

Southeast Missouri Hospital College of Nursing & Health Sciences

Cape Girardeau Campus
Things an Applicant Needs to Know

2001 William Street
Cape Girardeau, MO 63701
573-334-6825
573-339-7805 (fax)

Missouri State Board of Nursing
3605 Missouri Boulevard
PO Box 656
Jefferson City, MO 65102-2208
312-553-0681

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

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

CURRICULUM

The curriculum is built on the foundation of the biological, physical, and social sciences. Thirty (30) credit hours of college/university general education studies are required. The courses required include biological and physical sciences, psychology, sociology, algebra, human diversity, english composition and oral communications.

**Associate of Applied Science in Nursing Degree Program Curriculum Plan
Traditional Day Track**

<p>Year 1 (June - July) Pre-session – Summer (8 weeks) AH 101: CNHS Seminar I</p> <p>EN 100: English Composition Or EN 099: Writing Skills Workshop</p> <p>BS 115: Anatomy & Physiology</p> <p>MA 095: Intermediate Algebra</p>	<p>Year 2 (June - July) Summer (8 weeks) SC 105: Fundamentals of Oral Communication</p> <p>EN 100: English Composition (if EN 099 first Summer)</p> <p>MA 134: College Algebra</p>
<p>Term I (14 weeks) (July – October) NS 115: Introduction to Nursing</p> <p>NS 130: The Nurse as Health Care Provider/Mental Health</p> <p>NS 135: Basic Nursing Skills I</p> <p>PY 101: Psychological Perspectives On Human Behavior (1st 7 weeks)</p> <p>FN 235: Nutrition for Health (2nd 7 weeks)</p>	<p>Term IV (14 weeks) (July – October) NS 240: The Nurse as a Health Care Provider/ Adult Health II</p> <p>NS 220: Basic Pharmacology for Nurses II</p> <p>CH 180: Chemistry in Our World</p>
<p>Term II (14 weeks) (November – February) NS 150: Basic Nursing Skills II</p> <p>NS 175: Nursing Care of the Elderly (2nd 7 weeks)</p> <p>AH 201: Human Diversity in Health Care</p>	<p>Term V (14 weeks) (November – February) NS 255: The Nurse as a Health Care Provider/Child Health</p> <p>NS 265: The Nurse as a Health Care Provider/Family Health</p> <p>SO 102: Society, Culture & Human Behavior</p>
<p>Term III (14 weeks) (February – May) 210: Basic Pharmacology for Nurses I</p> <p>NS 215: The Nurse as a Health Care Provider/Adult Health I</p> <p>NS 235: Basic Nursing Skills III</p>	<p>Term VI (14 weeks) (February – May) NS 250: Basic Pharmacology for Nurses III</p> <p>NS 270: The Nurse as a Patient Care Manager/Adult Health III</p> <p>BS 240: Microbiology(1st 7 weeks)</p>

**Associate of Applied Science in Nursing Degree Program Curriculum Plan
Accelerated LPN to RN Track**

<p>Pre-session – Summer (8 weeks) (June- July) AH 101: CNHS Seminar I EN 100: English Composition Or EN 099: Writing Skills Workshop BS 115: Anatomy & Physiology MA 095: Intermediate Algebra SC 105: Fundamentals of Oral Communication</p>
<p>Term I (7 weeks) (July – September) NS 205: Introduction to Professional Practice NS 130: The Nurse as a Health Care Provider/ Mental Health PY 101: Psychological Perspectives On Human Behavior MA 134: College Algebra (14 weeks)</p>
<p>Term II (7 weeks) (September – October) NS 175: Nursing Care of the Elderly FN 235: Nutrition for Health AH 201: Human Diversity in Health Care (14 weeks)</p>
<p>Term III (7 weeks) (November – December) NS 210: Basic Pharmacology for Nurses I NS 215: The Nurse as a Health Care Provider/Adult Health I CH 180: Chemistry in Our World (14 weeks)</p>
<p>Term IV (7 weeks) (January – February) NS 240: The Nurse as a Health Care Provider/ Adult Health II NS 220: Basic Pharmacology for Nurses II SO 102: Society, Culture & Human Behavior</p>
<p>Term V (7 weeks) (February – April) NS 255: The Nurse as a Health Care Provider/Child Health NS 265: The Nurse as a Health Care Provider/ Family Health BS 240: Microbiology</p>
<p>Term VI (7 weeks) (April – May) NS 250: Basic Pharmacology for Nurses III NS 270: The Nurse as a Patient Care Manager/Adult Health III **NLN Mobility Profile I Foundations of Nursing credit</p>

