodations are made on an individual basis and can include, but are not limited to, adjustments in testing environments, assignments, and equipment used.

Procedure for Requesting Accommodations:

1. Students in need of accommodations should contact the testing center at testingcenter@mscok.edu.
2. After verifying ADA needs, accommodations will be arranged.
3. The ADA officer will provide documentation to the Dean of Nursing. The Dean will then distribute the necessary information to the faculty involved in the student's courses.
4. Students may test within the classroom environment or in a designated testing center, depending on their specific accommodations.

Essential Functions Defined:

1. **Physical Requirements:** Students must be able to lift a minimum of 35 lbs., maintain balance, and perform precise motor skills.
2. **Sensory Requirements:** Students must possess sufficient tactile and hearing and visual skills for patient care to ensure safety in monitoring and treating patients.
3. **Cognitive and Emotional Stability:** Students must possess and exercise the ability to manage stress effectively and adapt to changing environments safely for both students and patients.

Note: Students who cannot meet the essential functions with accommodations may be unable to continue in the nursing program. Decisions regarding students' capability to meet performance standards are made on a case-by-case basis, focusing on the safety and health of all involved.

MSCNP 03.07: Use of Electronic Devices and Social Networking

Policy

This policy outlines the acceptable use of electronic devices and social media within the Murray State College Nursing Program. It aims to ensure that students and faculty use technology and social media responsibly and professionally, enhancing educational experiences while safeguarding patient privacy and maintaining professional boundaries.

Electronic Device Usage:

1. Students may use electronic devices as resources during clinical experiences, adhering to the facility's policy and ensuring compliance with the Health Insurance Portability and Accountability Act (HIPAA).
2. Personal phone conversations, texting, and smartwatches are prohibited in all patient care areas, skills labs, simulations, and classrooms. Devices should be turned off and placed in the pockets provided at the front of the room during classes. Devices should be kept out of sight during clinical sessions.
3. The clinical instructor must approve the use of electronic devices for educational purposes, such as accessing medical software or productivity tools, and is recognized for reducing anxiety and increasing success in clinical settings.

Social Media Usage:

1. Students must not post confidential information about Murray State College, its staff, students, clinical facilities, or patients. This includes any identifiable patient information, which is protected under HIPAA.
2. Interaction between students and faculty on social media platforms is prohibited while enrolled in the Nursing Program.
3. Posting defamatory, offensive, or derogatory content is forbidden and may be considered harassment.
4. All content shared on social media should be considered permanent; students should post responsibly and seek faculty guidance if unsure.

Media and Recording:

1. Recording or photographing in clinical settings or during simulation labs without explicit written permission is strictly forbidden.
2. Images captured during simulation labs or on campus may be used for educational or marketing purposes by the Nursing Program.
3. Videotaping of simulation labs is permitted solely for educational review by the involved students.

Disciplinary Actions:

1. Violating these guidelines may result in disciplinary action, including dismissal from the Nursing Program.
2. Any instance of potential HIPAA violations or privacy breaches will be subject to immediate review and possible legal action.

MSCNP 03.08: Guidelines for Chemically Impaired Students

Policy
Murray State College is dedicated to fostering an educational environment that supports the development and well-being of every student. Recognizing that addiction is an illness that can be treated successfully, the college is committed to assisting students in returning to a productive level of functioning. The MSC Nursing Program adheres to strict standards to maintain a safe, drug-free, and emotionally healthy learning environment, which is crucial for the fullest possible development of its students.

Substance Use Guidelines:

1. **Recognition of Addiction as an Illness**: Addiction affects a student's academic and clinical performance, potentially endangering both the student and the client. It is the student's responsibility to seek diagnosis and treatment for any suspected substance-related illness.
2. **Prohibited Substances:** Despite Oklahoma state law authorizing marijuana use for medical conditions, the use and possession of marijuana remain prohibited under federal law. Therefore, the use of medical marijuana is not permitted for students within the MSC Nursing Program. This policy aligns with the standards set by our clinical affiliates and the broader medical community's ongoing research into the benefits and risks of cannabis products.
3. **Compliance with Clinical Affiliates:** Students must adhere to all clinical affiliates' policies, including those related to the use of substances, particularly medical marijuana.

Substance Screening Protocol:

1. **Screening Procedures:** Substance screening may be conducted routinely, randomly, or for cause. If faculty, in consultation with the Dean of Nursing, observes behavior suggestive of impairment, for-cause testing will be initiated.
2. **Testing Process:** Specimens are collected by a certified testing service and screened following the contracted laboratory's protocols. Positive results undergo review by a Medical Review Officer (MRO) before confirmation.
3. **Costs:** Screening costs are included in the nursing program fees for students.

Consequences of Policy Violation:

1. **Engagement Restrictions:** Students exhibiting behavior suggestive of impairment may be prohibited from participating in classroom, clinical, and laboratory experiences.
2. **Dismissal:** Students may face dismissal from the nursing program for an initial positive screening, with immediate dismissal for positive tests for marijuana. Students may also be dismissed for policy violations or egregious behavior without a positive screening.
3. **Testing Refusal:** Failure to provide a specimen as requested will be treated as a positive screening result.
4. **Readmission:** Students seeking readmission after dismissal related to positive screening must refer to the MSC Nursing Program Readmission Policy.

Note: Students with a positive UDS who are in possession of a medical marijuana card are not exempt from this policy. Healthcare agencies have not made allowances in this area, and we are subject to following facility policies during our clinical experiences. With a positive UDS, you would not be able to attend clinical. If you are ineligible to attend clinical, you cannot successfully complete the program. With this, you would be requested to withdraw or be administratively withdrawn.

MSCNP 03.09: Nursing Student Representation on Nursing Department Committees

Policy

1. Students enrolled in core courses of the nursing program have a voice through student representatives on selected nursing departmental standing committees.
2. Student representation on Nursing Department committees will be as follows:

Committee	Term
Curriculum Development Committee *Three students (NUR1118, NUR2219, CM)*	Two consecutive semesters
Advisory Committee *Current SNA President and elected cabinet*	Two consecutive semesters
Capping and Pinning Committee *Three students (NUR1118, NUR2219, CM)*	Two consecutive semesters
Faculty Organization *Three students (NUR1118, NUR2219, CM)*	Two consecutive semesters

3. Students may be appointed to ad hoc committees when appropriate.
4. The Nursing faculty reserves the right to exclude the student representative from discussions that could infringe upon the privacy of another student or faculty member or if disciplinary actions are being considered.
5. Student representative responsibilities may include:
    a. Provide input from a student perspective
    b. Orient new student representative
    c. Share information obtained with peers and seek additional information from peers, and/or
    d. Actively participate in the recruitment and retention of students.

