Southwest Baptist University

Mercy College of Health Professions

2026-2027
Student Handbook

Nursing, Radiography, and Health Sciences

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Mercy College of Health Professions – Leadership

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1. General Information

Accreditation

Southwest Baptist University is accredited by:

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
(800) 621-7440
http://www.hlcommission.org/

The Nursing Programs are accredited by:

Accreditation Commission for Education in Nursing (ACEN)
The Master's, Baccalaureate, and Associate nursing programs at Southwest Baptist University at the Mercy College of Health Professions located in Springfield, Missouri is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Master's, Baccalaureate, and Associate nursing program is Continuing Accreditation
View the public information disclosed by the ACEN regarding this program at https://www.acenursing.org/search-programs

The ASN Program has full approval status granted by:

Missouri State Board of Nursing
3605 Missouri Boulevard
Jefferson City, MO 65102-0656
(573) 751-0681
nursing@pr.mo.gov

The BSN Program has full approval status granted by:

Missouri State Board of Nursing
3605 Missouri Boulevard
Jefferson City, MO 65102-0656
(573) 751-0681
nursing@pr.mo.gov

The ASR Program is accredited by:

Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
http://www.jrcert.org/

History of Mercy College of Health Professions

Southwest Baptist University (SBU)

SBU was founded in 1878 as a private institution of higher learning affiliated with the Missouri Baptist Convention. The Mission of SBU is a Christ-centered, caring, academic community preparing students to be servant leaders in a global society.

Mercy College of Health Professions

The Mercy College of Health Professions (MCHP) is a college of Southwest Baptist University. The Mercy College of Health Professions is faith based, educating students to be competent and caring health care professionals engaged in the healing ministry of Christ through servant leadership.

History of Nursing Education Unit

The St. John's School of Nursing was a diploma program established in 1906 by the Sisters of Mercy as part of Mercy Health System. The program transitioned to an associate program in 1995 through a partnership with SBU. In June 2017, the nursing program transitioned from Mercy Health System to become fully sponsored by Southwest Baptist University (SBU). In fall 2023, reflecting a strengthened partnership with Mercy Health System, the college was renamed the Mercy College of Health Professions.

History of the Radiography Program

The School of Radiologic Technology at St. John's Hospital in Springfield Missouri was founded in 1954 under the direction of Sister Mary Victoire Corcoran, RSM. Sister Victoire was the first registered radiologic technologist in Springfield; she started her work at the old St. John's Mercy Hospital in 1933. The radiography program at St. John's Hospital, renamed Mercy Hospital Springfield, successfully educated students in its certificate program for 60 years.

In 2009, the American Registry of Radiologic Technologists (ARRT) announced that an associate's degree would be an eligibility requirement for ARRT primary certification in radiography effective 2015. As Mercy Hospital was already partnered with Southwest Baptist University for the nursing programs, the best option was to request the development of the Associate of Science in Radiography (ASR) program with SBU. Mercy School of Radiologic Technology of Southwest Baptist University accepted its first ASR class in the summer of 2013. The Class of 2015 was the first class to graduate from the ASR program at Southwest Baptist University.

Mission and Vision Statements

SBU Mission

Southwest Baptist University is a Christ-centered, caring academic community preparing students to be servant leaders in a global society.

SBU Vision

SBU fulfills its mission with specific care to guard its Christian distinctive and Baptist heritage as it demonstrate continuous improvement; enlarges its ministry through consistent growth in student enrollment, retention and ethnic and racial diversity; markets the institution and its mission regionally and nationally; fosters an environment of open communication and service to others; and cares for employees through competitive compensation and benefits packages.

College Mission

Mercy College of Health Professions of Southwest Baptist University is faith-based, educating students to be competent and caring healthcare professionals engaged in the healing ministry of Christ through servant leadership.

College Vision

We are believers in Christ, partnering together to educate current and future healthcare professionals to be competent and caring servant leaders. We provide quality faith-based education to our students, capable of serving diverse populations in a variety of healthcare settings. We embody Christ-likeness in our daily interactions demonstrated by personal integrity, shared values and service to the community.

2. Advisement & Registration

Advisement

Academic Advisors

Academic Resource Center Advisors serve all incoming Springfield Campus undergraduate students through the initial onboarding process and advise pre-nursing and pre- radiography students. Academic Advising is an opportunity to exchange information designed to help students reach their educational and career goals. Advising is a shared responsibility between an advisor and the student.

Regardless of the major chosen, students will receive academic advisement from the Academic Advisors until admission into a program. If undecided on the major, the Academic Advisor can assist with options to help a student pursue opportunities that best meet the student's educational goals.

New students preparing for entry into one of the College's program are assigned to an Academic Advisor who will guide them through their general education requirements by helping students:

- Answer questions about academic/student life
- Explore majors best suited to students' skills, values, and interests
- Develop skills and strategies for academic success
- Establish initial and ongoing class schedules

Academic Advisor Responsibilities

- Meet with admitted student to recommend general education and required courses
- Review students' admission checklist and academic evaluation
- Help student develop personal plan of study
- Meet with students and enroll in appropriate courses
- Update Admissions on changes to expected program entry semester
- Adjust student schedules as needed and /or submit drop/add requests for students

Student (Advisee) Responsibilities

- Check student email and student portal daily for important communication and respond in a timely manner.
- Read the College & SBU Handbook, Catalog, and supporting materials carefully
- Know program admission requirements and proposed plan of study
- Explore financial aid requirements prior to advisement for registration or change in schedule
- Make use of resources available on campus
- Schedule, prepare for, and keep advising appointments
- Understand the importance of relationships with advisors
- Follow through with recommendations
- Seek out resources as needed

- Keep assigned advisor informed regarding academic issues and challenges
- Schedule, prepare for, and keep advising appointments
- Update and revise plan of study each enrollment period as necessary
- Take responsibility for own decisions per best information and advice available

Faculty Advisors

Students are assigned a Faculty Advisor at the beginning of the start term for their respective program.

The Faculty Advisor provides guidance for developing and achieving meaningful educational, professional, and personal goals.

Successful advising depends upon a shared understanding of and commitment to the advising process. Advisors engage students in learning, promote students' academic success, and foster students' personal, ethical, and intellectual growth all of which will carry into their roles as citizens, leaders, and lifelong learners.

Faculty Advisor Responsibilities

- Know and communicate the requirements of academic program for which he/she advises
- Register students for appropriate classes as needed
- Monitor students' progress toward degree completion and work with student to update/revise plan of study as necessary
- Be available to meet with students
- Refer students to appropriate institutional resources
- Proactively involve students in academic and career plans, self-reflection, and resource/option exploration
- Help coach students on success
- Encourage student to engage in student campus activities to help student's academic/professional development

Student (Advisee) Responsibilities

In addition to the student responsibilities listed above, student will:

- Check student email and student portal daily for important communication and respond in a timely manner.
- Keep assigned faculty advisor informed regarding academic issues and challenges
- Schedule, prepare for, and keep advising appointments
- Keep assigned faculty advisor informed of any necessary changes to program of study
- Know and understand the requirements of the individual degree program
- Know and understand the requirements of his/her individual degree programs
- Take final responsibility for making their own decisions according to the best information and advice available

Drug Screens for Program Admission

Students entering a program with a clinical component are required to pass a urine drug screen. Full acceptance into the program is contingent on a negative urine drug screen. Information about the urine drug screen requirement is provided during the onboarding process.

The Mercy College of Health Professions will designate the company used. No outside drug screenings are accepted. Failure by the student to complete the drug screening by the established deadline may result in the student not being permitted to attend any program courses and/or dismissal from the program.

Students without a negative urine drug screen cannot start the program and may be dismissed from the program. If dismissed due to positive urine drug screen, students may reapply for program admission during the next application cycle.

Background Check for Program Admission

A background check is conducted as a condition of program admission for students entering a program with a clinical component. Students must comply with state and institutional requirements for criminal background check and/or child abuse background check. Information about the background check requirement is provided during the admission process.

The Mercy College of Health Professions will designate the company used. Criminal background checks must include a person's criminal history for seven years prior to the date of application. The College will not accept background screening results from any company other than the one designated. Failure by the student to complete the background screening by the established deadline may result in the student not being permitted to start any program courses and may result in program dismissal.

If the criminal background check has cause for concerns, (examples include but are not limited to: felony, abuse/neglect, sexual assaults, etc.) the Division Head or Dean will review on a case-by-case basis to determine admission status and communicate with student as appropriate.

If admitted to a new program, students may need to complete a new background check.

3. College Wide Academic Policies

Attendance

Please refer to the SBU Student Handbook. In addition, please review specific course syllabi and program requirements.

Student Responsibilities for Protection of Self and Others

Students are strongly advised to have personal health insurance, to cover expenses of their health care treatments in case of an injury, and/or care for a catastrophic illness or exposure within or outside the clinical setting.

Mercy College of Health Professions of Southwest Baptist University (SBU) is committed to providing a safe and healthful environment for our students. In pursuit of this goal, the exposure control plan is provided to eliminate, or minimize, exposure to bloodborne pathogens or other potential infectious materials in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The College encourages all current and future students to be aware of their actual/potential risk for (not limited to) HBV/HIV/HCV during off campus learning experiences.

As part of the admission to the programs, it is a requirement of contracted clinical agencies that students must maintain immunity to vaccine-preventable diseases and tuberculosis (TB) screening. Students follow the same recommendations for health care workers from the Centers for Disease Control and Prevention (CDC).

All students must provide current and updated proof of immunizations/vaccinations required to participate in off-campus learning experiences. Students who do not receive and provide documentation of required immunizations/vaccinations and Tuberculosis screening will not be allowed to attend off-campus learning experiences. As a result, the student may be dismissed from the program.

Illness, Injuries, Surgery, & Medical Conditions

Illness

Students should not report to class if they are running a fever, have diarrhea, or any other contagious conditions. Students are required to report to their instructor or the clinical site representative any illness, communicable diseases, and other conditions that might affect the health of the student, patients, or personnel of the clinical site. A student who attends school while ill or becomes ill while at school may be sent home. See program specific information for the appropriate process for reporting illnesses. Should the illness deem the need of a physician's note, a physician's note for release may be required before returning to class or resuming clinical activities.

Surgery/Medical Conditions

Students who have medical conditions, surgery, or other special procedures that may alter their ability to perform clinical, or classroom responsibilities must secure a physician's release with activity limitations prior to attending.

Injury/Accidents

Injuries to a student in a student's role during clinical are not covered by Worker's Compensation as the student is not working in a paid position. The reporting policies for each clinical site or institution will be followed in the event of injury or accident. The student must report the event to faculty. The student is responsible for all costs/charges incurred for treatment.

Locations for Exposure Treatment

Clinical Coordinators will assist in providing potential locations for treatment.

Jury Duty

Absences will be excused for students who are summoned to report for jury duty or to be witnesses. Students summoned for jury duty should contact the court as soon as possible and request a deferral if jury duty interferes with class/clinical. Many jurisdictions allow college students to defer service to a later date or may even exempt college students from serving on juries. Official documentation of jury service dates or a copy of the subpoena to be

a witness must be submitted to instructors for absences to be excused. Students are expected to make up academic and clinical work.

Mission Trips & Professional Development or Activities

To be excused from class or clinical to attend a university or college sanctioned event, the student must submit a request in writing to his/her instructor. The attendance policy in the course/program will be followed. The student must make up any missed assignments, clinical time, or exams and will be responsible for any associated fees.

Leave of Absence

Under special circumstances, students may request to take an approved leave of absence from a program. Students who want to take an approved leave of absence should meet with their advisor and are required to fill out the Mercy College of Health Professions "Request for Leave of Absence Form" and are required to fill out the Mercy College of Health Professions "Return from Leave of Absence Form" to be allowed to enroll and return to their previous academic program.

Students must apply for a leave of absence prior to the start of the first semester they will not be attending. Students must apply to return from a leave of absence at least 6 weeks before the start of the semester in which they enroll.

Students who request a leave of absence not planned due to a medical emergency or other extenuating circumstance beyond the student's control will be reviewed on a case-by-case basis. Academic program and graduation requirements may change during a student's leave of absence and will be reviewed with the Division Head.

Approval to return is based on seat availability based on approved program student enrollment. Please note: a student who returns from a leave of absence will continue the same academic standing that was in place at the time that the leave of absence began.

Leave of Absence Duration

A leave of absence will be granted by the Division Head and Dean. Students in licensure or registry programs have additional constraints of duration of leave absence permitted. A student can request an extension for his or her leave of absence; however, the request for an extension cannot extend more than one year beyond the original date requested. Students who do not return by the date noted on their approved leave of absence form and are not granted an approved extension must reapply through the College's Office of Admissions.

Military Duty

A leave of absence will be granted to all uniformed service members called to duty (whether voluntary or involuntary) for their time served. The student must fill out a Request for Leave of Absence form and provide a copy of their written orders. Service members will be re-admitted to the university upon their return under the same re-admittance policies as all students who have been on a leave of absence from the university. Service members will not experience any added penalties from the University for fulfilling their military obligations.

Process for Obtaining a Leave of Absence

1. Schedule an appointment with your faculty advisor, program coordinator or division head to review the leave of absence application's impact on the following issues:
    a. Impact on progress toward degree.
    b. Catalog year and status after leave of absence.
    c. Previous semester's academic standing at the time of the requested leave.
    d. Transfer policies, incomplete grades, agency requirements (e.g., state licensing/certification) and other academic issues, if applicable.
2. Contact the Financial Aid Office if you are receiving financial aid and/or scholarships to determine how the withdrawal will impact your financial aid.

3. Submit the Request for Leave of Absence Form (https://sbu.formstack.com/forms/student_leave_of_absence)
    a. Submit the completed form online.
    b. The student follows the established procedures for withdrawing if registered for the current term, and the procedures for canceling any future term registrations during the requested leave of absence.

Academic Integrity

Please refer to the SBU Student Handbook.

Communication of Policy Changes to Students

The Mercy College of Health Professions Student Handbook is published annually in the fall. The current College Student Handbook is available on the MyBearcat College Portal Page and the main SBU Website. A list of changes made to the Student Handbook is published and posted on the MyBearcat College Portal Page.

Situations may occur prompting an immediate policy change. These changes are made to the handbook, and communicated to the student through the MyBearcat College Portal announcements.

Student Awards

The following student awards are offered through Mercy College of Health Professions.

ASN Program Awards

*Community Foundation of the Ozarks: Smith-Glynn-Calloway Academic Excellence Award**
Each semester, ASN faculty will select one graduating student from each of the Traditional, Springfield RN Bridge and Salem RN Bridge cohorts. Recipients are chosen by faculty vote based on both academic and clinical performance, including the highest earned course grade demonstrating exemplary patient care in meeting the clinical course objectives each semester.

*Community Foundation of the Ozarks: James H. and Edith Saunders Memorial Award**
This award is granted to full-time SBU Springfield student(s) who demonstrate the greatest financial need and the highest course grade in their second semester for both the traditional and Springfield RN Bridge cohorts. Financial need is determined by the student's FAFSA, using the calculation of Cost of Attendance minus the Estimated Family Contribution. Saunders award recipients are not eligible for other semester-based awards.

*Community Foundation of the Ozarks: Smith-Glynn-Calloway ASN Florence Nightingale Award**
Each semester, ASN faculty, will select one graduating student from each of the Traditional, Springfield RN Bridge and Salem RN Bridge cohorts. Recipients are chosen by faculty vote based on the following criteria:

- Servant Leadership
    - Interaction with peers, faculty, clinical sites, the community, patients and their families
- Academic Excellence
    - Ability to apply their knowledge of theory and clinical concepts in the delivery of safe, quality, and compassionate patient care
- Professionalism
    - Attendance and punctuality
    - Positive presence in the classroom and clinical settings
    - Passion for the profession of nursing

P.I.F Pay It Forward Nursing Scholarship (through Fall 2035)*

Each semester, ASN faculty will select one graduating student from each of the Traditional and Springfield RN Bridge cohorts. This award is presented to the student(s) who demonstrate excellence and future promise in the Nursing profession. Recipients are chosen by ASN faculty based on the following criteria:

- Minimum cumulative GPA of 2.85
- Demonstration of clinical excellence and servant leadership

ASN Clinical Competition (through fall 2035)*
Each semester, Springfield fourth-semester nursing students participate in a collaborative clinical competition that challenges teams to apply nursing concepts, critical thinking, and clinical decision-making skills. Students compete in groups, and the winning team is awarded gift cards for their exceptional performance.

*Monetary award amounts dependent on annual funds available.

ASR Program Awards

Most Outstanding First Year Student Award
Awarded in recognition of the student with the most outstanding progress in their first year. The award is based on overall academic grades in radiography courses, clinical performance, attendance, and professionalism.

Highest Academic Achievement Award
Awarded to a graduating student(s) with the highest GPA in their ASR didactic and clinical courses.

Best Attendance Award
Awarded to a graduating student with the best attendance in their ASR didactic and clinical courses.

*Community Foundation of the Ozarks: Smith-Glynn-Calloway Academic Excellence Award**
ASR faculty will select one graduating student to receive this award. Recipient is chosen by vote by the faculty and the clinical staff of Radiologic Technologists by demonstrating the highest academic and clinical excellence performance throughout the ASR program.

BRACCO Outstanding Student Award
Awarded to the graduating student who has demonstrated the commitment to overall academic grades in radiography courses, clinical performance, attendance, and professionalism throughout the program. BRACCO Diagnostics provides a plaque for the BRACCO Outstanding Student Award.

JRCERT Certificate of Excellence Award
Awarded to the graduating student who best represents the mission and vision of Southwest Baptist University and the ASR program.

Rick Ellison Professionalism Award
Awarded to the graduating student who demonstrates the highest professional behavior and devotion to service while providing compassionate patient care.

*Monetary award amounts dependent on annual funds available

BSN Program Awards

*Community Foundation of the Ozarks: Smith Glynn Calloway BSN Florence Nightingale Award**
BSN faculty select one graduating student by faculty vote and based on the following criteria:

- Servant Leadership
    - Interaction with peers, faculty, clinical sites, the community, patients and their families
- Academic Excellence
    - Ability to apply their knowledge of theory and clinical concepts in the delivery of safe, quality, and compassionate patient care.

- Professionalism
    - Attendance and Punctuality
    - Positive presence in the classroom and clinical settings
    - Passion for the profession of nursing

*Monetary award amounts dependent on annual funds available.

Children on Campus

The Mercy College of Health Professions acknowledges that family needs and responsibilities may in some circumstances require the presence of a child on the campus for a limited amount of time. It is the goal of the College to provide a safe and effective learning environment for all students. At the same time, any individual who makes the decision to bring a child onto campus should be aware and respectful of the needs of others to have a quiet educational and/or work setting. Except in very limited circumstances, no child who is sick is permitted on campus. Persons who bring a child onto campus shall comply with the specific policies and procedures set forth below.

At no time may a child be left unattended on campus, including in a campus building, on campus grounds, or in a vehicle. Children must be under the direct supervision of a parent, legal guardian, or responsible adult always while on campus. Parents, legal guardians, or responsible adults of children considered disruptive or unsupervised will be asked to remove the children from the campus immediately.

Children in Classrooms or Academic Buildings

The following regulations shall guide the presence of children of students in classrooms and academic buildings:

1. Due to the nature of the equipment and the level of supervision necessary, children will not be allowed in college laboratories, simulation labs, or learning centers that contain medical equipment at any time unless part of a sponsored function.
2. For classrooms and offices, children are allowed at the discretion of the employee. Permission must be obtained from EACH instructor before bringing children into a class that is not expressly prohibited by the regulations below. Each instructor will consider the class size, activities planned, and maturity of the content being covered.
3. Permission should be granted only for rare occasions due to a temporary, unforeseen emergency or circumstance. Children are not allowed in the classroom in the following situations:
    a. As an alternative to procuring regular childcare (e.g., infant care or childcare during summers, holidays or after regular school days)
    b. When the child is too ill to attend regular childcare or school
    c. Any student whose child is considered disruptive or unsupervised will be asked to remove the child immediately.

