



Southeast**HEALTH**

College of Nursing & Health Sciences

2021-2022

STUDENT HANDBOOK

(SUBJECT TO CHANGE)

Accrediting Agencies:

**Southeast Missouri Hospital College of Nursing and Health Sciences
is accredited by the Higher Learning Commission.**

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500, Chicago, IL 60604
1-800-621-7400 www.hlcommission.org

**The Associate of Applied Science in Nursing program at
Southeast Missouri Hospital College of Nursing and Health Sciences
located in Cape Girardeau, MO 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
Associate of Applied Science in Nursing program is Continuing Accreditation.
View the public information disclosed by the ACEN regarding this program at
<http://www.acenursing.us/accreditedprograms/programSearch.htm>**

**The Associate of Applied Science in Nursing Program
has full approval of the Missouri State Board of Nursing.**

Missouri State Board of Nursing
P.O. Box 656
Jefferson City, MO 65102
1-573-751-0681 <https://pr.mo.gov/nursing.asp>

**The baccalaureate degree program in nursing at
Southeast Missouri College of Nursing and Health Sciences is accredited by the
Commission on Collegiate Nursing Education (CCNE)**

Commission on Collegiate Nursing Education
655 K Street NW, Suite 750
Washington, DC 20001
1-202-887-6791

**The Radiologic Technology Program is accredited by the
Joint Review Committee on Education in Radiologic Technology (JRCERT).**

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
1-312-704-5300 www.jrcert.org

**The Medical Laboratory Science Program is accredited by the
National Accrediting Agency for Clinical Laboratory Science (NAACLS).**

NAACLS
5600 N. River Road, Suite 720
Rosemont, IL 60018
1-773-714-8880 www.naacls.org

**The Surgical Technology Program is accredited by the
Commission on Accreditation of Allied Health Education Programs (CAAHEP)**

CAAHEP
9355 – 113th St. N, #7709
Seminole, FL 33775
1-727-210-2350 www.caahep.org

It is the policy of Southeast Missouri Hospital College of Nursing and Health Sciences to maintain and promote equal education opportunity. Students and applicants will not be discriminated against on the basis of race, color, ethnicity, religion, national origin, gender, ancestry, marital status, sexual orientation, age, veteran status, or handicap which does not preclude the person from practicing the program profession after graduation and successful completion of licensure, certification, or registry.

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Welcome Students!

Dear Students,

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

Here you will find exceptional experiences that allow you to grow and develop, hone personal skills, foster professional relationships, and fully realize your potential. You will apply the sciences, math, communications, and social sciences as you expand your understanding and application of healthcare principles. Imagine your experience as you interact with patients and provide relief from stress, pain, infection, or disease while utilizing patient care techniques. These experiences and more are available at Southeast Missouri Hospital College of Nursing and Health Sciences.

Producing career-ready graduates has always been central to our mission. Through a process that includes general studies and professional preparation, we connect you with career paths and cultivate the skills and mindset necessary for professional advancement. Through the college, you will find opportunities to advance your credentials and expand your professional opportunities. When you walk across the stage at commencement, you will have more than just a degree or certificate from Southeast Missouri Hospital College of Nursing and Health Sciences. You will have career direction with the knowledge, skill, and confidence necessary for success in your chosen profession.

Lastly, becoming a student at Southeast Missouri Hospital College of Nursing and Health Sciences means you are part of a close-knit community that will support you and help achieve your vision of success. Our purpose is to help you realize your aspirations. Here you will find the guidance and support to develop your personal attributes, develop leadership skills, and serve our community. You will find mentors in our faculty, staff, and leadership. And through our academic experiences, you will make connections and friendships that will last a lifetime.

Our website and handbooks contain many resources for you to learn about Southeast Missouri Hospital College of Nursing and Health Sciences. I encourage you to enjoy our campus, meet students and faculty, take advantage of the support offered, and see for yourself the outstanding opportunities Southeast Missouri Hospital College of Nursing and Health Sciences offers.

My very best,

President Steven D. Langdon, EdD, AT-Ret.

Mission

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

Vision

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

Values

To graduate healthcare professionals who demonstrate the ability to think critically, communicate effectively, accept human diversity, and deliver ethical, safe healthcare as a member within a discipline of their profession

After reading this handbook, sign the “Acknowledgement of Receipt of Handbook” form located in the “Forms section of this Handbook.

Purpose of the Handbook

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

College Policies

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

Program Policies

The program section contains the student's Program information including the policies and procedures that are specific to that Program. There are seven programs offered by SEH College.

- Associate of Applied Science in Nursing
- Bachelor of Science in Nursing
- Associate of Applied Science in Radiologic Technology
- Associate of Arts (Emphasis: Allied Health)
- Certificate in Medical Laboratory Science
- Certificate in Clinical Laboratory Assistant
- Certificate in Surgical Technology

Forms

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

Student Achievement

Student Achievement Data is published on College website. See *Consumer Information* on College website: <https://www.sehcollege.edu/about-us/consumer-information>

Student Policies / Services

Professional Conduct Policy

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

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

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

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

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

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

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

Financial Aid Student Attendance Policy

Students are expected to attend all classes for which they registered, beginning with and including the first class session. Not only must a student be registered for a class, students must be in active attendance to count as “enrolled” for aid eligibility purposes. Academically related activities to be in attendance include but are not limited to:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an assessment or an exam;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Participating in a study group, group project, or an online discussion that is assigned by the institution; or
- Interacting with an instructor about academic matters; and
 - Does not include, for example
 - Living in institutional housing
 - Participating in the institution's meal plan
 - Logging into an online class or tutorial without any further participation or participating in academic counseling or advisement

Students must have attendance verified in their classes in order to meet the eligibility requirements for the federal student aid programs. The Department of Education requires schools to document student attendance prior to the disbursement of any federal aid funds. Until attendance is verified for a student, no federal financial aid will be disbursed.

The College requires that faculty verify attendance weekly for each course taught. If a student fails to attend all courses for any consecutive two-week period, the student will be considered withdrawn from the College. Once it is determined that a student has withdrawn (either voluntarily or involuntarily), the financial aid office will need to determine if financial aid is required to be returned. For additional information on how a financial aid return is calculated, please review the Return to Title IV policy.

The College reserves the right to request validation of student illness, etc., (i.e., physician's excuse, etc.). If absence is due to extenuating personal circumstances, consideration may be given.

Distance Education/Online Attendance and Participation Requirements:

The academic week for online courses is **Monday at 0000 CST through Sunday 2359 CST** unless otherwise specified by the instructor. Progress towards satisfactory completion of weekly assignments is expected on a weekly basis. Students taking distance education/online courses are subject to online attendance and participation policies as well as the College's attendance policies.

Weekly participation is mandatory in all online courses. Participation demonstrates academic engagement and the completion of weekly assignments as defined by the faculty, based on course requirements and may include, but is not limited to:

1. Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students.
2. Submitting an academic assignment.
3. Taking an assessment, quiz, or exam.
4. Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction
5. Participating in a study group, group project or an online academic discussion that is assigned by the institution.
6. Interacting with an instructor about academic matters.

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

Any student who has been hospitalized must submit a full release from the treating physician indicating that the student may return to clinical and fully participate without restrictions.

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

Dress Code: Classroom Policy

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

Appropriate classroom attire includes:

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

Inappropriate classroom attire includes:

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

Dress Code: Clinical Policy

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

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

Note: Failure to comply with the dress code as detailed above will result in disciplinary action.

Replacement of badges is at a cost of \$10.00

Academic and Clinical Honesty

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

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

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

Cheating

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

Plagiarism

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

Bribery

Offering items or services of value to gain academic or clinical advantage

Falsifying

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

Fabrication

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

Copyright Compliance

It is the policy of Southeast Missouri Hospital College of Nursing and Health Sciences to adhere to the provisions of the Copyright Law of the United States (<https://www.copyright.gov/>) including the Digital Millennium Copyright Act (DMCA). According to the *Copyright Law of the United States and Related Laws Contained in Title 17 of the United State Code* (December 2011) copyright protection is provided to "original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communication, either directly or with the aid of a machine or device." (p.8) Copyright protection includes the following categories: literary works; dramatic and musical works, including any accompanying words or music; pantomimes and choreographic works; pictorial, graphic, and sculptural works; motion pictures and other audiovisual works; sound recordings, and architectural works. (p.8).

Title 17, Section 107 of the *Copyright Law of the United States and Related Laws Contained in Title 17 of the United State Code* (December 2011) states that under certain conditions copyrighted works may be used or reproduced. These conditions include but are not limited to "teaching (including multiple copies for classroom use)" (p. 19).

The administrators, faculty, staff, and students will comply with the following:

1. A single copy of a copyrighted work may be made for scholarly research or for classroom instruction.
2. Multiple copies of copyrighted works may be made for classroom use or discussion.
3. Courses with an online component may include the performance or display of works in proportion to what would be used in a traditional face-to-face classroom session provided that the course is restricted to only those in the class and is moderated by an instructor.
4. Reasonable technological measures will be taken to prevent illegal distribution of online materials including linking to a resource rather than copying it and streaming rather than downloading audio and video files.
5. Copying shall not substitute for the purchase of textbooks or other resources required by Southeast Missouri Hospital College of Nursing and Health Sciences.
6. Unauthorized distribution of copyrighted material, including peer-to-peer file sharing, except as noted above is prohibited

Copyright infringement is a Federal offense. Anyone found liable for civil or criminal copyright infringement may be ordered to pay actual and statutory damages. Statutory damages for civil copyright infringement may include a sum of not more than \$150,000 for any one copyrighted work. (p. 503) Criminal copyright infringement may result in fines of not more than \$500,000 and imprisonment of up to 5 years, or both, for the first offense and a fine of not more than \$1,000,000 or imprisonment for not more than 10 years, or both, for any subsequent offense. (p.263)

Students who are found to have violated copyright laws by illegal downloading, unauthorized copying or distribution, or by using peer-to-peer file sharing using the College's copiers, scanners, computers, printers, or internet will be subject to disciplinary actions including but not limited to official warning, restriction or elimination of privileges, fines, suspension, or expulsion.

Administrators, faculty, and staff are bound by the Workstation Use and Security policy found in the SoutheastHealth Policy and Procedures manual.

Copyright Law of the United States and Related Laws Contained in Title 17 of the United State Code. (December 2011). Retrieved January 12, 2016 from <https://www.copyright.gov/title17/>

Revised: Approved Administrative Council November 2020

Consequences

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

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

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

Failing Grade ~ A failing grade may be assigned for the course and may result in the inability to progress in the program

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

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

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

The Academic and Clinical Honesty Incident Form can be found in the Forms section.

Grievance or Complaint Policy (Rev. 08/04/16)

Academic Grievance Policy

This policy seeks to provide a fair and expeditious process that allows for both informal and formal resolution of conflicts. A grievance may deal with academic issues or other circumstances involving alleged unfair or irresponsible behavior including violations of Program, College or certifying agencies policies. When a student can substantiate a circumstance that is perceived by the student as just cause, the student may initiate a grievance.

Students must initiate the student complaint process by the 10th business day after the conclusion of the term.

Purpose

Students of Southeast Health College of Nursing and Health Sciences who believe that policy has not been followed with respect to academic matters may initiate the academic grievance procedure. Academic matters are those concerned with instructional activities, grading procedures, or other incidents related to academic affairs. This policy does not address issues regarding student employment or sexual harassment. It deals with academic grievances only. Students should be aware that clear evidence is needed to contest a grade. Belief that a subject or text was too difficult is not grounds for a complaint.

Grievance Policy

When a student can substantiate a circumstance that is perceived by the student as just cause, the student may initiate a grievance. A grievance may deal with academic issues or other circumstances involving alleged unfair or irresponsible behavior including violations of Program, College or certifying agencies policies.

Procedures to Initiate a Grievance

Step 1: Informal Processes:

The College encourages the student to resolve their problems and concerns directly by first discussing the grievance with faculty member or other involved party in the program with the exception of Title IX concerns. The faculty member will have five (5) working days to consider the request and make a decision according to established policies. In some cases, the student may wish to discuss the problem initially with the College grievance officer (College Registrar). If appropriate, the College grievance officer will gather the involved parties to attempt informal resolution of the grievance.

Should the grievance be with the Registrar, the student will discuss the problem initially with the Dean of Student Affairs and General Education.

Step 2: Formal Processes at the Program Level:

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

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

Step 3: Formal Processes at the College Level:

If after submitting the Student Grievance Form at the Program level, the student feels that the grievance has not been resolved, the student may appeal to the Student Affairs Committee. The student has five (5) working days to request that the Program Director/Dean forward the Student Grievance Form to the Student Affairs Committee. The student may submit additional written comments to the Student Affairs Committee to substantiate the grievance appeal. The Student Affairs Committee will investigate the grievance and to respond within 30 working days of the appeal.

Step 4: Formal Processes at the College President Level:

If resolution of the grievance has not been achieved through the use of the preceding steps, the grievance may be brought before the President of the College. The student will submit the request to the President of the College within five (5) working days of the Student Affairs Committee decision.

The President of the College has ten (10) working days to execute a final decision. In matters relating to the internal workings of the College, the College President's decision is considered final.

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

Student Grievance Form is available in the Forms section.

Complaint Policy

When a student has issues regarding an institution's ongoing ability to meet the Criteria of Accreditation, the student may file a complaint with the Higher Learning Commission (HLC) or other certifying bodies for individual programs.

HLC Instructions for Filing a Complaint

Each year, the Commission receives a number of complaints about institutions from faculty, students, and other parties. The Commission has established a clear distinction between individual grievances and complaints that appear to involve broad institutional practices. Where a complaint does raise issues regarding the institution's ongoing ability to meet the Criteria of Accreditation, the Commission forwards the complaint to the institution and requests a formal response.

Complainants with specific claims related to the Americans with Disabilities Act or employment discrimination should seek prior review of such claims by the appropriate federal agencies. The Commission may ask for the report or record of such review in determining whether it can proceed to consider the claim as a complaint related to compliance with the Criteria for Accreditation.

Instructions for Filing a Complaint with the Commission

Individuals interested in bringing an appropriate complaint to the attention of the Commission should take some time to compile a complete submission as outlined below. There is no complaint form.

1. Write a cover letter directed to the Commission containing a brief narrative of the facts of the complaint. In most cases, such a narrative need be no longer than a few pages.
2. Indicate in your complaint why you believe the issues raised in your complaint are accrediting issues. If possible, please review the Commission's Criteria for Accreditation prior to writing this section. You should also indicate how you believe the Commission can assist you with this matter. Remember that the Commission cannot assist you in understanding your tuition bill, arranging for a refund of tuition, obtaining a higher grade for a course, seeking reinstatement to an academic program, etc.
3. Attach documentation to support your narrative wherever possible. (For example, if you make reference in your complaint to an institutional policy, include a copy of the policy with your complaint.) Helpful documentation might include relevant portions of the catalog, letters or e-mail exchanged between you and the institution, learning agreements, etc.
4. A few reminders:
 - Please type your complaint or print very neatly.
 - Please do not use abbreviations or nicknames (e.g., NMS or USC or U of N).
 - Sign and date the cover letter.
 - Include contact information for future correspondence, with a street address.
 - If you are writing on behalf of someone else (son/daughter or client), be sure to provide that person's consent in writing to allow you to communicate with the Commission on his/her behalf.
 - When possible, please provide double-sided materials and do not attach materials with staples or paperclips.
5. Mail the letter and its attachments to the Commission's office at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411. The Commission does not have an online complaint system and does not accept complaints via e-mail.

Please note that the Commission will not consider those complaints that are not in writing and do not contain the elements noted here. The Commission's complaint policy precludes it from considering matters more than five years old.

The Commission will acknowledge your complaint within thirty days of receiving it and let you know whether your complaint is complete and whether it raises issues that are related to accrediting requirements or whether it is an individual dispute outside the jurisdiction of the Commission's complaint policy. E-mail questions to complaints@hlcommission.org.

Filing a Complaint with Other Organizations

Individuals who wish to file a complaint with an accrediting body for a specific program may do so by contacting one of the following organizations:

Associate Nursing:

Accreditation Commission for Education in Nursing, Inc. (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 1-404-975-5000 www.acenursing.org

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

Bachelor Nursing:

Commission on Collegiate Nursing Education (CCNE) One Dupont Circle, NW, Suite 530 Washington, DC 20036, 202-887-6791. 1-202-887-6791 www.aacn.nche.edu/ccne-accreditation

Radiologic Technology:

Joint Review Committee on Education in Radiologic Technology 20 N. Wacker Drive, Suite 2850 Chicago, IL 60606-3182 1-312-704-5300 www.jrcert.org

Medical Laboratory Science:

National Accrediting Agency for Clinical Laboratory Science (NAACLS) 5600 N. River Road, Suite 720 Rosemont, IL 60018 1-847-939-3597 www.naacls.org

Surgical Technology:

Commission on Accreditation of Allied Health Education Programs (CAAHEP) 25400 US Highway 19 North, Suite 158 Clearwater, FL 33763 1-727-210-2350 www.caahep.org

Students may also file a grievance with their home state, or the state in which they are participating in a Southeast Health College of Nursing and Health Sciences' program.

Note: A recipient of federal financial assistance may not retaliate against any person who has made a complaint, testified, assisted or participated in any manner in an investigation or proceeding under the laws listed on the first page of this brochure. If you believe that you have been retaliated against for any of these reasons, you may file a complaint with OCR. Anyone who believes that an education institution that receives federal financial assistance has discriminated against someone on the basis of race, color, national origin, sex, disability or age, may file a grievance.

Title IX Policy Statement

Nondiscrimination Policy

Applicants for admission and employment, students, employees' sources of referral of applicants for admission and employment, and all union or professional organizations holding collective bargaining or professional agreements with Southeast Missouri Hospital College of Nursing and Health Sciences are hereby notified that this institution does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission or access to or treatment of employment in, its programs and activities. Any person having inquiries concerning Southeast Missouri Hospital College of Nursing and Health Sciences' compliance with the regulations implementing Title VI or Title IX is directed to contact the Registrar/Enrollment Counselor, Office

204, Southeast Missouri Hospital College of Nursing and Health Sciences, (573) 334-6825 ext. 2215. The Enrollment Counselor/Registrar has been designated by Southeast Missouri Hospital College of Nursing and Health Sciences to coordinate the institution's efforts to comply with the regulations implementing Title VI and Title IX. Any person may also contact the assistant Secretary for Civil Rights, U.S. Department of Education regarding the institution's compliance with the regulations implementing Title VI or

Title IX

Any persons having inquiries concerning Southeast Missouri Hospital College of Nursing and Health Sciences compliance with the regulations implementing Americans with Disabilities Act (ADA) or Section 504 is directed to contact the Dean of Student Affairs and General Education, Office 312, Southeast Missouri Hospital College of Nursing and Health Sciences, (573) 334-6825 ext. 2239. Any person may also contact the Office on Americans with Disabilities Act, Civil Rights Division, U.S. Department of Justice; Equal Employment Opportunity Commission; or state human rights agency regarding issues related to the ADA and Section 504.

Sexual Misconduct Policy

I. POLICY STATEMENT

Consistent with the requirements of Title IX of the Education Amendments of 1972; Clery Act, 20 U.S.C. § 1092(f); and the Violence Against Women Act ("VAWA"), 34 U.S.C. § 12291(a), Southeast Missouri Hospital College of Nursing & Health Sciences (the "College") prohibits discrimination based on sex in its educational programs and activities; such discrimination includes sexual harassment, sexual violence (including sexual assault), and acts of domestic violence, dating violence, and stalking.

The College also prohibits any retaliation, intimidation, threats, or any other discrimination against any individuals exercising their rights or responsibilities pursuant to these laws and institutional policy. The College's Sexual Misconduct Policy is used to address complaints of this nature.

II. SCOPE

This policy applies to administrators, faculty, and other College employees; students; applicants for employment; customers; third-party contractors; and all other persons that participate in the College's educational programs and activities, including third-party visitors on campus (the "College Community"). This policy prohibits Sex Discrimination, Sexual Harassment, and Sexual Violence/Assault when the complainant and alleged perpetrator are members of the same or opposite sex, and it applies regardless of national origin, immigration status, or citizenship status. The College's prohibition on Sex Discrimination, Sexual Harassment, and Sexual Violence/Assault extends to all aspects of its educational programs and activities, including, but not limited to, admissions, employment, academics, student services, and College sponsored student activities.

The College has jurisdiction over Title IX-related complaints regarding conduct that occurred on campus, during or at an official College program or activity (regardless of location), or off campus when the conduct could create a hostile environment on campus. The college's "education program or activity" includes situations over which the school exercises substantial control, and also buildings owned or controlled by organizations officially recognized by college. The College will investigate all complaints made under this policy and, if necessary, take action to prevent the recurrence of Sex Discrimination and remedy its effects.

In response to any claim of sex discrimination under Title IX, the College's intent is not to deprive an individual of rights guaranteed under the U.S. Constitution.

The College must investigate every formal complaint and the interplay of Title IX, Title VII, and FERPA when: (1) the school has actual knowledge of sexual harassment; (2) that occurred within the school's education program or activity; (3) against a person in the United States. Any person (e.g., the alleged victim or any third party) may report to a Title IX Coordinator in person or by e-mail, phone, or mail. The Title IX

Coordinator may also file the complaint. If the alleged conduct does not fall under Title IX, then the college may address the allegations under the school's own code of conduct and provide supportive measures.