MSCNP 03.10: Disciplinary Action and Occurrence Policy

Policy
The Nursing Program at Murray State College has a structured system for managing and correcting minor infractions through an occurrence management process. It aims to guide students toward professional behavior and prepare them for workplace expectations.

General Conduct Expectations
Students in the Nursing Program are expected to adhere to professional and student conduct standards as defined by the Oklahoma Board of Nursing, the American Nurses Association Code of Ethics, and the Murray State College Disciplinary Rules and Regulations. Failing to meet these standards may lead to disciplinary actions as outlined in the MSC Nursing Program Student Handbook.

Occurrence Management

1. **Definition of Occurrences:**
    a. Occurrences are minor infractions such as late submissions of assignments, tardiness to class, leaving class early, or coming unprepared. These are used as opportunities for counseling and behavior correction.

Occurrence Limits:

1. Students are allowed up to three (3) occurrences per semester. Upon the fourth occurrence, disciplinary actions may be taken.

Procedure for Occurrences:

1. Each occurrence will be documented by the instructor and discussed with the student to identify corrective actions.
2. In collaboration with the Dean of Nursing, the instructor will determine if an infraction should be classified as an occurrence based on its nature and impact on the learning environment.

Disciplinary Actions and Dismissal

1. **Procedure for Disciplinary Actions**:
    a. If minor infractions are recurrent and exceed three occurrences, or if a student commits a severe infraction, disciplinary actions may be initiated.
    b. Disciplinary actions include written notices, removal from clinical sites, probation, or dismissal from the program, depending on the severity and nature of the offense.

Dismissal from the Program:

1. Dismissal may occur for any of the following reasons:
2. Unprofessional or unethical behavior as per the ANA Code of Ethics.
3. Failure to comply with professional and student conduct standards.
4. Breaches of any student policies in the Nursing Program Student Handbook.
5. Academic failures, criminal activities, or substance abuse affecting student performance.
6. Behavior violating hospital/clinical site regulations or endangering others.
7. Vandalism, abuse of clinical equipment or college property, or failure to follow the social media policy.
8. Incivility towards peers or faculty.

Documentation and Review

1. Documentation:
    a. All occurrences and disciplinary actions will be documented and included in the student's permanent file.

Review Process:

2. Students receiving two (2) disciplinary actions within a semester are required to meet with the Nursing Retention Committee and may face dismissal based on the decision of the Dean of Nursing.

MSCNP 03.11: Appeal and Grievance Procedure

Policy
This policy outlines the procedure for students to appeal academic misconduct decisions and outlines students' rights concerning their educational records following the Family Educational Rights and Privacy Act (FERPA).

Academic Misconduct Appeal Process

1. **Initial Appeal:**
    a. A student accused of academic misconduct may appeal the decision of their instructor by submitting a written grievance to the Dean of Nursing immediately following the instructor's decision.
    b. A student accused of academic misconduct may appeal the decision of their instructor by submitting a written grievance to the Dean of Nursing within thirty (30) calendar days of the instructor's decision.
2. **Validation Process:**
    a. The Vice President of Academic Affairs will review the appeal to validate or rescind the instructor's decision. This step serves as a preliminary reassessment of the case to ensure fairness.
3. Further Grievance Resolution:
    a. If the student wishes to pursue further grievance resolution following the second validation of the penalty, they must submit a formal Written Grievance Request as outlined in "Chapter VII—Student Grievance Procedures" of the Murray State College Student Handbook.
4. **Grievance Committee Formation:**
    a. A Grievance Committee will be formed, consisting of a random selection of MSC employees, students, the Vice President of Student Affairs, or a designee to hear the appeal.

Students' Educational Rights and Privacy (FERPA Rights)

1. **Record Inspection and Review:**
    a. Students have the right to inspect and review their education records within 45 days of receiving an access request from MSC. Requests must be submitted in writing to the appropriate MSC official.
2. **Amendment of Records:**
    a. Students may request amendments to records they believe are inaccurate by writing to the responsible MSC official, clearly identifying the record and specifying the inaccuracies.
3. **Consent to Disclosures:**
    a. Students have the right to consent to disclosures of personally identifiable information unless FERPA authorizes disclosure without consent.
4. **Directory Information**:
    a. Students may refuse the release of directory information by signing a form at the Registrar's Office within specified deadlines each term.
5. **Right to File a Complaint:**
    a. Students have the right to file a complaint with the U.S. Department of Education regarding alleged failures by MSC to comply with FERPA requirements.

MSCNP 03.12: Policy Updates

Policy

1. Nursing Department faculty and staff frequently review existing policies and procedures for updates.
2. Policy updates are heard and approved by the appropriate departmental committee.
3. Committee members bring policy updates to faculty meetings for consideration and approval.
4. Student representation in the departmental faculty meetings ensures student input into policy changes.
5. Policy updates are oftentimes time-sensitive.
    a. Policy updates become effective upon notification or with the next iteration of the Nursing Student Handbook.
    b. Existing policies that positively benefit students from the students' admission handbook will be honored unless the student has an interruption in progress (*MSCNP 04.01*).
    c. If the student has an interruption in progress, they will be subject to the most current policy.

MSCNP 03.13: Testing and Remediation Policies

Policy
The Nursing Program at Murray State College is committed to preparing students to provide safe and effective care. Examinations are a critical component of this preparation, helping to evaluate student knowledge, skills, and ability and ensuring readiness for the NCLEX-RN licensure examination.

Examination Procedures and Guidelines:

1. **Timing and Navigation:** Students will receive 1.0 to 1.5 minutes per question. Backward navigation is disabled to align with NCLEX guidelines; once an answer is submitted, it cannot be revisited.
2. **Exam Environment:** Exams must be taken with only approved items in the testing area: laptops (with Respondus Lockdown capabilities), writing utensils, and drinks. All other personal items, including books, bags, cell phones, vehicle keys, and smartwatches, must be left outside the testing area.
3. **Preparation and Attendance:** Students must remain in the exam room until completion unless otherwise permitted.
4. **Breaks and Food:** A 15-minute break will be allowed every two hours for exams lasting longer than two hours.
5. **Makeup Exams:** Makeup exams may be different from the original but will be equitable. They must be scheduled if the student misses the regular exam date or arrives late.
6. **Review and Scoring:** Students will not be allowed to review their completed exams to maintain test integrity. Scores will be recorded in the learning management system.
7. **Unit Exams and Quizzes:** Examinations test learning outcomes and include various question formats as per the Learning Guide.