Student Participation in University Approved Research Projects

1. Surveys administered to students will be voluntary, confidential, and will not impact his/her course grade.
2. Students may request the opportunity to know how the results will be utilized and disbursed and whom they may contact regarding the results.
3. Student participation in research conducted outside of Mercy Health System or Southwest Baptist University will follow that institution's guidelines, provided the study has met the criteria of the institution's Review Board.

Technology/Computer Requirements

For detailed specifications and available support resources, please visit the SBU Technology Services webpage. https://www.sbuniv.edu/academics/academic-resources/its.php

A personal computer is required for students enrolled in the nursing and radiography programs.

4. Program Specific

4.1 MSN Program Information & Requirements

Program Information Page

Website: http://www.sbuniv.edu/academics/programs/nursing-master.php

Office: 4431 South Fremont Avenue
Springfield, MO 65804

MSN Program Educational Outcomes/Competencies

MSN Program Outcomes:

1. Integrate skills in nursing judgement to advocate for the provision of safe, compassionate, and culturally competent care to promote human flourishing from the perspective of an advanced practice nursing role.
2. Utilize interprofessional communication processes to influence health care, health care policy, and collaboration among advanced nursing roles.
3. Synthesize concepts, information technology, and research to formulate evidence-based systematic strategies to enhance the quality of health care, address social determinants of health, and respond to the changing needs of diverse populations.
4. Employ responsible legal and ethical practices using leadership principles and decision-making skills that demonstrate professionalism and integrity in the advanced nursing role.
5. Exemplifies servant leadership through a conscious application and assimilation of a Christian Worldview in the implementation of the advanced nursing role.

Nursing Education Specialty Program Outcomes:

1. Employ knowledge, skills, and professional attitude to facilitate dynamic learning experiences, academic growth, and learner socialization for (various) student populations.
2. Integrate educational concepts, practices, and standards into the design, implementation, and evaluation of nursing curriculum.
3. Execute standards of professional communication, collaboration, and critical thinking to foster positive change and leadership in the role of nurse educator.
4. Appraise strategies to assess student learning and evaluate curricular outcomes in nursing education.
5. Engage in scholarship to facilitate professional growth and promote ongoing advancement in the role of nurse educator.

Admission to the MSN Program

Refer to the current SBU Graduate Catalog

Transfer Credit

Refer to the current SBU Graduate Catalog

New Student Orientation

MSN students will automatically be enrolled in NUR 5010 New Student Orientation when they enroll in their first course. This is a no credit course designed to familiarize the student with the program, learning management system, and promote success in the nursing program.

MSN Program Plan or Program Requirements

Refer to the current SBU Graduate Catalog

Progression & Retention Requirements in the MSN Program

Refer to the current SBU Graduate Catalog

MSN Professional Conduct

See Master of Science in Nursing Practicum Guide and the American Nurses Association Code of Ethics for Nurses

4.2 RN-BSN Program Information & Requirements

Program Information Page

Website: http://www.sbuniv.edu/academics/programs/nursing-bachelor.php

Office: 4431 S. Fremont St.
Springfield, MO 65804

RN-BSN Program Description

This program provides licensed nurses with an opportunity to complete a Bachelor of Science in Nursing (BSN) and current SBU ASN students to concurrently enroll in the RN-BSN program leading to the Bachelor of Science in Nursing (BSN) degree.

RN-BSN Program Educational Program Outcomes/Competencies

1. Servant Leadership (SL): Exemplifies servant leadership by facilitating the health, well-being and growth of those served through personal integrity, shared values, and service.
2. Teamwork and Collaboration (T&C): Demonstrates effective collaboration within inter-professional teams using leadership principles that foster open communication, mutual respect, and shared decision making to achieve quality patient care.
3. Safety (S): Utilizes clinical judgment and a systems level approach to maintain safety in the health care environment.
4. Evidence-Based Practice (EBP): Utilizes information management, evidence-based practice, and quality improvement to provide safe, quality care to patients across the lifespan.
5. Professionalism (P): Exhibits professionalism within the standards of practice and ethical guidelines that reflect integrity, leadership, and advocacy for diverse patients within the family and community.
6. Patient-Centered Care (PCC): Provides compassionate patient-centered care in full partnership with the patient and family, recognizing the patient's preferences, values, and needs across the healthcare continuum.

Admission to the RN-BSN Program

See SBU Undergraduate Catalog

Dual Enrollment in MSN

Students in the RN-BSN program interested in continuing their education can dual enroll in up to 6 credit hours of graduate level NUR course work in the final year of their RN-BSN program. RN licensure is required. (See below for complete details.)

1. Contact RN-BSN faculty advisor to determine eligibility.
    a. Must have completed the appropriate undergraduate course (Informatics and/or Statistics) prior to enrolling in the approved graduate level course.
    b. Must be in good standing with undergraduate program grades.
2. Complete the "Petition for UG course to gain GR credit"
3. Submit completed Petition for UG course to gain GR credit to the Division Head after appropriate signatures are acquired from the Undergraduate Advisor and Division Head.
4. The Division Head and Dean gives final approval and provides signatures for dual enrollment.

5. Upon completion of the course, completed grades will be submitted to the Registrar. Students must earn a grade of "B" or higher in the MSN course in order to receive dual graduate credit. The credit will be applied to the student transcript and a fee for transcribing the credit will be applied to the student's account at the current catalog rate for Undergraduate Student Concurrent Graduate Enrollment.

Transfer Students

See RN-BSN Admission requirements.

Requests for nursing course transfer equivalency from another academic institution requires approval from the Division Head and/or Dean. The student should inform admissions of the request at the time of application. The student is required to obtain a copy of the course syllabus and submit to the Division Head and/or Dean for review, approval, or denial. The student will be notified in writing of the request for transfer decision.

Students with Prior Bachelor's Degrees

See SBU Undergraduate Catalog

Lower Division Nursing (30-40 credit hours):

Hours of lower division credit will be awarded toward the major requirements for students from an accredited Associate of Science in Nursing, Associate of Applied Science in Nursing, or a diploma program. Diploma credits are evaluated for transferability.

New Student Orientation

RN-BSN Students will automatically be enrolled in NUR 3010 New Student Orientation when they enroll in their first course. This is a no credit course designed to familiarize the student with the program, learning management system, and promote success in the nursing program.

RN-BSN Progression Requirements

Academic Probation

See SBU Undergraduate Catalog

Program Probation

The RN-BSN program probation differs from the University Academic Probation. This difference is justified by the grading requirements under the academic standing requirements in the undergraduate catalog because the RN-BSN major requires a higher GPA than the overall university requires for all coursework in the major.

Students must achieve a grade of "C" or better in all required RN-BSN major courses and the required program courses. A student who fails one RN-BSN required major course will be placed on probation throughout the duration of the RN-BSN program.

At the end of each academic term, if a student receives a grade of "D" or below in one required RN-BSN major course and/or required program course, the student is placed on program probation and is required to repeat that course in the next full term the course is offered. This may be dependent upon class availability.

Students will be officially notified by the Division Head and Dean of program probation status and any actions needed.

Grade Appeal

See SBU Undergraduate Catalog

Program Dismissal

At the end of each academic term, students with a grade of "D" or below in two or more required RN-BSN major courses and/or required program courses (BIO 4404 and statistics), will be dismissed from the RN-BSN program.

Students will be officially notified by the Division Head and Dean of program dismissal.

RN-BSN Program Appeal

RN-BSN Program Appeal Requests

1. Students are permitted one appeal request throughout the duration of the RN-BSN Program. Program appeal requests are considered on a case by case basis.
2. If a student appeal is approved, any additional nursing course failure will result in dismissal from the RN-BSN program.
3. Violation of any College or SBU policy may jeopardize the student's progression in the RN-BSN Program.

Steps for Requesting an Appeal

1. Student must submit a Student Appeal Request form online no later than five calendar days after notification of course grade.
2. Student must contact the Division Head to schedule a virtual, phone, or in-person meeting with the Division Head and/or Dean and a minimum of two members from the APR committee. Factors such as student performance, extenuating circumstance(s), and steps to ensure future success will be considered.
3. The APR Committee members, Dean, and Division Head will review the Appeal Request after meeting with the student and make a final decision. They will use the Appeal Request Rubric to determine if an exception will be granted.
4. Exceptions to this policy may be reviewed on a case-by-case basis by the Division Head, and/or Dean.
5. The Dean and/or Division Head will notify the student of the final decision in writing within five business days of the meeting.
6. The appeal request and final decision documentation will be retained by the University as part of the student's permanent record.

RN-BSN Program Exit

1. If a student decides to withdraw from the RN-BSN program, it is recommended that the student meet with their faculty advisor and/or Division Head to discuss options, including additional course work, remediation, or other college programs.
2. It is recommended that the student also meet with the Office of Financial Aid to discuss the financial implications.
3. Students who withdraw from the RN-BSN program should schedule an appointment or email their academic/faculty advisor to initiate the program exit process.

RN-BSN Practice Experiences

Dress Code Practice Experience Activities, Community Service, or any School Sponsored Event

Students are expected to follow the practice experience site policy on appropriate identification to properly identify themselves as a guest/student. While in practice experience settings you are representing Southwest Baptist University and therefore should be abiding by SBU student expectations.

Proper/appropriate dress is expected at each practice experience site. Students should wear casual business attire at all community sites unless scrubs are permitted (dependent upon the practice experience site). Jeans are NOT permitted, unless the practice experience site requests students to wear jeans.

If a practice experience site contacts SBU about a student's behavior(s) or improper dress attire, a course failure could result.

Location of Practice Experience Activities
The RN-BSN program contracts with multiple agencies. A contract must be on file between the school and the agency for the student to complete practice experience activities (any variances will be noted within the course). If the student desires to request a new practice experience location, they must submit their request in writing to course instructor.

Practice Experience Hours & Attendance Requirements
The required practice experience hours and attendance requirements are specified in NUR 4404 Community Health course and syllabi. NUR 4434 requires one (1) eight (8) hour Shadow the Leader day.

Practice Experience Evaluation
Students will have the opportunity to evaluate their practice experience through the Practice Experience Site Evaluation and Practice Experience Reflective Journal (NUR 4404), and course evaluations. Sites have the opportunity to evaluate the student attending the site through the attendance verification form required for each experience.

Practice Experience Evaluation Grading Scale
Practice experience grading is measured by Pass or Fail. Students must have satisfactory practice experience in order to pass the particular nursing course. Students who are asked to leave a practice experience agency and not permitted to return will automatically fail the course and may be dismissed from the program. See NUR 4404 Community Health course syllabi.

Health & Immunization Requirements
A student must be current on all Health and Immunization Requirements to be in compliance. The instructor will verify these requirements have been met before allowing a student to begin practice or shadow experiences.

4.3 BSN Program Information & Requirements

Program Information Page

https://www.sbuniv.edu/academics/programs/nursing-bachelor-bolivar.php

Office: Jester Learning Center
1600 University Ave.
Bolivar MO 65613

BSN Program Description

Southwest Baptist University (SBU) offers a traditional 4-year Bachelor of Science in Nursing degree (BSN). Graduates of the program will meet the requirements to sit for the licensure examination (NCLEX-RN) for registered nurses (RN). **Graduation from this program does not guarantee licensure as an RN.** The BSN program is offered at the SBU-Bolivar Campus. A graduate of the BSN program enters the health care environment as a nurse generalist, prepared to practice in settings where policies and procedures are established and guidance is available. Graduates will have experience caring for individual patients across the lifespan, within the context of their families, communities, and in settings across the health care continuum. The BSN graduate can seamlessly transition to SBU's MSN program for a graduate degree in Nursing Education or Administration.

BSN End-of-Program Student Learning Outcomes

The following are the BSN End-of-Program Student Learning Outcomes. In addition, the BSN Program Outcomes focus on licensure pass rates, program completion rates, and job placement rates.

Upon completion of the baccalaureate of nursing program, the graduate will:

1. Servant Leadership (SL): Exemplifies servant leadership by facilitating the health, well-being and growth of those served through personal integrity, shared values and service.
2. Teamwork and Collaboration (T&C): Demonstrates effective collaboration within inter-professional teams using leadership principles that foster open communication, mutual respect, and shared decision making to achieve quality patient care.
3. Safety (S): Utilizes clinical judgment and a systems level approach to maintain safety in the health care environment.
4. Evidence-Based Practice (EBP): Utilizes information management, evidence-based practice, and quality improvement to provide safe, quality care to patients across the lifespan.
5. Professionalism (P): Exhibits professionalism within the standards of practice and ethical guidelines that reflect integrity, leadership, and advocacy for diverse patients within the family and community.
6. Patient-Centered Care (PCC): Provides compassionate patient-centered care in full partnership with the patient and family, recognizing the patient's preferences, values, and needs across the healthcare continuum.

Admission to the BSN Program

See Undergraduate Catalog

Transfer Admission Criteria

See BSN admission requirements in the Undergraduate Catalog.

Only a three-credit-hour pharmacology course, taken within the past three years with a B or higher, will be accepted as a nursing course transfer for students unsuccessful in another nursing program. Students may transfer into the BSN program only if they are successfully completing other nursing courses with a minimum of a C or greater in all nursing courses.

Any nursing core course requested to be transferred from another academic institution requires approval from the Division Head and/or Dean. The student should inform admissions of the request at the time of application. The student must obtain a copy of the course syllabus and submit it to the Division Head and/or Dean for review, approval, or denial. The student will be notified in writing of the request for a transfer decision. Students unsuccessful in a prior nursing program must apply for admission into the first semester.

Student Clinical Requirements

To be eligible to participate in clinical experiences student nurses must:

1. Have an acceptable criminal background check and drug screen on file.
2. Meet the clinical settings health screening requirements and maintain documents per college policy.
3. Meet clinical orientation requirements set forth by CHP or clinical site.
4. Students must be eligible to attend clinical at contracted clinical sites.

Health Requirements

BSN students are required to obtain or provide documentation of the following in compliance with clinical site requirements and tracked through Castle Branch:

- Tuberculosis Screening
- TDap vaccination within the last 10 years
- Varicella Vaccination
- Annual Flu Vaccination
- MMR Vaccinations
- Hepatitis B or Hepatitis B Declination
- COVID Vaccination

Clinical Site Education

Complete assigned education as required by the clinical site(s). Clinical site/EHR access may be denied if a student is non-compliant with education requirements.

Certifications

Current American Heart Association – Basic Life Support (BLS): Healthcare CPR certification

BSN Program Plan or Program Requirements

See Undergraduate Catalog for program requirements and SBU Website for Plan of Study

Progression Requirements in the BSN Program

1. Comply with all policies of SBU, College, and the BSN program.
2. A grade of "C" or higher is required in all nursing and program required courses.
3. Maintain current American Heart Association Healthcare Provider BLS CPR certification.
4. A student that fails or withdraws from a nursing course must repeat the course in order to progress in the BSN program. *

a. A student that fails or withdraws from an online nursing course may continue to follow the degree plan and repeat the online course when available if the anticipated graduation date is unaffected.

b. A student that fails NRS 3117, NRS 3217, NRS 3317, NRS 4114, NRS 4556, and is eligible to repeat the course, or takes a leave of absence from the BSN program, may enroll in NRS 0031 Pathway to Success.

c. A student that fails or withdraws from NRS 3233 and is eligible to repeat the course, may enroll in NUR 1023 the following semester. A student may not progress beyond NRS 3317 without successfully completing NRS 3233 or NUR 1023.

5. A maximum of one required NRS course may be repeated throughout the nursing program.

    a. Students will be dismissed from the BSN program after the second nursing course failure.

*The ability to repeat course is based upon the availability of a seat in the cohort in which the course is next offered.

BSN Program Re-Admission

Students may begin the BSN program a maximum of two times. A student that drops their nursing courses during the first semester may be required to re-apply for admission. The student's performance before dropping may be used during the BSN selection process to aid in the decisions about re-admission. This is done to ensure that the coveted spaces in the nursing program are given to those individuals most likely to succeed. Students readmitted with prior nursing failures will be considered according to the progression policy.

Students re-admitted to the BSN Program may be required to repeat admission testing, drug testing, meet all health requirements and have valid CPR certification through at least the end of the semester they return to the program.

Appeal Process

Course Grade Appeal – See the SBU Undergraduate Catalog for the Grade Appeal Policy under Academic Regulations.

Program Appeal Requests:

1. A student may request to appeal only when unforeseen; extreme personal circumstances contribute to the student's dismissal from the BSN program.

    a. Only students in nursing semesters 3-4 are eligible to request an appeal to repeat nursing courses from the point of dismissal.

    b. Students are only permitted one appeal request throughout the duration of the BSN Program.

    c. Program appeal requests are considered on a case-by-case basis. Student performance, extenuating circumstance(s), and steps to ensure future success must be identified to be considered for an appeal request.

2. If an appeal is approved for a student, any additional nursing course failure by that student would result in the student's dismissal from the nursing program with no future opportunity to appeal.

3. Violation of any College or SBU policy may jeopardize the student's progression in the BSN Program.

Steps for Requesting an Appeal:

1. Submit a Student Appeal Request form online no later than five calendar days after notification of course failure

2. Student must contact the Division Head to schedule a meeting with the Division Head and/or Dean and a minimum of two members from the APR committee. Factors such as student performance, extenuating circumstance(s), and steps to ensure future success will be considered.

3. The APR Committee, Division Head and/or Dean will review the appeals request after meeting with the student and make a final decision.

4. The Dean and Division Head will send a letter to the student detailing the final determination of the appeal request within 5 business days of the final decision.

BSN Classroom & Clinical Policies

Classroom Policies

Classroom Attendance Requirements

Classroom attendance is mandatory. Only 10% of nursing classes may be missed (approximately 2 days in 16 weeks). Students may be administratively dropped at the discretion of the division head and/or dean for excessive absences. Students must notify the course faculty if they are going to miss class and are responsible for obtaining information covered during absence. If the student is administratively dropped, it counts towards the number of withdrawals allowed in the BSN program.

Classroom Tardiness

Arriving late to class disrupts student learning and is disrespectful to faculty and peers.

Students that arrive after the start of classroom will receive a tardy for the day. Excessive tardiness may require a meeting with the course faculty and the student may be required to complete an assignment or placed on a success plan for professionalism at the discretion of the course faculty.

Classroom Exam Make-up

Only under extreme circumstances may examinations be made up. The student is responsible for notifying the course instructor PRIOR to missing the examination. If the student does not notify the course instructor prior to missing an exam, the student may receive a 10% reduction of the exam grade. The course instructor reserves the right to deny make-up exams for circumstances other than University-sanctioned events and documented illnesses. The course instructor reserves the right to use an alternate exam for students not taking an exam at the originally scheduled time.

In order to make up a missed exam, the student must meet the following criteria:

1. Notify the faculty of absence prior to the missing the exam-this includes University-sanctioned events.

2. Make arrangements with the course instructor for a rescheduled exam to be taken at the instructor's convenience. Exams may not be taken early under ANY circumstances.

3. Students who are absent due to illness must obtain a note dated the same day as the absence from the Killian Health Center or Primary Care Provider and provide to the course instructor upon the next class period or make-up exam time, whatever comes first.

4. Final exams follow the SBU policy and under most circumstances, may not be made up/dates changed. If an exception is made, the applicable fee applies. See the SBU Student Handbook for details.

*Absences due to military or jury duty are exempt from this policy.

Late Work
Refer to course syllabi for late work policy for each course. Technical issues over the weekend will not be addressed by faculty. Technical issues should be addressed by the Help Desk (417-328-1702 or helpdesk@sbuniv.edu). Late work may be accepted upon the discretion of the instructor only under extreme circumstances.

Classroom Evaluation Policies
Students in the BSN Program are evaluated based on their Classroom and Clinical Performance.

In order to successfully progress through the Program, students must successfully meet ALL of the following conditions:

1. Must have 75% average or above on exam points in each course
2. Must have a cumulative point total of 75% or above including exams and additional classroom points.
3. For courses that are combined classroom and clinical, the student must successfully meet all clinical outcomes in addition to meeting the required total exam average and cumulative point average.
4. Students with a total exam score average of less than 75%, even with a 75% or greater average in total course points, or that fails to pass a combined clinical rotation, will be assigned the course grade of D, regardless of total course percentage.
5. There is no rounding of percentages. Students with anything below 75% in total course points will not be successful.