Supportive measures must be offered even if a complainant does not wish to initiate or participate in a grievance process. Every situation is unique, and individuals react to sexual harassment differently. Therefore, the policy gives complainants control over the college-level response best meeting their needs. It respects complainants' wishes and autonomy by giving them the clear choice to file a formal complaint, separate from the right to supportive measures.

III. TITLE IX STATEMENT

The College will comply with Title IX of the Education Amendments of 1972, the Violence Against Women Reauthorization Act (VAWA), and implementing regulations, which prohibit Sex Discrimination in the College's educational programs and activities. Those laws also prohibit retaliation for asserting claims of Sex Discrimination.

The College has designated the following Title IX Coordinator to coordinate its compliance with these laws and to receive inquiries regarding Title IX and VAWA, including complaints of Sex Discrimination:
Registrar & Title IX Coordinator
573-334-6825 ext. 2215

A person may also file a complaint of Sex Discrimination with the United States Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html> or by calling 1-800-421-3481.

IV. SEXUAL MISCONDUCT

- A. **Definition of Sexual Misconduct**—"Sexual Misconduct" is an umbrella term covering Sex Discrimination, Sexual Harassment, Sexual Violence/Assault, as well as domestic violence, dating violence, and stalking. This term will be used throughout the remainder of this policy and the Complaint Resolution Procedures when collectively referring to these types of conduct.
- B. **Sex Discrimination**--The College prohibits discrimination on the basis of sex ("Sex Discrimination") in all the College's programs and activities. Sex Discrimination occurs when a person is excluded from participation in, or denied the benefits of, any College program or activity because of their sex. The College has implemented this policy to eliminate, prevent and address conduct that constitutes Sex Discrimination. Sexual Harassment, and Sexual Violence/Assault may constitute prohibited Sex Discrimination in violation of this policy.
- C. **Definition of Sexual Harassment and Examples**--Sexual Harassment is any unwelcome conduct of a sexual nature. Sexual Harassment constitutes Sex Discrimination when it denies or limits a person's ability to participate in or benefit from the College's programs and activities. Sexual Harassment denies or limits a person's ability to participate in or benefit from the College's programs and activities, when:
- A school employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (often called "quid pro quo" harassment);
 - Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity;
 - Sexual assault, dating violence, domestic violence, or stalking (as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f), and the Violence Against Women Act, 34 U.S.C. § 12291(a)).
 - Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any aspect of the College's programs and activities;
 - Submission to or rejection of such conduct by a person is used as a basis for any decision adversely affecting such person with respect to the College's programs and activities; or

- Such conduct is severe or pervasive, such that, it interferes with an individual's academic or professional performance or by creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment or education environment.
- A hostile environment exists when unwelcome conduct of a sexual nature is sufficiently serious to deny or limit a person's ability to participate in or benefit from the College's programs and activities. In determining whether a hostile environment exists, the College will consider the totality of circumstances viewed from the perspective of a reasonable person in the alleged victim's position, including both objective and subjective factors. Examples of factors the College will consider include the type, frequency, and duration of the conduct, the severity of the conduct, whether the conduct is repeated, the age of the alleged victim, any power differential between the alleged victim and alleged perpetrator, and the number of persons ("hostile environment" sexual harassment).

The College encourages members of the College Community to report any and all instances of Sexual Harassment, even if they are unsure whether the Sexual Harassment constitutes Sex Discrimination.

Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature, such as:

- Pressure for a dating, romantic, or intimate relationship
- Unwelcome touching, kissing, hugging, or massaging
- Pressure for sexual activity
- Unnecessary references to parts of the body
- Sexual innuendos or sexual humor
- Obscene gestures
- Sexual graffiti, pictures, or posters
- Sexually explicit profanity
- Asking about, or telling about, sexual fantasies
- E-mail and Internet use that violates this policy
- Sexual Violence/Assault (as defined below)

Further examples of Sexual Harassment may be found in the Frequently Asked Questions below.

D. Definition of Sexual Violence/Assault and Examples-- Sexual Violence/Assault is a form of Sexual Harassment. Sexual Violence/Assault includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity, because he or she is below the minimum age of consent in the applicable jurisdiction, or because of his or her incapacitation due to the use of drugs and/or alcohol. A single instance of Sexual Violence/Assault may be sufficiently severe to deny or limit a person's ability to participate in or benefit from the College's programs or activities, and, therefore, constitute Sex Discrimination.

Some examples of Sexual Violence/Assault include:

- Rape or sexual assault: Sexual intercourse (anal, oral, or vaginal) by a man or woman upon a man or woman without consent
- Unwilling sexual penetration (anal, vaginal, or oral) with any object or body part that is committed by force, threat, or intimidation
- Sexual touching with an object or body part, by a man or woman upon a man or woman, without consent
- Sexual touching with an object or body part, by a man or woman upon a man or woman, committed by force, threat, or intimidation
- Prostituting another person
- Non-consensual video or audio-taping of sexual activity
- Knowingly transmitting a sexually transmitted disease to another

Further examples of Sexual Violence/Assault may be found in the Frequently Asked Questions below.

- E. **Definition of Consent**--Lack of consent is a critical factor in determining whether Sexual Violence/Assault has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

If coercion, intimidation, threats, and/or physical force are used, there is no consent.

- Coercion is direct or implied threat of danger, hardship, or retribution sufficient to persuade a reasonable person to engage in sexual activity in which they otherwise would not engage or submit. Coercion is different from seductive behavior based on the type of pressure someone uses to get another to engage in sexual activity. A person's words or conduct cannot amount to coercion unless they wrongfully impair the other's free will and ability to choose whether or not to engage in sexual activity. Coercion can include unreasonable and sustained pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive; once a person has made it clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, you should be absolutely clear that they have changed their mind and are consenting before proceeding in sexual activity with them.
- If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
- Following are warning signs that a person may be incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, such that there is no consent.
 - If a person is asleep or unconscious, there is no consent.
 - If a person is below the minimum age of consent in the applicable jurisdiction, there cannot be consent.
 - Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
 - Consent to past sexual activity does not imply consent to other forms of sexual activity
 - Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another.
 - Being in a romantic relationship with someone does not imply consent.
 - Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent.
 - Effective consent may not exist when there is a disparity in power between the parties (e.g., faculty/student, supervisor/employee).

- F. **Definition of Domestic Violence, Dating Violence and Stalking**-- The crimes of Domestic Violence, Dating Violence and Stalking can also constitute Sexual Misconduct when motivated by a person's sex. These crimes, no matter the motivation behind them, are a violation of this policy.

1. Domestic Violence

"Domestic Violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction [...], or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

- Missouri's definition of domestic violence can be found at Mo. Rev. Stat. § 455.010. Under Missouri law, domestic violence also includes the crime of "domestic assault" which can be found at Mo. Rev. Stat. §§ 565.072-565.074.

2. Dating Violence

“Dating Violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

- Missouri law does not specifically define dating violence, but conduct of this nature is covered by Missouri’s definitions of domestic violence and domestic assault.

3. Stalking

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

- Missouri’s definition of stalking can be found at Mo. Rev. Stat. § 455.010 and § 565.225.

- G. **Reservation of Right to Address Conduct of a Sexual Nature that Does Not Rise to the Level of Sexual Misconduct**--Notwithstanding the aforementioned definitions, the College reserves the right to resolve, investigate, and/or take disciplinary action against any improper conduct of a sexual nature even though such conduct is not of the type, severity, or pervasiveness that constitutes Sexual Misconduct under this policy.

V. ROLES AND RESPONSIBILITIES

A. Title IX Coordinator

The Title IX Coordinator has the responsibility to coordinate dissemination of information and education and training programs to:

1. Oversee all Title IX complaints at the College;
2. Identify and address any patterns or systemic problems that arise during the review of such complaints;
3. Assist members of the College Community in understanding that Sexual Misconduct is prohibited by this policy;
4. Ensure that investigators are trained to respond to and investigate complaints of Sexual Misconduct;
5. Ensure that employees and students are aware of the procedures for reporting and addressing complaints of Sexual Misconduct; and to implement the Title IX Complaint Resolution Procedures or to designate appropriate persons for implementing the Title IX Complaint Resolution Procedures.

B. Administrators, Deans, Department Chairs, and Other Managers

Administrators, deans, department chairs, and other managers (i.e., those that formally supervise other employees) have the responsibility to:

1. Inform employees under their direction or supervision of this policy
2. Work with the Title IX Coordinator to implement education and training programs for employees and students
3. Implement any corrective actions that are imposed as a result of findings of a violation of this policy

C. All Employees

All employees have the responsibility to review this policy and comply with it.

D. Students

All students and employees have the responsibility to review this policy and comply with it.

E. The College

When the College is aware that a member of the College Community may have been subjected to or affected by conduct that constitutes Sex Discrimination, the College must take prompt action, including a review of the matter and, if necessary, an investigation and appropriate steps to stop and remedy the

prohibited conduct. The College will act in accordance with its Title IX Complaint Resolution Procedures, described below.

VI. COMPLAINTS

The College is to obtain the persons' voluntary, written consent before using any kind of "informal resolution" process, such as mediation or restorative justice, and not use an informal process where an employee allegedly sexually harassed a student.

The College is required to investigate and adjudicate formal complaints of sexual harassment using a grievance process that incorporates due process principles, treats all parties fairly, and reaches reliable responsibility determinations.

A. Making a Complaint

1. Employees

All College employees have a duty to file a complaint with the Title IX Coordinator or the President when they believe or receive information indicating that a member of the College Community may have been subjected to conduct that constitutes Sexual Misconduct. This includes employees who may have a professional license requiring confidentiality if they are not employed by the College in that professional role. An employee not reporting Sexual Misconduct as required by this policy may be disciplined accordingly, up to and including termination.

2. Students and Other Persons

Students who believe they or another member of the College Community may have been subjected to conduct that constitutes prohibited Sexual Misconduct should file a complaint with the Title IX Coordinator or President. Students and other persons may also file a complaint with the United States Department of Education's Office for Civil Rights, as set forth in Section III above.

Students should be aware that all employees at the College, except those designated in Section VI.A.3., have an obligation to report information about Sexual Misconduct to the Title IX Coordinator or President for review and investigation, and they may not keep such information confidential.

3. Content of the Complaint

So that the College has sufficient information to investigate a complaint, the complaint should include: (1) the date(s) and time(s) of the alleged Sexual Misconduct; (2) the names of all person(s) involved in the alleged Sexual Misconduct, including possible witnesses; (3) all details outlining what happened; and (4) contact information for the complainant so that the College may follow up appropriately.

4. Information Provided to Complainant and Respondent

A complainant who makes a claim of Sexual Misconduct to the College will be given a copy of the document titled "Explanation of Rights and Options After Filing a Complaint Under the Title IX: Non-Discrimination and Harassment Policy." This document provides information about this policy and the Complaint Resolution Procedures used to investigate and resolve complaints of Sexual Misconduct, options for filing complaints with the local police, resources that are available on campus and in the community, etc. A person against whom a complaint has been filed will also be given information about the process.

5. Conduct that Constitutes a Crime

Any person who believes they have been subject to Sexual Misconduct that also constitutes a crime—including Sexual Violence/Assault, Domestic Violence, Dating Violence, or Stalking—is encouraged to make a complaint to local law enforcement, as well as to the College's Title IX Coordinator. If requested, the College will assist the complainant in notifying the appropriate law enforcement authorities. In the event of an emergency, please contact 911. A victim may decline to notify such authorities.

6. Special Guidance Concerning Complaints of Sexual Violence/Assault, Domestic Violence, Dating Violence, or Stalking

If you are the victim of Sexual Violence/Assault, Domestic Violence, Dating Violence, or Stalking, do not blame yourself. These crimes are never the victim's fault. The College recommends that you immediately go to the emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy.

If you are the victim of Sexual Violence/Assault, Domestic Violence, or Dating Violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. Victims of Sexual Violence/Assault, Domestic Violence, or Dating Violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed.

When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

It is also important to take steps to preserve evidence in cases of Stalking, to the extent such evidence exists. In cases of Stalking, evidence is more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contact and violence. This type of non-physical evidence will also be useful in all types of Sexual Misconduct investigations.

Once a complaint of Sexual Violence/Assault, Domestic Violence, Dating Violence, or Stalking is made, the complainant has several options such as, but not limited to:

1. contacting parents or a relative
2. seeking legal advice
3. seeking personal counseling (always recommended)
4. pursuing legal action against the perpetrator
5. pursuing disciplinary action
6. requesting that no further action be taken

7. Vendors, Contractors, and Third-Parties

This policy applies to the conduct of vendors, contractors, and third parties. Persons who believe they have been discriminated against or harassed in violation of this policy should make a complaint in the manner set forth in this section.

8. Retaliation

It is a violation of this policy to retaliate against any member of the College Community who reports or assists in making a complaint of Sexual Misconduct or who participates in the investigation of a complaint in any way.

Persons who believe they have been retaliated against in violation of this policy should make a complaint in the manner set forth in this section.

9. Protecting the Complainant

Pending final outcome of an investigation in accordance with the Title IX Complaint Resolution Procedures, the College will take steps to protect the complainant from further Sexual Misconduct or retaliation. This may include assisting and allowing the complainant to change his or her academic, transportation, or work situation, to the extent the College controls these environments, if options to do so are reasonably available.

Such changes may be available regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Requests of this nature should be made to the Title IX Coordinator. In the event such an accommodation is provided, the College will maintain it as

confidential to the extent that maintaining such confidentiality would not impair the College's ability to provide it.

If a complainant has obtained a temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the

Title IX Coordinator. The College will take all reasonable and legal action to implement the order. Information about obtaining protection orders in Missouri can be found at: <https://www.courts.mo.gov/file.jsp?id=69655>.

B. Timing of Complaints

The College encourages persons to make complaints of Sexual Misconduct as soon as possible because delayed reporting may constrain the College's ability to thoroughly investigate and respond to the complaint.

C. Investigation and Confidentiality

All complaints of Sexual Misconduct will be promptly and thoroughly investigated in accordance with the Title IX Complaint Resolution Procedures, and the College will take disciplinary and remedial action where appropriate.

The College will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint. However, because of laws relating to reporting and other state and federal laws, the College cannot guarantee confidentiality to those who make complaints. In the event that the complainant's confidentiality cannot be ensured, the College will notify the complainant.

In the event a complainant requests confidentiality or asks that a complaint not be investigated, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the College's ability to respond may be limited. The College is required to initiate and proceed with an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the College Community.

To protect a person's privacy, the College is required to receive the person's written consent before using the person's medical, psychological, or similar treatment records during a grievance process.

The Title IX Coordinator is the person responsible for evaluating requests for confidentiality.

D. Resolution

If a complaint of Sexual Misconduct is found to be substantiated, the College will take appropriate corrective and remedial action. Students, faculty, and employees found to be in violation of this policy will be subject to discipline up to and including written reprimand, suspension, probation, demotion, termination, or expulsion. Affiliates and program participants may be removed from College programs and/or prevented from returning to campus. Remedial steps may also include counseling for the complainant, academic, work, or transportation accommodations for the complainant, separation of the parties, and training for the respondent and other persons.

E. Bad Faith Complaints

While the College encourages all good faith complaints of Sexual Misconduct, the College has the responsibility to balance the rights of all parties. Therefore, if the College's investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline.

F. Records

The College is required to document and keep records of all sexual harassment reports and investigations.

VII. ACADEMIC FREEDOM

While the College is committed to the principles of free inquiry and free expression, conduct constituting Sexual Misconduct is neither legally protected expression nor the proper exercise of academic freedom.

VIII. EDUCATION

Because the College recognizes the prevention of Sex Discrimination, Sexual Harassment, Sexual Violence/Assault, Domestic Violence, Dating Violence, and Stalking is an important issue, it offers educational programming to a variety of groups, such as campus personnel, incoming students and new employees participating in orientation, and members of student organizations. Among other items, such training will cover relevant definitions, procedures, and sanctions. To learn more about education resources, please contact the Title IX Coordinator.

Frequently Asked Questions

1. What kinds of conduct constitute prohibited Sex Discrimination?

All discrimination on the basis of sex in the College's programs and activities is prohibited under this policy.

Sexual Harassment, defined as any unwelcome conduct of a sexual nature, is one way a person may discriminate against another due to his or her sex. The College has a duty under Title IX to take the steps outlined in this policy when conduct, like Sexual Harassment, denies or limits a person's ability to participate in or benefit from the College's programs and activities. In such circumstances, Sexual Harassment constitutes Sex Discrimination. The College encourages you to report any and all instances of Sexual Harassment, even if you are unsure whether the Sexual Harassment constitutes Sex Discrimination.

Sexual Violence/Assault is a particularly severe form of Sexual Harassment that includes physical sexual acts perpetrated against a person's will or where a person is for some reason incapable of giving consent. Even a single instance of Sexual Violence/Assault can constitute Sex Discrimination under this policy and should always be reported.

For further descriptions and examples of Sexual Harassment, Sexual Violence/Assault, and Sex Discrimination, please see Questions 2 and 4 below, as well as Section IV of the College's Title IX: Non-Discrimination and Anti-Harassment Policy.

2. What are some additional examples of Sexual Harassment?

Sexual Harassment is any unwelcome conduct of a sexual nature. Sexual Harassment constitutes a form of prohibited Sex Discrimination when it denies or limits a person's ability to participate in or benefit from the College's programs and activities. The College's policies protect men and women equally from Sexual Harassment, including harassment by members of the same sex. Staff, faculty, and students are protected from Sexual Harassment by any other staff, faculty, student, or contractor. Examples of kinds of conduct that constitute Sexual Harassment include, but are not limited to, the following:

- Engaging in unwelcome sexual advances
- Leering or staring at someone in a sexual way, such as staring at a person's breasts or groin
- Sending sexually explicit emails or text messages
- Telling unwelcome, sexually-explicit jokes
- Displaying sexually suggestive or lewd photographs, videos, or graffiti
- Making unwelcome and unwanted physical contact, such as rubbing, touching, pinching, or patting
- Making unwelcome and suggestive sounds, such as "cat calls" or whistling

- Commenting on a person's dress in a sexual manner
- Making sexual gestures
- Repeatedly asking someone for a date after the person has expressed disinterest
- Giving unwelcome personal gifts such as flowers, chocolates, or lingerie that suggest the desire for
 - a romantic relationship
- Telling another person of one's sexual fantasies, sexual preferences, or sexual activities
- Commenting on a person's body, gender, sexual relationships, or sexual activities
- Using sexually explicit profanity

3. What should I do if I am a victim of Sexual Misconduct?

The College encourages you to report Sexual Misconduct as soon as possible. Ignoring Sexual Misconduct does not make it go away, and delayed reporting may limit the College's ability to investigate and remedy the Sexual Misconduct.

You may report Sexual Misconduct to the Title IX Coordinator or the President. If you are the victim of Sexual Misconduct that constitutes a crime, the College encourages you to also file a complaint with local law enforcement and to press charges. If requested, the College will assist you in filing a complaint with local law enforcement. You may decline to notify such authorities.

When you are being sexually harassed, you always have the option to directly confront the person that is harassing you. Sometimes, individuals are not aware that their behavior is offensive and quickly apologize and change their behavior once it is brought to their attention. However, you are not required or expected to confront your harasser prior to filing a complaint.

4. What are some additional examples of Sexual Violence/Assault?

Sexual Violence/Assault is a form of prohibited Sexual Harassment. Sexual Violence/Assault includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to use of drugs and/or alcohol or to an intellectual or other disability. Examples of kinds of conduct that constitute Sexual Violence/Assault include, but are not limited to, the following:

- The use of force or coercion to effect sexual intercourse or some other form of sexual contact with a person who has not given consent
- Having sexual intercourse with a person who is unconscious because of drug or alcohol use
- Hazing that involves penetrating a person's vagina or anus with an object
- Use of the "date rape drug" to effect sexual intercourse or some other form of sexual contact with a person
- One partner in a romantic relationship forcing the other to have sexual intercourse without the partner's consent
- Exceeding the scope of consent by engaging in a different form of sexual activity than a person has consented to
- Groping a person's breasts or groin
- Knowingly transmitting a sexually transmitted disease such as HIV to another person through sexual activity
- Coercing someone into having sexual intercourse by threatening to expose their secrets
- Secretly videotaping sexual activity where the other party has not consented

5. What constitutes "consent" for purposes of Sexual Violence/Assault?

Lack of consent is the critical factor in determining whether Sexual Violence/Assault has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant.

Consent is not passive.

- If coercion, intimidation, threats, and/or physical force are used, there is no consent.

- If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
- Warning signs of when a person may be incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
- If a person is asleep or unconscious, there is no consent.
- If a person is below the minimum age of consent in the applicable jurisdiction, there cannot be consent.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Consent to past sexual activity does not imply consent to other forms of sexual activity
- Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another.
- Being in a romantic relationship with someone does not imply consent.
- Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent.
- Effective consent may not exist when there is a disparity in power between the parties (e.g., faculty/student, supervisor/employee).