Remediation Policy:

1. **Performance Analysis:** Faculty will analyze examination results statistically to pinpoint commonly missed questions and topics. Based on this analysis, they will formulate targeted remediation strategies to address these areas, ensuring that instruction is responsive to student needs and enhances their understanding.
2. **General Framework:** Following each exam's completion, all students must participate in a structured remediation process. This process focuses on reviewing and reinforcing the most commonly missed concepts, as identified by the performance analysis.
3. **Individualized Remediation:** Students performing significantly below the cohort average may receive individualized remediation developed with the faculty and the Dean of Nursing.
4. **Mandatory Participation:** All students, including those who score 100%, are required to complete remediation as assigned. This ensures continuous improvement and mastery of all subject areas covered in the exams.
5. **Disciplinary Actions:** Failure to complete the assigned remediation or failure to make a sincere effort on the remediation assignment may result in disciplinary actions, including re-submission of remediation assignments and other disciplinary actions.

POLICY SECTION 4:
Counseling and Dismissal

MSCNP 04.01: Interruption of Normal Progression

Policy

1. **Traditional Students:** Must complete the required Nursing major area courses for the Associate of Applied Science in Nursing degree within three years or six semesters, starting from the first enrollment in NUR 1118 Fundamentals of Nursing.
2. **Career Mobility Students:** Must complete the required Nursing major area courses within three semesters, beginning with the first enrollment in NUR 2219 Health Promotion and The Nursing Process II.

Interruption of Progression:

Progression may be interrupted under the following circumstances:

- Failure to achieve an 80% or higher average in Dosage Calculations.
- Failure to achieve an 80% or higher average in Clinical.
- Failure to achieve a 75% or higher average in Exams.
- Failure to achieve a grade of "C" or better in any required course.
- Withdrawal from any major course necessary for the degree.
- Approved delay in progression for no more than two semesters.
- Failure to maintain a GPA of 2.0 or higher.
- Non-negative urine drug screenings (UDS).
- Criminal convictions that preclude state licensure or participation in clinical care.

Contract Compliance and Re-enrollment:

- Students on a contract must comply with all specified activities. Failure to do so may result in dismissal from the program and ineligibility to re-enroll in the nursing course.

Course Repetition and Re-enrollment Limits:

- Students may enroll in any major Nursing Science course no more than twice, whether due to withdrawal or failure.
    - Students who are unsuccessful in the Career Mobility cohort NUR 2219 may apply to re-enroll for a one-time entry into the traditional NUR 2219 cohort
- Re-enrollment is conditional and subject to the time limits specified in previous points.
- Re-enrollment for NUR 1118 is capped at 15% of maximum enrollment and is based on space availability.

Priority for Re-enrollment:

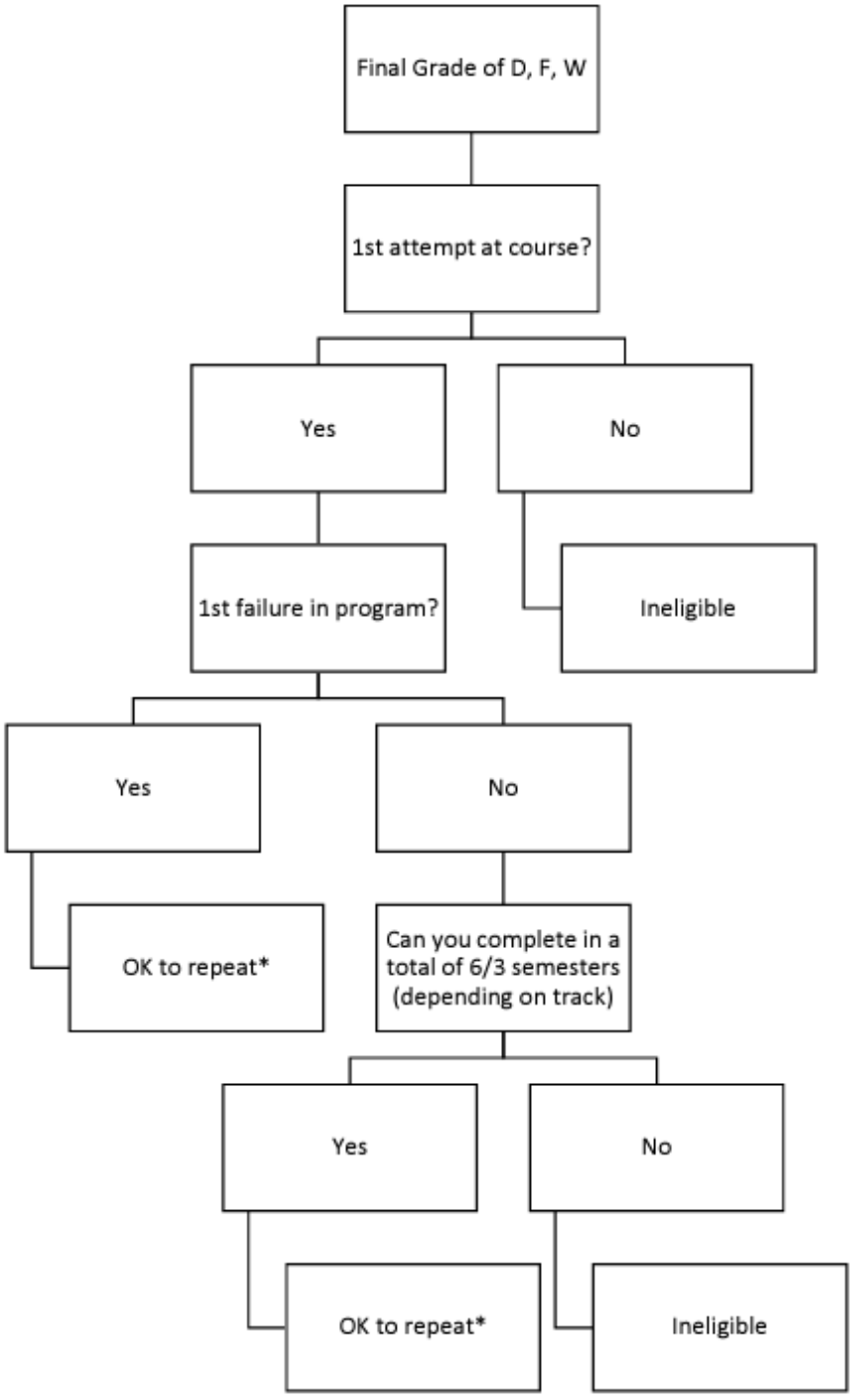
- If space is limited, the Dean of Nursing will apply the "Criteria for Establishing Priority for Selection of Students Wishing to Re-Enroll" to determine eligibility.
- Re-enrollment is not guaranteed.

Reapplication after Interruption:

- Students who have had an interruption in their studies and wish to return must reapply to the nursing program.
    - Students seeking readmission to the program, whether after a failure or a withdrawal for personal reasons, must submit a letter to the Dean of Nursing. This letter should detail the reasons for their previous departure (failure or personal circumstances) and describe changes or new circumstances that will support a successful return to the program.
- Those dismissed from the program must receive approval for readmission by the Student Committee.