Classroom Evaluation Grading Scale (All BSN Courses)

NRS Courses	NUR Courses
90-100 A	90-100 A
80-89 B	80-89 B
75-79 C	70-79 C
65-74 D	60-69 D
64 and below F	59 and below F

Classroom Performance

Content Examinations

- Course examinations are developed by the faculty responsible for the course.
    - Examination content is directed by the course outcomes for each unit of study.
    - A test blueprint will be developed for each examination.
    - Course faculty will be responsible for carefully evaluating each examination, utilizing statistical data to ensure integrity and validity of the question construction.
- Exam Review: Course faculty will offer a scheduled opportunity for exam review following each exam. Each exam must be reviewed during a designated timeframe and prior to the next scheduled exam. Once an exam review timeframe has passed, a student may only review the exam upon the discretion of the course instructor.
- Standardized examinations will be utilized throughout the nursing program to assess performance of students in comparison with national norms. Although progression in the BSN program is not solely dependent on these tests, their value will be significant to course points.

- Preparation materials will be available to students well in advance of any standardized testing.

Additional Course Classroom Points may include:

- Quizzes
- Assignments
- Papers
- Projects

Course Exam Failure

- Failure of one examination in a course may place the student at risk of failing the course.
- Students are responsible for initiating a meeting to review the exam and develop a plan to be successful in the course.
- Students may be referred to their faculty advisor for additional assistance.

Math Requirements

Math proficiency is an essential skill for safe patient care in nursing. Students will be expected to demonstrate competency in math as they progress in the BSN Program. Dimensional analysis is considered the best practice for medical math calculations and is the only method of calculation presented in the nursing program.

1. Medical math will be introduced and assessed initially in NRS 3117 Fundamentals of Nursing Practice. Medical math proficiency will continue to be reinforced and assessed throughout the remainder of the BSN curriculum on course exams and in the clinical setting.
2. Students will be expected to pass a medical math test at 90% accuracy using dimensional analysis at the beginning of each semester.
3. A student who is unable to pass a medical math test at 90% accuracy at the beginning of each semester, will not be allowed to administer medications due to safety. Students may repeat the math test on subsequent days following remediation. Once 90% accuracy is achieved, the student may administer medications for that clinical rotation.
4. A student who cannot administer medications due to inability to pass a medical math test may be unable to successfully meet course outcomes to pass the clinical course.

Clinical Policies

Clinical experience is required for completion of a nursing program of study. Students enrolled in the BSN Program will participate in clinical experiences as part of the plan of study.

To be eligible to participate in clinical experiences student nurses must:

1. Have a satisfactory criminal background check and drug screen on file with SBU.
2. Meet the clinical settings' health screening requirements and maintain documents to verify this on file with SBU.
3. Meet clinical orientation requirements set forth by SBU and the clinical agency.

Dress Code in the Clinical Setting

Students who are not complying with this policy will not be allowed to participate in clinical. Failure to comply with the requirements below may result in a tardy or clinical absence (fees for the make-up day will be required). Faculty reserve the right to require students to remove any inappropriate items in the clinical setting.

1. Students are responsible for maintaining appropriate levels of personal hygiene.
    a. A person free from body and clothing odor, including cigarette/cigar/cannabis smoke or products (perfumes, lotions, or cologne).
    b. Oral care, daily showering/bathing, and the use of deodorant/antiperspirant are expected.
    c. Make-up should create a natural appearance.
2. Hair should be neat, clean, pulled back off the face, secured with small non-distracting items that allow the hair not to hang over or encounter patients or equipment. Extreme hair styles and/or non-natural/fad colors, including sprayed coloring are not appropriate in the clinical setting.
    a. Small (less than 2 inches) white, black, or neutral color headbands are permitted. Hats, caps, head scarves or large hair ornaments (unless approved due to religious accommodation or medical necessities) are not permitted.
3. Facial hair
    a. Beards, mustaches, and sideburns must be well groomed.
    b. Clean shaven without the appearance of stubble.
4. Nails – Per CDC recommendations, if providing patient care fingernails are to be kept well-groomed with the length not to extend greater than ¼ beyond the fingertip.
    a. Artificial fingernails, acrylic extenders, dipped, or shellac is not permitted.
    b. No nail polish or nail ornaments are allowed.
5. Eyelashes- Long, artificial eyelashes should not be worn during invasive procedures. If worn, eye protection must be worn to protect the sterile field from contamination.
6. Jewelry & Body piercings
    a. No body piercing jewelry is permitted, except for two studs per ear only (no dangling or hoops) and one small stud nose piercing. No bar bells or ear cuffs. Daith piercings are allowed. Gauge piercings must use solid flesh or clear plugs. All jewelry must be professionally appropriate.
    b. Watches are permitted.
    c. A maximum of one ring set per hand is allowed.
7. Tattoos – SBU and/or clinical site reserves the right to judge the appearance of visible tattoos. Tattoos may be visible so long as the images or words:
    a. Do not convey violence, discrimination, profanity, sexually explicit content, gang or other group affiliation, extremist philosophy, or depict illegal activities. Tattoos containing such images or messages must be completely covered while at clinical.
    b. Tattoos on the head, face, neck and scalp must be covered.
8. Students will wear the designated uniform of College of Health Professions which must be appropriately maintained and laundered to appear neat, clean, free of wrinkles, stains, tears, frays and rips, and fit

appropriately. The uniform may not be worn when working outside the student role. Undergarments must not be visible even with normal movement.

a. A **plain** white or black tee shirt or turtleneck may be worn **under** the scrub top if desired.

b. Scrub pants must be hemmed (not rolled) so that they do not touch the floor.

9. Shoes must be appropriate for the work area, clean; black, white, or neutral colors are required. Shoes must be made of leather or leather-like material. No mesh allowed.

    a. In compliance of clinical site recommendations, CDC, OSHA, and Joint Commission guidelines, shoes must be made of a material that will not absorb or allow bio-hazardous materials to pass through and that can be cleaned.

    b. Socks or hose are required in the clinical setting.

10. The name badge issued by the College of Health Professions must be worn for all clinical experiences, displayed with the picture and identifying information facing outward, remain clean and free of clutter, and worn on the outermost layer of uniform and not at the waist. If the student is a co-worker at the clinical site, the student badge must be worn over the co-worker badge.

11. Students will purchase required uniforms prior to beginning in the BSN program.

    a. Student must wear their uniforms in the LRC at all times.

    b. The color of the pant must match the color of the top.

    c. Students may wear the SBU embroidered white lab coat only over uniform (no hoodies, fleece, warm-up jackets, etc.)

Clinical Skills Requirements

- Students are expected to provide patient care in a safe, professional, holistic manner and participate as a member of the healthcare team; clinical skills competency is an essential component of this expectation.
- Students will be expected to initially demonstrate clinical skills proficiency and develop clinical skills competency as they progress through each semester of the BSN program.
- Each semester, new clinical skills will be introduced. Students will be provided with an opportunity for supervised practice and skills checkoffs throughout the semester.
- The student's skills competency is determined by an instructor following a skills checklist.
- In order to progress in the BSN program, and to meet class and clinical course outcomes, students must successfully demonstrate clinical skills competency.
- Students may only perform skills in the clinical setting that they have been instructed on in the nursing program and at the discretion of the clinical instructor.

Skills Check-Offs Days

- Students are expected to provide patient care in a safe, professional, holistic manner and participate as a member of the healthcare team; clinical skills competency is an essential component of this expectation.
- Students will be expected to initially demonstrate clinical skills proficiency and develop clinical skills competency as they progress through each semester of the BSN program.
- Each semester, new clinical skills will be introduced. Students will be provided with an opportunity for supervised practice and skills checkoffs throughout the semester.

- The student's skills competency is determined by an instructor following a skills checklist.
- In order to progress in the BSN program, and to meet class and clinical course outcomes, students must successfully demonstrate clinical skills competency.
- Students may only perform skills in the clinical setting that they have been instructed on in the nursing program and at the discretion of the clinical instructor.

Clinical Attendance Requirements
Punctuality is essential in the nursing profession and is a component of professionalism. Students are expected to arrive 15 minutes prior to the scheduled clinical time. Students will not work or have commitments the previous 8 hours before a clinical rotation, in order to care for patients safely.

Any absence of 15 minutes or more from a schedule clinical (onsite clinical, skills lab, or simulation), including pre- or post-conference time, will be sent home and constitute a clinical absence for the entire day requiring clinical make-up at the student's expense. Students must notify clinical faculty of any delays or disruptions to their assigned clinical schedule and must give advance notice of anticipated delays or disruptions. Delays or disruptions to the assigned clinical schedule, no matter how small, should be extremely rare. Students with repeated delays or disruptions are subject to disciplinary action at faculty's discretion.

If a student is absent from skills lab, simulation or clinical, he/she must notify the clinical faculty one hour prior to the scheduled start of the clinical experience. There will be a $50 charge for each clinical site make-up day. There will be a $25 charge for each LRC/Simulation clinical make-up day. Students that are fulfilling obligations with jury duty or military duty are exempt from the make-up fee with appropriate documentation.

Clinical Absences
Students who arrive within 15 minutes after the start of clinical will receive a tardy for the day. Three (3) tardies will constitute a clinical absence and the student will be required to pay for and complete a clinical make up day.

Tardy Policy
Students who arrive within 15 minutes after the start of clinical will receive a tardy for the day. Three (3) tardies will constitute a clinical absence and the student will be required to pay for and complete a clinical make up day.

Clinical Make-Up Time
If a student misses more than the maximum time allowed, the student will not be allowed to continue in the clinical practicum, thus preventing progression in the BSN program.

Course	**Maximum allowance for missed clinical days (Includes LRC/Simulation)**
NRS 3117 - 16 wk course	2
NRS 3217 - 16 wk course	2
NRS 3317 - 16 wk course	2
NRS 4114 - 16 wk course	1
NRS 4404 - 16 wk course	1
NRS 4556 - 16 wk course	2

Clinical Attendance Exceptions

Mandatory clinical make-up is a course requirement. (See course calendar for schedule). Failure to complete clinical make-up during the scheduled clinical make-up period will result in failure of the course. Students that are fulfilling obligations with jury duty or military duty for New Hires are exempt from the make-up fee.

Clinical Evaluation

A Clinical Evaluation Tool (CET) is the instrument used to assess student performance, offer feedback, and evaluate student progress. It is comprised of the clinical course learning outcomes and student learning outcomes specific to each course with a clinical component to evaluate and direct student clinical performance while in the BSN program. The student learning outcomes, listed under course outcomes, progress in complexity and guide student progress from semester to semester. Because learning is a cumulative process, students will be accountable for applying all previously acquired knowledge in the clinical area.

Clinical Evaluation Grading Scale

Clinical Grading is measured by "Pass" or "Fail." The clinical evaluation tool is completed collaboratively through student self-evaluation and reflection followed by instructor feedback on a regular basis to keep the student informed of their progress in the clinical area. Students who do not meet course outcomes due to clinical absence, will receive an unsatisfactory evaluation. Students must have satisfactory clinical performance in order to pass the particular nursing course. Students who are asked to leave a clinical agency and not permitted to return will automatically fail the course and may be dismissed from the program.

Students should progress and grow with decreased instructor guidance over the course of the BSN program.

BSN Professional Conduct

BSN students must demonstrate professionalism in classroom and clinical settings. Professional behaviors and attitudes must be congruent with the current Code of Ethics for Nurses and the State of Missouri Nurse Practice Act. Students must show professionalism in the classroom as well as the clinical setting. Students must follow all guidelines and policies set by SBU and those of the clinical site assigned.

Nursing Student Roles and Responsibilities

Nursing students are responsible for their own actions in the delivery of patient care and are encouraged to seek out information as needed. Nursing students are expected to conduct their self in a professional manner by following all college and clinical site policies.

Student Clinical Guidelines

1. All medications students administer must be checked by on-site faculty, preceptor or licensed nurse designated by the instructor using the 7 (seven) rights prior to administration of medications to the patient. The on-site faculty, preceptor, or designated licensed nurse must access all controlled substances or medications from the medication dispensing device. All controlled substances administered by the student must be under the direct supervision of the on-site faculty, preceptor or designated licensed nurse.

2. Students will document in the EHR the administration of any controlled substance given in the clinical site. Clinical site policy for licensed personnel witnessing the administration must be followed.

3. Only under the direct supervision of the on-site faculty, preceptor or designated licensed nurse, students may administer IV fluids, IV piggyback medications, IV push medications (Registered Nurses only), IM and/or subcutaneous medications or utilize central lines. Students may not initiate access to implanted ports. The student may be allowed to independently administer IV saline flushes to peripheral IV sites at the instructor's discretion after satisfactory demonstration of this skill.

4. After the student has demonstrated satisfactory medication administration skill for any other route of medication administration, the instructor may use discretion to allow the student to administer all other forms of non-parenteral medications except for controlled substances independently.

5. All invasive procedures must have prior approval and be supervised by on-site faculty, preceptor, or licensed nurse designated by the instructor.

6. Students may not participate in the administration of blood or blood products. Clinical site policy regarding monitoring the infusion may be followed.

Invasive Procedures Policy

Students may only practice IV starts and IM injections on manikins in the Learning Resource Center. Students are not allowed to perform any invasive procedures on other students, friends, or family members on or off campus.

Student Nurse Clinical Restrictions

The individual clinical site area may add additional restrictions.

Students will **NOT** perform the following procedures:

- Administer blood or blood products, moderate sedation, and parenteral chemotherapy
- Admissions or discharges
- Change PICC line dressings
- Document on restraints or other floor specific documentation
- Draw blood for laboratory testing
- Initiate access to implanted ports
- Perform bedside blood glucose testing (Note: Students who may have access as co-workers to perform tests do NOT have approval to do so while in a student role.)
- Set up or program PCA's or epidurals
- Take verbal or phone orders or perform order entry

Documentation

1. Access to EHR will be based on the nursing student's completion of training appropriate for the level of experience the nursing program has requested.

2. Students are accountable for their documentation. The student should request a co-sign from the licensed nurse who witnessed the student's performance of any patient care that requires supervision. The exception to this is medication administration of oral non-controlled substances. The responsible licensed nurse reviews and co-signs the student's charting for patient care they witnessed and notes additional assessment findings as necessary. The on-site faculty may review the student's charting as needed to evaluate the student's level of documentation competency.

3. Students may document the following:

    a. Daily care and care plan interventions

    b. Medication administration

    c. Patient assessments, re-assessments, and education

    d. Patient charges for student care per clinical site institutional policy

Use of Preceptors in the BSN Program

In the BSN program, preceptors are used as role models, mentors and supervisors of students in some clinical settings with the exception of Fundamentals of Nursing Practice in 1st semester. Preceptors do not replace faculty in the education of the student, but serve to assist faculty and the student in achieving the clinical outcomes.

BSN Student responsibilities when working with Preceptors:

1. Attend classroom/clinical orientation(s) to review and assimilate understanding of the clinical expectations.
2. Complete assigned clinical hours.
3. Be aware of and responsible for knowing and achieving the objectives for the clinical experience.
4. Participate in learning about nursing management on the assigned unit.
5. Assume responsibility for own learning and professional development in completion of the clinical assignment.
6. Notify the preceptor and the responsible faculty of any problems or concerns in the clinical setting or problems with completion of clinical hours as soon as they are known to the student.
7. Complete a preceptor evaluation.
8. Complete the Clinical Evaluation Tool (CET) as assigned.

Success Plan

When a student is not meeting classroom or clinical course outcomes, written documentation in the form of a Success Plan will be established between the student and instructor with behaviors identified to successfully complete the course outcome(s).

Certification or Licensure(s)

Graduates of the BSN program are eligible to apply for the NCLEX-RN exam. *Completion of the program does not guarantee eligibility to take NCLEX-RN examination.* NCLEX-RN applications are completed prior to the final semester of the BSN program.

4.4 ASN Program Information & Requirements

Program Information Page:

https://www.sbuniv.edu/academics/programs/nursing-associate.php;
https://www.sbuniv.edu/academics/programs/rn-bridge-salem.php

Springfield Office:
4431 South Fremont Avenue
Springfield, MO 65804

Salem Office:
501 S Grand Street
Salem, MO 65560

ASN Program Description

Southwest Baptist University (SBU) offers a two-year Associate of Science in Nursing (ASN) degree program approved by the Missouri State Board of Nursing. Graduates of the ASN program are eligible to apply to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Successful completion of the program does not guarantee licensure as a Registered Nurse (RN), as licensure is granted by the state board of nursing and is contingent upon meeting all regulatory and legal requirements.

Graduates of the ASN program enter the health care workforce as nurse generalists, prepared to provide safe, ethical, and competent nursing care in a variety of structured health care settings. The nursing program emphasizes compassionate, patient-centered care grounded in Christian values, respect for human dignity, professionalism, and service to others. Graduates are prepared to care for individuals across the lifespan within the context of families and communities. Students may progress to a Bachelor of Science in Nursing (BSN) completion program following graduation or may be e concurrently enrolled.

ASN End-of-Program Student Learning Outcomes

The following are the ASN end-of-program student learning outcomes. In addition, the ASN program outcomes focus on licensure pass rates, program completion rates, and job placement rates.

1. **Patient-Centered Care:** Provide compassionate, patient-centered care in full partnership with the patient recognizing the patient's preferences, values, culture, and needs.
2. **Safety:** Maintain a safe environment using clinical judgment in all health care settings.
3. **Teamwork and Collaboration:** Demonstrates effective collaboration within inter-professional teams, fostering open communication, mutual respect, and shared decision making to achieve quality patient care.
4. **Professionalism:** Exhibits professionalism within standards of practice and established ethical guidelines.
5. **Evidence-Based Practice:** Utilizes current evidence, technology, and data to monitor and improve patient outcomes.
6. **Servant Leadership:** Exemplifies servant leadership by facilitating the health, well-being and growth of those served through personal integrity, shared values and service.

Admission to the ASN Program

See Undergraduate Catalog

Transfer Admission Criteria for Advanced Placement

See ASN admission requirements in the Undergraduate Catalog.

Only a three-credit-hour pharmacology course, taken within the past three years with a B or higher, will be accepted as a nursing course transfer for students unsuccessful in another nursing program. Students may transfer into the ASN program only if they are successfully completing other nursing courses with a minimum of a C or greater in all nursing courses and have completed their last nursing courses within one year. For LPN/Paramedic bridge students only: Students may transfer into 3rd semester only if they have completed a paramedic or LPN bridge course before entry into 3rd semester.

Any nursing core course requested to be transferred from another academic institution requires approval from the Division Head and/or Dean. The student should inform admissions of the request at the time of application. The student must obtain a copy of the course syllabus and submit it to the Division Head and/or Dean for review, approval, or denial. The student will be notified in writing of the request for a transfer decision. Students unsuccessful in a prior nursing program must apply for admission into the first semester.

Student Clinical Requirements

See SBU Undergraduate Catalog for program requirements

Clinical Requirements:
Students enrolled in the ASN Program will complete clinical experiences as part of the plan of study.

To be eligible to participate in clinical experiences students must:

- Complete the SBU criminal background check and drug screen process.
- Meet the clinical settings health screening requirements and submit documents per college policy.
- Meet clinical orientation and ongoing requirements set forth by the college or clinical sites.
- Have good standing with program clinical sites, previous disciplinary action with any of the program clinical sites may be ineligible to attend the program.

Health Requirements:

- Students are required to complete a urine drug screen. Once a student is in the program, they may be subject to drug/alcohol testing under any circumstances: (such as, but not limited to).
- Reasonable suspicion/for cause
- Post-incident/injury
- Random – (e.g. Clinical site or SBU request)
- Program re-admission

Clinical Site Education:

- Complete assigned education as required by the clinical site(s) Clinical site/EHR access can be denied if a student is non-compliant in education requirements.

ASN Program Plan or Program Requirements

See SBU Undergraduate Catalog for program requirements and SBU website for the plan of study.