**Associate of Applied Science in Nursing Degree Program Curriculum Plan
Evening/ Weekend Track**

** LPN –RN Students only

* Basic Students Only

Year 1 (October – February) Pre-session – November (14 weeks)	Year 2 (November – February) Term III
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<p>AH 101: CNHS Seminar I</p> <p>EN 100: English Composition Or EN 099: Writing Skills Workshop</p> <p>BS 115: Anatomy & Physiology</p> <p>PY 101: Psychological Perspectives On Human Behavior (1st 7 weeks)</p>	<p>SC 105: Fundamentals of Oral Communication</p> <p>NS 240: The Nurse as a Health Care Provider/ Adult Health II</p> <p>NS 220: Basic Pharmacology for Nurses II</p> <p>CH 180: Chemistry in Our World</p>
<p>Term I (14 weeks) (February – May) MA 095: Intermediate Algebra</p> <p>NS 115: Introduction to Nursing*</p> <p>NS 130: The Nurse as Health Care Provider/Mental Health</p> <p>NS 135: Basic Nursing Skills I*</p> <p>FN 235: Nutrition for Health</p> <p>NS 205: Introduction to Professional Practice**</p>	<p>Term IV (14 weeks) (February – May)</p> <p>NS 255: The Nurse as a Health Care Provider/Child Health</p> <p>NS 265: The Nurse as a Health Care Provider/Family Health</p> <p>SO 102: Society, Culture & Human Behavior</p>
<p>(Summer 8 weeks) (June – July) NS 150: Basic Nursing Skills II*</p> <p>NS 175: Nursing Care of the Elderly</p> <p>MA 134: College Algebra</p>	<p>Term V (Summer – 8 weeks) (June – July)</p> <p>BS 240: Microbiology_</p>
<p>Term II (14 weeks) (July – October) AH 201: Human Diversity in Health Care 210: Basic Pharmacology for Nurses I</p> <p>NS 215: The Nurse as a Health Care Provider/Adult Health I</p> <p>NS 235: Basic Nursing Skills III*</p>	<p>Term VI (14 weeks) (July – October) NS 250: Basic Pharmacology for Nurses III</p> <p>NS 270: The Nurse as a Patient Care Manager/Adult Health III</p>

Admission Policies

NONDISCRIMINATION POLICY

All applicants are reviewed for admission. Applicants will not be discriminated against on the basis of race, color, religion, national origin, sex, ancestry, marital status, age or handicap which does not preclude the person from studying nursing at Southeast Missouri Hospital College of Nursing & Health Sciences or from practicing the profession of nursing after graduation and successful completion of the examination for registered nurses under the laws of the state of Missouri.

STUDENT RECORDS

Southeast Missouri Hospital College of Nursing & Health Sciences is compliant with the Family Educational Rights and Privacy Act of 1974 (FERPA). Students have a right to inspect and view their records, to seek to amend education records, and the right to have some control over the disclosure of information from education records.