Advisory Support:

- Students considering withdrawing from a nursing course are advised to consult with the Nursing Advisor, the Office of Financial Aid, and the Business Office to understand the implications of their decision.

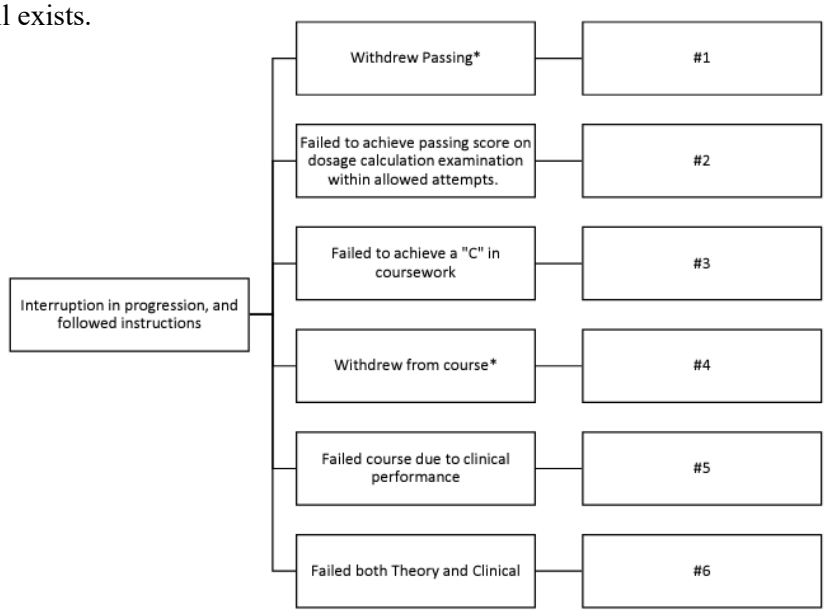


Note: Being eligible to repeat does not guarantee you the opportunity to repeat. Please see *MSCNP 04.01, #7*, for more details about space availability considerations and course-specific repeater limits.

MSCNP 04.02: Criteria for Establishing Priority for Selection of Students Wishing to Re-enroll

Policy

1. **Space Availability and Priority:** All re-enrollment in the Nursing Program is subject to space availability. Students who must re-enroll to complete the program within the allotted timeframe (**three years for traditional students and two years for career ladder students**), as per policy *MSCNP 04.01*, will be given re-enrollment preference.
2. **Re-Enrollment Restrictions:** Students may re-enroll only once in each major area of the Nursing Course required for the Associate of Applied Science in Nursing. Students who leave the program after a second unsuccessful attempt in any nursing course may not be considered for re-admission (*Refer to MSCNP 04.01*).
3. **Grounds for Denial of Re-Admission:** Re-admission may be denied for reasons including, but not limited to:
   - Serious violations involving patient safety.
   - Dishonesty in any clinical situation.
   - Academic dishonesty.
   - Violations of the Murray State College or Murray State College Nursing program policies or procedures (*Refer to MSCNP 04.04*).
4. **Re-Enrollment Priority:** Students within each re-enrollment priority group will be ranked based on their course grade at the time of progression interruption to establish priority for re-enrollment (*MSCNP 04.02a*).
5. **Specific Considerations for NUR 1118:**
   - Enrollment in NUR 1118 will be capped at 15% of maximum capacity.
   - Students not eligible for re-enrollment may reapply to the nursing program.
   - Students reaccepted into the program must complete their program within the remainder of their six-semester timeframe (*See MSCNP 04.01, bullet 1*).
   - No student may re-enroll in NUR 1118 more than twice.
6. **Handling Excess Eligible Students:** A ranking based on cumulative GPA will be used if more students are eligible to re-enroll than available spaces. A lottery system will be implemented to select students if a tie still exists.



***Note:** Consult an advisor before withdrawing to assess grades and ranking eligibility. Otherwise, you will be classified as "Withdrawn from the course," with a priority ranking of #4.

MSCNP 04.03: Student Counseling

Policy

The Student Counseling procedure is designed to support nursing students who are not making satisfactory progress in a nursing course's academic or clinical components. This intervention is initiated before a student is placed on a formal contract.

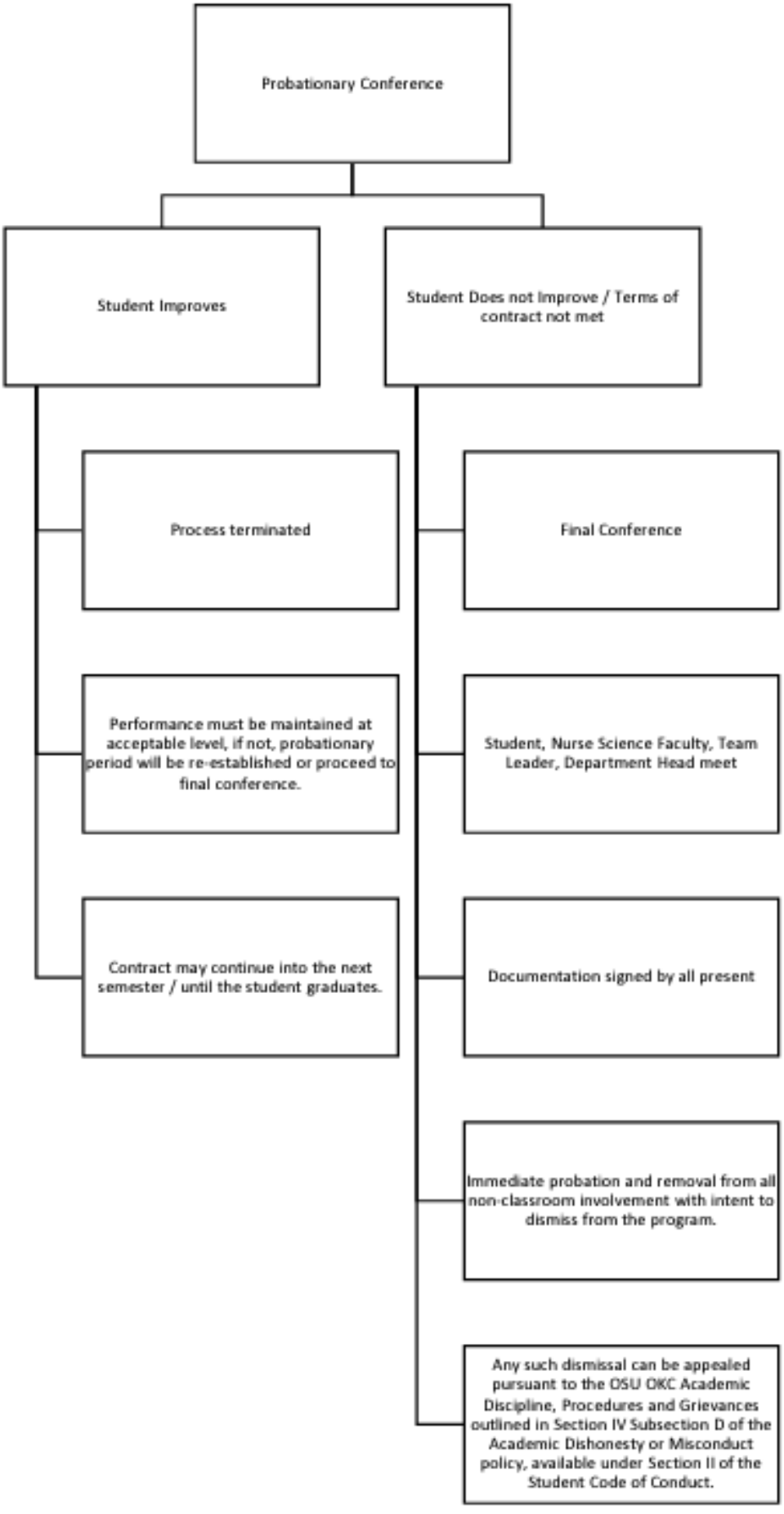
Reasons for Counseling:

1. Counseling may be initiated due to unsatisfactory performance in one or more of the following areas:
    a. Regular attendance in class, lab, simulation, or clinical sessions.
    b. Completion of assigned coursework.
    c. Participation in class, lab, simulation, or clinical activities.
    d. Performance on examinations.
    e. Achievement of satisfactory grades in clinical assignments.
    f. Achievement of a passing grade at mid-term.
    g. Demonstration of professional behavior.
    h. Other areas as identified by the faculty.
2. The Dean of Nursing will initiate the counseling process.
    a. A designated faculty member may be appointed to oversee the specific responsibilities
3. The student and the Dean will develop a corrective action plan outlining an intervention strategy tailored to address specific issues identified. A schedule for follow-up appointments will also be established to monitor progress.
4. After a predetermined period, a follow-up meeting will be held to assess the student's progress according to the plan. If the student has not met the conditions outlined in the counseling form, it is the Dean's responsibility to discuss potential consequences with the student.
5. Students are responsible for monitoring their scores and overall progress within each course to ensure they are meeting the expectations set forth in the corrective action plan.

MSCNP 04.04: Student Contract Procedure

Policy

1. **Initiation of Contract Procedure:** When a student fails to meet the requirements of the Nursing Program, the student contract procedure will be initiated to provide structured support and define specific improvement goals.
2. **Support and Counseling:** All students placed on a contract will receive individual counseling and assistance to address areas of deficiency and facilitate improvement.
3. **Duration of Contracts:** Given the sequential nature of the Nursing Program at Murray State College, contracts may extend into the following semester or until the student graduates, ensuring continuous support and progress monitoring.
4. **Evaluation Meetings:** The Dean of Nursing will meet with the student at the end of the current semester or the beginning of the next semester to review the student's progress and decide whether the contract will continue.
5. **Handling of Serious Violations:** Serious violations, especially that compromising patient safety, will result in immediate probation or dismissal from the program. Students have the right to appeal any dismissal decision under the procedures outlined in the Murray State College Student Handbook.
6. **Guidance Procedure:** A flowchart will be available to assist and guide students and faculty through the steps involved in managing cases of unsatisfactory progress, ensuring clarity and consistency in the application of these procedures.


Probationary Conference
Student Improves
Student Does not Improve / Terms of contract not met
Process terminated
Performance must be maintained at acceptable level, if not, probationary period will be re-established or proceed to final conference.
Contract may continue into the next semester / until the student graduates.
Final Conference
Student, Nurse Science Faculty, Team Leader, Department Head meet
Documentation signed by all present
Immediate probation and removal from all non-classroom involvement with intent to dismiss from the program.
Any such dismissal can be appealed pursuant to the OSU OKC Academic Discipline, Procedures and Grievances outlined in Section IV Subsection D of the Academic Dishonesty or Misconduct policy, available under Section II of the Student Code of Conduct.

MSCNP 04.05: Student Dismissal

Policy

1. **Initiation of Counseling Procedure:** When a student fails to meet the requirements of the Nursing Program at Murray State College, the student counseling procedure will be initiated. This includes a detailed flowchart outlining the steps for support and guidance (*refer to MSCNP 04.03, MSCNP 04.04, MSCNP 04.04a*), ensuring that students who are not making satisfactory progress receive individual advisement and assistance.
2. **Professional Standards and Immediate Dismissal:**
    a. Students may be immediately dismissed from the Nursing Program for failure to meet professional standards determined by the Nursing Program. These standards include:
        i. Effectively functioning under stress and adapting to change inherent in client care.
        ii. Maintaining emotional health necessary for intellectual activities and sound judgment.
        iii. Developing mature, sensitive, professional relationships with clients, families, and healthcare teams.
        iv. Demonstrating personal qualities such as compassion, integrity, motivation, and perception.
        v. Exhibiting behavior consistent with stable emotional and physical control.
        vi. Adhering to the Social Networking Policy (*MSCNP 03.06*).
3. **Grounds for Immediate Dismissal and Denial of Re-admission:**
    a. Serious violations that compromise patient safety.
    b. Dishonesty in any clinical setting that potentially impacts the quality of care.
    c. Unexcused absences or failure to notify the Dean of Nursing and instructors appropriately before exams and clinical sessions.
    d. Academic dishonesty, including plagiarism, cheating, unauthorized access to instructional materials, or other forms of academic misconduct.
    e. Violations of the Murray State College Student Code of Conduct.
    f. Non-compliance with the student counseling procedure or contract terms, failing the course.
    g. A non-negative result on a urine drug screen.
    h. Criminal convictions during enrollment in the Nursing Program that affect eligibility for clinical participation.
4. **Appeal Process:**
    a. Students dismissed from the program for any of the above reasons may appeal the decision according to the Murray State College Student Handbook.
5. **Grievance Regarding Academic Concerns:**
    a. Any student with grievances related to grades, faculty, or department-related issues should refer to the Murray State College grievance policy as outlined in the Student Handbook.

Appendices

Attestation Forms

Forms

- Nursing Program Student Handbook Attestation
- Oath of Confidentiality
- Release of Information
- Authorization for Photography and Recording of Simulation Sessions
- Agreement for Simulation/Lab
- Invasive Skills Liability Waiver

Medical Forms

Forms

- Annual Tuberculosis Screening Form
- Physical Examination Form
- Hepatitis B Vaccination Declination Form

Student Expectation Forms

Forms

- Professionalism Code
- Statement of Understanding
- Code of Student Professional Conduct
- Student Civility Contract

Clinical Activity Forms

Forms

- Clinical Data Form
- Release to Return to Clinical Activity

Student Counseling and Program Forms

Forms

- Student Counseling and Contract Form
- Request to Repeat a Course Form
- Request for Leave of Absence Form

Nursing Program Student Handbook Attestation

I understand that the Murray State College Nursing Program Student Handbook is available on the Murray State College website. I acknowledge my responsibility to read and adhere to the policies contained within this handbook and any updated policies posted on the Murray State College website during my nursing education at Murray State College.