Progression Requirements in the ASN Program

*The ability to repeat a course is based upon the availability of a seat in the cohort in which the course is next offered.

1. Complete all pre-requisites to progress in the nursing program.

2. Maintain a "C" or higher in all required NUR ASN courses.

3. A student may withdraw or fail a maximum of **one of the following** nursing courses (NUR 1017, NUR 1026, NUR 2037, NUR 2048 or NUR 2047) while in the ASN program. Students will be dismissed from the program after the second nursing course withdrawal or failure.

    a. An exception may be granted for students with an approved medical drop.

    b. Students in the 3rd or 4th semester are eligible to appeal program dismissal.

4. NUR 1012 is offered each fall and spring term and may only be repeated one time in the following semester. A withdrawal or second unsuccessful attempt will result in program dismissal. NUR 1012 must be completed prior to 3rd semester.

5. NUR 1023 is offered each fall and spring term and may only be repeated one time in the following semester. A withdrawal or section unsuccessful attempt will result in program dismissal. NUR 1023 must be completed prior to 4th semester.

6. Students that are unsuccessful or drop for academic reasons in one of the following nursing courses (NUR 1017, NUR 1026, NUR 2037, NUR 2048 or NUR 2047) are required to take NUR 0011 Student Success while repeating the required nursing course. A minimum grade of "C" or higher is required in NUR 0011 to progress in the nursing program.

7. Students unsuccessful in the RN-Bridge NUR 2003 or NUR 1104 course may apply during admission cycle for readmission or request to be admitted into the first semester of the ASN program. Admission will be made as space is available.

ASN Program Re-Admission

To allow for life changes or periods of crisis, students may sit out of the nursing program for one semester. After sitting out two consecutive semesters or more, students must reapply to restart the nursing program in the first semester. Students sitting out of the program for more than 30 days (excluding official school breaks), may be required to complete a drug screen before resuming clinical. The student is responsible for cost and will be notified when the test is scheduled. Students that are unsuccessful in the ASN program may reapply. Students may begin the ASN program a maximum of two times.

A student that drops their nursing courses during the first semester may be required to re-apply for admission. The student's performance before dropping may be used during the ASN selection process to aid in the decisions about re-admission. This is done to ensure that the coveted spaces in the nursing program are given to those individuals most likely to succeed. Students readmitted with prior nursing failures will be considered according to the progression policy.

Students re-admitted to the ASN Program may be required to repeat admission testing, drug testing, meet all health requirements and have valid CPR certification through at least the end of the semester they return to the program.

Program Appeal Requests

Appeals may be requested by third or fourth semester students only. The appeal process is for students with unforeseen extreme personal circumstances that contributed to the student's dismissal from the ASN program. Students are only permitted to request one appeal throughout the ASN Program. The Student Success Course may be a requirement to continue in the ASN program.

Student Progression Appeal

1. Program appeal requests are considered on a case-by-case basis. Student performance, extenuating circumstance(s), and steps to ensure future success must be identified to be considered for an appeal request.

2. If an appeal is made for a student, any additional nursing course failure by that student would result in the student's dismissal from the nursing program.

3. Violation of any College or SBU policy may jeopardize the student's progression in the ASN program.

Steps for Requesting an Appeal:

1. A student must submit a Student Appeal Request form online no later than five calendar days after notification of course failure.

2. The student must contact the Division Head to schedule a meeting with the Division Head, Program Coordinator and/or Dean and a minimum of two members from the APR committee. Factors such as student performance, extenuating circumstance(s), and steps to ensure future success will be considered.

3. The APR Committee, Division Head, Program Coordinator, and Dean will review the Appeal Request after meeting with the student and make a final decision.

4. The Dean and Division Head will send a letter to the student detailing the final determination of the appeal request within 5 business days of the final decision. All appeal decisions are final.

ASN Classroom and Clinical Policies

Classroom Attendance Requirements

Classroom attendance is mandatory. Only 10% of nursing classes may be missed (approximately 2 days in 16 weeks). Students may be administratively dropped at the discretion of the division head and/or dean if this occurs. Students must notify the course coordinator if they are going to miss class and are responsible for obtaining information covered during absence. If the student is administratively dropped it will count towards the number of withdrawals allowed in the ASN program.

Classroom Tardies

Arriving late to class disrupts student learning and is disrespectful to faculty and peers.

Students that arrive after the start of the classroom will receive a tardy for the day. Excessive tardiness may require a meeting with the course faculty, and the student may be required to complete an assignment or be placed on a success plan for professionalism at the course faculty's discretion.

Classroom Make-up Exam

Before the exams, students are responsible for notifying the course coordinator of the need to reschedule. If not under extreme circumstances, faculty reserves the right to deny exam makeup in collaboration with program leadership. If exam makeup is allowed, a 10% reduction to exam score may be applied. Documentation may be needed to validate exam makeup.

Criteria for missed exams:

1. Students that miss an exam may be given an alternate make-up exam.

2. Students must contact faculty within 24 hours to schedule the missed exam.

3. Students must complete the makeup exam by the date and time determined by the course faculty. The student will receive a zero for the exam if the student is unable to take the makeup exam on the scheduled date and time.

4. A fee may be charged for all courses and standardized exams. This fee should be paid to the receptionist before taking the exam and the receipt brought to the faculty when the exam is taken.

NOTE: Make-up exams related to military duties will not be charged with the make-up exam fee.

Late Work

Late work may be accepted upon the discretion of the course faculty only under extreme circumstances. Point adjustment may occur for late work. Technical issues over the weekend will not be addressed. Technical issues should be addressed by the Help Desk (417-328-1705 or helpdesk@sbuniv.edu).

Clinical Attendance Requirements
Clinical hours include all assigned learning activities for which clinical time or credit is awarded. Punctuality is essential in the nursing profession and is a component of professionalism. Students are expected to be on time for the scheduled clinical time. Any absence of more than 15 minutes from the clinical site during a scheduled shift including pre- or post-conference time will constitute a clinical absence for the entire day. Emergencies will be communicated with the division head and determined on a case-by-case basis. Arriving late, leaving early, or leaving during a shift disrupts the clinical experience for the student and can affect client care as well as the workflow for hospital staff. Students must give advance notice to the clinical faculty of any expected absences to their assigned clinical schedule.

Clinical Tardies
Students that arrive after clinical start time will receive a tardy. If the student is over 15 minutes tardy to clinical, then it will be considered an absence. If student is tardy three times to clinical, then that will be equivalent to an absence. If the student has three tardies, a Student Success Plan will be initiated to promote student success in the nursing course.

Clinical Absences
Students absent from clinical ***must notify the clinical instructor*** before the scheduled start of the clinical experience. If a student has two absences from clinical, a Student Success Plan will be initiated to promote student success in the nursing course. There will be a flat $50 charge for each clinical make-up day. The fee must be paid before clinical make-up.

NOTE: Clinical absences related to military duties will not be charged the clinical make up fee.

Clinical Make-up Time
Mandatory clinical make-up is a course requirement. Failure to complete clinical make-up during the scheduled clinical make-up period will result in **failure** of the course. Students may be required to complete full clinical days if they miss LRC or Simulation. No partial days of clinical make-up are allowed. Clinical make-up is required at the end of each clinical rotation to be successful in the NUR courses.

Missing clinical practicum hours does not allow adequate time for the student to meet the course outcomes, and thus constitutes failure of the course. The reasons for absences, regardless of how legitimate or important, do not alter the enforcement of this policy. Course faculty are not able to make exceptions to the policy. If a student misses more than the maximum time allowed, the student may not be allowed to continue in the clinical practicum, thus preventing progression in the ASN program.

NUR Course	Maximum allowance for missed clinical days (Includes LRC/Simulation)
NUR 1017	2
NUR 1026	2
NUR 2003/1104	1
NUR 2037	2
NUR 2047	2

Classroom and Clinical Evaluation Policies

Students in the ASN program are evaluated based on their Classroom and Clinical Performance.

In order to progress in the ASN Program, students must successfully meet **ALL** of the following conditions:

1. 75% average or above on total exam scores in each course.
2. Cumulative point total of 75% or above including exams and additional classroom points.
3. Successful completion of all clinical learning outcomes for NUR courses with clinical components.
4. No rounding of percentages with grades are allowed in the ASN program.
5. Any student who is caught cheating will receive a zero on their exam or assignment.

Classroom Evaluation Grading Scale (All ASN Courses)

- A = 90 – 100
- B = 80 – 89
- C = 75 – 79
- D = 65 – 74
- F = 64 or below

Classroom Performance

1. Written Examinations
   a. Course examinations are developed by the faculty responsible for the course.
   b. Examination content is directed by the course objectives for each unit of study.
   c. A test blueprint will be developed for each examination.
   d. Course faculty are responsible to evaluate each examination, utilizing statistical data to ensure the integrity and validity of the question construction.
2. Additional Course Points may include:
   a. Quizzes
   b. Classroom and Clinical Assignments
   c. In-Class Participation
3. Standardized examinations will be utilized throughout the nursing program to assess the performance of students in comparison with national norms. Points may be allotted toward classroom or testing points based on exam score.

Course Exam Failure

1. Failure of one examination in a course may place the student at risk of failing the course.
2. Students are responsible for initiating a meeting to review the exam and develop a plan to be successful in the course. For any unsuccessful exam, students are required to complete an exam review form.
3. Students may be referred to the Student Success Coordinator and their faculty advisor for additional assistance.
4. Students are not permitted to retake course exams.

Math Requirements

Students will be required to complete a math exam during each semester. Math/dosage calculation questions may be included on all course exams. Students will be given an opportunity to retake the math exam to achieve the minimum score requirement.

Clinical Evaluation Grading Scale

Clinical Grading is measured by "Pass" or "Fail." The clinical evaluation tool is completed by the instructor and student utilizing a rubric. It is reviewed by both instructor and student regularly, keeping the student informed of their progress in the clinical area. Students must have satisfactory clinical performance in all course learning outcomes to be successful in nursing courses. This will be reflected in the midterm and summative evaluations that are completed by faculty. Students not successfully meeting all clinical objectives at midterm will receive a "D" on their midterm course grade. 4th semester students who do not meet all clinical objectives at midterm may have clinical adjustments made by faculty. Students asked to leave by the clinical site and not permitted to return may fail the course and be dismissed from the program.

Satisfactory Clinical Performance is defined as a student that needs minimal verbal cues to accomplish desired behavior. Demonstration of successful performance will consistently include:

1. Utilize learning opportunities available to them
2. Demonstrate ability related to previously learned skills
3. Improve performance with practice
4. Recognize and correct own mistakes
5. Improve behavior following constructive feedback
6. Recognize and communicate own learning and supervisory needs
7. Regularly attend clinical practicum and clinical conferences

Unsatisfactory Clinical Performance is defined as a clinical practice that is unsafe and/or unsuccessful in demonstrating desired behaviors. The student needs repeated verbal and/or nonverbal cues from the instructor and is unable to meet one or more of the clinical performance expectations. Not Met performance may occur if the student consistently:

1. Fails to engage in learning opportunities available
2. Demonstrates marked difficulty with previously learned skills
3. Fails to improve with practice
4. Overlooks own mistakes
5. Fails to improve following constructive feedback
6. Fails to communicate with the instructor
7. Does not regularly attend clinical practicum and clinical conferences
8. Requires an unusual amount of supervision/assistance

Classroom or Clinical Student Success Plan

- Any student not meeting the course learning outcomes in the classroom or clinical setting will be issued a Student Success Plan.
- In a success plan, the instructor identifies areas of needed improvement with an established time frame for the student to meet the goals.
- A success plan is a written agreement between the faculty and the student.
- A copy of the success plan will be given to the student.
- Students on a success plan will be evaluated frequently to assess progress toward achieving their goals. Once their goal(s) are met, the success plan may be completed.
- Failure to meet the goals of the success plan may result in failure of the course.
- Students issued a success plan for behavior that does not reflect the mission and vision of the ASN program will remain on the success plan for the remainder of the time the student is in the ASN program.
- If a student elects to drop a course after the date to drop without academic penalty and has a clinical success plan in place, the student will receive no higher than a D.

ASN Professional Conduct

ASN nursing students must demonstrate professionalism in the classroom and clinical settings. Professional behaviors and attitudes must be congruent with the Code of Ethics for Nurses and the State of Missouri Nurse Practice Act. Students must show professionalism in the classroom as well as in the clinical setting. Students must follow all guidelines and policies set by SBU and those of the clinical site assigned.

Nursing Student Roles and Responsibilities

Nursing students are responsible for their actions in the delivery of patient care and are encouraged to seek out information as needed. Nursing students are expected to conduct themselves in a professional manner by following all college and clinical site policies.

Student Clinical Guidelines

1. All medications students administer must be checked by on-site faculty, preceptor or licensed nurse designated by the instructor using the 7 (seven) rights before administration of medications to the patient. The on-site faculty, preceptor, or designated licensed nurse must access all controlled substances or medications from the medication dispensing device. All controlled substances administered by the student must be under the direct supervision of the on-site faculty, preceptor or designated licensed nurse.
2. Students will document in the EHR the administration of any controlled substance given in the clinical site. Clinical site policy for licensed personnel witnessing the administration must be followed.
3. Only under the direct supervision of the on-site faculty, preceptor or designated licensed nurse, students may administer IV fluids, IV piggyback medications, IV push medications (Registered Nurses only), IM and/or SQ medications or utilize central lines. Students may not initiate access to implanted ports. The student may be allowed to independently administer IV saline flushes to peripheral IV sites at the instructor's discretion after satisfactory demonstration of this skill.
4. For every medication administration, the student must have the medications checked off by instructor/preceptor and have obtained permission to administer the oral medications independently.
5. All invasive procedures must have prior approval and be supervised by on-site faculty, preceptor, or licensed nurse designated by the instructor.

6. Students may not participate in the administration of blood or blood products. Clinical site policy regarding monitoring the infusion may be followed.
7. Students may not leave clinical facilities during clinical hours, including lunch.

Invasive Procedures Policy

Students may only practice IV insertions and IM injections on manikins in the Learning Resource Center. Students are not allowed to perform any invasive procedures on other students, friends, or family members on or off-campus.

Student Nurse Clinical Restrictions

The individual clinical site area may add additional restrictions.

Students will **NOT** perform the following procedures:

- Administer blood or blood products, moderate sedation, and parenteral chemotherapy
- Admissions or discharges
- Change PICC line dressings
- Document on restraints or other floor specific documentation
- Draw blood for laboratory testing
- Initiate access to implanted ports
- Perform bedside blood glucose testing (Note: Students who may have access as co-workers to perform tests do NOT have the approval to do so while in a student role.)
- Set up or program PCA's or epidurals
- Take verbal or phone orders or perform order entry

Documentation

1. Access to EHR will be based on the nursing student's completion of training appropriate for the level of experience the nursing program has requested.
2. Students are accountable for their documentation. The student should request a co-sign from the licensed nurse who witnessed the student's performance of any patient care that requires supervision. The responsible licensed nurse reviews and co-signs the student's charting for patient care they witnessed and notes additional assessment findings as necessary. The on-site faculty may review the student's charting as needed to evaluate the student's level of documentation competency.
3. Students may document the following:
    a. Daily care and care plan interventions
    b. Medication administration
        i. Patient assessments, re-assessments, and education
        ii. Patient charges for student care per clinical site institutional policy

Dress Code in the Clinical Setting

Students not complying with this policy will not be allowed to participate in clinical. Failure to comply with the below requirements may result in a tardy or clinical absence (fees for the make-up day will be required). Faculty reserve the right to require students to remove any item inappropriate in the clinical setting.

1. Students are responsible for maintaining appropriate levels of personal hygiene.
    a. A person free from body and clothing odor, including cigarette/cigar/cannabis smoke or products (perfumes, lotions, or cologne).
    b. Oral care, daily showering/bathing, and the use of deodorant/antiperspirant are expected.
    c. Make-up should create a natural appearance.
2. Hair should be neat, clean, pulled back off the face, secured with small non-distracting items that allows the hair not to hang over or encounter patients or equipment. Extreme hair styles and/or non-natural/fad colors, including sprayed coloring are not appropriate in the clinical setting.
    a. Small (less than 2 inches) white, black, or neutral color headbands are permitted. Hats, caps, head scarves or large hair ornaments (unless approved due to religious accommodation or medically necessary) are not permitted.
3. Facial hair
    a. Beards, mustaches, and sideburns must be well groomed.
    b. Clean shaven without the appearance of stubble.
4. Nails – Per CDC recommendations, if providing patient care fingernails are to be kept well-groomed with the length not to extend greater than ¼ beyond the fingertip.
    a. Artificial fingernails, acrylic extenders, dipped, or shellac is not permitted.
    b. No nail polish or nail ornaments are allowed.
5. Eyelashes- Long, artificial eyelashes should not be worn during invasive procedures. If worn, eye protection must be worn to protect the sterile field from contamination.
6. Jewelry & Body piercings
    a. No body piercing jewelry is permitted, except for two studs per ear only (no dangling or hoops) and one small stud nose piercing. No bar bells or ear cuffs. Daith piercings are allowed. Gauge piercings must use solid flesh or clear plugs. All jewelry must be professionally appropriate.
    b. Watches are permitted.
    c. A maximum of one ring set per hand is allowed.
7. Tattoos – SBU and/or clinical site reserves the right to judge the appearance of visible tattoos. Tattoos may be visible so long as the images or words:
    a. Do not convey violence, discrimination, profanity, sexually explicit content, gang or other group affiliation, extremist philosophy, or depict illegal activities. Tattoos containing such images or messages must be completely covered while at clinical.
    b. Tattoos on the head, face, neck and scalp must be covered.
8. Students will wear the designated uniform of College of Health Professions which must be appropriately maintained and laundered to appear neat, clean, free of wrinkles, stains, tears, frays and rips, and fit appropriately. The uniform may not be worn when working outside the student role. Undergarments must not be visible even with normal movement.
    a. A **plain** white or black tee shirt or turtleneck may be worn **under** the scrub top if desired.

b. Scrub pants must be hemmed (not rolled) so that they do not touch the floor.

9. Shoes must be appropriate for the work area, clean; black, white, or neutral colors are required . Shoes must be made of leather or leather-like material. No mesh allowed.

    a. In compliance of clinical site recommendations, CDC, OSHA, and Joint Commission guidelines, shoes must be made of a material that will not absorb or allow bio-hazardous materials to pass through and that can be cleaned.

    b. Socks or hose are required in the clinical setting.

10. The name badge issued by the College of Health Professions must be worn for all clinical experiences, displayed with the picture and identifying information facing outward, remain clean and free of clutter, and worn on the outermost layer of uniform and not at the waist. If the student is a co-worker at the clinical site, the student badge must be worn over the co-worker badge.

11. Students will purchase required uniforms prior to beginning in the ASN program.

    a. Student must wear their uniforms in the LRC at all times.

    b. The color of the pant must match the color of the top.

    c. Students may wear the SBU embroidered white lab coat only over uniform (no hoodies, fleece, warm-up jackets, etc.)

Use of Preceptors in the ASN Program

In the ASN program, preceptors are used as role models, mentors, and supervisors of students in clinical settings, except for the fundamentals nursing course. Preceptors do not replace faculty in the education of the student but serve to assist faculty and the student in achieving the clinical outcomes.

ASN student additional responsibilities include:

- Assume responsibility for own learning and professional development in completion of the clinical assignment.
- Notify the preceptor and the responsible faculty of any problems or concerns in the clinical setting or problems with the completion of clinical hours as soon as they are known to the student.

Certification or Licensure(s)

Graduates of the ASN program are eligible to apply for the NCLEX-RN exam. *Completion of the program does not guarantee eligibility to take NCLEX-RN examination.* RN applications are completed during the final semester of the ASN program.

