

Southeast Missouri Hospital
College of Nursing and Health Sciences
2001 William Street
Cape Girardeau MO 63703-5815

2018-2019 CATALOG

*subject to change



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Phone: (573) 334-6825 Fax: (573) 339-7805
www.sehcollege.edu



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 Nursing Program is accredited by the
Accreditation Commission for Education in Nursing, Inc. (ACEN)
and has conditional approval of the Missouri State Board of Nursing.**

Accreditation Commission for Education in Nursing, Inc. (ACEN).
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
1-404-975-5000 www.acenursing.org

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

**The baccalaureate degree in nursing is accredited by the
Commission on Collegiate Nursing Education (CCNE)**

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

**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
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
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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College Calendar: 2018 – 2019

Summer Semester Begins.....	May 29, 2018
Independence Day (<i>No Classes</i>).....	July 4, 2018
Summer Semester End	July 20, 2018
Fall Semester Begins	July 30, 2018
Professional Development Seminar for December graduates	August 17, 2018
Labor Day (<i>No Classes</i>)	September 3, 2018
Semester Break.....	September 24-30, 2018
2 nd 8-Week Classes Begin	October 1, 2018
Thanksgiving Break (<i>No Classes</i>).....	November 19 – 25, 2018
Final Examinations.....	December 3 – 7, 2018
Commencement.....	December 8, 2018
Christmas Break (<i>No Classes</i>).....	December 10, 2018 – January 6, 2019
Spring Semester Begins.....	January 7, 2019
Professional Development Seminar for December graduates	January 25, 2018
Semester Break (<i>No Classes</i>)	March 4 - 10, 2019
2 nd 8-Week Classes Begin	March 11, 2019
Easter Break (<i>No Classes</i>).....	April 19-26, 2019
Final Examinations.....	May 13 – 17, 2019
Spring Commencement	May 18, 2019

History

Southeast Missouri Hospital College of Nursing and Health Sciences is owned by Southeast Missouri Hospital. The original Southeast Missouri Hospital School of Nursing opened in 1928 when the hospital opened. It focused on educating and training individuals for registered nursing. The school closed as a result of economic hardships during the Depression years. Plans to re-open the hospital based nursing program as a LPN to RN educational program began in 1990. The Missouri State Board of Nursing, in 1992, awarded accreditation as a diploma program.

The School of Nursing transitioned to the College of Nursing with approval being granted by the Missouri State Board of Nursing in 1995. In 1999, the College of Nursing expanded its educational offerings to individuals not having prior nursing education. In 2000, the name of the College was changed to Southeast Missouri Hospital College of Nursing and Health Sciences when the Surgical Technology program was opened. In 2001, a Radiologic Technology program was added to the College. The School of Medical Laboratory Science opened in 1999 under the Clinical Laboratory of Southeast Missouri Hospital. In 2006, the Medical Laboratory Science Program joined the College of Nursing and Health Sciences. The RN-BSN program, the Associate of Arts (Emphasis: Allied Health) program and the Clinical Laboratory Assistant program were added in 2015.

The College was awarded accreditation by the Higher Learning Commission in May 2005.

Our Mission, Vision and Values

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 ability to think critically, communicate effectively, accept human diversity, and deliver ethical, safe healthcare as a member within a discipline of their profession

Our Facility

Southeast Missouri Hospital College of Nursing and Health Sciences is located at 2001 William Street, Cape Girardeau, MO. The college occupies the second and third floors of the building. The college houses several classrooms and a computer lab with 24 computers for student use as well as wi-fi for students who choose to bring computer devices from home. Two learning labs are available for nursing students enrolled in skills courses while the surgical technology program, radiologic technology program, and the medical laboratory science program each have well equipped learning labs for each of their programs.

Student Achievement

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

Accommodations of Special Needs

Southeast Missouri Hospital College of Nursing and Health Sciences complies with Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act which prohibit discrimination against disabled or handicapped individuals by entities that receive federal funds. The 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) must be otherwise qualified to participate in the program for which an accommodation is requested. A student desiring modifications or accommodations for a disability has a two-fold responsibility: (i) provide sufficient evidence establishing the disability or handicap, and (ii) make a specific request for a modification or accommodation. The College's decision on either issue will turn on the specific facts and circumstances surrounding each individual student's case.