6. What should I do if I am a victim of Sexual Violence/Assault, Domestic Violence, Dating Violence, or Stalking?

If you are the victim of Sexual Violence/Assault, Domestic Violence, Dating Violence, or Stalking, do not blame yourself. These crimes are never the victim's fault. Please contact the Title IX Coordinator as soon as possible for information on options and resources available to you. You may also wish to call local law enforcement (911 if an emergency), or the National Sexual Assault Hotline at 1-800-656-HOPE.

If you are the victim of Sexual Violence/Assault, Domestic Violence, or Dating Violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. Victims of Sexual Violence/Assault, Domestic Violence, or Dating Violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

It is also important to take steps to preserve evidence in cases of Stalking, to the extent such evidence exists. In case of Stalking, evidence is more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contact and violence. This type of non-physical evidence will also be useful in all types of Sexual Misconduct investigations.

7. Can I make a complaint of Sexual Violence/Assault against my boyfriend or girlfriend?

Anyone can commit Sexual Violence/Assault, even if you and that person are in a romantic relationship. The critical factor is consent. If your boyfriend or girlfriend perpetrates a sexual act against you without your consent, such conduct constitutes Sexual Violence/Assault, and you may make a complaint. This type of conduct and other types of conduct perpetrated by your boyfriend or girlfriend may also be classified as Domestic Violence or Dating Violence.

8. What should I do if I am the victim of Sexual Misconduct committed by someone who is not a College student or employee?

The College's policies protect you from Sexual Misconduct by vendors, contractors, and other third parties that you encounter in your College learning and employment environment. If you believe that you have been a victim of Sexual Misconduct, you should report it just as if it were committed by a College student or employee.

9. What should I do if I am a victim of Sexual Misconduct but the incident occurred off campus?
It is possible for off-campus conduct between College employees or students to contribute to a hostile working or academic environment or otherwise violate the College's policies. You may make a complaint of Sexual Misconduct even if the conduct occurs off-campus.
10. Should I contact the College if I have already notified the police about Sexual Misconduct?
Calling the local police or filing a police report is not the same as filing a Sexual Misconduct complaint with the College. You should not assume that local law enforcement will forward your complaint to the College. As such, anyone who reports Sexual Misconduct to local police is also encouraged to report the matter to the College's Title IX Coordinator so that the College can begin to investigate the issue as quickly as possible.
11. What should I do if I observe Sexual Misconduct, but it is not directed at me?
Anyone who witnesses conduct that constitutes Sexual Misconduct, even if it is directed at someone else, can still feel uncomfortable and harassed. If you are a student and witness conduct that you believe constitutes Sexual Misconduct, please make a complaint in the same manner as if the conduct was directed against you. If you are an employee or staff member of the College, it is your duty to report conduct that constitutes Sexual Misconduct of any kind.
12. What is the role of the Title IX Coordinator?
The Title IX Coordinator oversees the College's compliance with Title IX and receives inquiries regarding Title IX, including complaints of Sexual Misconduct. The Title IX Coordinator has received special training on the College's policies and procedures pertaining to Sexual Misconduct, and is available to answer questions about those policies and procedures, respond to complaints, and assist you in identifying other resources to aid in your situation.
13. If I make a complaint of Sexual Misconduct, will it be treated confidentially?
The College will take reasonable and appropriate steps to preserve the confidentiality of the parties to the complaint and to protect the confidentiality of information gathered during the investigation. However, the College has an obligation to provide a safe and non-discriminatory environment for all students and employees. Therefore, no unconditional promises of confidentiality can be provided. If your confidentiality cannot be guaranteed, the College will notify you.
14. Who is typically involved in investigating a complaint of Sexual Misconduct?
The College's Title IX Coordinator or his/her designee will be involved in investigating complaints of Sexual Misconduct. The Title IX Coordinator may appoint another member of the staff to investigate and resolve the complaint. The process of gathering evidence will necessarily require the involvement of the complainant, the respondent, and any witnesses to the incident that gave rise to the complaint. In sum, it will involve those persons necessary to fairly and completely investigate the complaint and resolve it.
15. What are the possible outcomes of an investigation into a complaint?
The outcome will be determined based on the totality of the evidence using a preponderance of the evidence standard. If the preponderance of the evidence does not support a finding that the incident occurred, then the complaint is resolved in favor of the accused. If, however, the preponderance of the evidence supports a finding that Sexual Misconduct occurred, the actions taken by the College will include those necessary to maintain an environment free from discrimination and to protect the safety and well-being of the complainant and other members of the College Community. In addition, the College may, in its discretion, take action if the preponderance of evidence supports that improper conduct of a sexual nature has occurred, even if such conduct does not rise to the level of Sexual Misconduct under this policy. The College's actions will include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of discrimination and retaliation. Examples of such action include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion, or other appropriate institutional sanctions.

16. May I have a support person with me in the investigation process?
During the investigation process, both a complainant and a respondent may ask a support person to accompany him or her at all stages of the process. In cases involving multiple complainants or respondents, the support person cannot be another complainant or respondent. The support person does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved in any proceedings, and must agree to maintain the confidentiality of the process. A support person may be removed if he or she becomes disruptive or does not abide by the limitations discussed in the previous sentence.
17. What should I do if I am retaliated against for making a complaint of Sexual Misconduct?
The College's Title IX: Non-Discrimination and Anti-Harassment Policy prohibits retaliation against any person for making a good faith complaint of Sexual Misconduct, and/or cooperating in the investigation of (including testifying as a witness to) such a complaint. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the underlying allegation of Sexual Misconduct. If you feel you are the victim of retaliation in violation of this policy, you should report the retaliation just as you would a complaint of Sexual Misconduct.
18. How does the College handle a bad faith allegation of Sexual Misconduct?
A bad faith allegation of Sexual Misconduct occurs when the accuser intentionally reports information or incidents that he or she knows to be untrue. Failure to prove a complaint of Sexual Misconduct is not equivalent to a bad faith allegation. The College may impose sanctions against an individual who knowingly makes false allegations of Sexual Misconduct.

Title IX: Complaint Resolution Procedures

I. GENERAL PRINCIPLES

A. Administration

For purposes of these complaint resolution procedures, "Investigating Officer" means the Title IX Coordinator or his/her designee. The Investigating Officer shall have responsibility for administering these complaint resolution procedures.

B. Promptness, Fairness and Impartiality

These procedures provide for prompt, fair, and impartial investigations and resolutions. The Investigating Officer shall discharge his or her obligations under these complaint resolution procedures fairly and impartially. If the Investigating Officer determines that he or she cannot apply these procedures fairly and impartially because of the identity of a complainant, respondent, or witness, or due to any other conflict of interest, the Investigating Officer shall designate another appropriate individual to administer these procedures.

C. Training

These procedures will be implemented by officials who receive annual training on the issues related to Sex Discrimination, Sexual Harassment, Sexual Violence/Assault, Domestic Violence, Dating Violence, and Stalking and on how to conduct an investigation process that protects the safety of victims and promotes accountability.

II. INVESTIGATION AND RESOLUTION OF THE COMPLAINT

A. Commencement of the Investigation

Once a complaint is made, the Investigating Officer will commence an investigation of it as soon as practicable, but not later than seven (7) days after the complaint is made. The purpose of the investigation is to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes Sexual Misconduct. During the course of the investigation, the Investigating Officer may receive counsel from College administrators, the College's attorneys, or other parties as needed.

In regards to the mandates placed upon the college to investigate all complaints, the Investigating Officer may commence an investigation even if the complainant requests that the matter not be pursued. In such a circumstance, the Investigating Officer will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant's articulated concerns.

B. Content of the Investigation

During the investigation, both parties will receive written notice of the allegations. The Investigating Officer objectively evaluates all relevant evidence without prejudgment of the facts at issue and free from conflicts of interest or bias for or against either party. The Investigating Officer will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. The Investigating Officer will hold a live hearing and allow cross-examination by party advisors (never by the parties personally); but parties may submit written questions for the other parties and witnesses to answer. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

C. Support Person

During the investigation process, both a complainant and a respondent have an equal opportunity to select an advisor of the person's choice (who may be, but does not need to be, an attorney), and an equal opportunity to submit and review evidence throughout the investigation. In cases involving multiple complainants or respondents, the support person cannot be another complainant or respondent. A support person may be removed if he or she becomes disruptive or does not abide by the limitations discussed in the previous sentence.

D. Interim Measures

At any time during the investigation, the Investigating Officer may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class-placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of the Title IX: Non-Discrimination and Anti-Harassment Policy.

E. Pending Criminal Investigation

Some instances of Sexual Misconduct may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with the appropriate law enforcement authorities and, if requested, the College will assist the complainant in doing so. The pendency of a criminal investigation, however, does not relieve the College of its responsibilities under Title IX. Therefore, to the extent doing so does not interfere with any criminal investigation, the College will proceed with its own investigation and resolution of the complaint.

F. Resolution

At the conclusion of the investigation, the Investigating Officer will prepare a written report. The written report will explain the scope of the investigation and identify findings of facts. The report is presented to the Dean of Student Affairs as the decision-maker (who is not to be the same person as the investigator or the Title IX Coordinator). The Decision-Maker will review the documentation and state whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence.

If the written report determines that Sexual Misconduct occurred, the Decision-Maker shall set forth in an addendum to the written report those steps necessary to maintain an environment free from Sexual Misconduct and to protect the safety and well-being of the complainant and other members of the College Community. Such actions will also include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of Sexual Misconduct and retaliation. Examples of such action include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion, or other appropriate institutional sanctions.

The complainant and the respondent will receive a copy of the written report and any addendum within three (3) days of its completion. If necessary, the version of the addendum provided to the complainant and/or respondent will be redacted to ensure that information concerning any remedial and/or disciplinary measures is disclosed in a manner consistent with Title IX, the Family Educational Rights and Privacy Act (“FERPA”), and the Clery Act.

The written report of the Decision Maker shall be final subject only to the right of appeal set forth in Section IV below. An explanation of the appeal procedures will be included in the notification of the outcome that is provided to the parties.

G. Special Procedure Concerning Complaints Against the President

If a complaint involves alleged conduct on the part of the College President, the College Board of Trustees (“Board”) will designate the Investigating Officer. Based on the information gathered by the investigation, the Board will prepare and issue the written report determining the complaint. The determination of the Board is final and not subject to appeal.

H. Informal Resolution

Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. The Investigating Officer must obtain the persons’ voluntary, written consent before using any kind of “informal resolution” process, such as mediation or restorative justice, and not use an informal process where an employee allegedly sexually harassed a student.

The following standards apply to any informal resolution method that is utilized:

- The informal process can only be used with both parties’ voluntary cooperation and appropriate involvement by the institution (e.g., the Title IX Coordinator)
- The complainant will not be required to “work out” the problem directly with the respondent
- Either party may terminate the informal process at any time and elevate the complaint to the formal investigation procedures
- Informal resolution in the form of mediation, even on a voluntary basis, will not be used to resolve complaints alleging sexual assault

I. Timing of the Investigation

The College will endeavor to conclude its investigation and resolution of the complaint within sixty (60) calendar days of receiving it. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation. If either the complainant or respondent needs additional time to prepare or to gather their witnesses or information, they shall notify the Investigating Officer in writing explaining how much additional time is needed and why it is needed. The Investigating Officer shall respond to any such request within three (3) days.

III. RIGHTS OF THE PARTIES

During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:

- Equal opportunity to identify and have considered witnesses and other relevant evidence
- Similar and timely access to all information considered by the Investigating Officer
- Equal opportunity to review any statements or evidence provided by the other party
- Equal access to review and comment upon any information independently developed by the Investigating Officer

IV. APPEALS

A. Grounds of Appeal

The complainant or respondent may appeal the determination of a complaint only on the following grounds:

- There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the Investigating Officer, would result in a different decision
- There was a procedural error significant enough to call the outcome into question
- There was a clear error in factual findings
- Bias or prejudice on the part of the Investigating Officer, or
- The punishment or the corrective action imposed is disproportionate to the offense

B. Method of Appeal

Appeals must be filed with the President within ten (10) days of receipt of the written report determining the outcome of the complaint. If neither party files an appeal, both parties will be notified in writing the timeline for filing an appeal has passed and the complaint has been deemed resolved.

If an appeal is filed, the appeal must be in writing and contain the following:

- Name of the complainant
- Name of the respondent
- A statement of the determination of the complaint, including corrective action, if any
- A detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it, and
- Requested action, if any.

The appellant may request a meeting with the President, but the decision to grant a meeting is within the President's discretion. However, if a meeting is granted, both parties will be notified and granted equal opportunity.

V. RESOLUTION OF THE APPEAL

The President will resolve the appeal within fifteen (15) days of receiving it and may take any and all actions that he/she determines to be in the interest of a fair and just decision. The decision of the President is final. The President shall issue a short and plain written statement of the resolution of the appeal, including any changes made to the Investigating Officer's previous written determination or the corrective measures imposed. The written statement shall be provided to the complainant, respondent, and the Title IX Coordinator within three (3) days of the resolution.

VI. DOCUMENTATION

Throughout all stages of the investigation, resolution, and appeal, the Investigating Officer, the Title IX Coordinator, and the President as the case may be, are responsible for maintaining documentation of the investigation and appeal, including documentation of all proceedings conducted under these complaint resolution procedures, which may include written findings of fact, transcripts, and audio recordings. All final documents (including appeals and final decisions) will be retained by the Title IX Coordinator.

VII. INTERSECTION WITH OTHER PROCEDURES

These complaint resolution procedures are the exclusive means of resolving complaints alleging violations of the Title IX: Non-Discrimination and Anti-Harassment Policy. To the extent there are any inconsistencies between these complaint resolution procedures and other College grievance, complaint, or discipline procedures, these complaint resolution procedures will control the resolution of complaints alleging violations of the Title IX: Non-Discrimination and Anti-Harassment Policy.

Nothing in the College's Title IX Complaint Procedures, Title IX: Non-Discrimination and Anti-Harassment Policy, or associated materials should be interpreted so as to limit the College's right to resolve, investigate, and/or take disciplinary action against any improper conduct of a sexual nature even though such conduct is not of the type, severity or pervasiveness that constitutes Sexual Misconduct as defined in the Title IX: Non-Discrimination and Anti-Harassment Policy.

Substance Abuse Policy

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

Examples of Impaired Performance that should be reported

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

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

Substance Abuse Policy and Procedure

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

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

“For Cause” Testing

1. Students exhibiting behavior that, in the opinion of the instructor, is considered to be consistent with the use of drugs and/or alcohol will be required to provide urine and/or blood samples for alcohol and illegal drug screening.
2. The instructor will remove the student to a private area in which he/she will discuss the student's observed behaviors. The student will be allowed to provide a verbal explanation of the suspicious behavior.
3. The instructor will request immediate urine and/or blood testing if deemed appropriate. Failure to cooperate or provide a timely urine or blood sample upon request will result in disciplinary action up to dismissal from the College Program.
4. The results of the test will be made known to the Chief Academic Officer.

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

After reading this policy, sign the Substance Abuse Policy section of Acknowledgement of Receipt of Student Handbook Form located in the Forms section.

Advising / Enrollment Procedure

Advising and Registration Dates

<u>College Semesters</u>	<u>Advising Appointments</u>	<u>Enrollment</u>
Summer (June – July).....	First 2 weeks of March	Last 2 weeks of March
Fall (Aug. – Dec.).....	First 2 weeks of March	Last 2 weeks of March
Spring (Jan. - May).....	Last 2 weeks of September	First 3 weeks of October

Current students who wish to enroll in general education classes early must have the permission of their Faculty Advisor and Program Director/Dean. The student will complete a request during their advising period and will complete the process for adding a course.

Faculty Advisor

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

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

Students will make an appointment with their Advisor during the time period denoted for advising appointment. Advisor will advise students regarding courses they will need to take the next semester, as well as their progress in graduation point accrual.

Holds

Academic Hold: A hold may be placed by the Advisor, Registrar, Program Director, or Dean for a student who has not met minimum requires for academic progression. *Examples include Advising Hold (such as ENG 099 and/or MAT 101), Registration Hold*

Billing Holds: A hold may be placed on a student’s record whenever that student is delinquent or has failed to pay any debt owed to the College or failed to return College property or equipment. Students with holds will not be allowed to receive transcripts, certificates, or diplomas; have transcript forwarded; and/or receive other services related to the student records. They may not be allowed to register. When the student has cleared the obligation with the College, the hold will be removed. *Examples include Charge Hold, Balance Due Hold*

Financial Aid Hold: A hold may be placed for necessary outstanding documentation or other financial aid requirements. *Examples include Entrance Counseling Hold, Exit Counseling Hold, Master Promissory Note not signed, Verification Hold, Strict Financial Aid Hold*

Medical Hold: A hold may be placed against a student who fails to provide proof of vaccinations or other medical requirements (e.g., tuberculosis testing) or who is being denied enrollment because of psychological or medical situations. *Examples: Immunization Hold, Strict Health Hold*

Non-completion of Mandatory Education: A hold may be implemented against enrollment for a student who has not completed by stipulated deadlines mandatory online or face-to-face education required by the College. *Examples include Grade Hold (such as non-completion of course evaluations), lack of submitting licensure or registration*

Transcript Hold: A hold may be placed by the College Registrar against a student who fails to provide proof of graduation from high school or transcripts from previous colleges attended.

Disciplinary Hold/Judicial Hold/Administrative Hold: A hold may be implemented for a student who has been suspended or expelled for disciplinary reasons. The hold may also be used to provide the student with a written statement of impending judicial or administrative proceedings when attempts to reach the student by mail or by telephone have failed. Placement of a hold for such purposes should be done only when the hold does not pertain to a previous category (Academic, Billing, etc.). Further, such a hold should include a description/rationale in the “Notes” section of the College’s student information system.

Graduation Requirements

There is a \$200.00 graduation fee. This money funds most of the costs associated with caps, gowns, photos, diplomas, etc. The Commencement Ceremony is a school function where attendance is to be considered *mandatory* for all graduating students.

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

1. The appropriate number of credit hours of approved coursework with a grade of "C" or above for each specific program.
2. Accumulation of the appropriate number of graduation service points*
3. Attendance at the commencement ceremony*
4. Financial obligations met.

***Note: Graduation service point system does not apply and commencement attendance is voluntary for RN-BSN students.**

Graduation Service Point System

Service is a unique and important part of healthcare and professional development. The College has an established graduation point system to foster and encourage students to develop a sense of service and professionalism during their educational process. Students have opportunities to engage with various communities in order to serve and grow. Students may work directly with their advisors in selecting service opportunities which meet the individual and graduation service points requirements.

Full time and accelerated program students are required to obtain a minimum of 20 service points per program year to meet graduation requirements. The full time and accelerated program student is required to obtain a minimum of 5 points from each section below every program year to equal 20 points.

Part time program students are required to obtain a minimum of 20 service points during the first 1 ½ years and 20 service points during the last 2 years of the program to meet graduation requirements. The part time program student is required to obtain a minimum of 5 points from each section below during the first 1 ½ years and a minimum of 5 points from each section below during the last 2 years of the program.

Students will be responsible for providing documentation/proof of each service activity to their advisor. Students can do so by either of the following:

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

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

<u>Activity Section</u>	<u>Acceptable Activities and Points Worth</u>
College Based Activities	<ul style="list-style-type: none"> • Attend any Southeast College of Nursing and Health Sciences sponsored meeting or activity (5 points). • Student Council Activities such as Christmas party, Social BBQ, etc. (5 points) • Serve as class representative, class reporter, or officer, and be active in that position in a Healthcare organization or Southeast College of Nursing and Health Sciences Student Council (5 points).
Community Service Activities	<ul style="list-style-type: none"> • Any type of “health related” community service activity (5 points). • Community service activity for a non-profit institution (for example: church, Salvation Army, Birthright, etc. (5 points). • Chairing a healthcare event or fundraiser (15 points)
Professional Growth and Development Activities	<ul style="list-style-type: none"> • Current and active membership in a professional healthcare organization (5 points) • Attend local professional meetings such as NSNA, MRST, etc. (5 points) • Attend a professional state healthcare meeting (10 points). • Attend a healthcare Political Lobby Day (15 points). • Chairing a healthcare event or fundraiser (15 points). • Attend a healthcare related seminar or conference (5 points). Documentation for attendance must be provided.

The Graduation Point System Signature Form is located in the forms section.

Application for Graduation

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

Faculty Office Hours

Each faculty member has scheduled offices hours, which are posted on faculty office doors and on the course Moodle site. Students are encouraged to utilize designated times to receive faculty assistance; however, students may request appointments at other times.

Student Evaluations of Faculty Members and Courses

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

Assessment Program

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

Computer Resources

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

Internet Use Policy

Access to the Internet on College computers will be granted to students of the College. College computers are NOT to be used for personal or recreational purposes. Violation of this policy may result in the revocation of Internet privileges, suspension or termination from the College. Some software cannot be downloaded without prior authorization from the Information Systems Director at the hospital.

Social Media Policy

Current and future students, faculty, staff, alumni, and other college community members associated with SEH College are utilizing platforms such as Facebook, Twitter, LinkedIn, YouTube, and many others to stay connected.