ADMISSION PROCESS /REQUIREMENTS

General Admission into College

The applicant must submit:

- a completed application with appropriate fee
- an official high school transcript
- all college or university transcripts
- any certificate program transcripts
- a record of current immunizations, including measles, mumps, rubella, diphtheria, tetanus, chicken pox, and oral polio
- Complete form stating the individual meets the “Functional Abilities” requirement of the Nursing Program

See **Transfer Student Admissions**

Basic Associate of Applied Science in Nursing Track

In addition to the general admissions requirements, the applicant must:

1. A minimum ACT score of 21 or SAT of 950 (or comparable COMPASS scores for students who have been out of high school for more than five years). *

LPN to RN Associate of Applied Science in Nursing Track

In addition to the general admission requirements, the applicant must:

1. submit official transcripts from the LPN program attended
2. submit a current LPN license (students must maintain a current license on file throughout the nursing program)
3. Graduate Practical Nurses must submit a license within 90 days after graduation from LPN school.
4. take the NLN Mobility Profile Exam I (Foundations Exam)** and score a 75% or better

** NLN Mobility Profile I Foundations Exam scores received more than 2 years prior will not be accepted. If NLN score is more than 2 years old, the applicant must retest.

An acceptance fee of \$100.00 must be received within two weeks of acceptance into a program to reserve your seat in the program.

International Students; International students shall meet the same general admission requirements as other students. All applicants from non-English speaking countries shall demonstrate a working knowledge of written and spoken English as evidenced by completion of three hours of English composition. In addition to the above criteria, international students who are not citizens of the United States must submit documents verifying visa or permanent resident status. Applicants from non-English speaking countries are

required to submit official transcripts or certifying secondary and college studies. All international applicants are required to take the Test of English as a Foreign Language (TOEFL) and achieve a score of 550 or better before being considered for admission.

ADVANCED PLACEMENT

The philosophy, conceptual framework, curriculum components, program objectives and terminal competencies are threaded throughout the curriculum design. In order to validate the LPN's prior body of knowledge, the National League for Nursing (NLN) Mobility Profile I examination is used. Upon successful completion (score of 75% or higher) of this test, six credit hours are awarded to the student.

Transfer Students:

- A. Transfer students shall complete the comparable requirements for graduation as other members of the graduating class.
- B. The final transcript shall include the following:
 - 1. Name and location of program from which the student transferred;
 - 2. Date of admission and date of separation from that program; and
 - 3. Courses taken and hours/credits/units earned from that program.
- C. A student requesting transfer of a nursing course into the Southeast Missouri Hospital College of Nursing & Health Sciences Nursing Program should put a request in writing to the Curriculum Committee. It should be accompanied by a course syllabus with course objectives and lecture schedule for the course(s) for which the student wishes to be given credit.
 - 1. Students may transfer in a maximum of 12 nursing credits
 - 2. Courses must have a C or above in order to be considered for transfer
 - 3. If the Curriculum Committee recommends that the course(s) be accepted for transfer, that decision will be pending validation of any nursing skills related to the course(s)

Transfer Credit:

Southeast Missouri Hospital College of Nursing & Health Sciences will accept credit hours for required non-nursing courses with a grade of "C" or above from accredited institutions. Science credits that are over 10 years old may not be accepted as transfer credit. Beginning July 1999, students who have entered the College must take any general education courses not already completed with a grade of "C" or above at the College.

Residency Requirement: Transfer students must complete a residency requirement of four terms with a minimum of 32 hours of nursing credit earned from Southeast Missouri Hospital College of Nursing & Health Sciences.

LEGAL LIMITATIONS FOR LICENSURE

The Missouri State Board of Nursing, based on the Missouri Nurse Practice Act, Section 335.066, may refuse to issue a license based on a criminal prosecution prior to admission or during the curricular sequence. Students found to be convicted of serious crimes (felonies or substance abuse) will be reviewed by the Program's Student Affairs Committee and may be suspended from the nursing program or denied admission.

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

Missouri Revised Statutes

Chapter 335

Nurses

Section 335.066

August 28, 2001

Denial, revocation, or suspension of license, grounds for, civil immunity for providing information.

335.066. 1. The board may refuse to issue any certificate of registration or authority, permit or license required pursuant to sections 335.011 to 335.096 for one or any combination of causes stated in subsection 2 of this section. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621, RSMo.