4.5 HSC Program Information & Requirements

Program Information Page

ASHS Website: https://www.sbuniv.edu/academics/programs/health-sciences-associate.php
BSHS Website: http://www.sbuniv.edu/academics/programs/health-sciences.php
BSHA Website: https://www.sbuniv.edu/academics/programs/health-administration.php

Office: 4431 S. Fremont St.
Springfield, MO 65804

HSC Program Educational Outcomes/Competencies

ASHS Program Educational Outcomes/Competencies

1. Foundational Knowledge of Healthcare: Acquire essential knowledge of anatomy, physiology, medical terminology, and healthcare to support effective entry into the healthcare workforce.
2. Communication Skills: Demonstrate effective communication in varied formats to convey information clearly and collaborate with others in a healthcare setting.
3. Critical Thinking and Adaptability: Exhibit the ability to understand and evaluate information, make informed decisions, and adapt to the dynamic nature of the healthcare industry.
4. Cultural Engagement and Ethical Conduct: Demonstrate respect for diverse cultural perspectives and apply ethical principles in all aspects of healthcare practice, guided by a biblical worldview of compassion and service.

BSHS Program Educational Outcomes/Competencies

1. Demonstrate communication skills through oral, technological, and written communication media.
2. Analyze cultural environments through multicultural prospective.
3. Evaluate ethical behavior and social responsibilities at the personal, organizational and societal levels.
4. Demonstrate management / leadership principles to effectively lead in the field of health sciences.
5. Apply research in the field and subfield of health sciences.
6. Integrate Christian discipleship to direct, inform and guide the provision of health care services in leadership

BSHA Program Educational Outcomes/Competencies

1. Demonstrate a comprehensive understanding of the healthcare system: analyze and evaluate the structure, functions, and dynamics of the healthcare system, including its various stakeholders, policies, and regulations.
2. Apply business and management principles to healthcare settings: apply fundamental business and management principles, such as finance, marketing, human resources, and organizational behavior, to effectively manage healthcare organizations and improve operational efficiency.
3. Develop leadership skills for healthcare administration: demonstrate effective leadership skills, including the ability to communicate and collaborate with diverse teams, make informed decisions, and adapt to changing healthcare environments.
4. Utilize technology and data analytics in healthcare administration: leverage technology and data analytics to enhance healthcare delivery, improve patient outcomes, and make data-driven decisions for strategic planning and resource allocation.

5. Promote ethical and culturally sensitive healthcare practices: demonstrate ethical decision-making and cultural competence in healthcare administration, advocating for patient rights, and ensure equitable access to quality healthcare settings.

Admission to the HSC Program

See SBU Undergraduate catalog.

Transfer Hours

See SBU Undergraduate Catalog, Health Sciences, Transfer of Credit Hours

Dual Enrollment for ASR/BSHS

ASR students may take designated BSHS courses during the ASR program. Students may take up to six credit hours per semester

New Student Orientation

BSHS Students will automatically be enrolled in HSC 3010 New Student Orientation when they enroll in their first course. This is a no credit course designed to familiarize the student with the program, learning management system, and promote success in the nursing program.

Progression & Retention Requirements in the HSC Program

Academic Probation
See SBU Undergraduate Catalog

Program Probation
The HSC program probation differs from the University Academic Probation. This difference is justified by the grading requirements under the academic standing requirements in the undergraduate catalog because the HSC major requires a higher GPA than the overall university requires for all coursework in the major.

Students must achieve a grade of "C" or better in all HSC major requirements courses and/or a program requirement course. A student who fails one BSHS major requirement course will be placed on probation throughout the duration of the HSC program.

At the end of each academic term if a student receives a "D" or below in one HSC major requirements course and/or program requirement course the student is placed on program probation and is required to repeat that course in the next full term the course is offered. This may be dependent upon class availability.

The program and/or college administration will notify the student through electronic communication of program probation status and any actions needed.

Grade Appeal
See SBU Undergraduate Catalog

Program Dismissal
At the end of each academic term, if a student receives a "D" or below on two or more HSC major requirements courses and/or program requirement courses (i.e. BIO 2204/2414, BIO 3304/3414, HSC 1013), the student is dismissed from the HSC program.

Students will be officially notified by the HSC Division Head and dean of program dismissal.

HSC Program Appeal
HSC Program Appeal Requests

1. Students are permitted one appeal request throughout the duration of the HSC Program. Program appeal requests are considered on a case-by-case basis.

2. If an appeal is approved for a student, any additional major/program requirements and course failure by that will result in the student's dismissal from the HSC program.
3. Violation of any College or SBU policy may jeopardize the student's progression in the HSC Program.

Steps for Requesting an Appeal

1. Student must submit a Student Appeal Request form online. **This request must be submitted no later than five calendar days after notification of program dismissal.**
2. Student must contact the HSC Division Head to schedule a virtual, phone, or in person meeting with the HSC Division Head and/or Dean and a minimum of two members from the APR committee.
3. The APR Committee members, Dean, and HSC Division Head will review the Appeal Request after meeting with the student and make a final decision. They will use the Appeal Request Rubric to determine if an exception will be granted.
4. Exceptions to this policy may be reviewed on a case-by-case basis by the HSC Committee, Instructor, HSC Division Head, and or Dean.
5. The Dean and/or HSC Division Head will notify the student of the final decision in writing within five business days of the meeting.
6. The appeal request and final decision documentation will be retained by the University as part of the student's permanent record.

HSC Program Re-Admission
See Admission to the HSC Program

Incompletes
See SBU Undergraduate Catalog.

HSC Program Exit
1. If a student decides to leave the HSC program, it is recommended the student meet with their faculty advisor and/or HSC Division Head to discuss options including other potential programs, additional course work, remediation, etc.
2. It is recommended the student also meet with the Office of Financial Aid to discuss the financial implications, or should also advise the student of any other potential program options, additional course work, remediation, etc.
3. Students who intend to leave the HSC program, should schedule an appointment or email their academic/faculty advisor to initiate the program exit process.

4.6 ASR Program Information & Requirements

Program Information Page

Website: http://www.sbuniv.edu/academics/programs/radiography.php

Office: 4431 S. Fremont St.
Springfield, MO 65804

Mission of the Associate of Science in Radiography Program

The Associate of Science in Radiography (ASR) Program of Southwest Baptist University pursues excellence in education in a personalized Christian environment by preparing students to be competent, compassionate Radiologic Technologists.

ASR Program Educational Outcomes/Competencies

Programmatic Assessment Goals

1. Goal: Students will be clinically competent.

   Student Learning Outcomes:
   - 1.1 Students will demonstrate correct positioning skills
   - 1.2 Students will acquire diagnostic images

2. Goal: Students will apply critical thinking and problem-solving skills.

   Student Learning Outcomes:
   - 2.1 Students will analyze radiologic images.
   - 2.2 Students will perform non-routine procedures.

3. Goal: Students will exhibit professional practice.

   Student Learning Outcomes:
   - 3.1 Students will demonstrate professional behavior.
   - 3.2 Students will model servant leadership.

4. Goal: Students will communicate effectively.

   Student Learning Outcomes:
   - 4.1 Students will communicate effectively with patients.
   - 4.2 Students will demonstrate oral communication skills.

Programmatic Effectiveness Goals

1. Goal: Students will pass the ARRT national certification exam on the first attempt.
2. Goal: Of those seeking employment, graduates will find employment within 12 months post-graduation.
3. Goal: Students will complete the program.
4. Goal: Students will be satisfied with the program.
5. Goal: Employers will be satisfied with the graduates..

Functional Abilities Necessary for Participation in the ASR Program

The ASR Program prepares the student to be an entry level radiographer. Students must demonstrate physical, emotional and mental well-being which will permit them to successfully perform the essential tasks of a Radiologic Technologist. The essential tasks of a Radiologic Technologist include, but are not limited to:

1. Having sufficient strength, motor coordination, and manual dexterity to:
    a. Move, manipulate, and adjust a variety of x-ray equipment, including mobile and other accessory equipment, in order to align the patient, x-ray equipment, and image receptor. Carry image receptors from the exam room to the image processor.
    b. Lift, move, and transport patients from wheelchairs or carts to the x-ray table or the patient's bed. Assist weak ambulatory patients to the restroom, dressing room, or exam room.
    c. Communicate effectively with patients and their families in all aspects of their care.
    d. Communicate effectively, verbally and in writing, with providers, staff members, and instructors.
2. Being capable of:
    a. Standing and walking a majority of the time during assigned hours.
    b. Giving physical and emotional support to the patient during radiographic procedures. Recognizing emergency situations and providing emergency care until the physician arrives.
    c. Adapting to stressful situations related to technical and procedural standards and patient care situations.
3. Having mental, visual, or intellectual capacity to:
    a. Evaluate and critique images to identify proper patient identification, positioning, exposure factors, and technical quality.
    b. Select, calculate, and manipulate exposure factors adapting to the requirements of the procedure and patient's needs with sufficient speed and accuracy.

Advanced Placement

An advanced placement student is any student who transfers credits to the Associate of Science in Radiography (ASR) program from another ASR program. See admission criteria for general information.

An ASR applicant for advanced placement must complete all ASR application requirements. Radiography courses taken at another college will be reviewed on an individual basis for acceptance as radiography credits.

New Student Orientation

ASR students will be required to attend a Mercy College of Health Professions campus orientation at the beginning of the program. ASR students will be required to complete orientation to the clinical site prior to the beginning of Clinical Education I. ASR students will be required to complete all on-line education required by Mercy College of Health Professions and by the clinical site as applicable.

Sample ASR Program Plan or Program Requirements

See SBU Catalog for ASR Degree Major.

Prerequisites total: 21 hours:

- ENG 1113 English Composition 1 (3 hours)
- PSY 1013 General Psychology (3 hours)
- MAT 1143 College Algebra (3 hours) *or higher*
- BIO 2204 Human Anatomy & Physiology I (4 hours) or BIO 2414 - Human Anatomy for Health Sciences
- BIO 3304 Human Anatomy & Physiology II (4 hours) or BIO 3414 - Human Physiology for Health Sciences
- CHE 1003/1001 Chemistry for Allied Health *or* General Chemistry *or* General Physics (4-5 hours)

Radiography Program Courses: 51 hours

Fall 1st Year: 13 hours

- RAD 1103 Intro to Radiologic Technology, 8-week course (3 hours)
- RAD 1303 Radiographic Procedures I (3 hours)
- RAD 1313 Radiographic Procedure Lab (3 hours)
- RAD 1504 Radiologic Science (4 hours)

Spring 1st Year: 12 hours

- RAD 1604 Radiographic Procedures II (4 hours)
- RAD 1803 Radiographic Imaging I (3 hours)
- RAD 1002 Clinical Education I (2 hours)
- HSC 1013 Medical Terminology, 8-week course (3 hours)

Summer 2nd Year: 3 hours

- RAD 2103 Clinical Education II (3 hours)

Fall 2nd Year: 12 hours

- CORE Biblical Worldview (3 hours)
- RAD 2612 Radiographic Procedures III (2 hours)
- RAD 2812 Radiographic Imaging II (2 hours)
- RAD 2922 Radiologic Pathology (2 hours)
- RAD 2203 Clinical Education IV (3 hours)

Spring 2nd Year: 11 hours

- CORE Biblical Worldview (3 hours)
- RAD 2902 Radiation Protection & Biology 8-week course (2 hours)
- RAD 2944 Curriculum Review, 8-week course (4 hours)
- RAD 2212Clinical Education IV (2 hours)

Total: 72 hours

Hybrid/Blended Radiography Course

The radiography course content is delivered both in person/in a classroom and via distance education; 1% to 49% of the traditional in-person/in-a-classroom time is replaced with work via distance education, typically delivered asynchronously. The component delivered via distance education includes learning activities that reduce the time traditionally spent in the in-person/in-a-classroom component.

National Review Seminar

A national review seminar is provided as part of the RAD 2944 Curriculum Review course. This is a two-day seminar held in Springfield with emphasis on subject content of the American Registry of Radiologic Technologists (ARRT) exam. Registration fees are paid by Southwest Baptist University.

Attendance at the seminar is a requirement for completion of the Curriculum Review Course. The seminar is subject to availability.

Progression & Retention Requirements in the ASR Program

ASR Progression Requirements

To continue in the ASR program the student must fulfill the following requirements:

1. Compliance with all policies of SBU, clinical sites, and the radiography program.
2. Maintenance of a grade of "C" or higher in all required courses, radiography, science or other. To progress in a radiography course, the student must meet all pre-requisites or co-requisites for the course.
3. Maintain GPA of 2.0
4. Required TB screening, required immunizations, and annual flu immunization (see health requirements).
5. Attendance of College and/or the ASR Program Orientation at the start of the program.
6. Completion of orientation to the clinical site as applicable prior to Clinical Education I.
7. Current Healthcare Provider CPR certification. This is completed prior to or during Clinical Education I and must be current for all subsequent Clinical Education Courses.
8. Grade of D or less in one required ASR radiography courses will result in dismissal and ineligibility to continue in the ASR program
9. Meet functional abilities (see Functional Abilities Necessary for Continuation in the ASR Program).
10. A student who has been dismissed or has withdrawn voluntarily from the program must reapply to the radiography program to be re-admitted.

Progression Exception Requirements

There are no exceptions to the ASR Progression requirements.

Advisement of Student Achievement

ASR students will be apprised of their academic and clinical progress in a timely manner. Advisement of academic and clinical progress in the ASR program will be held at the end of the Fall and Spring semesters. For situations requiring immediate attention or if a student fails a Performance Evaluation, the student will be advised as soon as possible. Because learning is a cumulative process, students will be accountable for applying previously acquired knowledge in the clinical area.

ASR Program Re-Admission

A student who has been dismissed or has withdrawn voluntarily from the program must reapply to the radiography program to be re-admitted. Re-Admission to the program will be at the discretion of the radiography admission committee and the Dean of the College.

A student who has earned a D or F in a radiography course is not eligible to repeat the radiography course and will not be re-admitted to the program.

A student who has been readmitted to the radiography program is placed on academic probation by the Dean of the Mercy College of Health Professions. A student is only allowed to be re-admitted to the program one time.

The Dean will monitor the student's further progress in the program and may prescribe additional support activities to promote the student's success in the program.

Success Plan

For the student who is not demonstrating competency of the clinical or academic course objective(s) or that need additional assistance meeting the objective(s), a written success plan will be established. This contract will identify the course objective(s) not being met and will include an objective description of student behavior(s) identifying concern. The terms of the success plan will include the student's plan for improvement. A copy will be given to the student. Students will be evaluated according to times established in the success plan in order to check on their progress toward meeting the goals of their plan for improvement. Failure to meet the goals of the plan may result in course failure or dismissal from the program.

Success plans issued for student behavior that does not reflect the mission and vision of Southwest Baptist University and/or the clinical site's values and service standards will remain active the rest of time the student is in the program. Failure of the student to correct this type of behavior may result in dismissal from the program.

Safe Practice in Radiologic Technology

The faculty of the ASR Program support the Mission and values of the Mercy College of Health Professions campus and Southwest Baptist University. Safety in the profession of Radiologic

Technology is required of all technologists and students. The following are grounds for course failure and may result in dismissal from the program:

1. Clinical staff or the clinical facility refusal to continue working with the student due to clinical safety issues.
2. Initiate or unsafe behavior in the classroom that indicates impaired judgment and/or unfit condition for the learning environment. Such behaviors can be caused by, but not limited to, drug use, alcohol use, and lack of sleep.
3. Inappropriate or unsafe behavior in the clinical setting that indicates impaired judgment and/or unfit condition to provide safe patient care. Such behaviors can be caused by, but not limited to, drug use, alcohol use, and lack of sleep.
4. Abuse or inappropriate behavior, including but not limited to intimidation, threats or acts of violence to patient, staff, faculty or student.
5. Patient neglect.
6. Breach of patient confidentiality (HIPAA).
7. Dishonesty with patient or own actions.
8. Other unsafe clinical practice (as deemed by faculty).

Incomplete Grades/Work:

Please refer to the SBU Undergraduate catalog for the incomplete grades policy.

If all Clinical Education course requirements are not completed but the student has otherwise satisfactory performance (passing), the student may receive an Incomplete "I" grade for the Clinical Education course.

It is the responsibility of the student to complete all make-up time and clinical requirements within a specified time limit outlined in the SBU Undergraduate Catalog. If the incomplete is not cleared within this specified time limit, the "I" grade will to convert to Fail "F".

The ASR department limits the number of student incomplete requests to one (1) per academic year. A student may not receive an incomplete grade in a radiography (RAD) course if they have received a Fail "F" in another radiography (RAD) course. If the student receives a Fail "F" in a radiography (RAD) course then any radiography (RAD) incomplete grade will be converted to a Fail "F." Exceptions to this policy may be reviewed on a case-by-case basis the ASR Faculty, Division Head, and the Dean.

Student Program Withdrawal

Any student desiring to withdraw from the program is asked to write a letter or official email declaring his or her intentions and state the reason for the action.

A student who does not call or report to his or her assigned clinical area or to class on four consecutive days is considered withdrawn from the program.

ASR Classroom & Lab Policies

ASR Program General Classroom Policies

1. Students are responsible for compliance with the policies stated in the Student Handbook.
2. It is expected that Written and Lab Exams will be taken on the date scheduled (see attendance policy on missed exams).
3. Faculty reserves the right to make changes in the class schedule as they deem necessary to facilitate the learning process.
4. Plagiarizing or cheating will result in an automatic "0" for that assignment or exam.
5. Students' papers, logs, and projects become the property of SBU. If students wish to have their own copy; they should make a duplicate before submitting the original.
6. Students will have the opportunity to evaluate the course and the faculty at the end of the course.

Classroom Attendance Requirements

Students are expected to arrive on time for class and stay until class dismissed. Excessive tardies may result in a grade reduction at the instructor's discretion.

Attendance is expected in all classes and strongly encouraged for the ASR program progression and maximum preparation for the Radiography certification exam through the AART. Students must be present for all In-Class Assignment for points to be awarded.

Absence for any reason does not relieve the student of responsibility for any course requirements. Students must contact the course instructor and/or program coordinator within 24 hours of the missed class period. The faculty will notify the student by email after the second absence to promote student success. Absences are defined as excused or unexcused. The faculty reserves the right to determine if the absence is excused. Examples of excused absences are illness or injury with a written physician's excuse for the actual day missed, required legal proceedings, or for absences due to an approved funeral leave.

Students are allowed two unexcused absences per course. A third unexcused absence will result in a 5% grade deduction. Each additional unexcused absence will result in subsequent 5% grade deduction.

Faculty reserves the right to state more specific attendance guidelines for the course.

Testing Attendance Policy

Students are expected to take written tests as they are scheduled. An absence resulting in a student missing a written test will result in a 5% grade reduction for the individual test (even if the student makes up the test). A grade reduction will not result if the is excused. In the event of an absence, it is the responsibility of the student to contact the instructor within 24 hours of the missed test in order to schedule a makeup test.

Lab Attendance Policy

Location of Lab Classes

Lab classes are held in conjunction with many of the radiology courses and involves demonstration, practice, and experimentation. Lab classes are held under the supervision of the course instructor. Most Lab classes are held in

the x-ray lab in the JF Johnson building. Some lab classes take place at a clinic site or the simulation center depending upon the needs of the lab class.

Because of the nature of the lab classes, practice labs cannot be made up outside of their regularly scheduled time. Students are expected to take lab tests as they are scheduled. An absence resulting in a student missing a lab test will result in a 5% grade reduction for the individual test. A grade reduction will not result if the absence is due to illness or injury with a written physician's excuse for the actual day, a family emergency such as death or serious illness/accident, a funeral leave, or a university-sanctioned event. In the event of an absence, it is the responsibility of the student to contact the instructor within 24 hours of the missed test in order to schedule a makeup test.

Late Work Policy

Late work is highly discouraged due to the format of classes and the need for student professionalism as displayed in timeliness of work in the course. All course assignments, writing, journals, etc. will not be accepted after a period of 48 hours past the due date unless prior arrangements have been made with the course instructor. Five percent (5%) will be deducted for each day the assignment is late. After 48 hours, acceptance of assignments will be up to course instructor's discretion.

Classroom Evaluation Policies

Evaluation of classroom achievement is based on course objectives through written examination, practical examinations (labs), written, and/or oral presentations, and selected assignments. Course examinations will be developed by faculty responsible for the course. Examination content will be directed by course objectives for each unit of study covered by the examination. Course faculty will be responsible for carefully evaluating each examination.