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

General Principles regarding social media

- Users of social media must have no expectation of privacy.
- Users must exercise good judgment about content and respect privacy laws. Postings may not include confidential information about SEH College, its staff, or its students.
- Users may post any content that is not threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.
- Users may not post any interactions, photos or other methods of data regarding patient care or contact that they obtained through clinical experience or any other method.
- No individual patient may be recognizable from any posting through any SEH College social media presence.
- Representation of personal opinions as being endorsed by SEH College or any of its organizations is strictly prohibited. Users may not use the SEH College name to promote any opinion, product, cause, or political candidate.

- By posting content to any college social media site, users agree that they own or otherwise control all of the rights to that content, that their use of the content is protected fair use, that they will not knowingly provide misleading or false information, and that they hold the College harmless for any claims resulting from the content.
- The SEH College has the right to remove from college owned media pages any content for any reason, including but not limited to content that it deems threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.
- When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, users must always include citations and provide a link to the original material if applicable.
- Users must refrain from using information and conducting activities that may violate local, state, or federal laws, and regulations.
- Rules of decorum, modesty and prevailing social mores are to be observed at all times in all postings to any and all forms of social media.
- No posting should ever represent the SEH College community as anything but a positive and nurturing environment.
- No member of the SEH College community should ever post anything to their private social media accounts that would violate HIPAA or FERPA rules.
- No member of the CONHS community should ever engage in “Cyber-bullying” during interactions of their private social media accounts.
- Members of this community should refrain from posting any photos or other content in their private social media accounts that are not in keeping with the high moral standards and professional conduct required of the SEH College.
- Faculty and staff may not “friend” or otherwise be connected with current students on their private social media accounts.
- Students may not audiotape/videotape an instructor’s class and post it on any Internet source without the instructor’s permission. Students found posting any SEH College class on the Internet may be dismissed from the College.

Officially Recognized Social Media Accounts

For a group’s social media account to be recognized by the College as “official,” the group administrator(s) must seek approval from the Administrative Council. Members of the Administrative Council will review all social media inquiries. This group should also be used as a resource for the SEH College community for any social media needs. The Administrative Council will make the final decision in any situation regarding the use of social media. The Administrative Council will ensure the pages are set up properly according to social media sites’ policies. The Southeast College of Nursing and Health Sciences believes that having a presence in these areas will allow the College to broadcast information and interact with the public. In order to operate within these platforms effectively, SEH College has developed a social media policy to ensure that any and all interactions represent the College’s best interests.

Facebook Use

If any SEH College organization, department, group, program, or sports team creates an approved Facebook page, they will be listed on the official SEH College Facebook page under “favorite pages.” Doing this creates a link from the SEH College page to such organizations’ pages.

Account Administrators

All social media accounts officially recognized by the SEH College must have a SEH College faculty or staff member as an administrator at all times.

Should a SEH College employee administrator of an account leave the College for any reason or no longer wish to be an account administrator, it is that individual's responsibility to designate another SEH College employee to be an account administrator prior to removing himself or herself from that role. The Administrative Council should be notified when a new administrator takes over.

SEH College employees identified as administrators of accounts are held responsible for managing and monitoring content of their officially recognized accounts. Administrators are responsible to remove content that may violate the College's Conduct Policies.

Non-Smoking Policy

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

Telephone Policy

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

Personal Communication and Electronics Devices Policy

Students are not permitted to have any personal communication devices, electronics, cameras, or any other recording devices in the clinical settings. Students are not to bring such devices into the clinical facility. Personal communication devices may be used in the college campus classroom only if approved by the course instructor.

Student Lockers Policy

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

Student Work Policy

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

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

It is strongly recommended that students not work more than 20 hours per week while enrolled in a program. College Work Study positions are available to students who qualify. Please see the Financial Aid Office for more information.

Fitness and Wellness Center

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

School Closing in Inclement Weather

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

Honor Society

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

Parking Policy

Students are to register for a parking permit upon enrollment. Each student will be issued a parking permit when they begin classes. Students who do not register their vehicle will not be able to begin classes. Students may park in any student parking lot on the College Campus. Students are to adhere to parking policies of affiliated clinical facilities and any fines thereof. Outstanding fines at any Southeast Hospital clinical facility at the end of the semester will prevent the student from attending class the successive semester until the fees are paid in full. During this time, there will be no make-up work or clinical experiences allowed.

Student Liability Insurance Coverage

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

Student Records

Southeast Missouri Hospital College of Nursing & Health Sciences is compliant with the Family Educational Rights and Privacy Act of 1974 (FERPA). Students have a right to inspect and view their records, to seek to amend education records, and the right to have some control over the disclosure of information from education records. The request form and process information are available in the Registrar's office.

According to FERPA, custodians of education records must comply with student requests to inspect and review records within 45 days of the receipt of the request. More information regarding FERPA is in the College Catalog.

Admission, Registration and Records Assistance

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

Release of Information Policy

Students who request information to be shared with others by the College personnel (ex: references), will need to sign a release form. Forms are available for one-time or continuous release. Contact the Registrar for copies of the appropriate form.

Nondiscrimination Policy

Applicants for admission and employment, students, employees' sources of referral of applicants for admission and employment, and all union or professional organizations holding collective bargaining or professional agreements with SEH College are hereby notified that this institution does not discriminate on the basis of race, color, ethnicity, religion, national origin or ancestry, marital status, sexual orientation, gender, age, or disability which does not preclude the person from practicing the program profession after graduation and successful completion of licensure, certification, or registry, in admission or access to or treatment of employment in, its programs and activities. Any person having inquiries concerning Southeast College of Nursing and Health Sciences' compliance with the regulations implementing Title VII or Title IX is directed to contact the Registrar/Enrollment Counselor, Office 204, Southeast College of Nursing and Health Sciences, (573) 334-6825 ext. 2207. The Registrar/Enrollment Counselor has been designated by Southeast College of Nursing and Health Sciences to coordinate the institution's efforts to comply with the regulations implementing Title VII and Title IX. Any person may also contact the assistant Secretary for Civil Rights, U.S. Department of Education regarding the institution's compliance with the regulations implementing Title VII or Title IX.

Any persons having inquiries concerning Southeast College of Nursing and Health Sciences compliance with the regulations implementing Americans with Disabilities Act (ADA) or Section 504 is directed to contact the Dean of

Student Affairs and General Education, Office 107, Southeast College of Nursing and Health Sciences, (573) 334-6825 ext. 2239. Any person may also contact the Office on Americans with Disabilities Act, Civil Rights Division, U.S. Department of Justice; Equal Employment Opportunity Commission; or state human rights agency regarding issues related to the ADA and Section 504.

Student Council Organization

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

- President: The President serves as Chair for student council meetings, sets and maintains agenda for each meeting and acts as student representative to College President and faculty. The president will be invited to attend Faculty Organization meetings as deemed necessary by faculty and/or students. The President also appoints student committees.
- Vice-President: The Vice-President serves as acting Chair and assumes other responsibilities of President in absence of the President. The Vice-President also acts as student representative on the curriculum committee for the College of Nursing and Health Sciences.
- Secretary: The Secretary takes minutes of class meetings and handles any correspondence. The Secretary is invited to sit as student member on the College Assessment Committee.
- Treasurer: The Treasurer collects any fees/dues of organization. They also coordinate the budget for student council; handle checking and savings accounts and are responsible for monthly report of activities and budget status at Student Council meetings. The Treasurer keeps a written record of all transactions of student funds. The treasurer is also invited to sit as student member on the College's Student Affairs Committee.

The student organization of the College meets monthly at the College. Copies of the minutes are maintained in the **Student Council** notebook located in the Student Lounge area at the College. A faculty member participates as the faculty representative on the Student Council. The objective of the organization is to allow participation of students in the practice and principles of school government and to promote better communication among students and faculty of the College.

Library Services

Missouri AHEC Digital Library

Community partnerships are important to the ability of Missouri's communities to train and retain top-notch health care professionals. One important component of quality health care is access to the latest information from other practitioners and research studies that can be applied to patient care. To this end, the three founding partners of the Missouri AHEC Digital Library have joined forces to create a library without walls that was designed to reach out to health care providers wherever they practice in the state of Missouri. We offer you the opportunity to partner with us in making available an affordable educational program and information resource to enable the practice of evidence-based medicine in your facility and throughout our state.

The Missouri AHEC Digital Library is staffed by two professional medical librarians who call upon the expertise of additional professional medical librarians at the University of Missouri's J. Otto Lottes Health Sciences Library as needed. This staffing arrangement assures you that your requests receive prompt and accurate responses to your specific health information needs. Students are oriented to MAHEC in FYS 101 College Seminar.

Kent Library Services

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

Kent Library is located on the main University campus at One University Plaza directly across from Academic Hall, in Cape Girardeau. Regular operating hours for regular sessions are:

- Sunday 1300 to 2300
- Monday through Thursday 0730 to 2300
- Friday 0730 to 1800
- Saturday 1200 to 1700

The reference desk, located on the 3rd floor at the entrance to the computer lab, is open for one on one reference assistance the following hours:

- Sunday 1300 to 2000
- Monday through Thursday 0900 to 1900
- Friday 0900 to 1700
- Saturday 1100 to 1500

Hours will be amended during Southeast Missouri State University breaks, summer sessions, and final exam weeks. Go to <https://library.semo.edu/> for details.

Circulation Policies

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

Borrowing Procedures

In order for Southeast Missouri Hospital College of Nursing & Health Sciences students to borrow books from Kent Library, a driver's license or other acceptable identification with a Social Security Number must be presented at the time of item check out. All materials checked out to an identification card hold are the responsibility of that card holder, who will be assessed any fines, damages or losses.

Southeast Missouri Hospital Educational Services Resources Center

Students may use Southeast Hospital Educational Services Center computers, located at 1708 Lacey Street, during regular Center hours, Monday through Friday 7:30 to 4:30. The Center has access to online databases that may be useful to students. The Center is not open on holidays.

Student Health

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

Tuberculin Skin Test (Required Mantoux PPD)

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

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

Health Insurance

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

Influenza Health Screening

Influenza Vaccine: Students are required to have the influenza vaccine annually prior to flu season in order to attend classes and/or clinicals. Exemptions to this policy may be made for medical reasons. However, students with approved exemptions will be required to sign a waiver. Additionally, some clinical settings may refuse admission to students who decline various vaccinations. In that case, the student must understand that they will not be able to participate in that clinical experience and may not finish the program successfully.

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

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

Infectious Disease Policy

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

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

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

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

CPR Card Requirements

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

Accommodation of Special Needs Policy

Section 504 of the Rehabilitation Act of 1973 and Titles II and III of the Americans with Disabilities Act (ADA) prohibit discrimination, denial of benefits or services and elimination from programs and activities based on disability. (29 USC. § 794 *et seq.*; 42 U.S.C. § 12101 *et seq.*). SEH College will provide meaningful access to its academic programs and will make reasonable, but not fundamental, modifications or accommodations to enable such access. A student with an actual disability under 42 USC § 12102 (2) (A) or a perceived disability under 42 USC § 12102 (2) (C) or a record of having a disability must be otherwise qualified to participate in the program for which an accommodation is requested. A student desiring modifications or accommodations for a disability has a two-fold responsibility: (1) provide sufficient evidence establishing the disability or handicap, and (2) make a specific request for a modification or accommodation. The College's decision on either issue will turn on the specific facts and circumstances surrounding each individual student's case.

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

Accommodation of Special Needs Procedure

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

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

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

Forms for documentation for accommodation of special needs (Request for Disability Services) can be found in the “Forms” section.

Safety Policies

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

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

Student Accidents and Injuries

Injuries or exposures shall include but are not limited to actual bodily injury occurring on the premises of the agency while the student is acting as a student of the College during an educational activity. This includes classes/labs conducted both at the College and at clinical facilities utilized for student training. Students who incur injuries/exposure at a clinical facility must comply with the facility’s policy and procedure pertinent to the injury.

Students who are injured or exposed to blood-borne pathogens during educational activities at either the college or clinical settings should follow the following procedures

PROCEDURE:

- If the injury occurs at the College, the student shall report the injury immediately to the course instructor.
 - If the instructor in charge can provide needed care (at the college), care will be provided. If the instructor is unable to provide care, the student may seek additional care outside the college. The student will be responsible for all costs incurred. Students may refuse treatment and this should be noted on the injury report.

- The instructor will complete a student injury report which can be found online on the Moodle website.
- The instructor will ask the student to complete and sign a statement form stating the events which surrounded the injury.
- All forms will be sent to the Dean/Program Director. Injury report forms will be kept with the student's medical record until the student graduates.
- If the injury occurs at a clinical facility:
 - The student shall promptly contact the faculty in charge of the clinical or laboratory setting following injuries or exposure to blood-borne pathogens. This contact shall be done at the time of the injury/exposure. Students under the supervision of a preceptor when a clinical faculty is not physically present in the agency shall notify their assigned preceptor as well as the lead faculty for the clinical course.
 - The student shall comply with that facility's policy and procedure pertinent to the injury. This compliance includes completing all required documentation and reporting as required by the agency where the injury occurred. Students may refuse treatment and this should be noted on the injury report.
 - The instructor will complete a student injury report which can be found on the Moodle website.
 - The instructor will ask the student to complete and sign a statement form stating the events which surrounded the injury.
 - All forms will be sent to the Dean/Program Director. Injury report forms will be kept with the student's medical record until the student graduates.

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

Disaster Plan / Procedure

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

Security Program

The campus security program covers the following areas:

- personal safety of faculty, staff, students, and visitors
- drug and alcohol
- incident reporting
- crime prevention
- annual security reporting
- prevention of loss of College or private property

Campus Security

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

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

Personal Safety and Access

All students will wear prescribed identification badges when at the college or at a clinical facility. Access to the College building can be gained by using identification badges and an assigned pin number. Students are not to allow

unauthorized individuals to enter the building using their badge and password. Visitors will be permitted within the College by invitation and only during regular business hours. Special guests or speakers acting in an official capacity will be provided appropriate temporary identification.

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

Security of Valuables and Property

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

Drugs and Alcohol

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

Crime/Incident Reporting

Any theft of personal or College property, vandalism to personal or College property, any assault, threat, or crime against person or property should be reported to Security promptly. Notice can be made to the Security Office by telephone, e-mail, or Quality Management/Risk Management written report. Security will investigate the incident or crime and determine with the victim whether to file a police report. Serious crimes in progress should be reported directly to the Cape Girardeau Police Department by dialing 911.

Annual Crime Reports

Annually, a report on crimes committed on the hospital/College campus will be provided to current students, faculty, and staff. The report for the prior year will be distributed in the first quarter of the current year. Students, faculty and staff may obtain copy of annual crime report on the College website (www.sehcollege.edu).

Crime Prevention

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

Associate of Applied Science Degree in Nursing



Dear Student:

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

The Southeast Missouri Hospital College of Nursing and Health Science associate degree program has full approval of the Missouri State Board of Nursing. The associate degree nursing program is also accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN). The RN to BSN program is accredited by the Commission on Collegiate Nursing Education (CCNE).

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

The members of the College's nursing faculty expect to challenge you, but they are also here to help you meet the goals you have set for yourself. Although teaching, including advising, is only one of a faculty member's responsibilities, an instructor is always prepared to assist the student who asks for academic help. There are several things that you must do to help yourself get the most from this academic experience. They include consistent preparation for class and active participation in the educational program.

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

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

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

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

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

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

Please feel free to come see me or contact me for any questions or concerns you may have while in the program. Your success is our success.

Sincerely,

Dr. Tonya Buttry
Dean of Nursing

Philosophy of the Nursing Program

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

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

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

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

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

Conceptual Framework

The conceptual framework depicts the philosophy of the nursing program and provides the framework for the development, implementation, and evaluation of the curriculum.

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

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

The conceptual framework is depicted in the model in Figure 1.

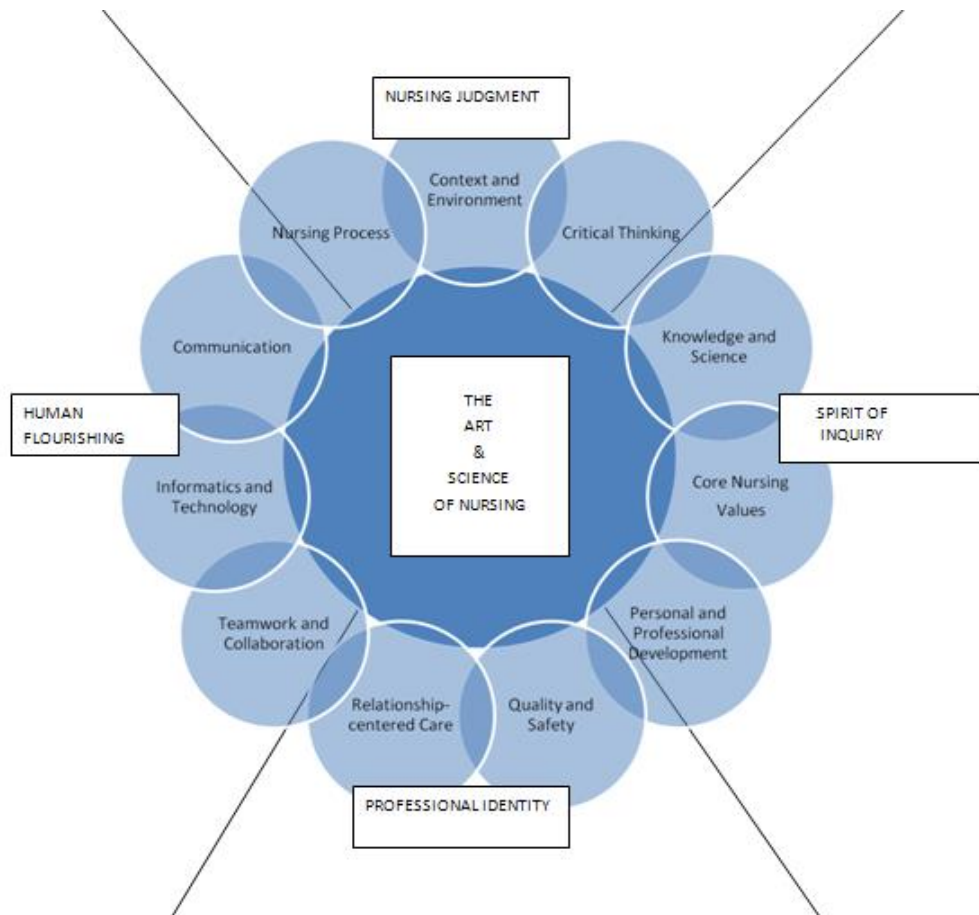


Figure 1

Goals of the Nursing Program

- Graduate Nursing students who will achieve success on the licensure exam with a first time pass rate at least 80%.
- Graduate nursing students who will report being employed in a registered nurse position if they choose upon graduation.
- Graduate nursing student who complete the program of study on time.
- Integrate best practices in nursing education to promote student success.
- Cultivate within students the desire for advanced study and inquiry.
- Educate students to become competent nurses who are able to communicate effectively, think critically, and apply ethical principles in practice.

Nursing Program Objectives / Graduate Competencies

Level One Student Learning Outcomes

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

1. Utilize critical thinking and the nursing process to plan and deliver safe nursing care.
2. Integrate knowledge from a variety of disciplines, including the sciences, in the delivery of patient care.
3. Recognize how the concept of relationship centered care is utilized to promote the optimal well-being of the patient.

4. Begin to integrate core nursing values in the delivery of patient care.
5. Describe how the nurse functions within nursing and inter-professional teams.
6. Recognize how quality improvement methods used to improve system effectiveness and safe individual performance minimize risk of harm to patients and providers.
7. Begin to develop personal and professional behaviors that enhance the profession of nursing.
8. Work within health care systems to provide safe quality nursing care at a basic level.
9. Foster communication, mutual respect, and shared decision making to achieve quality patient care.
10. Utilize informatics to communicate, manage knowledge, mitigate error, and support decision making in nursing.

Student Learning Outcomes/Graduate Competencies

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

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

Legal Limitations for Licensure

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

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

Missouri Revised Statutes: 335.046

Chapter 335

Nurses Section 335.046

August 28, 2009

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

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

professional nursing shall pay a license fee in such amount as set by the board. The fee shall be uniform for all applicants. Applicants from foreign countries shall be licensed as prescribed by rule.

2. An applicant for license to practice as a licensed practical nurse shall submit to the board a written application on forms furnished to the applicant. The original application shall contain the applicant's statements showing the applicant's education and other such pertinent information as the board may require. Such applicant shall be of good moral character, and have completed at least two years of high school, or its equivalent as established by the state board of education, and have successfully completed a basic prescribed curriculum in a state-accredited or approved school of nursing, earned a nursing degree, certificate or diploma and completed a course approved by the board on the role of the practical nurse. Each application shall contain a statement that it is made under oath or affirmation and that its representations are true and correct to the best knowledge and belief of the person signing same, subject to the penalties of making a false affidavit or declaration. Applicants from non-English-speaking countries shall be required to submit evidence of their proficiency in the English language. The applicant must be approved by the board and shall pass an examination as required by the board. The board may require by rule as a requirement for licensure that each applicant shall pass an oral or practical examination. Upon successfully passing the examination, the board may issue to the applicant a license to practice as a licensed practical nurse. The applicant for a license to practice licensed practical nursing shall pay a fee in such amount as may be set by the board. The fee shall be uniform for all applicants. Applicants from foreign countries shall be licensed as prescribed by rule.
3. Upon refusal of the board to allow any applicant to sit for either the registered professional nurses' examination or the licensed practical nurses' examination, as the case may be, the board shall comply with the provisions of section 621.120, RSMo, and advise the applicant of his or her right to have a hearing before the administrative hearing commission. The administrative hearing commission shall hear complaints taken pursuant to section 621.120, RSMo.
4. The board shall not deny a license because of sex, religion, race, ethnic origin, age or political affiliation. (L. 1975 S.B. 108 § 8, A.L. 1981 S.B. 16, A.L. 1995 S.B. 452, A.L. 1999 H.B. 343)

The entire Nurse Practice Act and Rule Statutes are located at this site.