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

(1) Use or unlawful possession of any controlled substance, as defined in chapter 195, RSMo, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096;

(2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated pursuant to sections 335.011 to 335.096, for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;

(3) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority permit or license issued pursuant to sections 335.011 to 335.096

or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096;

(4) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;

(5) Incompetency, misconduct, gross negligence, fraud, misrepresentation or dishonesty in the performance of the functions or duties of any profession licensed or regulated by sections 335.011 to 335.096;

(6) Violation of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096, or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096;

(7) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;

(8) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;

(9) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;

(10) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;

(11) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;

(12) Violation of any professional trust or confidence;

(13) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;

(14) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;

(15) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency.

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

4. An individual whose license has been revoked shall wait one year from the date of revocation to apply for relicensure. Relicensure shall be at the discretion of the board after compliance with all the requirements of sections 335.011 to 335.096 relative to the licensing of an applicant for the first time.

5. The board may notify the proper licensing authority of any other state concerning the final disciplinary action determined by the board on a license in which the person whose license was suspended or revoked was also licensed of the suspension or revocation.

6. Any person, organization, association or corporation who reports or provides information to the board of nursing pursuant of sections 335.011 to 335.259* and who does so in good faith shall not be subject to an action for civil damages as a result thereof.

(1. 1975 S.B. 108 § 12, A.L. 1995 S.B. 16, A.L. 1999 H.B. 343)

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

Student Services

FACULTY OFFICE HOURS

Each faculty member has scheduled offices hours. These schedules are posted. Students are encouraged to utilize these designated times to receive faculty assistance; however students may request appointments at other times.

FACULTY ADVISOR

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

STUDENT LOUNGES/COMPUTER ACCESS

Student lounge areas are located at the College. Students are to abide by the clinical facilities' policies regarding student/employee lounges when attending clinical experiences. The Computer Lab is located on the Southeast Missouri Hospital College of Nursing and Health Sciences campus. Internet access is available for student use. Passwords to access the internet in the computer lab will be assigned to students during AH101 orientation. Many faculty members choose to communicate with students by e-mail. Students are encouraged to maintain a valid e-mail address. Students have access to the Computer Lab during scheduled class hours. Arrangements with the staff can be made for additional times.

FOOD SERVICES

Vending machines are available in the college buildings. Students may use the cafeteria/restaurant facilities at Southeast Missouri Hospital when scheduled for clinical experiences. Discounts are available with student ID.

LIBRARY SERVICES

The College has a library for student use in the Educational Services Department of Southeast Missouri Hospital. Students also have access to Kent Library at Southeast Missouri State University. Hours are posted in each library.

COUNSELING SERVICES

Students may contact Barbara McKeon, RN, MA, LPC, for counseling services. Mrs. McKeon has a Masters in Counseling and is a licensed counselor in the state of Missouri. In addition to counseling, she provides information regarding available community resources. Mrs. McKeon has a private office located on the first floor of Southeast Missouri Hospital in Cape Girardeau, MO. Her telephone number is (314) 651-5546 and her beeper number is 636. Her usual office hours are 8:00 AM to 4:30 PM Monday through Friday. Mrs. McKeon is available after hours by appointment.

Students may contact her confidentially when seeking personal counseling assistance. Faculty may make referrals to the Nurse Counselor when it is determined that her services may be required for or beneficial to the student. In the event of an emergency (i.e., death in family, life-threatening circumstances, etc.) Mrs. McKeon will work with the faculty in determining student need(s). If a student is experiencing a life-threatening situation and Mrs. McKeon is unavailable, the student will be referred to the Emergency Department at Southeast Missouri Hospital for evaluation and referral.

COLLEGE HEALTH NURSE ASSISTANCE:

The students will have access to the services offered by Southeast Missouri Hospital College's Health Nurse. These services are offered at no cost and include an initial health screen that includes:

- Review of immunizations
- PPD skin test (will be done annually)
- Hepatitis B vaccination
- Urine drug screen

Students must pass a health screening before entering the clinical setting. Any departure from this policy requires a statement from the student's physician filed in the Health Office. If this initial screening indicates the student needs to see a physician for further screening, such an examination must be scheduled by the prospective student and at the student's expense. When indicated, immunization programs may be offered as well as periodic tests or treatment to protect students, employees and patients.