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

Alumni Association

In September of 1996, the Southeast Missouri Hospital College of Nursing and Health Sciences Alumni Association was formed. The alumni are graduates or individuals who have attended the College with interest and ongoing involvement in promoting and supporting the College and its educational dedication and goals. The alumni members dedicate personal time assisting with graduation ceremonies and other various student functions. The alumni members are elected to office on an annual basis. Membership is open for any graduate student from Southeast Missouri Hospital College of Nursing and Health Sciences. All membership fees and donations are used primarily for the benefit of the association, current college students, and the College of Nursing and Health Sciences.

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.

Audited Fiscal Report

The annual audited fiscal report is available to interested parties upon written request to the Chief Financial Officer of Southeast Health. Access to the 990 forms is available to interested persons for viewing in the accounting office of Southeast Health.

Background Checks

All applicants must submit to and pass a criminal background check and achieve clearance on the Division of Aging Employee Disqualification List before consideration for admission.

Cafeteria

Vending machines are available at the College. Refrigerators and microwave ovens are available for student/staff use. Students may use the cafeteria/restaurant facilities when scheduled for clinical experiences. Students may receive a discount when wearing ID badges. Students have access to cafeteria “break” areas at the affiliating clinical facilities.

College Level Examination Programs (CLEP)

Southeast Missouri Hospital College of Nursing and Health Sciences recognizes college-level achievement by successfully testing for sociology (3 credits) and psychology (3 credits). Credit awarded through the CLEP is accepted up until the student is accepted into the program and has started their first class at the College. Once students have begun taking classes, they will not be awarded credit by examination and must take remaining general education courses at the College during the semesters in which they are offered.

Computer Resources

The computer lab is located on the Southeast Missouri Hospital College of Nursing and Health Sciences campus. Internet access is available for student use. Many faculty members choose to communicate with students by e-mail. Students must maintain a valid e-mail address. Students have access to the computer lab during scheduled class hours. Arrangements with the staff can be made for additional times as needed. Wireless internet is also available for the students to access.

Drug Testing

Enrollment Drug Testing

1. All students enrolled in a College program will be required to submit to a urine screen during the initial enrollment physical. The drug screen is completed prior to students being allowed in clinical areas. Physicals and drug screenings are the financial responsibility of the student.
2. Urine testing for amphetamines, barbiturates, benzodiazepines, cocaine, opiates (codeine, morphine, heroin), PCP and marijuana will be completed by the date indicated. Any student taking a prescription drug that might affect behavior should notify the Health Nurse. Any student testing positive must provide documentation to the Health Nurse to support the medical necessity for a positive drug screen.
3. The results of the test will be made known to the College President.

4. College students who present with positive results (other than for a properly administered prescription drug) will not be allowed to continue in the program. They will be notified in writing. Students may apply for readmission at a later date but must provide documentation regarding treatment and counseling received.
5. If a clinical facility requires drug screening and will accept prior testing results, the results will be released by the Health Nurse provided the student has given written permission to do so.

“For Cause” Drug 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 program.
4. The results of the test will be made known to the College President.
5. College students who present with positive test results (other than for properly administered prescription drugs) 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.

Faculty Advisor

Once in a program, each student will be assigned to a faculty member who will advise the student in regard to meeting academic requirements of the program. Faculty Advisor will meet with the student as per the Student Handbook.

Fitness and Wellness Center

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

General Education Course Work

Southeast Missouri Hospital College of Nursing and Health Sciences offers general education courses required for each program. The courses are scheduled so that they fit into student program schedules. Students may choose to take these courses prior to starting discipline specific course work or along with the specific program course work.

Library Services

All students have access to the College’s digital library. Students also have access to Kent Library on the campus of Southeast Missouri State University. The College has a resource room on campus with additional resources and a quiet area for study.

Non-Smoking Facility

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

Parking

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.

Students who violate student parking regulations:

1. Receive a warning with the first offense.
2. Receive a \$5.00 fine for the second recorded offense.
3. Receive a \$10.00 fine for the third offense.
4. Receive a \$25.00 fine for each additional offense.