Student Name (print): _____ Date: _____

Student Signature: _____

Oath of Confidentiality

I understand that any patient, family, or simulation information I access through records, direct client contact, or caregiver/student conferences at Murray State College is privileged and must be held in strict confidence.

I will not access information concerning any patient I am not directly involved with. I will ensure the privacy of all information by documenting only on appropriate procedural forms, which will be kept secure according to agency policy. When including such information in written assignments, I will ensure it is presented in a way that prevents any identification of specific patients or families.

I agree to abide by all policies and procedures of the agency I am assigned, prioritizing the privacy, security, and well-being of the patients and families I serve. Should I be found violating these confidentiality requirements, I may face disciplinary action from the facility and/or the Murray State College Nursing Department. By my signature below, I certify that I have read and agree to adhere to client and family information requirements.

Student Name (print): _____ Date: _____

Student Signature: _____

MSC Nursing Program FERPA Authorization and Consent Release

This form authorizes the release of the student's clinical requirement information to healthcare clinical facilities with which Murray State College has established clinical contracts or agreements. This authorization will remain in effect until the student's final clinical date in the Nursing Program at Murray State College.

The information release includes, and the permission extends for my enrollment as a student at Murray State College.

- Criminal Background Check results,
- Medicare Fraud Check results,
- Drug Screening results,
- CPR certification documentation
- Health & Immunization Records, and
- Proof of Professional Liability Insurance coverage
- Videotaping of skills/simulation labs for instructional use in the program

You will be notified if the healthcare facility denies you participation in a clinical rotation due to content in the information release.

Clinical Facility Contract Settlement:

"If the student does not provide such authorization and release, the student shall be disqualified from participating at the clinical facility. The results of the clinical requirement information must be satisfactory to the healthcare clinical facility."

I authorize the Murray State College Nursing Department to release the information to the healthcare facilities for clinical rotations.

Student Name (print): _____ Date: _____

Student Signature: _____

MSC Nursing Program
Authorization for Photography and Recording of Simulation Sessions

I grant Murray State College and its designated representatives the right to photograph and record my participation in clinical labs and simulation sessions during my time at the college. These recordings may be used to evaluate group and individual performances and educate current and future faculty, staff, and students about clinical and simulation education. I understand these recordings will not be used outside of Murray State College without explicit consent from all involved parties. By signing this, I release Murray State College from any claims about using these materials.

Student Name (print): _____ Date: _____

Student Signature: _____

MSC Nursing Program Agreement for Simulation/Lab

As a Murray State College Simulation Lab user, I recognize the importance of maintaining confidentiality regarding simulated patient scenarios and fellow students. I adhere to the Health Insurance Portability and Accountability Act (HIPAA) and all other applicable federal and state laws that protect confidentiality. Should I become aware of any breaches of confidentiality, I agree to report these to my instructor or lab facilitator promptly.

I agree to adhere to the following guidelines in the Murray State College Simulation Lab:

- **Confidentiality:** All patient information is confidential. Inappropriate viewing, discussing, or disclosing this information violates the Murray State College Nursing Program Oath of Confidentiality. This applies to all information formats: electronic, written, overheard, or observed. I may use, disclose, or copy information only regarding my educational duties. Any breach of this policy may also violate HIPAA regulations.
- **Lab Environment:** No food, drinks, gum, ink, or bags are allowed in the simulation lab. The lab is a learning environment; all scenarios should be treated professionally. Respect and professional behavior are expected towards simulated patients, fellow students, and faculty. Simulated patient care experiences are for learning and must not be used to humiliate others.
- **Respect for Equipment:** Simulation manikins must be treated respectfully and as live patients. Always support the head when moving or turning the manikin. No written material, electronic material, or parts of the manikins are to be removed from the lab. Hospital supplies, such as medications, needles, and linens, must remain in the lab.
- **Use of Writing Instruments:** Pens, markers, and other permanent writing instruments are prohibited in the simulation lab except where designated (e.g., whiteboard dry-erase markers). These items can permanently stain the skin of the simulator manikin. Pencils are allowed for documentation but must not be used directly on the simulator.
- **Equipment Care:** Only the supplied lubrication spray will be used to lubricate equipment. Do not use any other substances.
- **Preparation and Punctuality:** Complete and review any preparation materials provided by your instructor before the start of each simulation. I will be on time for all labs and simulation sessions.

I have read the above-listed expectations and always agree to follow them when using the Murray State College Simulation Lab simulator manikin. Non-adherence to these expectations may result in dismissal from the simulation lab.

Student Name (print): _____ Date: _____

Student Signature: _____

MSC Nursing Program
Invasive Skills Liability Waiver

I, _____, voluntarily permit another student to perform the following nursing procedures on me as a learning experience under the direct supervision of a nursing instructor:

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

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

Student Name (print): _____ Date: _____

Student Signature: _____

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

I, _____, do not consent to allow another student to perform any nursing procedures on me as part of a learning experience, even under the direct supervision of a nursing instructor.

Student Name (print): _____ Date: _____

Student Signature: _____

I understand that I will not be permitted to participate in the shared learning experience and will instead need to practice on a nonliving object.

MSC Nursing Program Professionalism Code

Initial each item below and sign at the bottom.

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

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

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

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

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

_____ I will not allow any student access to any of my paperwork for copying.

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

_____ Any violation of the above statements may fail the program.

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

Student Name (print): _____ Date: _____

Student Signature: _____

MSC Nursing Program Statement of Understanding

Student Name (print): _____ Academic Year: 202(__)-202(__)

I acknowledge that I have received, reviewed, and been counseled on the rules, policies, procedures, and practices outlined in the Nursing Program Student Handbook and the Murray State College Student Handbook. My signature and initials below signify my understanding and acceptance of these guidelines.

_____ I understand that I must achieve an average grade of 75% or above on the Unit/final exams to complete each nursing course.

_____ I understand I must achieve an average clinical grade of 80% or above to complete each nursing course successfully.

_____ I understand I must achieve an average dosage calculation grade of 80% or above to complete each nursing course successfully.

_____ I have a laptop that meets the technology requirements in the nursing student handbook.

_____ I understand I must submit to drug and alcohol testing and that if I test positive for drugs or alcohol or refuse to participate or cooperate in the testing process fully, I may be dismissed from the program.

_____ I understand I must present official ADA documents to the testing center as soon as I receive them.

_____ I can complete the performance requirements for all students enrolled in the nursing program.

_____ I understand the student and academic policies for the MSC Nursing Program stated in the Student Handbook and will abide by them.