<http://pr.mo.gov/boards/nursing/npa.pdf>

Associate of Applied Science in Nursing Program Curriculum

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

Nursing Transfer Students

A student requesting transfer of a nursing course into the SEH College Nursing Program must complete a Request for Transfer Credit form. The form, course syllabus (including course objectives), and a course outline/schedule are to be submitted to the Registrar who will forward the request and supporting documents to the Program Director. Students may transfer in a maximum of eight (8) nursing credits. In order for a course to be considered for transfer credit, the student must have earned a grade of "C" or better and must be no older than 3 years. If the Program Director determines that transfer credit will be awarded, transfer credit will be awarded after any associated nursing skills related to the course have been validated.

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

Dress Code Nursing Program

Nursing Students: (The following policy is in addition to College dress code policy.) A lab coat along with name badge must be worn when going into the clinical area and not in uniform. (ex: taking tour of clinical facility). Students may purchase lab coat with college logo or wear a plain white lab coat. Students shall wear clean scrub uniform with the College logo, white hose/socks, white shoes and College name badge while attending any clinical experiences. Students are allowed to wear a white crew or turtle neck shirt under their approved uniform scrub top in lab/clinical unless it is against clinical facility policy. The undershirt must be tucked in, and fitted; it may be long or short sleeved. Finger nail length should not exceed ¼". Clear nail polish only. No sculptured or artificial nails. Any visible tattoos must be covered.

Clinical Learning Lab

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

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

CPR Requirements

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

Dosage Calculation Exam

A basic dosage calculation exam will be administered in NS 104: Basic Nursing Pharmacology Course after instruction on dosage calculations. The exam must be passed with a 90% or better within two attempts in order to pass the clinical portion of this class. Failure to pass this exam with a 90%, within two attempts, will result in a fail in the course and dismissal from the program.

LPN to RN and Paramedic to RN students are not required to take the Basic Pharmacology Course. They will be scheduled to take this exam during NS 105: Bridging to Professional Practice, after a basic dosage calculations review. LPN to RN and Paramedic to RN students who need additional review of their dosage calculation skills may seek assistance from their NS 105 instructor and/or may enroll in the elective course, NS 108 Dosage Calculations. The exam must be passed with a 90% or better within two attempts in order to pass the clinical portion of NS 105. Failure to pass this exam with a 90%, within two attempts, will result in a fail in the course and dismissal from the program.

An advanced dosage calculations exam will be administered in NS 202: Medical Surgical Nursing II after advanced dosage calculations review in NS 202. This exam must be passed with a 90% or better, within two attempts, in order to pass the clinical portion of this class. Failure to pass this exam with a 90%, within two attempts, will result in a fail in the course and dismissal from the program.

Progression and Retention

Course grades will be reported and recorded at the end of each semester. The following grading scale will be used:

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

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

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

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

The student who fails the clinical or lab component of a nursing course will receive a FAIL in clinical or lab and no longer be allowed to continue in the clinical or lab component of the course. The student will be allowed to continue in the theory component of the course. Upon completion of the theory component, the student who obtains a 71% or greater on exams and quizzes will be issued a final official grade of D. The student who obtains a 70.9% or less on exams and quizzes will be issued a final official grade of F.

Readmission to Nursing Program

The following criteria must be met for consideration of readmission to the Associate of Applied Science in Nursing Program.

1. Students who fail Fundamentals of Nursing course (NS 101) with a score less than 78% or Bridging to Professional Practice (NS 105) with a score of less than 78% are not eligible to reapply and will not be readmitted to the nursing program.
2. Students dismissed for clinical violation of professional behavior/conduct are not eligible to reapply and will not be readmitted to the nursing program.
3. A minimum GPA of 2.0 in nursing courses is required in order to be considered for readmission to the nursing program. The GPA will be calculated based upon all completed nursing courses including the course, or courses, the student was unsuccessful in.
4. Students must complete a readmission application including submission of a \$100 processing fee.
5. Students who apply for readmission will be readmitted contingent upon successful completion of competency testing of previously learned information that includes:
 - A. Passing dosage calculation exam with a score of 90% or greater (if applicable);
 - B. Passing a comprehensive exam based on information from all prior passed nursing courses with a score of 78% or greater;
 - C. Successfully demonstrating previously learned nursing skills (if applicable); and
 - D. Successfully demonstrating previously learned physical examination/assessment (if applicable)
6. Competency testing will be administered once and may not be repeated.
7. If the number of students applying for readmission exceeds the number of available seats in nursing program, applicants with the highest nursing GPA will be given preference.
8. Student may reapply to the program only once. They will have a maximum of two attempts to complete the program.
9. Students who are readmitted will be subject to readmission contingencies as determined by the Program Director, such as required meetings with the Academic Success Coach, auditing of previously passed courses, etc.

Students may sit out no more than two (2) consecutive nursing semesters. Students who sit out more than two (2) consecutive nursing semesters will follow the admission process. Students who follow the admission process and are admitted after sitting out for more than two (2) consecutive semesters may be required to repeat nursing courses at the discretion of the program director in order to enhance success in the program.

“Readmission” is effective with the beginning of the first nursing class for which the readmitted student is enrolled. For example, a student exits the program in December, may be notified of readmission in June but may not resume nursing classes until the following January. The student would be considered readmitted in January and thus has sat out no more than two (2) consecutive nursing semesters.

A readmission exception may be considered for individuals who were previously twice unsuccessful in the ADN nursing program, but have since successfully completed an LPN or EMT/Paramedic program, obtained licensure, and thus having demonstrated ability to participate in and be successful in a rigorous educational program.

Academic Warning

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

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

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

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

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

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

Academic Success Program

The Southeast Missouri Hospital College Nursing Program is committed to supporting our students in their pursuit of academic excellence. The Academic Success Program is designed to help the student increase their chance of success in the nursing program. Students have the opportunity to work one on one with an educator to enhance their academic skills and knowledge of nursing content.

Students will be identified as “at risk” if one of the following exists:

- The student has a grade of 79.9% or below on exams and quizzes combined at midterm
- One or more Academic Warnings have been received at any point during the semester
- The student has two or more C’s in any nursing course at the end of the semester
- The student is returning to the nursing program after failing a nursing course

Students identified to be “at risk” because of a weakness in content area will be required to meet with Course Instructor. In addition, a student identified as weak in nursing content may be directed to the Nurse Tutor for additional assistance. Student identified to be “at risk” because of a weakness in study skills, testing skills, time management and/or organization skills, will be required to meet with the Academic Success Coach.

The Nurse Tutor is available to all nursing students in one-on-one, as well as formal group recitations. Contact the Nurse Tutor to schedule an appointment.

The Academic Success Coach (ASC) will work closely with students identified as at risk related to poor skills for studying, test taking, time management, and/or organizational skills. The Academic Success Coach is available to

general student population as well. The ASC will work with the student to develop an individualized action plan to enhance learning and study skills. Contact the ASC to schedule an appointment. The Academic Success Coach will also conduct study hall hours each week during the semester. A schedule will be posted on the Study Hall door and on Moodle.

Clinical

The clinical component of each course is evaluated on a PASS/FAIL basis. In order to successfully complete the course, the student must achieve a PASS rating on the clinical evaluation tool for that course.

Nursing Program Clinical Attendance Policy

Clinical/Lab Attendance

Clinical/lab time is an integral part of an associate degree nursing program. Clinical/lab is designed to allow students the opportunity to meet course objectives and ultimately meet the program outcomes/graduate competencies. Clinical/lab time is counted in hours, not days. All clinical/lab hours assigned must be completed prior to receiving a grade in a course that has a clinical/lab component.

Absence

Students must notify their instructor, as well as the assigned clinical facility and preceptor if applicable, prior to the start of clinical/lab. Except in extreme emergencies, lack of proper notification will result in an unexcused absence and possible failure in clinical. Students who miss assigned clinical/lab time will be required to make-up the missed clinical/lab time in a way consistent with the objectives of the clinical/lab they missed. Scheduled labs missed must be made-up prior to the next scheduled lab. Scheduled clinical time that is missed will be made up during the last week of the course.

Unexcused Absence

An unexcused absence will result in a clinical warning. In addition, the student will be required to meet with the entire nursing faculty. A second unexcused absence will result in a fail in clinical in the course in which the unexcused absences occurred.

Excessive Excused Absence

If a student has excessive excused absences (for example due to an illness), and is unable to make up the missed clinical time by the end of the course, the student will meet with the Program Director to explore possible options including the need to take a Leave of Absence, if eligible; withdraw from a course, if eligible; or take an Incomplete (I) in the course. If an Incomplete grade is given, the student will then be required to make up the remaining missed clinical time after all final exams have been taken for that semester at a mutually agreed upon time (between student and instructor). Grades of Incomplete (I) typically must be resolved within two weeks or the student is awarded an "F" in the course.

Tardiness

Students are expected to arrive on time and be present for the entire assigned learning experience. If a student is unexpectedly delayed, they must notify the appropriate faculty member as soon as possible. Missed clinical/lab time due to tardiness or leaving clinical early must be made up. Excessive tardiness, defined as two episodes of late arrivals or early departures, will result in a clinical warning and disciplinary action up to dismissal from the program. In addition, the student will be required to meet with the entire nursing faculty.

Return to Clinical

Any student who has been hospitalized must submit a full release from the treating physician indicating that the student may return to clinical and fully participate without restrictions.

Clinical Evaluation

A clinical evaluation tool is used to evaluate successful completion of course objectives in the clinical area. Students who are not meeting the required standards of conduct in the clinical area for retention in the program will receive a clinical warning. A clinical warning indicates that the student is in jeopardy of receiving an unsatisfactory evaluation and that improvement in the deficient area(s) is necessary. A clinical warning may be given for the following reasons:

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

Clinical Warning

A clinical warning will consist of completion of the written record "Clinical Warning". The record will include a plan for improvement and a time frame for resolution.

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

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

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

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

Critical Errors

The following behaviors occurring in the clinical setting will result in a fail in the course and immediate dismissal from the nursing program:

- Illegal behavior
- Refusal to follow college or health care facility policy
- Abuse or neglect in any form
- Willful falsification of a document
- A single act or omission that puts someone in imminent danger
- Failure of Dosage Calculation Exams within two attempts.

Clinical Safety

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

Failure

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

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

Nursing Pins

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

Student Nurses Organization

Information regarding membership in the National Student Nurses Association (NSNA) will be available upon request. Student participation in this national organization is highly encouraged. NSNA is the largest independent student organization in the country and the only one for nursing students. Students in any state-approved nursing program preparing for registered nurse licensure are eligible. All nursing students are highly encouraged to belong to the NSNA and to participate in the local and state chapters.

Bachelor of Science in Nursing (RN – BSN)

Program Policies

RN to BSN Students must maintain an unencumbered nursing license, current CPR (American Heart Association Healthcare Provider), and meet the College requirement regarding drug screening, immunizations and vaccinations. Be aware that the above information may be released to clinical agencies upon request as needed for clinical practice or to meet the requirements of accrediting bodies. Current professional liability insurance is highly recommended.

When doing clinical for RN to BSN courses with a clinical component, the student will be in professional dress and wear a white lab-coat and a College of Nursing and Health Sciences name badge. Student must be able to engage in activities consistent with safe nursing care without demonstrated behaviors of addiction, abuse of or dependence upon alcohol or other drugs that may impair judgment (See Substance Abuse Policy), or any other unprofessional behaviors. The student must demonstrate responsibility and accountability for actions as a student of the College and as a professional nurse. The student is expected to adhere to HIPAA guidelines, the American Nurses Association Code of Ethics for Nurses, and act in accordance with the Patient's Bill of Rights.

Cheating (see the College Academic and Clinical Honesty Policy)

Bachelor of Science in Nursing Program Curriculum

As a Bachelor of Science in Nursing Program, the RN to BSN curriculum is designed to enhance the knowledge of individuals with an associate degree in nursing (ADN) who are licensed as registered nurses. The Bachelor of Science in Nursing Program will focus on enhancing/developing the following skills: communication, use of technology and informatics, critical thinking, leadership and management, integration of research findings and interpretation of statistics. This program allows for seamless articulation to the Bachelor of Science in Nursing. Up to 34 of the required 55 general education credits and up to 38 of the required 65 nursing credits may be transferred in toward BSN degree requirements.

Please refer to College Catalog for curriculum outlines*

Student Rights and Responsibilities

- Meet with advisor each semester to review progress in meeting course requirements. A minimum of 120 credits are required to graduate with BSN.
- Complete any prerequisites for any course required in the RN to BSN program.
- Be prepared for classes. Contribute in course discussions, whether in class or online. Communicate with instructors to maintain clarity on assignments. Complete all assignments on time.
- Be responsible for transportation for any travel associated with clinical, carry appropriate automobile insurance. Do not transport patient or patient families.
- Follow policies and procedures of the individual agency where clinical is performed. Do not serve as a witness of operating and diagnostic test permits wills, or other legal documents in the student role. Do not take verbal or telephone orders in the student role.
- Students will have the opportunity to evaluate each course, instructor, and clinical experience.
- Students have the right to file a grievance if they believe they have been treated in an unfair manner (See College Grievance Policy).
- RN to BSN students are eligible to be members of the Student Nurse Association.
- Students in the RN to BSN program are eligible to serve as a representative on the Student Council.
- Students may have access to their student academic or financial aid record upon request. Confidentiality is maintained with all student files. A written release from the student is required before any records will be released. The Office may require time to present the records requested. When the information cannot be produced immediately, the Office will provide this information within 45 days of the request.
- The College is committed to provide an environment free of sexual harassment, intimidation, or abuse. (See Harassment Policy)

Academic Progression

1. A grade of “C” or better is required in all Nursing (NS) courses in the RN-BSN program. A grade of “D” in an NS course is considered a “failure”.
2. If an RN-BSN student receives a grade below a “C” in an NS course, the student must submit a plan to their RN-BSN advisor that outlines how the student intends to be successful in the program as he or she goes forward. In addition, the student must repeat that course the next time the course is offered and earn a grade of C or better.
3. If an RN-BSN student fails the same course on the second attempt, the student will be dismissed from the RN-BSN program.
4. If an RN -BSN student fails two NS courses in one semester, the student must meet with the RN-BSN Program Director and it will be determined if the student is allowed to repeat the courses at that time.
5. In accordance with the nursing licensing regulations of the State of Missouri, students found to be convicted of serious crimes (felonies or substance abuse) will be reviewed and may be suspended from the nursing program.

Grading Scale: RN-BSN Nursing Courses



Grade	Grade Percentage	Grade Points
A = Excellent Performance	92 – 100%	4
B = Superior/Good	83 – 91.9%	3
C = Average/Satisfactory	75 – 82.9%	2
D = Unsatisfactory/Inferior	66 – 74.9%	1
F = Failing Performance	65.9% and below	0
I = Incomplete Work		0
W= Withdrawn from Class		0

Graduation

RN to BSN Students should complete an application for graduation in their last semester at the College. One's degree is not complete until the student has satisfactorily completed all course requirements, the Capstone project, and the application for graduation. If you have questions about graduation, please contact the Registrar. There is a graduation fee of \$200.00.



Dear Radiologic Technology Student,

Welcome to the Radiologic Technology curriculum at Southeast Missouri Hospital College of Nursing and Health Sciences. The Radiologic Technology Program is a two-year associate program which allows new students to start the cycle of classes each summer semester. Upon successful completion of the program, graduates will be eligible to apply for admission to the nationally recognized certification exam administered by the American Registry of Radiologic Technologists (ARRT).

Sincerely,

Peter J. Barger, M.S. Ed., RT(R)(CT) ARRT
Program Director, Radiologic Technology

Assessment

This program, in subordination to the College, is part of a master educational plan of assessment. This means that on a regular, systematic basis, individual aspects of the program are scrutinized using a variety of tools to insure that we are achieving our goals. It is imperative that our classroom activities support individual learning objectives that address individual course outcomes and program goals that support the program and College mission statements. We take our place in the assessment program very seriously and expect our students to assist us by being honest and forthright on assessment survey instruments. Course and instructor evaluation forms are no place for personality issues, we genuinely need your feedback to be better at what we do and we will ask for it.

Student Learning Outcomes

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

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

Program Policy Updates

Regular program policy updates are made available to students when the college catalog is updated annually. Occasionally, it is necessary to either update or create a policy/procedure that needs to take effect earlier than the catalog update will allow. In that case, once the policy is approved it will be made available to students via email as well as to the clinical personnel if applicable. The faculty will also make announcements regarding the policy and provide the students with written copies during didactic class periods prior to the implementation of the new policy/procedure.

Health Policy

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

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

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

Registry Eligibility

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

1. Employing fraud or deceit in procuring or attempting to procure, maintain, renew, or obtain reinstatement of: (i) any document issued by ARRT, or (ii) employment in radiologic technology or a state permit, license, or registration certificate to practice radiologic technology, such as by altering in any respect any document issued by the ARRT.
2. Subverting or attempting to subvert ARRT's examination process (i.e., cheating on the exam).
3. Conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported. Conviction as used in this provision includes a criminal proceeding where a finding or verdict of guilt is made or returned but the adjudication of guilt is either withheld or not entered, or a criminal proceeding where the individual enters a plea of guilty or nolo contendere.
4. Failure to report to the ARRT that charges regarding the person's permit, license, or registration certificate to practice radiologic technology are pending or have been resolved adversely to the individual in any state, territory, or country, or that the individual has been refused a permit, license, or registration certificate to practice radiologic technology by another state, territory, or country.
5. Failure or inability to perform radiologic technology with reasonable skill and safety.
6. Engaging in unprofessional conduct, including but not limited to, (i) a departure from or failure to conform to applicable federal, state, or local governmental rules regarding radiologic technology practice, or, if no such rule exists, to the minimal standards of acceptable and prevailing radiologic technology practice, or (ii) any radiologic technology practice that may create unnecessary danger to a patient's life, health, or safety. Actual injury to a patient need not be established under this clause.
7. Delegating or accepting the delegation of a radiologic technology function or any other prescribed health care function when the delegation or acceptance could reasonably be expected to create an unnecessary danger to a patient's life, health, or safety. Actual injury to a patient need not be established under this clause.
8. Actual or potential inability to practice radiologic technology with reasonable skill and safety to patients by reason of illness, use of alcohol, drugs, chemicals, or any other material, or as a result of any mental or

- physical condition.
9. Adjudication as mentally incompetent, mentally ill, a chemically dependent person, or a person dangerous to the public by a court of competent jurisdiction.
 10. Engaging in any unethical conduct, including but not limited to, conduct likely to deceive, defraud, or harm the public, or demonstrating a willful or careless disregard for the health, safety, or welfare of a patient. Actual injury need not be established under this clause.
 11. Engaging in conduct with a patient that is sexual or may be reasonably interpreted by the patient as sexual, or in any verbal behavior that is seductive or sexually demeaning to a patient, or engaging in sexual exploitation of a patient or former patient. This does not apply to preexisting consensual relationships.
 12. Revealing a privileged communication from or relating to a patient, except when otherwise required or permitted by law.
 13. Knowingly engaging or assisting any person to engage in or otherwise participating in abusive or fraudulent billing practices, including violations of federal Medicare and Medicaid laws or state medical assistance laws.
 14. Improper management of patient records, including failure to maintain adequate patient records or to furnish a patient record of report required by law or making, causing, or permitting anyone to make false, deceptive, or misleading entry in any patient record.
 15. Knowingly aiding, assisting, advising, or allowing a person without a current and appropriate state permit, license, or registration certificate or a current certificate of registration with ARRT to engage in the practice of radiologic technology, in a jurisdiction which requires a person to have such a current and appropriate state permit, license, or registration certificate or a current and appropriate certification of registration with ARRT in order to practice radiologic technology in such jurisdiction.
 16. Violating a rule adopted by any state board with competent jurisdiction, an order of such board, or state or federal law relating to the practice of radiologic technology, or a state or federal narcotics or controlled substance law.
 17. Knowingly providing false or misleading information that is directly related to the care of a patient.
 18. Practicing outside the scope of practice authorized by the individual's current state permit, license, or registration certificate or the individual's current certificate of registration with ARRT.
 19. Making a false statement or knowingly providing false information to ARRT or failing to cooperate with any investigation of ARRT or the Ethics Committee.
 20. Engaging in false, fraudulent, deceptive, or misleading communications to any person regarding the individual's education, training, credentials, experience, or qualifications, or the status of the individual's state permit, license, or registration certificate in radiologic technology or certificate of registration with ARRT.
 21. Knowing of a violation or probable violation of any Rule of Ethics by any Registered Technologist or by an Applicant and failing to promptly report in writing the same to the ARRT."