Students owing parking violation fines at the end of the semester will not be allowed to attend class in the successive semester until all fines are paid. No make-up work or clinical experiences will be allowed during the time students are prohibited from attending class.

Privacy Policy

Southeast Missouri Hospital College of Nursing and Health Sciences adheres to the Family Educational Rights and Privacy Act (FERPA). More information is available from the Registrar.

Safety

The Southeast Missouri Hospital College of Nursing and Health Sciences is committed to the policy that the College and clinical facilities shall be functionally safe and sanitary. If, at any time, a student observes an unsafe or unsanitary situation in the College, or on its ground, the student is to report the unsafe or unsanitary condition to a faculty or staff member. All students are expected to practice in a safe and sanitary manner in the classroom and clinical settings.

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.

Sexual Harassment Policy

The College is committed to a humane atmosphere in which individuals do not abuse their personal authority or power in interpersonal relationships. It is the policy of the College that no member of the academic community may harass another. Students should refer to their Student Handbook for the complete policy.

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.

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 proof of this screening.

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

Health Screening

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

Influenza Health Screening

Influenza Vaccine: Students are required to have the influenza vaccine annually prior to flu season in order to attend classes 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.

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.

Student 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 Lockers

Lockers are available to students who may want to use them while attending class at the College and at some clinical sites. Students are responsible for their own locks. Locks are to be removed by the last day of class.

Student Lounge

Student lounge areas are located at the College. Students are to abide by the clinical facilities' policies regarding student/employee lounges when attending clinical experiences.

Telephone

In case of serious emergencies, personnel will accept and relay a message for the student. The College will not accept other personal or business messages for students. Students may take calls and return message during breaks on personal phones.

Student Organizations

Each student is a member of the Southeast Missouri Hospital College of Nursing and Health Sciences Student Organization (Council). Membership information is provided during FYS 101. Each class will elect a representative. *Information regarding membership opportunities in state and/or national career-specific organizations is available through the Council.*

Nursing students have the opportunity to belong to the National Student Nurse Association through the College's local chapter. Information about this organization is provided to nursing students during initial nursing courses.

Qualified associate degree students from all programs have the opportunity to join Phi Theta Kappa Honor Society. The primary purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students.

Substance Abuse

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

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

Drug Urine Screen

A urine drug screen will be required prior to enrollment. The successful completion of a negative drug screen is necessary for enrollment in a program. A student who leaves the program and is readmitted to the College will be re-screened and must have a negative drug screen to be readmitted to the program, unless the student is enrolling in the 16 week semester immediately following the withdraw.

Transfer Credit

Southeast Missouri Hospital College of Nursing and Health Sciences accepts transfer credit. A grade of “C” or better must have been earned in order for transfer credit to be considered. The Registrar is responsible for evaluating each transfer credit request and determining if the credit will be accepted. Transfer decisions are made based on course quality, comparability, appropriateness and applicability.

General education courses may be taken at other institutions prior to starting classes at the College of Nursing and Health Sciences.

Program Costs

In order to provide a quality program, tuition costs were determined after careful analysis and planning. These costs are comparable to other educational programs throughout the state and the Southeast Missouri region. This does not include additional fees. Arrangements for the payment of tuition must be completed prior to the beginning of the school year. Payment may be made by check, cash, or credit card. If a student stops attending without officially withdrawing, the student is responsible for paying all tuition and fees.

Course Fees

Tuition:	\$402 per credit hour
Assessment Fee:	\$10 per credit hour
Activity Fee:	\$1 per credit hour
Technology Fee:	\$10 per credit hour

Lab Fees

All programs except MLS:	\$50 per course with a lab component
Medical Laboratory Science:	\$113.50 per lab credit hour

Other Required Fees

Application fee:	\$100 due when application submitted
Admittance fee (drug screen & TB test):	\$200 due during first semester of classes
Graduation fee:	\$175 due during final semester
Nursing Student Starter Kit	\$100 due first semester of AAS nursing classes
Testing Security Fee	\$160 due the first semester of AAS nursing classes
Integrated Testing Fee	\$100, up to \$300, due final semester for AAS nursing students