A cumulative score of 80% must be achieved to successfully complete the course.

Classroom Evaluation Grading Scale

Grades are maintained on students for all classroom and clinical assignments. Students are to maintain a grade level of 80% (C) or above for each course. The following is the grading system:

Classroom/Grading Scale

- 94% - 100%: A
- 87% - 93%: B
- 80% - 86%: C
- 79% & below: F
- Passing = P
- Failing = F

Course Exam Failure

Students may be referred to an Academic Advisor for study skills assessment and remediation as needed. If a student is failing at midterms, the student will be required to meet with course faculty to develop a success plan.

ASR Classroom & Lab Policies

Professional Conduct

Students will conduct themselves in a professional manner that is consistent with the AART© Code of Ethics for the profession of Radiologic Technology at all times.

1. Students are expected to respect and abide by the philosophies of Southwest Baptist University (SBU) and that of the clinical site.
2. Students must abide by all policies of the clinical facilities (hospital and clinics) during their clinical assignments. Students failing to abide by any policies are grounds for course failure and may result in dismissal from the program.
3. Students must abide by all safety policies. Students failing to abide by any policies are grounds for course failure and may result in dismissal from the program.
4. Faculty, administration, students, patients, physicians and employees of SBU and the clinical site will be treated with respect and dignity at all times. Disrespectful behavior and insubordination will not be tolerated. Students will be asked to leave the classroom or clinical area and the time will be considered as an absence.
5. Disruptive conduct (i.e. sleeping, talking, interrupting the instructor) or offensive behavior, will not be tolerated in either the classroom or clinical. Students will be asked to leave the classroom or clinical area and the time will be considered as an absence.
6. Students are subject to the SBU policies regarding academic integrity.
7. Confidentiality is imperative. Health professionals must keep the patient's Protected Health Information (PHI) confidential and secure. Health professionals have an obligation to follow the laws of the Health Insurance Portability and Accountability Act (HIPAA). Students must not discuss patient information in any public area of the health center or the community (i.e. restaurant, cafeteria, elevator, lobby, home, control area in radiology services, etc.). Students will limit discussion of patients to the classroom or with their clinical preceptors or supervisors in a private area. Students must never place health system information considered highly confidential on a social network site that conflicts with the clinical site's, policies and procedures, or that compromises the privacy and security of any patient, physician, co-worker, student, of the clinical site.
8. Professional misconduct will not be tolerated.

Any program faculty member can ask a student to leave the clinical area or classroom at any time due to inappropriate behavior, after which a formal suspension decision will be made.

Dress Code Clinical/ Lab Classes

A uniform is required for ASR students to properly identify them to patients, visitors, physicians and the community. Each student reflects the philosophy of SBU by one's actions, words, deeds and appearance. Appearance is to be conservative, not mirroring the latest fashion trends and in compliance with current infection control policies.

1. Students adhere to the clinical dress code for all clinical rotations.
2. Students must reflect a high standard of cleanliness and hygiene at all times in the clinical setting. Students should appear and smell clean without odors on them or their clothing. This includes the need for sensitivity when using colognes or perfumes that could be offensive to others.
3. The student will wear the uniform required by the ASR program. The uniform must be appropriately maintained and laundered so it appears neat. When working outside the student role, the student uniform may not be worn.
4. Students may wear scrubs owned by the clinical site only in designated areas (i.e. surgery, special procedures). Scrubs owned by the clinical site may not be worn out of the clinical site. Students who wear hospital scrubs must wear street clothes in, change, and wear street clothes out.
5. Students are to wear their radiation monitoring devices (provided by the program) while they are on duty.

6. The name badge issued by the ASR program must be worn for all clinical experiences and is to be worn over the Co-Worker Badge if you are employed by Mercy.

7. A plain white tee shirt or turtleneck without any visible markings on it may be worn under the scrub top if desired. White is the only acceptable color that may be worn. The tee shirt or turtleneck may not be worn without the scrub top.

8. Scrub pants with the waist folded or rolled down are not acceptable. Pants should be worn at the waist line. Pants that touch the floor/ground that have become soiled or frayed are not acceptable.

9. Undergarments must not be visible even with normal movement and no visible print, pattern, or color should be apparent.

10. Dark colored "duty" shoes or leather/vinyl athletic shoes are preferred for clinical experiences. In order to comply with CDC, OHSA and Joint Commission guidelines, shoes may not have open toes or "holes" which would allow materials to pass through. Shoes must be clean. Canvas shoes are not acceptable. Socks or hose must be worn with scrubs. Socks or hose that are loud colors or vividly patterned are not appropriate.

11. Facial jewelry is allowed only in the ear. Earrings will be limited to maximum of two in each ear and will be no longer that ¾ inch in length. Jewelry should be kept to a minimum to comply with infection control standards. A maximum of one ring set per hand is allowed. Safety and appropriateness for the workplace will determine the wearing of all other jewelry including necklaces and bracelets. In all cases jewelry must not affect services provided in any way including cleanliness, nor should they be noisy or distracting.

12. Hair, including facial hair, shall be neat, clean, and well-groomed. Hair which is shoulder length or longer must be secured at the nape of the neck or worn up with no loose strands. Hair which is long enough to fall forward into work area shall be pinned up off the neck in a neat manner. Hair ornaments must be small and non-distracting. Extreme hairstyles and/or colors, including temporary colors are not acceptable. Beards and mustaches must be neat, clean, and trimmed. For male students, daily shaving is required if necessary so that stubble is not present. The "unshaven look" is not acceptable.

13. Students are not to wear hats, caps, or head scarves unless approved due to religious accommodation, medically necessary, or necessary to achieve a sterile environment.

14. Fingernails must be clean, well-manicured, and not to extend greater than ¼" beyond the fingertip to ensure the health and safety of patients. Artificial fingernails, acrylic extenders, dipped and shellac are not permitted. If polish is worn, it cannot be chipped, cracked, or peeling. Nail ornaments are not allowed.

15. Tattoos may be visible so long as the images or words do not convey violence, discrimination, profanity, sexually explicit content, gang or other group affiliation, extremist philosophy (e.g., racial, gender, religious, and/or ethnic hatred or intolerance, etc.), or depict illegal activities. Tattoos may not be obscene or offensive. Tattoos containing such images or messages must be completely covered during working hours. Tattoos on the head, face, neck and scalp must be covered.

16. Students will wear the uniform for Radiographic Procedures Course Labs.

17. The school faculty reserves the right to determine the appropriateness of dress.

Failure to observe the dress code policy: If a student is dressed inappropriately, he/she will be sent home to change. Additional infractions will result in the student being sent home with the day counting as an absence.

Clinical Assignments

All student clinical rotations begin at 8:00 a.m. and end at 2:30 p.m. Evening rotations begin at 2:00 pm and end at 8:30pm. The specific times may be found in the clinical education course syllabi. The school's week begins on Monday and ends on Friday. Students are never scheduled for more than 40 hours in one week for the radiography

program (classroom and clinical). The program limits assigned student activities to educationally related and valid academic and clinical requirements. Students are not allowed to take the place of qualified staff, and must follow the Student Supervision Policy. Clinical Education Schedule and student hours are subject to change.

Course	Duration	Days	Hours per week	Hours per semester
RAD 1002 Clinical Ed I (Spring)	14 weeks	Tues Thurs Fri	16 hours/week	248 total hours
RAD 2103 Clinical Ed II (Summer)	8 weeks	Mon Tues Wed Thurs	24 hours/week	248 total hours
RAD 2203 Clinical Ed III (Fall)	14 weeks	Mon Wed Fri	16 hours/week	248 total hours
RAD 2212 Clinical Ed IV (Spring)	14 weeks	Mon Wed Fri	16 hours/week	248 total hours

Maximum: 992 total hours
Clinical Education Schedule and student hours are subject to change

Clinical Attendance Policy:
Attendance is expected and strongly encouraged for maximum preparation for the profession of Radiologic Technology. In order to graduate, students must complete the prescribed curriculum, both didactic and clinical, and fulfill attendance requirements. Arriving late, leaving early, or leaving during a shift disrupts the clinical experience for the student and can affect patient care.

In order to keep proper attendance records, students are required to properly document their clinical attendance. **It is the student's responsibility to keep track of their attendance including tardies and absences.**

Students will use the Trajecsys system and will be required to **use only Mercy computers designated for the student's assigned rotation area**. Students cannot sign in or out in areas remote from the clinical rotation area (e.g. another area of the clinic or hospital).

Students will use the established sign-in and sign-out processes to document their time. Failure to follow the correct processes will result in the time not being counted.

Arrival/Sign In and Tardy Policy:
Students are required to sign in each day upon arrival in the designated area using the Trajecsys system.

Punctuality is essential and is a component of professionalism. Arriving 8 minutes past the start time of the clinical day will constitute a tardy (see Clinical Attendance Grading Score).

It is the student's responsibility to keep track of their attendance including tardies.

Dismissal/Sign Out:
The student will sign out using the Trajecsys system. If the student leaves 8 minutes early, it will be considered leaving early. The time will be deducted from the student's absence per semester and the amount deducted will be in 30 minute increments.

If the student needs to leave early, the student **must** receive permission from a technologist or faculty member. If the technologist lets the student leave early, the student **must** contact the clinical coordinator **prior** to leaving. The student must put the name of the technologist letting them leave in the Trajecsys exemption form.

Absences:
If the student will be absent from clinical, the student **must email the clinical coordinator and program coordinator** prior to the scheduled time of clinical assignment.

The student **is** allowed 20 hours of absence per semester :

Course	**Semester**	**Maximum absence hours**
RAD 1002 Clinical Education I (Spring)	Spring 1st Year	20 hours
RAD 2103 Clinical Education II (Summer)	Summer 1st Year	20 hours
RAD 2203 Clinical Education III (Fall)	Fall 2nd Year	20 hours
RAD 2212 Clinical Education IV (Spring)	Spring 2nd Year	20 hours

Students are given a specified number of hours per semester as stated above. All hours missed in excess of the allotted hours given must be made up. All hours missed in excess of the allotted hours will result in a reduction in the student's clinical score (see Clinical Attendance Grading Score). Hours not used will roll over into the next semester with a 50 hour cap on rollover hours.

Students who cannot attend a scheduled clinical day for weather-related reasons will be allowed to make up the clinical day without a grade reduction.

Trajecsys Exception Forms
Time exceptions may be filed instead of clock ins/outs if for any reason the student is unable to file a time record as soon as the student arrives or departs a clinical site. Time exceptions should never be filed unless there is an extenuating circumstance, and a reason for filing one must always be provided.

Students are expected to complete exception forms in a timely manner. For absence(s) or a missed exception form (clock in/clock out), the student must complete the exception form the 1st day the student returns to clinical. For an early clock out the student must complete the exception form before the student actually leaves the clinical site.

For each semester only four Exception Forms due to missed clock ins/clock outs and/or the wrong clinical site are allowed. Each missed clock in/clock out or wrong clinical site in excess of four will result in a deduction in the student's clinical score (see Clinical Attendance Grading Score).

The following are examples of absences:

1. When the student does not report to his or her assigned area at the scheduled time.
2. Missing 60 minutes or more during the scheduled clinical day.
3. Leaving the assigned area without permission or proper documentation according to the established procedure.
4. Misrepresenting sign in or sign out times.
5. Having someone other than self-sign in or sign out.
6. Using a computer to sign in or sign out that is not designated for the student's assigned rotation area.

Clinical Attendance Grading Score:
The student will begin each semester with 100% for clinical attendance.

- Each tardy will result in a 5% reduction in the student's clinical score.

- Every absence in excess of the allowed 20 hours per semester will result in a 5% reduction in the student's Clinical Attendance score. A grade reduction will not result if the absence is due to illness or injury **with a written physician's excuse** for the actual day, a family emergency such as death or serious illness/accident, a funeral leave, or a university sanctioned event.

- An additional 5% will be deducted in the student's clinical score for failing to notify the clinical faculty and program director within 60 minutes of the scheduled time of clinical assignment if the student will be absent from clinical.

- An additional 5% will be deducted in the student's clinical score for leaving the assigned area without permission or proper documentation (see 3 above and sign-in/sign out procedures).

- An additional 5% will be deducted in the student's clinical score for misrepresenting sign in or sign out times (see 4 above).

- An additional 5% will be deducted in the student's clinical score for having someone other than self- sign in or sign out (see 5 above).

- An additional 5% will be deducted in the student's clinical score for using a computer to sign in or sign out that is not designated for the student's assigned rotation area. (See 6 above).

The student must achieve a score of 80% or above in the Clinical Attendance score to successfully pass and complete Clinical Education courses. A score of 79% or below will result in a failure of the Clinical Education course.

Make Up Time:
Students must fulfill attendance requirements in order to complete the course.

Students are given a specified number of hours per semester as stated above. All hours missed in excess of the allotted hours given must be made up. Students may not exceed 7.5 hours per day for any reason, excluding makeup time which may not exceed 10 hours per day.

It is the student's responsibility to contact the Clinical Coordinator and arrange an appointment to schedule all make up time. Make up time is scheduled during finals week in the spring and fall semesters and during the week following the summer semester. Clinical time from each semester should be made up before the next semester begins. No make-up time is allowed on legal holidays or weekends. All clinical time must be made up prior to graduating.

Failure to complete clinical attendance requirements will result in failure of the course or an incomplete grade (see ASR incomplete policy). Students with repeated disruptions in clinical attendance are subject to disciplinary action at the faculty's discretion. Failure of courses may result from lack of attendance.

Exceptions:
An exception to the attendance policy may be requested in rare circumstances (e.g. surgery, extended illness, injury, funeral, etc.). This request must be made in writing to the Clinical Coordinator and Program Director. The request will be considered based on the reason for the request and the availability of makeup time.

The faculty reserves the right to grant or deny the request.

Students must complete all Clinical Education course requirements which include all Performance Evaluations and Competency Evaluations

On-The-Clinical Incidents, Illnesses, Accidents
Students are required to report any illness, communicable diseases, and other conditions that might affect the health of the student, patients, or personnel of the clinical site to the Clinical Coordinator.

A student who becomes ill or is injured during their clinical rotation must report the illness or injury to the Clinical Preceptor or Supervisor at the time of the incident. An incident Report will be completed as soon as possible (before the end of the student's shift) if it is incident/accident related. The Clinical Preceptor or Supervisor must then inform the Clinical Coordinator of the illness or injury.

A student who reports to school ill or becomes ill while at school may be sent home. A student who reports to school injured or is injured may be sent home.

A physician's excuse or release for surgeries, injuries and some illnesses will be required. If an injury occurred during a clinical rotation, a physician's release, must be obtained in order for the student to return to clinical. The physician's excuse or release must state that the student is able to perform all required functions with no activity limitations.

The student must be able to perform all required functions or the student will be sent home at discretion of faculty.

Students are personally responsible for all medical bills incurred while in school. Injuries or exposures to a student in a student role during clinical is not covered by Worker's Compensation as the student is not working in a paid position.

Clinical Expectations of Students and Technologists
Students' Expectations of Technologists:

- Respect: Technologist treats the student with respect as a valued individual.
- Communication: Technologist communicates effectively with the student.
- Motivation /Teach: Technologist willingly and patiently instructs the student providing constructive feedback.
- Confidentiality: Technologist keeps the student's grades and interactions private.

Technologists' Expectations of Students

- Respect: Student treats the technologist with respect as a valued individual.
- Communication: Student communicates effectively with the technologist.
- Motivation/Learn: Student is engaged in the learning, cooperates with the technologist and strives to improve their performance based on technologist feedback.
- Initiative: Student willingly seeks out exams, performing or assisting with the entire exam.
- Attendance: Student will arrive on time, uses time wisely and remains for the entire rotation as scheduled.

Clinical Education Evaluation Requirements
Evaluation of clinical achievement is based on clinical objectives through the competency plan of education in the Clinical Education Courses (see Clinical Evaluation Grading Scale and syllabi for the Clinical Education Courses.

Mammography Policy
The radiography program sponsored by Southwest Baptist University has revised its policy, effective August 1, 2019, regarding the placement of students in clinical mammography rotations to observe and/or perform breast imaging. (Additionally, the policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.)

Under the revised policy, all students, male and female, will be offered the opportunity to participate in clinical mammography rotations. The program will make every effort to place a male student in a clinical mammography rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student clinical mammography rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is included as Addendum A to the program's policy and is also available on the JRCERT Web site, www.jrcert.org, Programs & Faculty, Program Resources.

Clinical Evaluation Grading Scale
Students must achieve a score of 80% or above in order to successfully pass & complete this course.

- 94-100%: A
- 87-93%: B
- 80-86%: C
- 80 & above: P (pass)
- 79% & below: F (fail)

Final Clinical Grade Calculation
The final Clinical Education grade is recorded as Pass or Fail. There are three components of the Clinical Education Grade Requirements: Competency Evaluation, Performance Evaluation, and Clinical Attendance.

- The student must achieve a total score average of 80% or above in each of the Clinical Education Grade Requirements each semester to successfully pass and complete this course.
- The student must achieve an 80% average on the Competency Evaluation total score to successfully pass and complete this course. The student must successfully complete all required Competency Evaluations to successfully pass and complete this course.
- The student must achieve an 80% average on the Performance Evaluation total score to successfully pass and complete this course. The student may be required to repeat a clinical rotation in order to successfully pass a Performance Evaluation (80% or above) at the discretion of the program.
- The student must achieve a score of 80% or above in the Clinical Attendance total score to successfully pass and complete this course.

Clinical Evaluation Records
Students are expected to review all Competency Evaluations and Performance Evaluations through the electronic clinical record system (Trajecsys). Students are required to keep track of completed Competency Evaluations.

Evaluations are completed through the Trajecsys electronic system and only authorized ASR faculty members have access to the student's completed record.

Clinical Safety

Health Requirements
ASR students are required to obtain or provide documentation of the following in compliance with clinical site requirements and tracked through Castle Branch:

- Tuberculosis Screening
- Tdap vaccination within the last 10 years
- Varicella Vaccination
- Annual Flu Vaccination
- MMR Vaccinations
- Hepatitis B or Hepatitis B Declination
- COVID Vaccination

Safety

All students attend the College orientation. Procedures regarding fire, safety, back safety, and disaster are explained during orientation or the Introduction to Radiologic Technology course.

Procedures for Hazardous Materials/Waste and Code Blues are explained before clinical rotations begin. Students must have current American Heart Association Healthcare Provider Basic Life Support (BLS) CPR certification.

Students are encouraged to consult with appropriate clinical site's manuals as necessary. These manuals are available through the clinical site's Intranet.

Students are subject to all safety policies including those regarding the use of ionizing radiation, magnetic resonance imaging, and ultrasonography. Students are responsible for conducting themselves in a safe manner, reporting any safety hazard detected to their supervisor, and knowing emergency procedures.

ASR Student Supervision Policy
The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

- reviews the procedure in relation to the student's achievement
- evaluates the condition of the patient in relation to the student's knowledge
- is physically present during the conduct of the procedure
- reviews and approves the procedure and/or image

Students must be directly supervised until competency is achieved. Once students have achieved competency, they may work under indirect supervision. The JRCERT defines indirect supervision as student supervision provided by a qualified radiographer who is immediately available to assist students regardless of the level of student achievement. Repeat images must be completed under direct supervision. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy, procedures regardless of the level of competency.

Competency evaluations, on a specific number of individual examinations, are performed under the direct supervision of Clinical Preceptors. Only designated Clinical Preceptors evaluate students for competency evaluations.

Students are to remain in their assigned areas unless permission is obtained from a faculty member. Permission to reassign a student will only be given if equipment breaks down or no patients are scheduled in a room for a prolonged period of time.

Images must be marked with the correct Right or Left Marker during the exposure of the image. The correct patient name and date of birth must be verified regardless of competency achievement, students must have their images approved by a technologist prior to archiving the image and dismissing the patient. The student must put their name and the technologist's name who passed the images in the computer when completing the exam in EPIC.

Failure to follow the ASR Supervision of Students policy will result in progressive disciplinary action.