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

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

Radiation Protection

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

to radiation. Do not subject the monitor to extreme temperatures. The monitor is for your protection and should be treated accordingly.

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

Radiation Dose Limit Policy

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

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

Doses must NOT exceed NCRP requirements. Should a monitor report indicate an exposure of 1mSv per month or higher for a student, the following steps will be taken:

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

Facilities

Lecture classes for the program are generally held in room 207 of the William Street location. Lab classes meet in the RT laboratory immediately adjacent to room 207. Any student wishing to use lab equipment at any time other than regular class hours must make arrangements with program faculty. Utilizing the lab equipment to make radiographs without proper supervision available will not be allowed.

Attendance

1. Attendance is essential for attainment of course objectives.
2. A student who is more than three minutes late is considered tardy.
3. Three (3) tardies constitute one (1) absence.
4. After one absence the student will receive a verbal warning.
5. After two absences the student will receive a written warning.
6. After three absences the student will be placed on probation.
7. After four absences the student will receive a 3-point deduction from their final grade.

Student Involvement in Clinical and Class Activities

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

Laboratory Activities

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

Laboratory Rules

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

Make-Up Work

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

Discipline

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

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

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

Readmission and Retention to the Radiologic Technology Program

1. A student must apply for readmission and follow all regular admission procedures. Students who exit the program during the first semester of enrollment are considered as new students and are evaluated according to standard program admissions policies.
2. Applicants for readmission will be evaluated according to the criteria listed below. Students will be admitted according to priority, and within the same priority group, according to the date of completed application.
 - **Priority 1:** Students who exited the program with a "B" or higher in all Program courses.
 - **Priority 2:** Students who exited the program with a "C" or higher in Program courses.
 - **Priority 3:** Students who exited the program with less than a "C" in Program courses.
3. The Admissions Committee of the Radiologic Technology Program will make the final decision regarding readmission applications based on space availability, priority group assigned, date of application, and previous student record.

4. Students must maintain a minimum grade of "C" in all radiologic technology courses and certain prerequisite courses, as well as an overall 2.0 grade point average, in order to continue in a health careers program or to be eligible to apply for readmission into a program. No more than two health careers or radiologic technology course may be repeated, and the courses may be repeated only once.

Elements for Success in the Workplace

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

I. Foundation Skills

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

II. Competencies

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

SOURCE: WHAT WORK REQUIRES OF SCHOOLS – A SCANS REPORT FOR AMERICA 2000 (JUNE 1991) AND LEARNING A LIVING: A BLUEPRINT FOR HIGH PERFORMANCE 0 A SCANS REPORT FOR AMERICA 2000 (JUNE 1992); The Secretary's Commission on Achieving Necessary Skills, U.S. Department of Labor

Clinical Education Process

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

The competency-based clinical education program:

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

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

Student Supervision

Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the direct supervision of qualified radiographers. The parameters of direct supervision are:

1. A qualified radiographer reviews the procedure for examination in relation to the student's achievement;
2. A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
3. A qualified radiographer is present during the conduct of the procedure;
4. A qualified radiographer reviews and approves the procedure; and
5. A qualified radiographer is present during student performance of any repeat of any unsatisfactory radiograph.

In support of professional responsibility for provision of quality patient care and radiation protection, unsatisfactory radiographs shall be repeated only in the presence of a qualified radiographer, regardless of the student's level of competency. Once a student has achieved competency, indirect supervision of that student by a radiographer may be employed during the completion of that particular examination. Indirect supervision requires that a professional radiographer be immediately available/adjacent to, the student during the examination process. All images will be reviewed by the radiographer prior to submission. All repeat examinations will be completed under the direct supervision of the radiographer after image evaluation has taken place.

A student will be an observer only as long as the clinical instructor deems it necessary. The student should be given the opportunity to perform various radiologic procedures, use communication and problem-solving skills, provide patient education, etc. A qualified radiographer must always be immediately available to assist student whenever such assistance is necessary. For this reason, students are not allowed to perform mobile radiographic procedures or surgical radiographic procedures without the immediate presence of a qualified radiographer. A radiographer who is available only electronically (via beeper, PA system or cell phone, among other means of communication) is not considered to be immediately present.

Students are not allowed to hold any image receptors while the beam is activated for any radiographic procedure.

Students are expected to display initiative in the performance of clinical duties including completing radiologic exams, assisting technologists with patients, seeking information from technologists and/or available textbooks, cleaning x-ray rooms and tables, and discussing the clinical affiliation with the clinical instructor/clinical coordinator. **Students may not hold patients during any radiographic procedure. Immobilization techniques are the appropriate standard of care.**

Evaluation of Student Performance

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

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

Radiography Task Inventory

1. Take appropriate precautions to minimize radiation exposure to patients.
2. Restrict beam to limit exposure area, improve image quality, and reduce radiation dose.
3. Set kVp, mA and time or automated exposure system to achieve optimum image quality, safe operating conditions, and minimum radiation dose.
4. Prevent all unnecessary persons from remaining in area during x-ray exposure.

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

Communicable Disease and Student Radiographers

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

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

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

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

Clinical Attendance

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

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

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

Infection Control Policy

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

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

Gloves: Gloves should be worn when contact with blood, body fluid, tissues, or contaminated surfaces are anticipated.

Gowns: Gowns or plastic aprons are indicated if blood spattering is likely.

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

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

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

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

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

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

Before handling contrast media in the clinical area, the student will be familiar with the various types of contrast media and their uses. The student will use proper techniques in preparing contrast media for injection, and take proper history and vital signs for patients on whom the contrast agents are to be used. Under no circumstances will students be allowed to practice venous puncture until competency has been proven in the lab. Once this competency has been proven, students may inject contrast media when necessary, under the direct supervision of a qualified radiographer during their clinical experience.

Cardio-Pulmonary Resuscitation Requirements

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

Liability Insurance

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

Student Employment

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

Clinical Site Assignments

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

Retention

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

complete program effectiveness data may be found at: <http://portal.jrcertaccreditation.org/accredited-educational-programs/details/1617a9ec-8b62-452f-930e-36cea455c161>

Expectations of Professional Conduct

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

Student Employment in Radiography

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

Clinical Professionalism

The Radiologic Technology uniform consists of the following:

Women:

- RT Student Uniform (*College approved grey scrubs with appropriate college logo*)
- Natural Hose or Dress Socks
- Comfortable Duty (walking) Shoes with a smooth cleanable surface
- Watch with Second Hand
- Radiation Monitoring Badge
- White Lab Coat (if desired)

Men:

- RT Student Uniform (*College approved grey scrubs with appropriate college logo*)
- Dress Socks
- Comfortable Duty (walking) Shoes with a smooth cleanable surface
- Watch with Second Hand
- Radiation Monitoring Badge
- White Lab Coat (if desired)

Requirements:

1. Uniforms will be worn only when students are engaged in RT class activities and specified occasions of the college. Students are to wear full uniform except in situations where they are specifically instructed not to do so (i.e., surgery).
2. Hair will be kept neatly arranged and away from the face. Hair extending below the collar must be pulled back and secured adequately. Hair shall be natural in appearance and without distracting colors and/or styles. Neutral barrettes the color of the hair will be acceptable. No bows are allowed. Neatly trimmed mustaches and beards will be acceptable or the student is to be cleanly shaven. Sideburns will not extend below the earlobe.
3. The only jewelry that will be acceptable will be two simple rings, a watch, and one small chain necklace

not to exceed 18" in length. Those with pierced ears may wear two sets of metal or pearl studs. Earrings may not extend below the earlobes. All jewelry is worn at the student's risk. Significant injury may occur to the student that could be possibly disfiguring when a patient grabs a piece of jewelry, you have been warned.

4. Make-up will be applied in a manner that will give a natural look.
5. Chewing gum or eating candy while on duty will not be allowed. Breath mints or sprays are acceptable.
6. Fingernails are to be kept smoothly rounded, sufficiently short so as not to extend beyond the tips of the fingers, and clean. No nail polish may be worn unless it is clear.
7. Hosiery with runs may not be worn.
8. Uniforms must be laundered to maintain a clean and neat appearance.
9. Personal hygiene should include daily bathing as well as the use of deodorants and mouthwashes as needed. No fragrances, colognes, or perfumes will be worn. Offensive body odors will not be tolerated.
10. The use of any tobacco product in the College building or in the clinical area is not permitted. The lingering smell of tobacco on breath, hands and clothing is objectionable to those who are ill and/or do not smoke. Students must adhere to the institutions' smoking policies. Violators will be reported to the program director.
11. The odor of alcoholic beverages or appearance of having ingested alcohol or being under the influence of alcohol is not permitted and will cause your immediate dismissal.
12. Along with being well-groomed and clean while in uniform, the student must constantly be aware of the image portrayed to the public. Profanity, loud talking, or discussing a patient's condition where it can be overheard by other patients is unethical conduct and is prohibited.
13. Tattoos and other body modifications must be out of patient sight while student is on duty.
14. A personal cell phone or other type of communication device is NOT part of your uniform and should be left outside in your vehicle while you are on duty.

Bereavement Policy

Students at Southeast Missouri Hospital College of Nursing and Health Sciences Radiology Program are entitled to up to 3 class periods or 3 clinical days of funeral leave to make arrangements for or to attend the funeral of a family member, immediate relative, domestic partner or a committed relationship partner who has passed away. These days do not have to be made up if all clinical competencies and course requirements are complete by the end of the term. If the student is in a specialty rotation, all time missed in that rotation, must be made up in that rotation or on that shift. It is the student's responsibility to notify the clinical coordinators and clinical preceptors of their anticipated absence. If the student provides a satisfactory reason, the 3 class periods or clinical days do not need to be consecutive.

Family Member

An individual with any of the following relationships to the student:

1. Spouse, and parents thereof;
2. Sons and daughters, and spouses thereof;
3. Parents, and spouses thereof;
4. Brothers and sisters, and spouses thereof;
5. Grandparents and grandchildren, and spouses thereof;
6. Domestic partner and parents thereof, including domestic partners; and
7. Any individual related by blood or affinity whose close association with the student is the equivalent of a family relationship.

Immediate Relative

An individual with any of the following relationships to the student:

1. Spouse, and parents thereof;
2. Sons and daughters, and spouses thereof;
3. Parents, and spouses thereof;
4. Brothers and sisters, and spouses thereof;
5. Grandparents and grandchildren, and spouses thereof;
6. Domestic partner and parents thereof, including domestic partners; and
7. Any individual related by blood or affinity whose close association with the student is the equivalent of a family relationship.

Domestic Partner

An adult in a committed relationship with another adult, including both same sex and opposite-sex relationships.

Committed Relationship

A relationship in which the student, and the domestic partner of the student, are each other's sole domestic partner (and are not married to or domestic partners with anyone else); and share responsibility for a significant measure of each other's common welfare and financial obligations. This includes, but is not limited to, any relationship between two individuals of the same or opposite sex.

Code of Ethics

The ARRT Code of Ethics serves as a guide by which Registered Technologists and Applicants may evaluate their professional conduct as it relates to patients, health care consumers, employers, colleagues, and other members of the health care team. The Code of Ethics is intended to assist Registered Technologists and Applicants in maintaining a high level of ethical conduct and in providing for the protection, safety and comfort of patients.

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

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

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

Signature _____

Date _____

Diagnostic Medical Imaging – Radiology: Pregnancy Policy

Voluntary Pregnancy Policy

Disclosure of pregnancy is voluntary. Students may choose to withdraw their declaration of pregnancy at any time and for any reason at their discretion. In the case of disclosure, the following policies come into effect:

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

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

Students may also elect to continue in the program without any modifications at all whether or not pregnancy is declared.

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

The following procedures shall be followed:

1. The Program strongly encourages the student to notify the Diagnostic Medical Imaging –Radiology Program Director immediately upon medical verification of pregnancy to ensure that protective measures for the fetus and mother are initiated. However, program notification is at the sole discretion of the student and is not required.
2. The Clinical Coordinator will arrange for the student to review her previous radiation exposure history. The Program Director will provide the student with a copy of NCR 8.13-3 and will review protective actions and the risks associated with radiation exposure to the fetus.
3. Upon medical verification that a pregnancy exists, and after consultation with the student's physician, (see Physician's Awareness of Pregnancy Form) the Program Coordinator will offer two options to the student.

Option # 1 - Remain in the Program Throughout the Pregnancy

If the student so decides, she may continue in the Program under the following requirements:

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

Option # 2 - Leave of Absence During Pregnancy

If the student so decides, she may elect to leave the Program during the pregnancy period.

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

D. All didactic and clinical course work must be completed prior to completion and graduation from the Program.

The Clinical Coordinator shall document the student's decision in regard to the two options described above. The student shall complete and sign documentation acknowledging receipt of all information and associated documentation in regard to the pregnancy. All documentation shall be kept in the student's permanent personal file.

Pregnancy / Radiation Safety Protection Verification Form

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

I verify by my signature below that:

1. I have notified the Southeast Missouri Hospital College of Nursing and Health Sciences Diagnostic Medical Imaging - Radiology Program Coordinator of my pregnancy.
2. I have been advised by the Program in regard to protective measures, as well as the risks associated with radiation exposure to the fetus. I have also been advised to and/or have read the appendix to NCR 8.13.3
3. I have received an additional dosimeter that I am wearing at the level of the pelvis to monitor the radiation dose to the fetus.
4. It has been explained to me that by wearing a 0.5 mm lead equivalent protective apron, the dosage to the abdomen/pelvis can be reduced by more than 88% at 75 kVp. It has also been explained to me that a lead apron with 1.0mm lead equivalent should be worn when the beam is above 75 kVp.
5. I have had the opportunity to discuss questions concerning radiation safety during my pregnancy with the Program Coordinator. Furthermore, I understand that should additional questions arise, I may again consult with this individual.
6. **I understand that declaration of pregnancy is voluntary on my behalf and may be withdrawn at any time. I further understand that I may choose to continue in the program with no modifications at all if I desire, regardless of the declaration of pregnancy.**

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

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

Student Signature _____ Date _____

Faculty Member Signature _____ Date _____

Physician's Awareness of Pregnancy Form

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

Student Name (*printed/typed*) _____

DOB _____

Social Security # _____

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

1. *Approximate Date of conception* _____

2. *Approximate date of expected delivery* _____

3. *Present health status* _____

4. *Will the student be under your care during her pregnancy* _____

yes *no*

5. *Have you informed her of the potential dangers involved in continuing her present career goal while pregnant?* _____

yes *no*

6. *Do you recommend her continuation in Clinical Education?* _____

yes *no*

7. *Do you recommend that she continue in the Program?* _____

yes *no*

8. *Recommended date maternity leave should begin* _____

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

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

Physician Name (*printed*) _____

Physician Signature _____ Date _____



U.S. Nuclear Regulatory Commission
REGULATORY GUIDE

Office of Nuclear Regulatory Research

REGULATORY GUIDE 8.13

(Draft was issued as DG-8014)

INSTRUCTION CONCERNING PRENATAL RADIATION EXPOSURE

8.13-8.13-1

Revision 3

JUNE 1999

A. INTRODUCTION

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

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

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

8.13-8.13-2

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

B. DISCUSSION

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

The magnitude of risk of childhood cancer following in utero exposure is uncertain in that both negative and positive studies have been reported. The data from these studies "are consistent with a lifetime cancer risk resulting from

exposure during gestation which is two to three times that for the adult” (NCRP Report No. 116, Ref. 2). The NRC has reviewed the available scientific literature and has concluded that the 0.5 rem (5 mSv) limit specified in 10 CFR 20.1208 provides an adequate margin of protection for the embryo/fetus.

This dose limit reflects the desire to limit the total lifetime risk of leukemia and other cancers associated with radiation exposure during pregnancy. In order for a pregnant worker to take advantage of the lower exposure limit and dose monitoring provisions specified in 10 CFR Part 20, the woman must declare her pregnancy in writing to the licensee. A form letter for declaring pregnancy is provided in this guide or the licensee may use its own form letter for declaring pregnancy. A separate written declaration should be submitted for each pregnancy.

C. REGULATORY POSITION

1. Who Should Receive Instruction

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

2. Providing Instruction

The occupational worker may be given a copy of this guide with its Appendix, an explanation of the contents of the guide, and an opportunity to ask questions and request additional information. The information in this guide and Appendix should also be provided to any worker or supervisor who may be affected by a declaration of pregnancy or who may have to take some action in response to such a declaration.

Classroom instruction may supplement the written information. If the licensee provides classroom instruction, the instructor should have some knowledge of the biological effects of radiation to be able to answer questions that may go beyond the information provided in this guide. Videotaped presentations may be used for classroom instruction. Regardless of whether the licensee provides classroom training, the licensee should give workers the opportunity to ask questions about information contained in this Regulatory Guide 8.13. The licensee may take credit for instruction that the worker has received within the past year at other licensed facilities or in other courses or training.

8.13-8.13-3

3. Licensee's Policy on Declared Pregnant Women

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

4. Duration of Lower Dose Limits for the Embryo/Fetus

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

5. Substantial Variations Above a Uniform Monthly Dose Rate

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

D. IMPLEMENTATION

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

REFERENCES

1. USNRC, "Instruction Concerning Risks from Occupational Radiation Exposure," Regulatory Guide 8.29, Revision 1, February 1996.
2. National Council on Radiation Protection and Measurements, *Limitation of Exposure to Ionizing Radiation*, NCRP Report No. 116, Bethesda, MD, 1993.

8.13-8.13-5

Appendix

Questions and Answers Concerning Prenatal Radiation Exposure

1. Why am I receiving this information?

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

2. If I become pregnant, am I required to declare my pregnancy?

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

3. If I declare my pregnancy in writing, what happens?

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

4. Why do the regulations have a lower dose limit for the embryo/fetus of a declared pregnant woman than for a pregnant worker who has not declared?

A lower dose limit for the embryo/fetus of a declared pregnant woman is based on a consideration of greater sensitivity to radiation of the embryo/fetus and the involuntary nature of the exposure. Several scientific advisory groups have recommended (References 1 and 2) that the dose to the embryo/fetus be limited to a fraction of the occupational dose limit.

5. What are the potentially harmful effects of radiation exposure to my embryo/fetus?

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

6. Are there any risks of genetic defects?

Although radiation injury has been induced experimentally in rodents and insects, and in the experiments was transmitted and became manifest as hereditary disorders in their offspring, radiation has not been identified as a cause of such effect in humans. Therefore, the risk of genetic effects attributable to radiation exposure is speculative. For example, no genetic effects have been documented in any of the Japanese atomic bomb survivors, their children, or their grandchildren.

8.13-8.13-6

7. What if I decide that I do not want any radiation exposure at all during my pregnancy?

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

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

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

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

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

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

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

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

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

8.13-8.13-7

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

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

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

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

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

If you have declared your pregnancy in writing, you should promptly inform the licensee in writing that you are no longer pregnant. However, if you have not formally declared your pregnancy in writing, you need not inform the licensee of your non-pregnant status

15. How long is the lower dose limit in effect?

The dose to the embryo/fetus must be limited until you withdraw your declaration in writing or you inform the licensee in writing that you are no longer pregnant. If the declaration is not withdrawn, the written declaration may be considered expired one year after submission.

16. If I have declared my pregnancy in writing, can I revoke my declaration of pregnancy even if I am still pregnant?

Yes, you may. The choice is entirely yours. If you revoke your declaration of pregnancy, the lower dose limit for the embryo/fetus no longer applies.

17. What if I work under contract at a licensed facility?

The regulations state that you should formally declare your pregnancy to the licensee in writing. The licensee has the responsibility to limit the dose to the embryo/fetus.

18. Where can I get additional information?

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

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

8.13-8.13-8

1 Single copies of regulatory guides, both active and draft, and draft NUREG documents may be obtained free of charge by writing the Reproduction and Distribution Services Section, OCIO, USNRC, Washington, DC 20555-0001, or by fax to (301)415-2289, or by email to <DISTRIBUTION@NRC.GOV>. Active guides may also be purchased from the National Technical Information Service on a standing order basis. Details on this service may be obtained by writing NTIS, 5285 Port Royal Road, Springfield, VA 22161. Copies of active and draft guides are available for inspection or copying for a fee from the NRC Public Document Room at 2120 L Street NW., Washington, DC; the PDR's mailing address is Mail Stop LL-6, Washington, DC 20555; telephone (202)634-3273; fax (202)634-3343.

REFERENCES FOR APPENDIX

1. National Council on Radiation Protection and Measurements, *Limitation of Exposure to Ionizing Radiation*, NCRP Report No. 116, Bethesda, MD, 1993.
2. International Commission on Radiological Protection, *1990 Recommendations of the International Commission on Radiological Protection*, ICRP Publication 60, Ann. ICRP 21: No. 1-3, Pergamon Press, Oxford, UK, 1991.