_____ I have been informed that MSC and the clinical facilities are NOT responsible for student personal injury while participating in the clinical laboratory. I understand that I am urged to carry suitable health/hospital insurance.

_____ I understand I will use my MSC email address when communicating within the nursing program.

_____ I understand that it is suggested that I open my MSC email account and Blackboard course announcements to check program-related communication daily. Still, at a minimum, I am to check my MSC student e-mail and Blackboard course at least every 48 hours.

_____ I have read the HIPAA information in this document, and I understand my responsibilities related to HIPAA in the program and before any clinical experiences.

_____ I understand that the MSC nursing program may survey my employer after I graduate.

_____ I understand and will comply with this program's appropriate dress code, personal hygiene, and grooming requirements.

_____ I understand that as a student at Murray State College, I hereby release Murray State College, the Board of Regents of Murray State College, its officials, officers, and employees from all claims, demands, damages, actions, or causes of action, whether on account of damages to property, bodily injury or death or from negligence resulting from my participation in learning activities on and off the campus of Murray State College.

_____ I received a digital copy of the Nursing Program Student Handbook and am aware that the Nursing Student Handbook is available in each course on Blackboard and should be reviewed for updates each semester.

_____ I understand the Murray State College Student Handbook is available on the MSC homepage, and I will review it before the first day of class.

_____ My image may be used for marketing purposes.

_____ I will follow current MSC guidelines for Covid-19 compliance.

_____ I will comply with the clinical facility policies related to vaccinations and understand that these policies are not Murray State College policies.

Signature of Student_____ Date_____

MSC Health Care Programs
Code of Student Professional Conduct

A graduate of a Murray State College Health Care program becomes a member within the health care profession, as such, the program graduate functions as a self-directing, accountable member of the profession; practices within the ethical and legal framework of each code of professional conduct; and accepts responsibility for ensuring high standards of healthcare practice. Health care students must understand and adhere to the standards of their program during their education in preparation for careers as characterized by a commitment to professional growth, continuous learning, and self-development.

Students in the health care programs have a particular obligation to conduct themselves at all times in a manner that reflects appropriate professional, moral and ethical character. The value of the student within the community comes ultimately from their value to each individual patient. From each contact with a patient, students have an opportunity to make an impact in a positive way. As students recognize these roles and their responsibilities to each role, they become who the educational programs desire them to become.

The Health Care Program Code of Student Professional Conduct (HCP Code) provides standards for professional conduct and procedures to be followed when questions arise about professional, moral or ethical character of a student enrolled in the health care programs; classroom and clinical setting. Professions and bodies that grant licensure were consulted and considered for guidance of interpretation of the standards of conduct.

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

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

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

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

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

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

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

1. The appropriate HCPC shall investigate the circumstances and pursue the case in accordance with the appropriate procedures.
2. When the HCPC completes the preliminary investigation into the alleged violations of the standards and determines the student has violated the HCP Code, the student will be notified by email and should the student not reply then the notification will be sent by first class mail to the student's address of record.
3. Student will meet with the HCPC to review the violations and for counsel. The student will receive a disciplinary action written notice which will become part of the student's permanent file.

4. When a student does not agree with the decision of the HCPC, then the student will be reminded of their right to appeal the decision following the Student Grievance Procedure or Grade Appeal Procedure outlined in the MSC student handbook.
5. A decision taken by the Health Care Program Chair under this code will not impede any action by legal authorities outside the college.

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

Health Care Programs Code of Student Professional Conduct Disciplinary Action Form

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

Record of Written Warning:

Student Name: _____

Health Care Program: _____

HCPC: _____

Meeting Date: _____

Nature of Offense: _____

Recommended changes in behaviors or actions:

_____

_____

_____

_____

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

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

Student Signature: _____

HCPC Signature: _____

Notice Date: _____

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

MSC Nursing Student Civility Contract

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

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

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

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

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

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

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

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

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

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

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

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

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

Professional Role - The student conducts themselves as a professional role model at all times and complies with the OKLAHOMA NURSING PRACTICE ACT and the ANA Code of Ethics for Nurses with Interpretive Statements. The student demonstrates a professional nurse's personal, intellectual, and motivational qualifications.

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

Ethics - The student complies with the ANA Code of Ethics (*see above link*).

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

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

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

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

Examples of uncivil behavior are below but not inclusive:

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

As an MSC Nursing Student, I Commit to the following:

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

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

Student Name (print): _____ Date: _____

Student Signature: _____

MSC Nursing Clinical Data Form

Last Name:	First Name:	Middle Initial:	
SSN:		Gender:	
DOB:	Ethnicity/Race:		
Phone Number:	School Email Address:		
Physical Address:			
City:	State:	Zip Code:	County:
Current or former Mercy Co-Worker? Yes No (Circle one)			
If yes, Lawson number:			
Employee/Student EPIC User ID:			
Date of last flu vaccine:			
Date of last Covid vaccine:			

MSC Nursing Admission Physical Examination Form

Name: _____ Date of Birth: _____

Measurements and Other Findings			
Height:	Weight:	Build: Please circle Slender Medium Heavy Obese	
Blood Pressure:	Pulse:	Respirations:	Temperature:

Clinical Evaluation			
Normal	Abnormal	(Check each item in the appropriate column: **"N.B."** if not **evaluated.**)	Notes: Describe each abnormality in detail
		1. Head, Eyes, Ears, Nose, Throat	
		2. Neurological	
		3. Respiratory	
		4. Cardiovascular	
		5. Gastrointestinal	
		6. Genitourinary	
		7. Musculoskeletal	
		8. Metabolic/Endocrine	
		9. Mental Health/Psychiatric	

Questions below are REQUIRED to be completed

1. Is the student under treatment for any medical or mental health condition that might impair the student's participation in Nursing School or clinical activities:

   Yes _____ No _____

   If yes, please explain: _____

   _____

2. Does the student have any allergies that faculty or clinical agencies should know? _____

   _____

   _____

   _____

Signature of Physician/Physician Assistant/Nurse Practitioner Date

_____

Print Name of Physician/Physician Assistant/Nurse Practitioner Telephone

_____

Office Address City ST Zip

HEPATITIS VACCINATION REFUSAL

< I have been informed of my risk of acquiring Hepatitis B and the damage that this disease can do.

< I have been instructed on the value of being vaccinated for this disease.

< I have been informed that I am considered high risk for being exposed to blood or body fluids that are potentially contaminated with Hepatitis B, and that vaccination is a safe and effective method of prevention.

< I elect to <u>not</u> take the Hepatitis B vaccine.