Radiation Safety Policy
The goal is to keep exposures to ionizing radiation as low as reasonably possible to all employees, students, and patients. To accomplish this goal:

1. All new students are instructed in basic radiation protection before students enter the radiographic rooms.
2. Students are provided with all appropriate safety measures, protective devices, and student issued radiation monitoring badges.
3. A medical physicist/Radiation Safety Officer supervises the general radiation health and safety of students, personnel, and patients.
4. The ASR program and clinical sites conform with all appropriate federal and state radiation codes.
5. The ASR program and clinical sites follow the guidelines of the National Council on Radiation Protection and Measurements (NCRP) in establishing radiation protection policy.

Students are subject to all radiation safety policies and procedures of the clinical sites' Imaging Department, Nuclear Medicine Department, and the Radiation Oncology Department.

Students shall not hold patients or imaging receptors during any radiographic procedure. Students must wear a lead apron for all portable exams.

If there is a possibility of pregnancy in a female patient of child bearing age the student must have permission from the supervising technologist before making any radiation exposure.

The Radiation Safety Officer maintains and monitors student radiation exposure data. The student will be notified if they exceed ALARA trigger levels. These limits are set well below regulatory dose limits to ensure that the individual does not exceed those dose limits. If regulatory dose limits are exceeded the student will be rotated out of radiation areas for the duration of the monitoring period of which the dose limit was exceeded.

See the Clinical Site Radiation Safety Policy in the course syllabus Clinical Site Radiation Safety Policy.

Monitoring & Control Program (Radiation Safety)
The goal of this program is to maintain radiation exposure of personnel at a level that is As-Low-As Reasonably Achievable (ALARA) within the permissible dose limits. Radiation workers are encouraged to maximize the protective aspects of short working times, and maximum working distance and/or supplementary shielding to reduce their potential exposure. Radiation workers are encouraged to communicate issues or concerns about radiation safety practices or equipment to the RSO or his assistant so that corrective action may be sought.

In order to maintain occupational dose's ALARA, notification levels have been established that are based on a quarterly scaling of the Occupational Dose Limits.

ALARA Level 1 is established to be 10% of the annual Dose Limit, scaled to a quarterly period. ALARA level II is established to be 30% of the annual Dose Limit, scaled to a quarterly period.

Participants exceeding these notification levels will be notified as to their dose readings. Some high volume work environments may lead to participants exceeding these notification levels. The RSO will report to ALARA Levels to the RSC on a quarterly basis, who will make corrections and improvements as needed to facilitate a reduction in Occupational Dose.

The Occupational Dose Limits & ALARA notification levels are listed in the following tables.

Occupational Dose Limits:

Dose Equivalent	**Annual (mREM)**
Effective Whole Body	5000
Eye Dose Equivalent	15,000
Skin or Extremity, Shallow Dose Equivalent	50,000

ALARA Notification Levels (mREM/quarter):

Dose Equivalent	**Level 1**	**Level 2**
Total Effective Dose Equivalent	› 125	› 375
Eye Dose Equivalent	› 375	› 1125
Skin or Extremity, Shallow Dose Equivalent	› 1250	› 3750

ASR Pregnancy Policy

1. A student who becomes pregnant or believes that she may be pregnant is strongly encouraged to inform the Program Coordinator immediately. Based upon Nuclear Regulatory Commission (NRC) regulations:
   a. Declaring a pregnancy is a voluntary process and will not result in program dismissal. Following the guidelines in the pregnancy policy will allow for continuation through the program, while maintaining exposure to the fetus below established guidelines.
   b. The student must make this declaration in writing.
   c. The student has the option to voluntarily withdrawal this declaration in writing.
   d. A copy of the student's written declaration of pregnancy will be forwarded to the Radiation Safety Officer. The Radiation Safety Officer shall oversee the training during pregnancy.

2. The student who has declared pregnancy may have the following options:
   a. The student may withdraw from the program.
      - The student may reapply to the program and re- enroll in the courses according to the program re-admission requirements. Courses are only offered once a year.
   b. The student may choose to request a leave of absence in accordance with the college Leave of Absence policy.
   c. The student may choose to remain in the program without modification to the clinical and didactic requirements.
      - An exception to the attendance policy may be requested. This request must be made in writing to the Program Coordinator. The request will be considered based on the availability of makeup time.

3. Any student electing to remain in the program during part or all of her pregnancy shall follow the radiation protection measures and policies of the department of radiology under the supervision of the departmental Radiation Safety Officer.
    a. The student will be informed of the risks of radiation to which the fetus may be exposed and the methods available for reducing exposure as outlined in the Radiology Department policy.
    b. Two radiation monitor badges shall be worn by the student who has declared pregnancy. One badge is to be worn outside the lead apron on the uniform collar; the second badge shall be worn beneath the apron at the waist.
    c. If regulatory dose limits are exceeded the student will be rotated out of radiation areas for the duration of the monitoring period of which the dose limit was exceeded.

4. General Guidelines.
    a. Aprons will be worn when exposures are made while standing in an unshielded location.
    b. Wrap around aprons to be utilized when possible.
    c. Do not hold patients during exposures.
    d. Second (fetal badge) to be worn at waist level under the apron.
    e. The current limit to the unborn fetus is 500 mrem for the entire gestation.
    f. Review basic concepts of radiation safety
        i. Reduce time spent near unshielded sources of radiation.
        ii. Use appropriate shielding when possible.
        iii. Maximize distance from unshielded sources.

Southwest Baptist UNIVERSITY

Associate of Science in Radiography Program

DECLARATION OF PREGNANCY
Date: ____/____/_____

I, (print) _____, am declaring myself as pregnant. I have read the pregnancy policy and have been informed of the risks of radiation to which the fetus may be exposed and the methods available for reducing exposure as outlined in the Radiology Department policy. I understand that although I may be considered as an occupationally exposed individual, the fetus is not.

- Declaring a pregnancy is a voluntary process and will not result in program dismissal. Following the guidelines in the pregnancy policy will allow for continuation through the program, while maintaining exposure to the fetus below established guidelines.
- The student has the option to voluntarily withdrawal this declaration, and must be in writing.

If regulatory dose limits are exceeded the student will be rotated out of radiation areas for the duration of the monitoring period of which the dose limit was exceeded.

I. Estimated date of conception: ____/____/____

II. General Guidelines.

- Aprons will be worn when exposures are made while standing in an unshielded location.
- Wrap around aprons to be utilized when possible.
- Do not hold patients during exposures.
- Second (fetal badge) to be worn at waist level under the apron.
- The current limit to the unborn fetus is 500 mrem for the entire gestation.

III. Review basic concepts of radiation safety

- Reduce time spent near unshielded sources of radiation.
- Use appropriate shielding when possible.
- Maximize distance from unshielded sources.

_____ _____
Student Date

_____ _____
Program Chair Date

_____ _____
Radiation Safety Officer Date

To Voluntarily Withdrawal Declaration sign below:

_____ _____
Student Signature Date

ASR X-Ray Lab Radiation Safety Policies:
The X-ray Lab at the Mercy College of Health Professions campus is an Integrity 2000 DFMT Radiographic System. The X-ray Lab is an energized unit (capable of producing x-rays).

1. The X-ray Lab will be kept locked when not in use.
2. There is a key switch on the exposure control. Only qualified radiographers, Radiation Safety Officers/Health Physicists, and Clinical Engineers will have access to the key.
3. Emergency Situations. Should any x-ray machine fail to turn itself off, the operator should immediately terminate all power to the machine by depressing the red panic button provided in each radiographic room. The Mercy Radiation Safety Officer should then be contacted.
4. Students can bring secure, closed food and drink containers such as a thermos or water bottle into the X-ray Lab but we are asking students to please not eat or drink while using the equipment. However, food and drink policy during testing is at the instructor's discretion. Please check with your instructor prior to testing.
5. Students will make radiation exposures only under the direct supervision of a qualified radiographer. The definition of direct supervision is that a qualified radiographer is present during the radiation exposure.
6. A daily log will be kept of all x-ray exposures. The instructor must verify that the weekly cumulative mAs sum is not exceeded. A permanent record of the daily log will be maintained with a copy submitted to the Radiation Safety Officer quarterly.
7. Radiation exposures will only be performed on manikins and quality control test devices. Radiation exposures on humans or animals are NOT allowed.
8. Students and Faculty will wear their personal radiation badge during any Lab classes when a radiation exposure is performed.
9. No person shall be within the x-ray lab room during the radiation exposures. Faculty and student(s) must remain in the control booth or outside the x-ray lab with the door closed.
10. Students and Faculty will follow all radiation safety policies.
11. The X-ray Lab will be inspected according to current Imaging Services policies and in compliance with applicable State and Federal Laws.
12. Lead aprons in the X-ray Lab will be inspected by the Radiation Safety Officer (RSO)/Health Physicist according to current Imaging Services policies and in compliance with applicable State and Federal Laws.

Magnetic Resonance Imaging (MRI) Safety Policy
Magnetic Resonance (MR) Scanners produce an exceptionally strong magnetic field. MR Scanners are always on even when electrical power is lost. Severe injuries and deaths can occur if MR safety procedures are not followed.

All new students will be instructed in basic MR protection before students begin clinical rotations. All new students will complete the MRI Screening Form for Non-Patients.

Students are subject to all MRI safety policies and procedures of the clinical site.

Venipuncture & Contrast/Medication Administration, Percutaneous Procedures, Invasive Procedures Policy
1. VENIPUNCTURE – Students are NOT allowed to perform venipuncture. Venipuncture shall only be performed by authorized Radiologic Technologists according to the clinical site's policies.
2. ADMINISTRATION OF I.V. CONTRAST AGENTS AND MEDICATIONS – Students are **NOT** allowed to administer any I.V. contrast agents or any other medications. Contrast/Medication Administration shall only be performed by authorized Radiologic Technologists according to the clinical site's policies.

3. ADMINISTRATION OF NON-IV CONTRAST AGENTS AND MEDICATIONS – Students are NOT allowed to administer any contrast agents or any other medications through nasogastric tubes, drainage tubes, etc. Contrast/Medication Administration shall only be performed by authorized Radiologic Technologists according to the clinical site's policies.

4. PERCUTANEOUS PROCEDURES – Students are NOT allowed to perform percutaneous procedures of any kind

5. INVASIVE PROCEDURES – Students are NOT allowed to perform invasive procedures of any kind.

Certification or Licensure(s)

Application for ARRT Exam

Upon completion of the program, graduates receive a diploma and are eligible to sit for the national certification examination in Radiography as administered by the American Registry of Radiologic Technologists (ARRT). Passing of the national Registry exam entitles the graduate to use the initials R.T.(R) following his or her name. The initials stand for Registered Technologist, Radiography.

To be eligible to sit for the ARRT examination, graduates must have completed all didactic and clinical requirements, make application to the ARRT, and pay the ARRT examination fee within the prescribed deadline. The ARRT certification handbook is designed to help the student understand, and to apply and prepare for, the certification process. Certification handbooks are published each calendar year and are available at www.arrt.org.

Individuals who have been convicted of, or plead guilty to, or plead nolo contendere (no contest) to a crime are strongly encouraged to complete a pre-application with the ARRT in order to obtain a ruling on their eligibility for examination.

To contact the ARRT:

ARRT
1255 Northland Drive
St. Paul, MN 55120-1155
(651)687-0048
www.arrt.org

In order to complete the ARRT application the student must report if he or she has been convicted of a misdemeanor, felony, or a similar offense in a military court martial. The student must report if he or she has had any professional license, permit, registration or certification denied revoked, suspended, placed on probation, under consent agreement or consent order, voluntarily surrendered or subjected to any conditions or disciplinary actions by a regulatory authority or certification board (other than ARRT). The student must report if he or she has been suspended, dismissed or expelled from an educational program that he or she attended in order to meet ARRT certification requirements.

Once the student passes the Registry examination, the student becomes certified in Radiography. The certificate must be renewed annually upon application and payment of the renewal fee as fixed by the ARRT. In addition, technologists must demonstrate continuing education to maintain their certification as outlined by the ARRT. ARRT certifications awarded January 1, 2011, and thereafter will be time- limited to 10 years. Prior to the end of the 10-year period, the individual will be required to demonstrate continued qualifications in order to hold the certification.

Currently, no professional licensure for Radiologic Technologists in the state of Missouri exists.

The American Society of Radiologic Technologists (ASRT) and Missouri Society of Radiologic Technologists (MoSRT) are professional organizations of Radiologic Technologists. Students are encouraged to be active in the professional societies.

American Society of Radiologic Technologists (ASRT) 1500 Central Avenue SE
Albuquerque, NM 87123-2917
1-800-444-2778
www.asrt.org

Missouri Society of Radiologic Technologists (MoSRT) 1-877-353-3599
www.mosrt.org

Associate of Science in Radiography (ASR) Program policies are subject to change.

5 Student Conduct Policy

Student Conduct Expectations and Guidelines

Student behavior is expected to align with Southwest Baptist University's behavior guidelines and expectations are meant to reflect Christian values. All students are responsible for the expectations and guidelines outlined in the SBU Student Handbook. In addition to the SBU Student Handbook, the College provides additional expectations and guidelines in alignment with clinical site requirements, regulating and accrediting body standards, and expectations of the profession.

Unfamiliarity with institutional regulations or rules is no ground for excusing behavior. Attempting, abetting, or being an accessory to any prohibited act set forth in either handbook shall be considered the same as a completed violation. These regulations are not designed to define prohibited conduct in exhaustive terms. See SBU Student Handbook.

Cell Phone & Electronic Devices

Use of electronic communication devices for example but not limited to cell phones, tablets, smart watches, etc. for non-emergency purposes in clinical settings is prohibited. Use includes, but is not limited to:

- phone calls
- texting
- emails and
- photography

Notifications and ringers should be turned off during all classroom and clinical activities. Faculty reserves the right to confiscate any electronic communication device causing disruption during class or clinical times.

Possession or use of electronic communication devices during exams, standardized testing, or exam review may be interpreted as academic dishonesty and a zero for the exam may be given and/or failure of the course may result.

Social Networking Policy

Any posting of information regarding patients, patient families, or clinical assignment information on social networking platforms (examples—Facebook, YouTube, LinkedIn, X, Instagram, Snapchat, or other Social Media) will result in immediate course failure and/or dismissal from the student's respective program(s). Posting information of this nature is considered a breach of patient confidentiality and a Level 3 (Class C University) violation of the Health Information Privacy Accountability Act or HIPAA.

Netiquette

Netiquette is the acceptable way of communicating electronically. The instructor reserves the right to remove any type of communication deemed as inappropriate. Communication platforms may include discussion forums, emails, etc. Communication may be viewed as inappropriate or disruptive to the academic environment when one or more of the following conditions occur:

1. **Disrespect:** Impolite and impertinent behavior towards the instructor or another student.
2. **Offensiveness:** Inappropriate language and materials such as graphic terminology, sexual discussions, inappropriate jokes or icons, and swearing are inexcusable and is considered unacceptable behavior.
3. **Discrimination:** Derogatory statements about race, color, nationality or ethnic origin, religion, sex, age, disability, sexual orientation, and veterans.

The student could be placed on probation, suspension, or even dismissed based on the SBU Student Handbook "Student Conduct".

Weapons Policy

To ensure that the college is safe and free of violence for all faculty, students, staff, and visitors.

- The College prohibits the possession or use of any firearm or other weapon regardless of any license or permit that an individual may have which would otherwise authorize the individual to carry firearms or weapons. A license to carry a weapon does not supersede this policy.
- Weapons include, but are not limited to: firearms, explosives, knives, and other weapons or items that might be considered dangerous or that could cause harm.

Any student in violation of this policy will be subject to prompt disciplinary action. See the SBU Student Conduct, SBU Student Handbook.

Alcohol and Drug Policies

Mercy College of Health Professions recognizes alcohol and/or drug dependency as an illness. A student that suffers from the illness of alcohol and/or drug dependency not only endangers others, but also threatens his/her own life and well-being.

Mercy College of Health Professions is committed to maintaining a facility free of illegal drug and alcohol use to ensure the safety and well-being of our students, faculty, patients, and visitors.

While we are dedicated to helping our students overcome drug and alcohol use, we cannot ignore the potential risks involved to our patients, other co-workers, and the afflicted student. Chemical addiction among students will not be tolerated. The Mercy College of Health Professions prohibits students from reporting for class or work under the influence of alcohol or illegal drugs. Consuming alcohol or illegal drugs while on the premises is also prohibited and will not be tolerated.

Student Expectations and Responsibilities

Failure to adhere to these expectations and responsibilities will result in disciplinary action up to, and including, dismissal.

- Students are expected to arrive fit for classroom or clinical assignments. Students are prohibited from attending classroom or clinical with illegal drugs or alcohol in their system or the smell of alcohol on their breath.
    - Unauthorized use or possession of an open container of alcohol while on Mercy College of Health Professions' property.
- Students who are taking any prescription or experiencing an illness that might alter their performance are required to notify their clinical faculty before beginning clinical assignment.
- Using a prescribed drug in a manner that is inconsistent with the physician's orders or using a controlled substance not prescribed for the student.
- Students are expected to conduct themselves in a legal and lawful manner while on Mercy College of Health Professions' property or in any clinical facility. The manufacture, sale, possession, distribution, or use of illegal drugs while on Mercy College of Health Professions' property or in any clinical facility is prohibited.
- Students are expected to adhere to the requirements of any drug or alcohol treatment or counseling program in which he/she is enrolled.

- Any student is required to notify Course Faculty, Program Coordinator and the Division Head in which the student is enrolled within five (5) days of any arrest, conviction, plea of "guilty," suspended imposition of sentence, or "no contest" under any criminal drug statute.

- Students who suspect that another student or co-worker is replacing, diluting, shaving, adulterating, manipulating, or changing any drug intended for patient use must report the suspicion and reasons for that suspicion to their supervisor promptly.

- If as a result of the student's use of alcohol or drugs, Mercy College of Health Professions or any clinical area/agency has suffered damages, the student may be asked to make restitution for such damages.

- Using, possessing, manufacturing, distributing, dispensing, selling, negotiating a sale, or purchasing illegal drugs while on Mercy College of Health Professions' property or while in any clinical agency.

- Each student is responsible for promptly reporting to the Dean of the Mercy College of Health Professions any incident regarding the manufacture, possession, sale, distribution, or use of illegal substances by another student on Mercy College of Health Professions' property or while conducting Mercy College of Health Professions' business.

- Refusing to submit to a search when requested by the Clinical Agency and/or College Administration based upon reasonable suspicion that a student is in possession of illegal or controlled substances or has an open container of alcohol. Search may include obtaining evidence of altered medication intended for patient use.

A conviction or plea of "guilty," "no contest," or suspended imposition of sentence under any criminal drug statute or violation occurring in the work place which adversely affects the regard or reputation of Mercy College of Health Professions is considered grounds for dismissal from respective program(s).

Mercy College of Health Professions Responsibilities:

- Faculty or staff may call safety personnel of a clinical agency or the police to remove any student who may be endangering the safety or well-being of others.

- The Dean of Mercy College of Health Professions and the Division Head of the program in which the student is enrolled, will be notified and initiate any actions to be taken by the university.

For Cause Drug & Alcohol Policy

The Dean and Division Head shall be immediately notified if staff, faculty, or clinical agency observe student behavior(s) that may indicate the need for a "for cause" drug screening. The faculty, staff, or clinical agency must notify in a timely manner. For example, if a student arrives at a clinical site, showing signs and symptoms of impairment. The notification will be followed up with a formal written statement from the individual that directly observed the behavior.

The Dean and the Division Head will then review the situation and collaborate with University Administration if needed. If the situation supports reasonable suspicion of illegal drug, alcohol use, or impairment, as defined in the 'University Alcohol Policy' and the 'University Policy of Illegal Drugs' section of the SBU Student Handbook, the student will be required to complete a "for cause" drug test at a vendor specified by the college. Testing must be completed on the same day as the suspected drug or alcohol use/abuse was identified. Failure to comply will result in the student's immediate dismissal from the program.