3. USNRC, "Instruction Concerning Risks from Occupational Radiation Exposure," Regulatory Guide 8.29, Revision 1, February 1996.11 (Electronically available at www.nrc.gov/NRC/REG/index.html)
4. Committee on the Biological Effects of Ionizing Radiations, National Research Council, *Health Effects of Exposure to Low Levels of Ionizing Radiation* (BEIR V), National Academy Press, Washington, DC, 1990.
5. United Nations Scientific Committee on the Effects of Atomic Radiation, *Sources and Effects of Ionizing Radiation*, United Nations, New York, 1993.
6. R. Doll and R. Wakeford, "Risk of Childhood Cancer from Fetal Irradiation," *The British Journal of Radiology*, 70, 130-139, 1997.
7. David Wiedis, Donald E. Jose, and Timm O. Phoebe, "The Rock and the Hard Place: Employer Liability to Fertile or Pregnant Employees and Their Unborn Children—What Can the Employer Do?" *Radiation Protection Management*, 11, 41-49, January/February 1994.
8. National Council on Radiation Protection and Measurements, *Considerations Regarding the Unintended Radiation Exposure of the Embryo, Fetus, or Nursing Child*, NCRP Commentary No. 9, Bethesda, MD, 1994.
9. National Council on Radiation Protection and Measurements, *Risk Estimates for Radiation Protection*, NCRP Report No. 115, Bethesda, MD, 1993.
10. 2Copies are available at current rates from the U.S. Government Printing Office, P.O. Box 37082, Washington, DC 20402-9328 (telephone (202)512-1800); or from the National Technical Information Service by writing NTIS at 5285 Port Royal Road, Springfield, VA 22161. Copies are available for inspection or copying for a fee from the NRC Public Document Room at 2120 L Street NW., Washington, DC; the PDR's mailing address is Mail Stop LL-6, Washington, DC 20555; telephone (202)634-3273; fax (202)634-3343. 8.13-8.13-10
11. National Radiological Protection Board, *Advice on Exposure to Ionising Radiation During Pregnancy*, National Radiological Protection Board, Chilton, Didcot, UK, 1998.
12. M.L. Thomas and D. Hagemeyer, "Occupational Radiation Exposure at Commercial Nuclear Power Reactors and Other Facilities, 1996," Twenty-Ninth Annual Report, NUREG-0713, Vol. 18, USNRC, 1998.22

Declaration of Pregnancy Form

To: _____

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

I am declaring that I am pregnant. I believe I became pregnant in _____ .
(only the month and year need be provided)

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

Physician Name (printed) _____

Physician Signature _____ Date _____

Associate of Arts Degree (Emphasis: Allied Health)



Welcome to the Associate of Arts (Emphasis: Allied Health) section of your Student Handbook!

Our Associate of Arts degree is designed for those who want to work in allied health settings but do not necessarily want to work directly with patients; these positions might include customer resources, back office, front office, technology-related assistants, or front-line service staff, among others.

Additionally, the AA degree may be ideal for students desiring to maintain at least half-time status while waiting to begin College specialization programs, as well as students who wish to complete a credential after leaving a different program. The Associate of Arts degree also could be attractive to those planning to transfer elsewhere, and to those who seek an additional qualification for personal or professional purposes.

Students pursuing the College's Associate of Arts degree complete the same General Education courses as do students in the College's specialization programs; the same communications, humanities, mathematics, physical science, and social/behavioral science courses, respectively, are taught with equal rigor for Associate of Arts students and specialization students. The primary difference in the degree plan is a swapping of additional liberal arts requirements instead of specialization courses – students in the Associate of Arts program complete a broader array of General Education courses.

One of the most attractive aspects of the AA degree is the flexibility of the curriculum. Designed to allow multiple options in some of the categories of courses, students can choose from courses that focus a bit more on certain subjects or best fit one's busy schedule.

The next several pages' detail much information about the College's AA degree. If you have any questions or desire additional information, please know I welcome your inquiries.

Thank you, and please let me know how I may assist.

Dedria Blakely, PhD
Dean, Student Affairs and General Education

Program Goals

Program goals flow from the program mission statement:

1. Graduates will be well prepared for their chosen entry-level allied health professions.
2. Graduates will effectively use problem solving skills and critical thinking skills.
3. Graduates will be effective communicators, both in person and in print.
4. Graduates will be well prepared for additional educational success as they pursue advanced credentials in allied health fields.

Assessment

This program, in to the College, is part of a master educational plan of assessment. This means that on a regular, systematic basis, individual aspects of the program are scrutinized using a variety of tools to insure that we are achieving our goals. It is imperative that our classroom activity support individual learning objectives that support individual course outcomes that support program goals that support the program and College mission statements. We take our place in the assessment program very seriously and expect students to assist in these efforts by being honest and forthright on assessment survey instruments. Course and instructor evaluations forms are no place for personality issues, and we genuinely need and respect students' feedback to be better at what we do.

Students in this program will participate in exit assessments just like all other students at the College.

Student Learning Outcomes

1. **Demonstrate effective communication skills both in person and in print.**
2. **Demonstrate effective critical thinking skills, including but not limited to, judging evidence, synthesizing information, constructing arguments, and solving problems.**
3. **Demonstrate the ability to adapt interactions to meet cultural and/or psychosocial needs of clients/patients and co-workers.**
4. **Demonstrate an understanding of ethics and the role they play in health care providers' personal and professional lives.**
5. **Demonstrate the ability to integrate the principles, theories, concepts, and facts learned in general education courses, including the ability to apply the scientific method to solve problems, into the specializations and in clinical practice.**
6. **Demonstrate the ability to use technology to find, evaluate, and apply information and subsequently to communicate that information to others accurately and concisely.**

Program Policy Updates

Regular program policy updates are made available to students when the College *Catalog* is updated. Occasionally, it is necessary to either update or create a policy/procedure that needs to take effect earlier than the catalog update will allow. In that case, once the policy is approved, it will be made available to students via email as well as to all other stakeholders in the program. The faculty will also make announcements regarding the policy and provide students with written copies during didactic class periods prior to the implementation of the new policy/procedure.

Adding AA(AH) Degree to Other College Earned Credentials

Students who have been admitted to one of the College's specialization programs may add the AA degree to their program of study by completing a Major Declaration form, available from the Registrar or from the Dean of Student Affairs and General Education. No additional application forms or fees are required for students to add the AA to their program of study. Students who declare the AA along with a College specialization will have two advisors: one for the specialization and one for the AA. These two advisors, in full collaboration with the students, will work together to ensure that the students complete all requirements for both credentials on the timeliest basis possible.

Medical Laboratory Science Program



Dear Student,

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

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

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

Sincerely,

Sherry Schloss, MLS Program Director

Quality of Instruction

So that the College is able to meet program goals, the College will provide clinical instructors who are:

- Committed to the quality education of students, providing current knowledge of laboratory methodologies and theory of clinical correlation.
- Dedicated to maintaining current knowledge through formal continuing education and self-study activities.
- Interested in and supportive of students.
- Timely in writing student evaluations and offering remediation assistance.
- Willing to supervise the student at all times during clinical instruction.

Graduation/Entry-Level Competencies

Upon graduation the Medical Laboratory Scientist will make application to, take, and pass a national certifying exam within one year.

At graduation, the Medical Laboratory Scientist will have the following basic knowledge and skills in:

- Application of safety and governmental regulations and standards as applied to clinical laboratory science.
- Principles and practices of professional conduct and the significance of continuing professional development.
- Communications sufficient to serve the needs of patients, the public and members of the health care team.
- Educational methodologies and terminology sufficient to train/educate users and providers of laboratory services.
- Principles and practices of clinical study design, implementation and dissemination of results.

At graduation, the Medical Laboratory Scientist will have the following entry level competencies:

- Principles and practices of laboratory procedures, data analyses, and instrumentation operation in all competency areas of a laboratory generalist to include:
 - Practice principles of laboratory safety.
 - Collection and processing of patient specimens according to laboratory protocols.
 - Operate and maintain laboratory instrumentation in all competency areas of the laboratory generalist
 - Analyze and solve problems with laboratory instruments and laboratory procedures.
 - Evaluate laboratory results for quality and accuracy.
 - Evaluate laboratory data to recognize procedural, technical, and/or instrument errors.
 - Correlate laboratory values with clinical diagnosis and physiological processes to validate results.
 - Recognize critical laboratory values and notify the appropriate health care personnel.
- Principles and practices of ethical conduct:
 - Maintain confidentiality when dealing with patient information.
 - Advocate for quality laboratory testing to enhance patient care.

Instructional Resources

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

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

Several libraries are available for student use. Students have checkout privileges at Southeast Missouri State University Kent Library and the MAHEC online library.

Medical Laboratory Science Program Faculty

Program DirectorSherry Schloss, MA, MLS (ASCP)(CM)

Clinical Coordinator/Instructor..... Lea White, MA, MLS (ASCP)(CM)

Clinical Sites and Instructors

Southeast Hospital Laboratory (573) 651-5540
Lead Clinical Instructor: Judy Peetz

Doctor’s Park Laboratory (573) 651-5828
Lead Clinical Instructor: Annette Shoulders

St. Francis Medical Center Laboratory..... (573) 331-5147
Lead Clinical Instructor: Anita Philips

Ferguson Medical Group (573) 471-0330
Lead Clinical Instructor: Meredith Hooperext 178

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

Southern Illinois Healthcare..... (618) 549-0721
Lab Manager: Theresa Keith

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

Southeast Missouri State University
Affiliate Advisor: Philip Crawford, PhD

Maryville University
Affiliate Advisor: Kristen Bruzzini, PhD

Special Needs Students

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

Evaluation

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

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

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

Standards for Professional Behavior

Students are evaluated in the following behavioral areas.

Attendance

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

Safety

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

Confidentiality

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

Attitude

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

Integrity

- Admits to errors and follows established policies for error correction
- Utilizes quality control material and follows total quality management policy
- Displays honesty in analyzing lab specimens and reporting results
- Displays honesty in taking examinations, both written and performance

Responsibility

- Asks questions/consults with instructor for clarification when appropriate
- Consults technical and instrument manuals
- Takes initiative in performing procedures once proficiency is achieved
- Exhibits confidence in possessing job entry level competencies
- Handles stress in a mature manner, exhibited in words and actions
- Performs procedures accurately while under stress\

Transcripts

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

Minimum Grade Requirements and Make-Up Exams

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

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

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

Probation and Dismissal

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

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

A student will be eligible for dismissal from the program if he/she:

- Fails a lecture series, student laboratory rotation, or department rotation while on probation.
- Fails to meet the conditions for improvement with the prescribed time as designated by the Program Director and course instructor.
- Violates any of the Causes for Dismissal as outlined in the Student Policy Manual distributed by Southeast Missouri Hospital (as made available to the student and discussed in Orientation).

Causes for Dismissal

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

1. Careless or unsatisfactory job performance.
2. Excessive tardiness and absence, or three consecutive unreported absences.
3. Falsification of hospital documents, including student application form, student records.
4. Conviction of a felony that would be a discredit to the College by virtue of association of the student.
5. Failure to observe personal cleanliness or prescribed dress regulations.
6. Discourtesy to patients, physicians, visitors, or employees, or the use of obscene or profane language.
7. Failure to comply with instructions or orders of supervisors.

8. Creating a nuisance or disturbance on hospital property, including fighting, horseplay, willfully violating noise policy, or engaging in indecent or immoral acts.
9. Possession of intoxicating liquor, narcotics, or illicit drugs on hospital property or having the odor of alcohol or behavior that would lead one to believe that you are under the influence of alcohol or drugs, or reporting to work under the influence of drugs or alcohol or becoming under the influence while at work.
10. Unauthorized divulgence of hospital business information, records, or patient information.
11. Making or receiving frequent outside phone calls. Use of cell phones in clinical sites.
12. Multiple violations of hospital parking policies.
13. Giving your computer password to another person.
14. Using another person's computer password.
15. Inappropriate use of the HIS system or Internet.
16. Violation of sexual harassment policy.
17. Violation of Security policies, to include failure to regularly wear the hospital ID badge, unlocking or propping open locked exterior doors, workplace violence, or making verbal or physical threats to any employee or hospital guest.
18. Unauthorized presence in restricted, controlled or sensitive areas of the hospital.
19. Refusing inspection of handbags, packages or containers.
20. Other one-time or repeated violations which are judged by the Program Officials and Laboratory Management as cause for dismissal.

Part Time Employment/Service Work

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

National Certification Examinations

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

Rules and Regulations

Attendance

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

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

Personal Appearance/Dress Code

Students are expected to be clean and neat at all times. Proper personal hygiene is essential. Students are required to purchase scrubs for clinical. Approved scrubs are "pewter" in color, preferably Cherokee WorkWear brand. The college logo must be added to the scrubs. Complete scrubs/embroidery can be purchased at Horizon Screen Printing or MoWear. Details are available from the College's Student Affairs Department. The Disposable Lab Coat is provided. Disposable gloves are required when working with blood and body fluid specimens. Student ID badges must be worn at all times while on hospital premises.

Confidential Information

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

Classroom Etiquette

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

Food/Beverage Policy

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

Break/Lunch Policy

When students are in clinical rotation, there is a minimum of two 15-minute breaks and a 30-minute lunch period for every eight hours of instruction. Additional breaks and/or longer lunch periods are at the discretion of the clinical instructor.

Computer Policy

Students must restrict their use of computer functions to those permitted by the student code. At no time is any student to allow any person to use their code or to use any other person's code.

Lab Computer Policy

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

Criminal Background Check

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

Liability Insurance

The College provides liability insurance covering acts of students performed in the course of participating in the activities of the Medical Laboratory Science program.

Safety Training

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

Cardio-Pulmonary Resuscitation Requirements

Medical Laboratory Science students may be required to maintain current Basic Life Support Certification. Individuals are encouraged to seek such certification on their own.

Surgical Technology Program



Dear Surgical Technology Student,

Welcome to the Surgical Technology curriculum at Southeast Missouri Hospital College of Nursing and Health Sciences. The Surgical Technology Program is a two-year associate program which allows new students to start the cycle of classes each summer semester. Upon successful completion of the program, graduates will have met the academic and clinical requirements to take the National Certification Examination for Surgical Technologists offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Sincerely,

Mrs. Jill Stroud
Program Director, Surgical Technology

Scrub Role: Surgical Technologist

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

Duties include but are not exclusive to the following:

1. Checks supplies and equipment needed for surgical procedure.
2. Scrubs, gowns, and gloves.
3. Sets up sterile table with instruments, supplies, equipment, and medical/solutions needed for procedure.
4. Performs appropriate counts with circulator.
5. Gowns and gloves surgeon and assistants.
6. Helps in draping sterile field.
7. Passes instruments and other appropriate items to surgeon and assistants during procedure.
8. Maintains highest standard of sterile technique during procedure.
9. Prepares sterile dressings.
10. Cleans and prepares instruments for terminal sterilization.
11. Assists other members of team with terminal cleaning of room.
12. Assists in preparing room for the next patient.

Circulating Role: Surgical Technologist

The circulating surgical technologist obtains additional instruments, supplies, and equipment necessary while the surgical procedure is in progress. He/she monitors conditions in the operating room and constantly assesses the needs of the patient and surgical team. Duties include but are not limited to the following:

1. Obtains appropriate sterile and unsterile items needed for procedure.
2. Opens sterile supplies.
3. Checks patient's chart, identifies patient, verifies surgery to be performed with the consent forms, and brings patient to assigned operating room.
4. Transfers patient to operating room table.
5. Assesses comfort and safety measures and provides verbal and tactile reassurance to the patient.
6. Assists anesthesia personnel.
7. Positions patient using appropriate equipment and safety measures.
8. Applies electrosurgical grounding pads, tourniquets, monitor, etc., using appropriate safety measures.
9. Positions and operates equipment needed for the procedure.
10. Prepares the patient's skin prior to draping by surgical team.
11. Performs appropriate counts with scrub person.
12. Anticipates additional supplies needed during the procedure.
13. Keeps accurate records throughout the procedure. Properly cares for specimens.
14. Secures dressings after incision closure.
15. Helps transport patient to recovery room.
16. Assists in cleaning of room and preparing for next patient.

Second Assisting Role: Surgical Technologist

The second assisting surgical technologist assists the surgeon and/or first assistant during the operative procedure by carrying out technical tasks other than cutting, clamping, and suturing of tissue. This role is distinct from that of the first assistant and may, in some circumstances, be performed at the same time as the scrub role. Duties include, but are not exclusive, to the following:

1. Holds retractors or instruments as directed by the surgeon.
2. Sponges or suctions operative site.
3. Applies electrocautery to clamps on bleeders.
4. Cuts suture material as directed by the surgeon.
5. Connects drains to suction apparatus.
6. Applies dressing to closed wound.

Tardy Policy

- For time purposes we will use the instructor’s cell phone and the clock in the classroom. This will give two (2) references and these are the only times that will count in regard to being tardy.
- This will be the procedure that will take place. For example, if class is to begin at 12:00pm. The instructor’s cell phone has 12:00pm but the classroom clock is showing 11:59 we will use the classroom clock. **Once both clocks have reach the time that class will begin then the doors will be locked.**
- The student must inform the **instructor** that they will be late for class. **Before the time that class begins**, by any of the following options:
 - ✓ call the instructor’s office phone, cell phone (including text), or by e-mail. All of these options will have the time that the student called.
 - ✓ If the student does this, then the student will receive an excused tardy and will be allowed in the classroom at the first break.
- **If a quiz or an exam is given during the time period before the first break the student will receive a “0” for the quiz or exam.**
- If the student **does not** inform the instructor that they will be late for class, the following will occur:
 - ✓ the tardy will count as an unexcused tardy
 - ✓ the student will not be allowed in class for the day
 - ✓ The student will receive a zero (0) for all assignments, quizzes and exams due that day.

Attendance Policy

1. Attendance is essential for attainment of course objectives.
2. The following attendance requirement will be used for theory, lab, and clinical classes.
3. The student must inform the instructor 30 minutes prior to the start of class (theory or lab) or 30 minutes prior to the start of clinical time if they are going to be absent. Clinical classes will require also a phone call to the person in charge of students at the clinical site.
4. The student must inform the instructor prior to the start time of class if he/she will be late, but still attend. Clinical classes will require also a phone call to the person in charge of students at the clinical site if the student will be late.

Credit Hours, Didactic Hours and Clinical Hours

Course Designation	Course Title General Education	Credit hours	Didactic hours	Lab/Clinical hours
FYS 101	College Seminar	1	16	0
AH 104	Introduction to Medical Terminology	1	16	0
AH 204	Medical Terminology II Prerequisite: AH104	2	32	0
AH230	Medical Ethics	3	48	0
AH201	Human Diversity in Healthcare Delivery	1	16	0
BI 151	Anatomy & Physiology I and Lab	4	64	128
BI 152	Anatomy & Physiology II and Lab Prerequisite: BI 151	4	64	128
BI 200	Microorganisms and the Human Body and Lab	3	48	96
BI 250	Pathophysiology Prerequisite: BI 151 and 152	3	48	0
ENG 100	English composition	3	48	0
COM 100	Oral Communications	3	48	0

GOVT 100	Government & Politics in the United States	3	48	0
Total		31	496	352
Course Designation	Course Title	Credit hours	Didactic Hours	Lab/Clinical Hours
ST 110	Surgical Technology Fundamentals of Surgical Care I Prerequisite: AH 104, 204 & BI 151	7	66	
ST 110	Fundamentals of Surgical Care I Lab			80
ST 112	Fundamentals of Surgical Care II Prerequisite: ST 110	8	66	
ST 112	Fundamentals of Surgical Care II Lab			120
ST 210	Surgical Technology I Lecture Prerequisite: ST 112	9	53	
ST 210	Surgical Technology I Clinical			200
ST 212	Surgical Technology II Lecture Prerequisite: ST 210	9	53	
ST 212	Surgical Technology II Clinical			200
Totals		33	238	600
Total for AAS		64	734	952

Certificate Program*

Semester	Course	Credit Hours	Didactic Hours	Lab/Clinical Hours
1st Summer	AH 201 – Human Diversity in Healthcare Delivery	1	16	0
	FYS 101 – College Seminar	1	16	0
	BI 151 - Anatomy & Physiology I and Lab	4	64	128
	ENG 099 – Writing Skills	N/C		
1st Fall	ENG 100 – English Composition	3	48	0
	BI 152 – Anatomy & Physiology II and Lab (Prerequisite: BI 151)	4	64	128
	ST 110 – Fundamentals of Surgical Care I and Lab (Prerequisite: BI 151)	7	66	80
	ST 112 - Fundamentals of Surgical Care II and Lab	8	66	120
1st Spring	BI 200 – Microbiology and Lab	3	48	96
	ST 210 – Surgical Technology I Lecture and Clinical	9	53	200
	ST 212 – Surgical Technology II Lecture and Clinical	9	53	200
Certificate Program total		49	494	952

*Please note that the Surgical Technology program will end in May 2022.