Signature:_____ Date:_____

Annual TB Screening Questionnaire
(Complete Annually after Baseline Latent TB Testing)

Name: _____DOB _____ Graduation Year:_____

Please answer the following questions:

1) **History of Positive TB Test? [TB Skin Test (TST) or T-SPOT, QuantiFERON (IGRA)]** ☐ Yes ☐ No
Date and type of previous positive test: ____ Have you been treated for Latent or Active Tuberculosis? ☐ Yes ☐ No

2) Have you had a temporary or permanent residence of ≥ 1 month in a country with a high TB rate in the last 12 months? (Any country other than Australia, Canada, New Zealand, those in Northern Europe, Western Europe, and the United States) ☐ Yes ☐ No

3) Are you currently immunosuppressed or plan to be on immunosuppressive therapy, ☐ Yes ☐ No
including human immunodeficiency virus infection, receipt of an organ transplant, ☐ Yes ☐ No
treatment with a TNF-alpha antagonist (e.g., infliximab, etanercept, or other), chronic steroids (the equivalent of prednisone ≥ 15 mg/day for ≥ 1 month), or other immunosuppressive medication? ☐ Yes ☐ No

4) Have you had close contact with someone who has had infectious TB disease since your last TB screening test or questionnaire? ☐ Yes ☐ No

5) Do you have a cough that has lasted longer than 3 weeks? ☐ Yes ☐ No

6) Do you cough up blood or thick sputum? ☐ Yes ☐ No

7) Have you had a decrease in your appetite? ☐ Yes ☐ No

8) Have you lost weight (> 10 pounds) in the last 2 months without trying? ☐ Yes ☐ No

9) Have you experienced night sweats? ☐ Yes ☐ No

10) Have you had an unexplained, persistent, low-grade fever? ☐ Yes ☐ No

Students who answer 'Yes' to any question require further evaluation and assessment by Student Health.

Students must notify Student Health immediately if any answer changes before their next annual screening.

Signature: _____ **Date:** _____

Medical Clearance Form For Return To Clinical Practice Sessions

Student Name _____ Date _____

Students in the Nursing Program at Murray State College are required to engage in direct patient care in clinical settings and perform clinical skills in a nursing laboratory. Any student with a health condition or experiencing a change in health status (such as surgery, pregnancy, immunosuppression, or other disabling illnesses) that could affect their ability to safely and effectively provide patient care must submit documentation from a healthcare provider. This documentation must confirm the student's ability to meet the physical demands necessary to participate in clinical experiences. These requirements include:

- **Visual Acuity:** Necessary for accurate medication preparation and administration and for the observation skills required for patient assessment and nursing care.
- **Auditory Perception:** It is essential to receive verbal communication from patients and healthcare team members and to assess health needs using monitoring devices like stethoscopes, IV infusion pumps, cardiac monitors, fire alarms, etc.
- **Motor Coordination:** Required for prompt response and safe execution of patient care skills, including equipment manipulation and performing CPR.
- **Cognitive and Emotional Stability:** Vital for planning and implementing safe and effective patient care, reflecting the need for sound intellectual function and psychological stability.
- **Physical Strength:** Needed to assist in lifting and positioning patients and/or handling medical equipment.

This document certifies that _____ has been under my medical supervision for the treatment of illness, pregnancy, delivery, disease, or injury. Following a comprehensive medical evaluation, I conclude that this student is medically fit to resume participation in clinical experiences, fulfilling the physical demands as previously specified.

☐ With no restrictions

☐ With the following restrictions: _____
_____
_____

Health Care Provider Name (Print) _____ Signature: _____

As a student, I understand that limitations may prevent me from completing the clinical requirements.

Student Signature: _____ Date: _____

FOR CONFIDENTIAL FILE:

RETURN TO: Murray State College Nursing Program
One Campus Drive
Tishomingo, Ok 73460
Email: nursing@mscok.edu
Phone: 580.387.7420

Counseling and Contract Form

Student Name: _____ Course: _____ Date: _____

Reason(s) for counseling (select all that apply):

- ☐ Failure to do assigned work.
- ☐ Failure to participate in class.
- ☐ Failure to take exam or took exam late.
- ☐ Other
- ☐ Failure to achieve satisfactory performance in clinical
- ☐ Failure to achieve a passing grade.
- ☐ Demonstrate unprofessional conduct.

Explain: _____
_____
_____
_____

Specific requirement(s) for satisfactory performance: _____
_____
_____
_____

Date by which satisfactory performance must be achieved: _____

Failure to meet the above requirements may result in a failing course grade ("F"), or placement on contract, probation, or dismissal from the Nursing Program at Murray State College. Any dismissal may be appealed.

Performance Follow-up

The student: ☐ Achieved satisfactory performance ☐ Did not achieve satisfactory performance

If not achieved, consequence(s): _____
_____
_____
_____

Student Signature (if not achieved): _____ Date: _____

Faculty Signature: _____ Date: _____

Dean of Nursing's Signature: _____ Date: _____

Original – Student's file
Copy – Department Head, Team Leader, Student Committee Chair

Request to Repeat a Course Form

Student Name: _____ Date: _____ Course Requesting: _____

I have experienced an interruption in my progression and am requesting the opportunity to repeat the above course. By submitting this form and signing below, I understand and affirm the following:

- I meet the criteria for eligibility to repeat a nursing course as outlined in the eligibility flowchart.
- This request must be submitted within one week of the progression interruption or no later than noon on Wednesday of the final exam week.
- Eligibility to repeat a course does not guarantee the opportunity to do so.
- The opportunity to repeat a course is subject to available space.
- Selection criteria may apply.
- Traditional pathway students must complete all required nursing courses within six semesters.
- Career Ladder pathway students must complete all required nursing courses within three semesters.

I, _____, experienced the following interruption in my progression: [***Attach a detailed explanation to this request***]. As a result, I did not complete the course. Therefore, I request the opportunity to repeat NUR _____ during the _____ semester.

If approved, to be successful in this course, I am planning to (specific actions/action plan for success):_____
_____
_____
_____
_____

_____
Student Name (printed) Student Signature Date

Students will be notified of the status of their request within 10 business days after the official end of the current academic term.

Nursing Administration Use Only
Received: _____
Ranking: _____

Decision: Approved | Denied

Copy to the student. Original to the student file

Request for Leave of Absence Form

Student name: _____ MSC Student ID# _____

Ardmore: ____ Durant: ____ Tish: ____ CM Ardmore: ____ CM Duncan: ____ CM Tish: ____

Type of leave requested: ____Personal
____Medical (attach documentation from health care provider)

Brief description of the reason for request:

_____
_____
_____
_____

Semester(s) included in leave:

____ Fall 20____

____Spring 20____

Date of planned return to Murray State College Nursing Program: _____

I understand that if my leave exceeds the period designated above, I may not be granted continuance in the program.

_____
Student's Signature Date

____Request approved
____Request not approved

_____
Dean of Nursing's Signature Date

Copy of form and plan to the student. Original to student file.

Murray State College

From HERE, Go ANYWHERE