Random Urine Drug Screening

Mercy College of Health Professions may conduct random urine drug screens for undergraduate degrees requiring clinical at any time during the program. A random selection process will be used and students will be notified on the day of testing if selected. Students will receive a Random Urine Drug Screen Form that provides instructions and acknowledgment of selection for random urine drug screen and time frame for which it is to be completed.

Students who refuse to comply, fail to report, or do not report within the specified time frame, will be administratively withdrawn and notified by the Division Head of their dismissal from the program.

Mercy College of Health Professions Violation Classifications

College Class "A" Violations

"Class A" Violations for all College students in addition to the SBU Student Handbook include:

1. Inappropriate use of electronic device in classroom, lab, or clinical setting.
2. Classroom disruption(s) that impede(s) the learning of student(s), including the learning of the student who is creating the disruption.

College Class "B" Violations

"Class B" Violations for all College students in addition to the SBU Student Handbook include:

1. Unauthorized sponsorship of a group(s) on or off campus.
2. Student uniforms should not be worn in public settings outside of clinical time. While in SBU clinical uniform, students are a representative of SBU. Any reports of students in uniform in situations or locations outside of SBU's Principles, Mission and Values will be addressed.

College Class "C" Violations

"Class C" Violations for all College students in addition to the SBU Student Handbook include:

1. Withholding or providing false information to faculty or staff related to absences, medical changes impacting ability to attend clinical, medical releases.
2. Signing someone else's name on official school documents, including but not limited to, attendance sheets.
3. A breach of patient confidentiality or violation of the Health Information Privacy Accountability Act (HIPAA).

Student Conduct Disciplinary Procedures

The preceding list of "Class A" violations will be addressed by the faculty who observed the violation in the following manner.

1. Faculty will address action(s) with student.
2. Action may include the following (See SBU Student Handbook for definitions):
    a. Find the student to be in actual violation, resulting in one or more of the following sanctions.
        i. Verbal warning
        ii. Educative sanction(s)
3. Repeated violations of this policy will result in written notification being forwarded to the Division Head for further evaluation and potential action(s), which may include the following (See SBU Student Handbook for definitions):
    a. Absolve the student of charge(s) relevant to the violation(s).
    b. Official reprimand
    c. Disciplinary notice
    d. Restrictive sanction(s)

The preceding list of "Class B" violations will be addressed in the following manner:

1. Faculty or staff will complete a written Academic Infraction Form to be turned in to the Division Head.
2. Action may include:
    a. Absolve the student of charge(s) relevant to the violation(s).
    b. Find the student to be in actual violation resulting in one or more of the following sanctions (see SBU Student Handbook for definitions):
        i. Official reprimand
        ii. Financial restitution
        iii. Community services
        iv. Educative sanctions
        v. Disciplinary notice
        vi. Restrictive sanctions
3. The appeal for "Class B" violations is formally submitted in writing and will be addressed by the Dean.
4. The Dean's decision is final.

The preceding list of "Class C" violations will be addressed in the following manner:

1. Disciplinary matters involving Bolivar campus graduate and undergraduate students both on and off campus will be addressed as outlined in the SBU Student Handbook.
2. Disciplinary matters involving Springfield and Salem campus graduate and undergraduate students will be addressed in conjunction with the Campus Director.

Investigative procedures will be initiated as outlined in the SBU Student Handbook.

6. Student Resources

WiFi

The university provides wireless internet access at all four campuses. You must use your MyBearcat login credentials to authenticate your user account on the wireless login page before you can browse other websites. Wireless is for academic use only and students are responsible for adhering to the Acceptable Use Policy (located on MyBearcat Portal).

Text Alerts

All SBU students are automatically enrolled in the SBU alert program to receive emergency notifications sent to your SBU email address. To add a cell phone number to receive text messages, you will need to click on the SBU Alert link in the Applications tab of the MyBearcat Portal to manage your alert account.

University Learning Management System

Learning Management Systems such as Canvas operated by the university are strictly for academic use and concerns related to university or college business. Use of the system for personal business is prohibited.

Email

Southwest Baptist University will establish a SBU e-mail address for all registered students that will be used as the official e-mail address for all University communication. The SBU email address is the e-mail address ending in @sbuniv.edu that is provided to all students once registered. All official University e-mail communication is sent to the SBU e-mail account. https://office.com

The University expects students to receive and read e-mail in a timely manner. Failure to receive and read University communications delivered to the official e-mail address in a timely manner does not absolve recipients from knowing and complying with the content of such communications.

Printing

SBU printers require appropriate network rights and sufficient printing credit. Printers will only work when network login credentials are used to access an SBU computer or to print from your own device. Wireless printing is available from student laptops using SBU Print Manager as long as the computer is logged into MyBearcat. To add additional print money to your print account, call the SBU Help Desk at 417-328-1702.

Parking

Springfield Campus

JF Johnson Education Center

Students may be required to have parking permits. Students are to park on the north, south and west parking lots. The spaces located on the east side at the main entrance are for visitors and those with special needs.

Wayne and Diana Hutchins Center for Nursing Education

Students may be required to have parking permits. Limited parking is available. Students should not park in the Price Cutter parking lot or curb-side along Lark Street. Students may park at the JF Johnson Education Center and walk or carpool to the Wayne and Diana Hutchins Center for Nursing Education.

Bolivar Campus

See SBU Student Handbook.

Salem Campus

No additional parking guidelines.

Mercy Hospital Springfield

Parking is permitted in the East Parking Garage on the top two levels, 5 and 6. If the garage is full or closed on the top level due to ice, students may then park in white striped spaces. A shuttle bus is available in the parking lots. Any necessary changes will be communicated by the college if necessary.

Other Clinical Rotations Sites

Student designated parking for clinical experiences is determined by each clinical site and must be followed.

Library

The University Libraries consists of the Harriett K. Hutchens Library on the Bolivar campus, the Mountain View Campus Library, the Salem Campus Library, and the Academic Resource Center (ARC) in Springfield.

Students are welcome to use each of the four campus locations, which provide students access to resources such as books, e-books, periodicals, databases, media materials and other resources to assist with research. Electronic resources, including the library catalog, e-books, periodical indices, and full-text journals are made accessible via the library website. Students may access electronic resources from computers on and off campus. Access to the library's electronic resources is restricted to currently enrolled students therefore students will need to provide their SBU login information to access electronic resources.

Hours

See website.

Library Policies

A valid SBU student ID card is required to use many of the library's resources and is required to check out any item from the library.

Books and media items in the regular collections may be borrowed for a period of four weeks. Books may be renewed, as needed, if there are not any other students who have requested them.

Books and videos can also be placed "on reserve" by instructors. These can be textbooks, supplemental readings, research materials, etc. These items have varied check-out times since instructors specify the length of time a reserve item may be loaned. They can be a 2-hour, 1-day, 3-day or 7-day loan period.

Students are required to pay for lost or damaged items checked out on their card. The Library Director will determine whether a damaged item must be replaced. The student's account will be charged the replacement cost of the item and a $20 non-refundable processing fee. During the semester, students are not charged overdue fees; however, if the book is not returned by the end of the semester, a replacement cost for the book will be charged along with a $20 non-refundable processing fee. If the book is returned and the student is still active and enrolled, the money can be refunded minus the processing fee.

Students who borrow materials through MOBIUS are subject to the lending library's overdue and replacement policy. The lending library determines the loan period for loaned materials. Lost item charges may vary for libraries in the MOBIUS consortium.

Learning Resource Center and Simulation Center

The Springfield, Bolivar, and Salem campuses each have a Learning Resource & Simulation Center. The Learning Resource & Simulation Center is a place to learn, practice skills and procedures, develop clinical reasoning and judgement, and demonstrate professionalism in a safe non-threatening healthcare environment.

Guidelines

- Each campus will provide a designated area for storage of backpacks and other personal belongings.
- No food or drinks allowed (except water with a lid)

- Ink Pens are not allowed near manikins, ink does not come off manikin skin.
- Discard all needles/sharps in a sharps container and DO NOT remove them from the learning area.

Expectations

During simulation, scenarios will involve use of manikins &/or actors portraying a patient or family member. For students to obtain optimal learning from the simulation scenarios, manikins should be treated as if they were a "live" patient.

Learning experiences are conducted in a hospital-like setting and all procedures done in the hospital setting should be followed.

Learning experiences should be kept confidential. We want each student to have the same learning opportunity and feel protected, respected, and safe.

Student Study Rooms

Each campus has a variety of student study rooms available for individual or group work.

Student Lounge

Each campus has a dedicated student lounge with tables, chairs and snacks/vending machines.

The Springfield Campus locations are in the JF Johnson Education Center building and a small area off the main entrance of the Wayne and Diana Hutchins Center for Nursing Education. The Salem Campus is located off the main lobby of the building. The Bolivar Campus is located in the Goodson Student Union.

Suicide Prevention Training

See MyBearcat – Springfield Campus Portal https://asklistenrefer.org/southwest-baptist-university/

7. Student Services

Please utilize your MyBearcat Portal to find and access all available student services to address your specific needs.

8. Standards of Practice & Compliance

Clinical Agencies

Students enrolled at the Mercy College of Health Professions will be required to adhere to all policies and procedures of the clinical agency to which they are assigned. For example, this would include any policy related to HIPAA, dress code, health requirements and/or any other policy of the clinical agency.

For more information on clinical requirements see specific program requirements.

Confidentiality

Throughout the educational process, students will have access to confidential patient information. Students will be required to sign a confidentiality statement prior to attending the clinical setting. Failure to uphold confidentiality could result in immediate dismissal from the program and/or legal action. Some off-site clinical areas require additional specific confidentiality statements signed. This also includes confidentiality regarding all components of simulation activities.

Student Exposure

In an event of a possible student exposure, students are responsible to notify their immediate clinical or course faculty. Faculty will refer to the Mercy College of Health Professions Exposure Manual.

Health Insurance Portability and Accountability Act (HIPAA)

Students have a legal responsibility to keep our patients' personal and medical information safe and private. Any accidental access of such patient information must be reported immediately to your instructor.

Confidential information includes information from any source including, without limitation, written or hard copy materials, computer data, written communications, and oral communications or recordings.

Confidential information is to be handled in strict confidence and is not to be read, discussed, utilized by, or disclosed to, any person without proper written authorization or professional need-to-know for the performance of job duties. If uncertain about the confidentiality status of any information, ask your instructor.

Students will not be assigned to the care of a family member, friend, or one of their associates. Should this occur, the involved student must inform the instructor immediately and receive another assignment. Under no circumstances should the student access information on any such patient, even if requested to do so by the patient.

Failure to comply with a Clinical Agency's HIPAA Privacy Policy and Procedure may result in the student being refused clinical placement. This will result in automatic course failure and/or dismissal from the program.

All sanctions will be consistent with the clinical site HIPAA Policy, the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and SBU student guidelines.

Nursing Professional Practice Scope, Standards, and Guidelines

See the following link: https://pr.mo.gov/boards/nursing/npa.pdf.

Please review sections:

- 335.046. License, application for – qualifications for, fee – hearing on denial of license
- 335.066. Denial, revocation, or suspension of license, grounds for, civil immunity for providing information – compliant procedures.

State of Missouri Nursing Practice Act Section 335.046 and 335.066

See the following links:

- Missouri Revisor of Statutes - Revised Statutes of Missouri, RSMo Section 335.066
- Missouri Revisor of Statutes - Revised Statutes of Missouri, RSMo Section 335.046

American Society of Radiologic Technologists Practice Standards and Scope of Practice

See the following links: https://www.asrt.org/main/standards-and-regulations/professional-practice/practice-standards

Student Representation on Committees

Student representatives to college and program committees provide opportunity for student input. Student representatives may be personally invited to participate in committees by program leadership, or committee chairs. Students may also volunteer to serve on a committee.

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9. Safety & Security

Student Identification Cards

All Mercy College of Health Professions students are required to wear their SBU Student ID, and may be denied entrance without photo identification.

- Springfield students see the Springfield Campus Receptionist or call (417) 820-2069.
- Bolivar students see the SBU Student Handbook.
- Salem students see the Administrative Office or call (573) 729-7071.

Replacement ID cards are $5.00.

NOTE: All students should report a lost badge or card with access to the building immediately to the Front Desk at (417) 820-2069 so access can be terminated.

Building Access and Hours

Students will not have access to the buildings after posted hours. Building closures, summer and holiday hours, FAQ's, and other detailed information are posted on the MyBearcat Portal. Student access is limited to designated entrances, including the main lobby doors of both buildings, the Northeast Academic Resource Center door, and the Southeast JF Johnson Education Center door.

Transportation Requirements of Students

Students are responsible for their own transportation to clinical and classroom settings. Driving time to and from clinical and classroom is not counted as clinical contact hours. The University is not responsible for accidents, property damage, or providing transportation. The state of Missouri requires motorists to carry public liability and property damage insurance.

Medical Emergencies

To report an Emergency, Call 911

- Remember, it is important to stay on the line until the dispatcher interviews the caller in a systematic way regarding the victim's location, consciousness, breathing, and chief complaint to determine appropriate response.
- When reporting the medical emergency, provide the following information:
    - Type of emergency
    - Location of the victim
    - Condition of the victim
    - Any dangerous conditions

Those trained to perform CPR and first aid can act within their expertise while those who are not trained should remain calm and stay with the person. Crowding is generally not helpful unless the presence of others is required.

Have someone stand outside the building to flag down EMS when they reach the vicinity of the building. Once the victim has been cared for and is transported, normal injury procedures should be followed if applicable.

In a non-life-threatening event, agencies may be contacted at the following numbers:

- Bolivar Safety & Security (417) 328-1556 or (417) 328-8733 or Bolivar Police (417) 326-5298
- Springfield Police: (417) 864-1810

- Salem Police: (573)-729-6550

Campus Closing

The University will, as a rule, remain open and encourage its faculty and staff to report to work even during periods of inclement weather. However, weather conditions may occur that necessitate a delay in the opening of Campus activities, cancellation of classes and normal business hours, and/or early closing of the campus.

Plan for Inclement Weather Conditions

During severe weather conditions that could potentially impact the safety of students or employees, the university will consider closing or moving to a delayed start schedule. The delayed start schedule will delay the start time according to the modified class schedule detailed below specific to each campus. The decision to close or to adopt the delayed start schedule will be made as early as possible. Announcements will be made via text through the SBU Alert system, on the website, and the MyBearcat Portal, through posts on social media (Facebook, Twitter, and Instagram) and with local television stations.

*Faculty, staff, and students that may travel long distances should use discretion based on individual ability to travel.

When inclement weather is expected or has affected the service area, the University will make every effort to report closings in a timely and accurate manner, with the understanding that weather and conditions often change throughout the day and evening.

Springfield Campus Delayed Start Schedule

Regular Class or Clinical	Delayed Start Time
6:15-8:30 am	9:00

Note: Schedules for ASN and ASR programs are subject to change. Students will not be penalized for weather related absences, fees will not apply, make up of clinical/class time missed may be required.

Springfield Campus General Education Courses

Official closing and or delayed opening of the Springfield Campus for unscheduled reasons will be decided and communicated by the Dean and/or Campus Director.

Evening Classes

Evening Classes will meet as scheduled, unless otherwise announced.

Administrative Offices

Springfield campus administrative offices will open at 9:00 a.m. when the Springfield campus is following the delayed start schedule. Personnel who normally report to work prior to 8 a.m. should report to work 60 minutes after their normal report time.

Bolivar Campus Delayed Start Schedule

Regular Clinical Time	Delayed Start Time
6:30-8:00	9:00

For all other Bolivar courses see the SBU Bolivar Plan for Inclement Weather Conditions | Delayed Start Schedule

Salem Campus Delayed Start Schedule

ASN Students on the Salem Campus will follow the Salem Campus closure and delayed start.

Regular Class or Clinical	Delayed Start Time
6:15-9:00	10:00

Note: Schedules for ASN programs are subject to change. Students will not be penalized for weather related absences, fees will not apply, make up of clinical/class time missed may be required.

Cancellation of Individual Classes or Clinical Sessions

Individual classes or clinical sessions may be cancelled due to faculty absence in collaboration with the program coordinators and division head(s). Notification will come from course faculty, program coordinator, or division head. Faculty will arrange the necessary clinical make-up time, and will determine when to reschedule cancelled classes or how to distribute the course materials in another manner.

Emergency Procedure

Emergency maps are in each campus building with evacuation routes and recommended areas to take shelter during severe weather. Emergency procedures are available online at www.sbuniv.edu/safety. Students and employees should take time to review what to do in emergency situations.

Weather Warning Systems

In the event of a known tornado or similar weather emergency, each individual campus will activate the SBU Alert system. This system can include email alert, text alert, SBU IP Phone Message, and Information Display messages. All members of the SBU Community are encouraged to sign up for the SBU Alert.

Shelter in Place

Springfield J.F. Johnson Building:

If inside the building:

- Take shelter in the shower rooms located on each side of the LRC on the ground floor or in Classroom C or D in the middle of the building.
- If bathrooms are full, seek shelter in the interior east-west hallways.
- If upstairs, go to the lowest level of the building if possible.
- Stay away from windows.
- Use arms to protect head and neck in a "drop and tuck" position.
- Do not leave until the "All Clear" is sounded

If outside the building and there is no time to get inside:

- Lie in a ditch or low-lying area or crouch near a strong building.
- Use arms to protect head and neck in a "drop and tuck" position.
- Use jacket, cap, backpack, or any similar items, if available, to protect face and eyes.

Springfield Hutchins Center Building

If inside the building:

- Seek shelter in the bathrooms or Task Trainer room LRC section
- Get as far away from windows and glass as possible

- Do not leave until the "All Clear" is sounded.

If outside the building and there is no time to get inside:

- Lie in a ditch or low-lying area or crouch near a strong building.
- Use arms to protect head and neck in a "drop and tuck" position.
- Use jacket, cap, backpack, or any similar items, if available, to protect face and eyes.

Salem Campus

If inside the building:

- Go immediately to the basement, preferably the LRC section. Close LRC door after all have entered.
- Do not leave until the "All Clear" is sounded.

If outside the building and there is no time to get inside:

- Lie in a ditch or low-lying area or crouch near a strong building.
- Use arms to protect head and neck in a "drop and tuck" position.
- Use jacket, cap, backpack, or any similar items, if available, to protect face and eyes.

Bolivar Campus

Emergency maps are located in each campus building with evacuation routes and recommended areas to take shelter during severe weather.

Evacuation

In an event of an emergency, determine the nearest exit to your location and the best route to follow. Students: Do not leave campus without notifying faculty or staff. Employees: Do not leave campus without notifying your supervisor.

Lockdown

A lockdown is used when there is an immediate threat of violence around the school. A lockdown minimizes access and visibility and shelters students, faculty, staff and visitors in secure locations.

Upon lockdown the following steps should be taken:

- Call 911 and notify Campus authorities.
- As soon as the announcement of the lockdown is made, all building occupants are to immediately evacuate all public areas such as hallways and bathrooms and take cover in the nearest room that can be either barricaded or locked, usually a classroom or office. Individuals who are close to an exit may find it most prudent to exit the building.
- Once in the room, all doors are to be shut and locked. Doors should be barricaded with desks, tables, or any available furniture. No one will be allowed to leave until an "All Clear" is announced
- Everyone should remain silent so not to give away which rooms are occupied. Text messaging for help is encouraged as long as sound is off. All cell phones should be silenced or turned off.

- Turn off all lights and close the window blinds; remain seated away from all windows and doors. If there is not a suitable area of the room, then all occupants should lie face down on the floor so that no silhouette target can be seen from outside the room.
- Faculty/staff is to take attendance of all taking cover in their room.
- The doors should never be unlocked by any person inside the rooms, not even for the voice of a familiar person. Once it is safe, police will unlock the doors from the hallway. Occupants should never open a door for anyone claiming to be an emergency responder.
- Once room doors are unlocked, faculty/staff will report anybody who was missing from the attendance taken during the lockdown to the, supervisor on site, or the Police. Only report those people who were present prior to the lockdown but who were not in the room at the time the doors were locked.
- Everyone is to remain in the building until the "All Clear" is announced, even if your classroom is unlocked by security.
- Exterior doors will not be unlocked until the "All Clear" is announced.
- The "All Clear" announcement will come from Police