The Missouri Division of Health requests that the college maintain a documented record of a student's immunizations. The following immunizations are required of all entering students. Southeast Missouri Hospital College of Nursing & Health Sciences follows the Center for Disease Control (CDC) guidelines.

MEASLES, MUMPS, AND RUBELLA (MMR)

Two MMRs are required. There must be documented evidence of shots or serologies. Measles, Mumps, and Rubella require individual titers; there is no one titer for all three. List either the two dates of the MMRs received or the individual titer dates and results. The first MMR must have been received on or after your first birthday, and there must be at least 28 days between the first and the second MMR. If received prior to your first birthday or there is less than 28 days between the two MMRs received, you are required to have another MMR or show proof of positive titers. A titer for all three may be required by the college or facility (ies) where clinical is conducted.

POLIO

List dates of the four-shot childhood series. For adults who had 1-2 IPV doses, and no documentation of childhood series, a total of three injections will be needed. Therefore if they had one, they would need to receive an additional two adult catch-up injections. If they had two, they would need an additional one catch-up injection.

TETANUS

Proof of a tetanus injection required within the last ten years. List the most current shot received.

TETANUS FOR INTERNATIONAL STUDENTS

Three documented doses of td are required. Primary vaccination of previously unvaccinated adults consists of three doses of adult tetanus-diphtheria toxoid (Td); 4-6 weeks should separate the first and the second dose; the third dose should be administered 6-12 months after the second. After primary vaccination, a tetanus-diphtheria booster is required for all health care workers every ten years.

VARICELLA

Please list the date (year) you had varicella (Chicken pox) or the titer date and result. A negative titer requires two vaccines placed two months apart. If the vaccines are required, list the dates they were received.

HEPATITIS B

You are required to have the three shot series or provide the date of a positive HBSAB titer. **Please provide the date vaccines were received or the titer and result.** There must be at least four weeks between the first and second vaccine and a 4-5 month interval between the second and third vaccine. If there is less than 4 weeks between vaccines 1-2 and less than 4 months between vaccines 2-3, you are required to show proof of a HBSAB titer. If there is more than one year between vaccines 1-3, you are required to have a titer. If you have a negative HBSAB titer, you are required to have one more vaccine followed by a positive HBSAB titer. Those who have not received the Hepatitis vaccine prior to admission will be offered arrangements for receiving the vaccination during the initial health screen.

DRUG URINE SCREEN

A urine drug screen will be required at the beginning of enrollment. The successful completion of a negative drug screen is contingent upon the continued enrollment in the program.

TUBERCULINE SKIN TEST

The PPD will be administered by the student health nurse prior to the student entering clinical. If you have never had a PPD, you are required to have the two-step method of testing completed. In addition, if it has been more than one year since your last PPD, you will be required to have the two-step method. (The two-step method consists of 2 separate PPD skin tests 7-14 days apart).

ADMISSION, REGISTRATION, AND RECORDS ASSISTANCE

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

FINANCIAL AID

Students may be eligible for federal and state financial aid. Students' academic and clinical grades/evaluations are reviewed each term in order to verify satisfactory academic progress. (Refer to Progression, Retention Policies.) Contact Margie Schwent at 573-334-6825 ext. 21.

REFUND OF TUITION AND FEES

If a student withdraws from school, his/her refund shall be as follows.

PRO RATA GUIDELINES FOLLOWED IF TITLE IV FUNDING RECEIVED.

- Student will have 50% of tuition refunded if he/she withdraws within the first one third (1/3) of the semester.
- Student will have 25% of tuition refunded if he/she withdraws during the period between one third 1/3 and one half 1/2 of the term of enrollment.

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

***Note:** The term "**semester**" refers to 21 weeks.