Clinical Requirement for Caseloads

Clinical Requirements for caseloads: Information updated with Standard III.C. - Curriculum 07/15 page. 25

1. The total minimum number of cases each student should complete is 120.
2. Students are required to complete a minimum of thirty (30) cases in general surgery. Twenty (20) of those cases should be in the first scrub role.
3. Students are required to complete a minimum of ninety (90) cases in various surgical specialties. Sixty (60) of those cases should be in the first scrub role and evenly, but not necessarily equally distributed between a minimum of four (4) surgical specialties.
4. The surgical technology program is required to verify through the surgical rotation documentation that the students' progression in First and Second Scrubbing surgical procedures of increase complexity as he/she moves towards entry level graduate abilities.
5. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. However up to ten (10) diagnostic endoscopy and five (5) vaginal delivery cases can be counted towards the maximum number of second scrub role cases.
6. Observation cases should be documented but do not count toward the one hundred and twenty (120) required cases.
7. Counting cases
 - Cases will be counted according to surgical specialty. Examples:
 - Trauma patient requires a splenectomy and repair of a Lefort I fracture. Two cases can be counted and documented since the splenectomy is general surgery and the repair of Lefort I is an oral-maxillofacial surgical specialty.
 - Patient requires a breast biopsy followed by a mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure- one case.

Definitions of First Scrub and Second Scrub Role

First Scrub Role

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

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

Second Scrub Role

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

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

Observation Role

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

Surgical Rotation Case Requirements

Surgical Specialty	Total # of Cases Required	Minimum # of First Scrub Cases Required	Maximum # of Second Scrub Cases That Can be Applied Towards 120 Cases
General Surgery	30	20	10
Surgical Specialties: <ul style="list-style-type: none">• Cardiothoracic• ENT• Eye• GU• Neuro• Ob-Gyn• Oral/Maxillofacial• Orthopedics• Peripheral vascular• Plastics• Procurement/Transplant	90	60	30
Diagnostic Endoscopy: <ul style="list-style-type: none">• Bronchoscopy• Colonoscopy• Cystoscopy• EGD• ERCP• Esophagoscopy• Laryngoscopy• Panendoscopy• Sinoscopy• Ureteroscopy			10 diagnostic endoscopy cases may be applied toward the second scrub cases.
Labor & Delivery			5 vaginal delivery cases may be applied toward the second scrub cases.
Totals	120	80	40

Clinical Site Assignments

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

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

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

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

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

1. Breaks
2. Lunches
3. Smoking
4. Dress Code
5. Fire
6. Safety

It is the student's responsibility to remain with their preceptor who can orientate them to the particulars, which differ in their facility policies from those of SoutheastHealth, which the students are orientated to. Students will wear scrubs of the clinical site. These are the property of that clinical site.

Preceptors

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

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

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

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

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

Safety Training

Southeast Missouri Hospital College of Nursing and Health Sciences

**Surgical Technology Program
Training for:**

**Bloodborne Pathogens
Universal Precautions
Safety
T. B.**

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

Signature of Student: _____ Date _____

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

Technical Abilities Form for Surgical Technology Program

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

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

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

Student Signature

Date

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

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

Confidentiality Agreement

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

Student Signature: _____

Date: _____

FORMS

Graduation Point System Signature Form

Student name: _____ Date: _____

Name of Event/Service Activity: _____

Signature of Chairperson of Event or Activity: _____

Thank you for allowing our student to participate in the health care event/community service activity.

Graduation Point System Signature Form:

Student name: _____ Date: _____

Name of Event/Service Activity: _____

Signature of Chairperson of Event or Activity: _____

Thank you for allowing our student to participate in the health care event/community service activity.

Graduation Point System Signature Form:

Student name: _____ Date: _____

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Graduation Point System Signature Form:

Student name: _____ Date: _____

Name of Event/Service Activity: _____

Signature of Chairperson of Event or Activity: _____

Thank you for allowing our student to participate in the health care event/community service activity.

Request to Restrict Release of Student Directory Information



Request To Restrict Release Of Student Directory Information

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

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

Check whether or not your information may be released.

Do NOT release my information

Your name _____

Program in which you are currently enrolled _____

Your date of birth _____

•-----•
List below specific information not to be released or write the word *ALL* and initial and date by it.

This request is valid until rescinded in writing.

Date Signature

Request for Disability Services Form



College of Nursing & Health Sciences

Request for Disability Services Form

PLEASE PRINT ALL INFORMATION CLEARLY:

Name: _____

Student ID Number: _____

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

Permanent Address: _____

E-mail address: _____

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

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

Relationship of Emergency Contact Person to you: _____

Program of Study: _____

GENERAL SERVICES REQUESTED (check all that apply):

____ Assistive Listening Devices

____ Alternate format of texts

____ Note takers

____ Exam readers

____ Extended time on exams

____ Exams in solitary environment

____ Special seating

____ Sign language interpreters

____ Large print

____ Priority enrollment

____ Tape lectures

____ Use of calculator

____ Other: _____

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

Student’s signature: _____ Date: _____

DOCUMENTATION: Required documentation of disability diagnosis attached?

____ yes: what? _____

____ no: explain _____

RETURN FORM TO:

College of Nursing & Health Sciences
DISABILITY SERVICES
Office of the Dean of General Education and Student Services
2001 William Street Office 312
Cape Girardeau MO 63703

Liability Waiver Form



Liability Waiver Form

Assumption of Risk

Please print all information clearly:

Name (PRINT): _____ Student ID Number _____

INFORMATION AND WARNING

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

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

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

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

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

ASSUMPTION OF RISK

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

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

Signature: _____ Date _____

RETURN FORM TO:

**College of Nursing & Health Sciences
DISABILITY SERVICES
Office of the Dean of General Education and Student Services
2001 William Street
Cape Girardeau, MO 63701**

Student Exemption of Required Immunizations Form



SoutheastHEALTH

College of Nursing & Health Sciences

Student Exemption of Required Immunizations Form

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

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

To: Southeast Missouri Hospital College of Nursing and Health Sciences

Regarding: _____
Student Name

Medical Exemption:

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

Comments _____

Physician's Name (*please print*) _____

Phone Number (s) _____

Email Address _____

Physician's Signature | *Date*

Student Signature | *Date*

Student Grievance Form



Student Grievance Form

Student _____ | Student ID # _____

Program _____

Date of Grievance _____ | Place of Occurrence _____

Individuals Involved _____

Statement of the Problem and Evidence to Support the Grievance

Remedy or Action Being Requested

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

If needed, attach additional comments

Academic and Clinical Honesty Incident Form



SoutheastHEALTH

College of Nursing & Health Sciences

Academic and Clinical Honesty Incident Form

PART I: TO BE COMPLETED BY THE FACULTY MEMBER INVOLVED

STUDENT

STUDENT ID #

Date of Incident

Time of Incident

Witness (if applicable)

Date student notified and incident discussed

Describe the nature of the incident.

PART II:

Date incident reported to Faculty Organization Committee (FOC)

PART III

Date Incident reviewed by FOC

Signature

Date

Signature

Date

Student Comments

Student Signature

Date

Additional Involved Faculty Comments

Student Signature

Date

Part IV: Decisions / Sanctions Made by the Faculty Organization

Presiding Faculty Organization Chair Signature

Date

Student Signature

Date

Student Leave of Absence Form



Student Leave of Absence Form

Name of Student Requesting Leave _____

Date of Request _____

Period of Time LOA is Requested

Reason for LOA

- maternity or paternity
- family care and medical leave
- military leave of absence
- other (describe) _____

Comments:

Date/Semester you request to return to the program _____

Print Student Name

Student Signature Date

Program Director Signature Date

Office Use Only

Date Director Met with Student _____

- LOA Request Approved LOA Request Denied

Notifications Made:

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Registrar | <input type="checkbox"/> Faculty Advisor | <input type="checkbox"/> Business Officer | <input type="checkbox"/> Financial Aid Office |
| <input type="checkbox"/> Information Systems | <input type="checkbox"/> College President | <input type="checkbox"/> Health Nurse | <input type="checkbox"/> Security Director |
| <input type="checkbox"/> Textbook Manager | | | |

Clinical Warning Form



Clinical Warning Form

Student

Student ID #

Today's Date

Date of Incident

Faculty Member

Course No.

Nature of Incident

Faculty Comments

Student Comments

Plan for Improvement

Student Signature

Date

Faculty Member Signature

Date

Other Signature

Date

Academic Warning Form



College of Nursing & Health Sciences

Academic Warning Form

Student

Student ID #

Today's Date

Date of Incident

Faculty Member

Course No.

Nature of Incident

Faculty Comments

Student Comments

Plan for Improvement

Student Signature

Date

Faculty Member Signature

Date

Other Signature

Date

Southeast Missouri Hospital College of Nursing and Health Sciences

Radiologic Program Clinical Evaluation

Student _____ **Clinical Site** _____ **Date** _____

Circle the statement for each category which best describes the student's performance while working with you. Your input will assist in documenting the student's strengths and limitations. Additional considerations are provided on the reverse side of this form

Attendance	Consistently prompt and reliable; no days missed or tardiness	Very prompt; absent only when necessary	Usually present on Time; 1 absence or 1 day tardy	Frequently late or Absent; absent more than 1 day or 2 tardies	Consistently late or Absent; more than 2 Days missed or 2 tardies
Personal Appearance	Consistently presents Professional image; always careful about appearance	Usually well groomed and careful about personal appearance	Satisfactory personal appearance	Below average-occasionally careless about appearance	Frequently untidy; personal appearance unsatisfactory
Cooperation and Attitude	Excellent attitude and spirit of cooperation	Above average-cooperative; interacts with staff and others	Satisfactory, does what is expected	Can be difficult to work with; sometimes accepts direction in manner showing displeasure	Spirit of cooperation and attitude not satisfactory; inclined to be quarrelsome
Professional Ethics	Conducts self in a professional manner at all times	Above average impression; uses good judgment in stressful situations	Average impression; adheres to professional standards in an acceptable manner	Often does not follow professional standards when dealing with others	Consistently negative attitude; rude and arrogant to others; poor professional judgment
Initiative	Thinks and acts constructively; always productive; no supervision needed	Consistently above average; minimum supervision; utilizes time efficiently	Average, meets minimum requirement May need encouragement	Puts forth little effort; does just enough to get by	Puts forth practically no effort; requires constant supervision
Quality of Work	Always productive, consistently does more than is required	Very industrious, usually does more than is required	Volume of work is satisfactory; meets minimum requirements	Does just enough to get by; slow in meeting minimum requirements	Does not meet minimum requirements
Quality of Performance	Exceptionally high quality of performance in all phases of practical applications	Exact, precise, requires little correction; recognizes mistakes and takes corrective measures	Usually accurate; makes only average number of mistakes	Careless; makes recurrent errors	Makes frequent errors; demonstrates little retention; poor client care
Dependability	Dependable, consistent top performer	Dependable meets requirements with enthusiasm	Satisfactory performance	Needs frequent reminder to follow standard procedure(s)	Continuous reinforcement necessary
Judgment	Always handles difficult situations with authority and ease	Impressive in thinking things through and making good decisions	Average performance, sometimes frustrated or uses poor judgment in stressful situations	Frequently uses poor judgment; often frustrated in stressful situations	Consistently uses poor judgment in stressful situations

Positioning skills	Superior skills; rarely needs assistance	Above average; makes few mistakes	Average; normal mistakes	Below average application of knowledge	Makes frequent mistakes on basic exams
Use and Care of equipment	Justifies complete confidence	Very knowledgeable	Adequate	Needs to be told, and requires a significant amount of assistance	Careless and wasteful
Ability to Read Charts & Adjust Techniques	Excellent abilities	Makes few mistakes	Average; requires little help	Careless errors	Constantly needs assistance; frequent repeated mistakes
Patient Care and Communication	Superior skills; rarely needs assistance	Very knowledgeable	Satisfactory performance	Careless; makes recurrent errors	Makes frequent errors; demonstrates little retention; poor clientcare
Radiation Protection	Impressive always uses appropriate technical factors and shielding	Good in thinking things through. Usually shields and makes good decisions	Adequate	Does not recognize radiation protection as a priority	Does not apply even the most basic protection measures to patients
Image Evaluation	Always achieves image evaluation criteria on all radiographs	Above average, identifies most problems with radiographs and correct solutions	Often can identify both problems and solutions to common radiographic mistakes	May occasionally identify quality problems and solutions if prompted	Does not recognize what a quality radiograph is or when to repeat an image

Comments _____

Evaluator/Radiographer _____ Date _____

Student _____ Date _____

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

- Attendance** Consider the students faithfulness in coming to work daily and conforming to clinical requirements. Reporting to clinical assignments on time.
- Personal Appearance** Consider the students cleanliness, grooming and neatness.
- Cooperation and Attitude** Consider the students ability to work with others, the ability to share in the workload, and ability to accept instruction & constructive criticism.
- Professional Ethics** Consider the students integrity, loyalty, the impression the student makes on others, and the students professional judgment.
- Initiative** Consider the students ability to think constructively and originates action in meeting objectives.
- Quality of work** Consider the students output of satisfactory work
- Quality of Performance** Consider the students positioning skills, ability to set technique, ability to work independently, room readiness, radiation protection and organization of work.
- Dependability** Consider whether or not the student works conscientiously according to instructions; ability to follow procedures; and the students' ability to meet and exceed objective requirements.
- Judgment** Consider the students ability to apply knowledge and skills to practical applications.

Acknowledgement of Receipt of Student Handbook Form

Student Name _____

Please Print Clearly

ACKNOWLEDGEMENT OF RECEIPT OF STUDENT HANDBOOK

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

Student Signature

Date

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

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

Student Signature

Date

ACKNOWLEDGEMENT AND AGREEMENT TO ABIDE BY THE SUBSTANCE ABUSE POLICY

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

Student Signature

Date

CONFIDENTIALITY AGREEMENT

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

Student Signature

Date

SUBJECT TO CHANGE

I understand that information in the student handbook is subject to change.

Student Signature

Date

PERMISSION TO SHARE GRADUATION POINTS

I understand that I am required to earn service points for graduation and therefore give my permission to Southeast Missouri Hospital College of Nursing and Health Sciences to release the events and points to other faculty/staff as needed.

Student Signature

Date

APPENDIX

EMERGENCY PREPAREDNESS

Southeast Missouri Hospital College of Nursing and Health Sciences
2001 William
Cape Girardeau MO 63703

Prepared: September 15, 2005

EMERGENCY PROCEDURES

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

Emergency procedures included:

- Bomb Threat
- Crisis Communication
- Earthquake
- Fire
- Tornado/Severe Weather

BOMB THREAT

STEP 1:

Record Information

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

STEP 2:

Contact Local Police

If at all possible, have someone else contact the Local Police at 911 from any other College phone or from a cell phone. If you are alone, keep the caller talking as long as possible.

IMPORTANT: Make sure you collect at least the following information before ending the call and contacting the Local Police at 911.

- Device Location
- Type of Device
- Detonation Time

STEP 3:

Ask Caller Questions

- Engage caller in conversation. Ask questions and write down caller's exact words.
- What type of device is it?
 - Chemical?
 - Biological?
 - Explosive?

- When is device going to explode?
- Time remaining and device location?
- What does it look like?
- What would cause it to detonate or release its contents?
- How do you deactivate the device?
- Do you know who placed the device?
- Where are you (the caller) now?
- Callers name and address?

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

STEP 4:

Evacuate Building

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

CRISIS COMMUNICATION/PSYCHOLOGICAL CRISIS

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

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

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

Earthquake

STEP 1:

Stay Indoors

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

STEP 2:

Drop, Cover and Hold

- DROP to the floor
- COVER your head with your arms

- HOLD that position

STEP 3:

Remain in Place until Shaking Stops

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

Assess Damage and Exit Building

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

FIRE

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

STEP 1:

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

1. **RESCUE** any individual in immediate danger.
2. Turn in the **ALARM** by activating the nearest fire alarm.
3. **CONFINE** the fire and smoke by closing doors.
4. **EXTINGUISH** the fire with an appropriate fire extinguisher if you can safely do so/**EVACUATE** to Albert Street parking lot

STEP 2:

Evacuate the Building

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

STEP 3:

Evacuate the Disabled

- Escort persons unable to negotiate stairs to area near emergency exit staircase. After the emergency exit is clear of traffic, move them onto the landing of the emergency stairwell. Do not attempt to move them down the stairs.

- If you have information regarding the location of any individuals unable to evacuate the building, provide that information to arriving emergency personnel. Be aware and prepared. Never ignore the smell of smoke or an alarm.

EVACUATION ROUTES

- North Stairwell
- South Stairwell

CLASSIFICATIONS OF FIRE

Class A – Fires that occur with ordinary combustible materials

Examples: Wood, paper, trash, cotton bedding

Class B – Fires that occur with flammable liquids

Examples: Gasoline, oil, grease, paints, anesthetic agents

Class C – Fires that occur in or near electrical equipment

Examples: Wiring, appliances, motors

Class D – Fires from combustible metals

Examples: Magnesium, sodium, potassium and sodium-potassium alloys

ABC EXTINGUISHER LOCATIONS

Second Floor

- By elevator
- In Kitchen
- By nursing student's mailboxes
- By north stairwell

Third Floor

- By elevator
- By north stairwell
- In south stairwell
- In Chemistry Lab

ABC EXTINGUISHER LOCATIONS

- South stairwell 1st floor

TORNADO AND SEVERE WEATHER

GENERAL INFORMATION:

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

TORNADO POLICY

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

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

either Hospital switchboard or Security. College staff will individually notify faculty and students of the severe weather situation.

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

TORNADO PROCEDURE

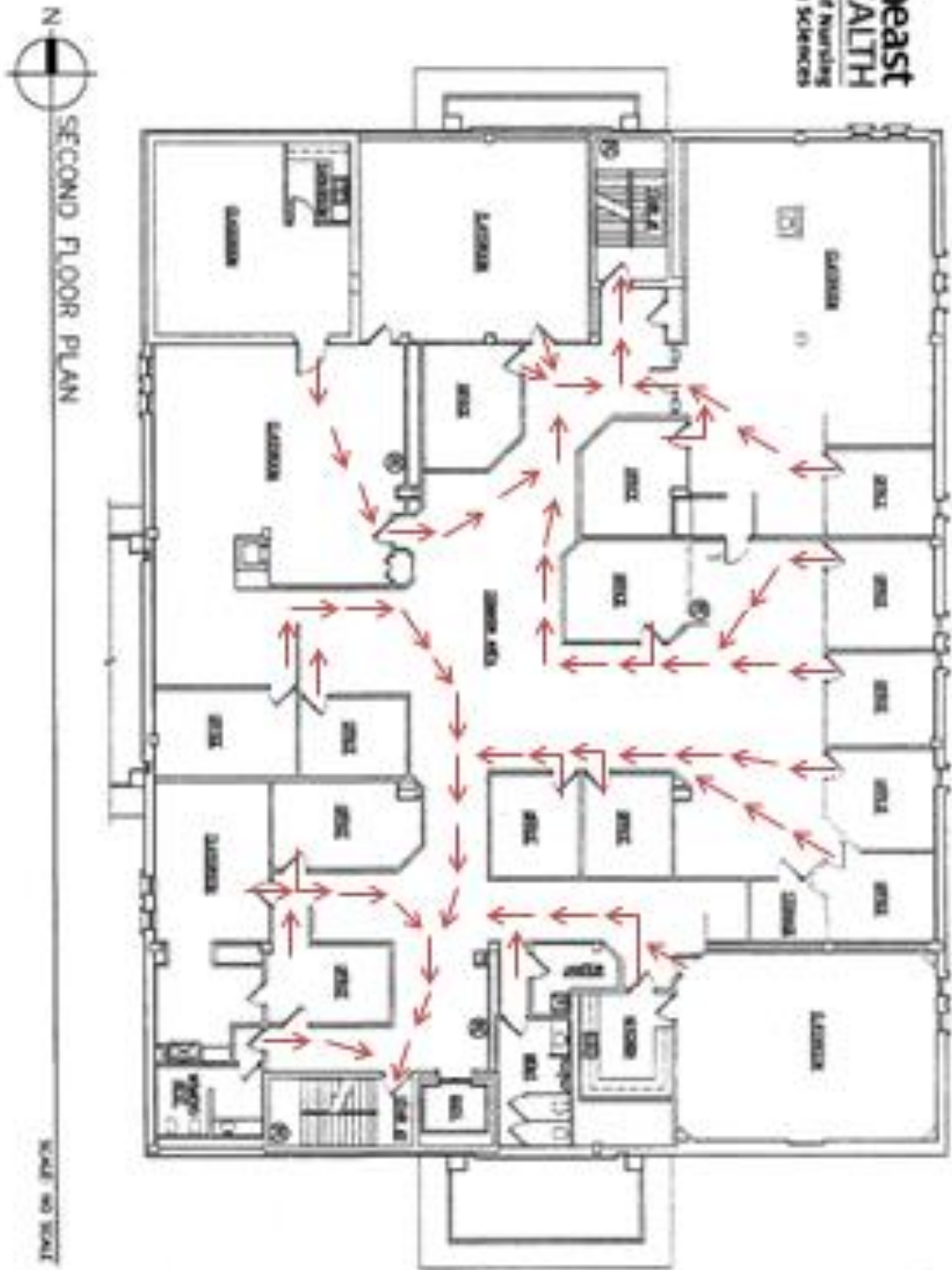
All personnel should remain calm and continue working, periodically observing the weather in the South, Southwest and West. Generally tornadoes will approach from a Southwest direction. Staff should also monitor the television for severe weather bulletins. Staff and faculty should evaluate their situations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

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

SEEK SHELTER

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

EMERGENCY EVACUATION PLAN





To respond to the healthcare
educational needs of the region
by preparing qualified healthcare
professionals