Other College Expenses

Community Student application fee:	\$45
Official Transcript:	\$5 per transcript
Printing and Copying Fees:	10¢ per page
Returned check fee:	\$20 for each returned check
Late enrollment fee:	\$100
Parking:	free

Expenses not paid directly to the College

Clinical Uniform shirt:.....	\$15 to \$25 each
Clinical Uniform bottoms:.....	varies
Missouri State Board of Nursing Licensure Application Fee:.....	\$45
Background Check.....	varies
NCLEX-RN Testing Fee:.....	\$200
Certification Exam for Surgical Technologist:.....	\$190
Association of Surgical Technology Dues:.....	\$45
Certification Exam for Radiologic Technologist:.....	\$200
Certification Exam for Medical Laboratory Science:.....	\$240
Certification Exam for Clinical Laboratory Assistant:.....	\$120
Certification Exam for Phlebotomy:.....	\$145
Textbooks:.....	varies by course

**A Seat Retainer is due within 2 weeks after you are accepted for admission. This \$200 guarantees your seat in the program and applies toward the tuition and fees the first semester you take classes at the College.

Cost estimates for each individual program are available online at <https://www.sehcollege.edu/financial/business-office>

Returned Check Fee

All personal checks payable to the College are subject to a \$20.00 fee for each returned check. Returned checks may be paid in cash, by money order or by certified check. In addition, the College may require cash, money order, or certified check for any future transaction.

Other student fees that may apply (personal expense):

- Travel to and from clinical, lab and lecture
- Shoes for clinical use
- Notebooks, pens, pencils, backpack, etc.
- Protective eye wear, stethoscope, penlight
- Child care for custodial parents

Payment of Account Balances

Students may pay account balances by:

1. Payment in full by cash, check, or credit card
2. Deferral by confirmed financial aid
3. Enrollment in the Installment Payment Plan

Arrangements for payment must be made with the Business Officer before the start of classes to prevent enrollment from being cancelled.

Students must pay all outstanding balances before being eligible to re-enroll. Outstanding debt owed to the College will result in a hold being placed on grades and release of transcripts. Students are obligated to pay all charges promptly. Unpaid accounts may result in additional charges including attorney fees, collection agency fees, and other reasonable collection costs to collect unpaid balances.

Installment Payment Plan

The installment payment plan is available for students who do not pay the semester’s charges in full by the first day of classes. The installment payment plan allows tuition and fees to be paid in up to three payments depending on class length.

Students may sign up for the installment plan by contacting the Business Officer or picking up a form at the time of enrollment. The first installment must be paid when the form is returned to the College.

16 Week Classes (Up to 3 payments may be made)	8 Week Classes (Up to 2 payments may be made)
_____	_____
1 st payment when form is submitted	1 st payment when form is submitted

2nd payment by week 4
3rd payment by week 8

2nd payment by week 3

There will be a charge for any returned check. Personal checks will not be accepted for payment of returned checks. Returned checks must be paid by cash, money order, certified check, VISA, MasterCard, or Discover.

Financial Probation / Suspension

A past due account may result in a student being placed on “financial probation”. When, after the College has made an effort to notify the student, the student does not take appropriate action to pay the delinquent charges, the student may be placed on “financial suspension”. When “financial suspension” occurs, the student is ineligible to attend classes, take exams, or receive grades.

Refund Policy

The effective date of withdrawal/dropped class is the date the withdrawal/cancellation is received by the Administrative Office. Forms must be returned to Administration to be considered an official withdraw. For students withdrawing/cancelling all classes, the Business Officer will refund fees approximately four weeks after the withdrawal is processed. All balances due to the College as a result of other obligations will be deducted from the amount to be refunded. Based on the withdrawal/dropped class effective date the following refund schedules apply:

<u>16 Week Classes</u>	<u>% Refunded</u>	<u>8 Week Classes</u>	<u>% Refund</u>
Through the 1st Two days of Class..	100%	Through the 1 st day of Class	100%
Remainder of First Week	90%	Through the 2 nd day of Class	90%
Second Week	70%	Remainder of 1 st Week	70%
Third Week	50%	Second Week	50%
After Third Week	0%	After Second Week.....	0%

When a student withdraws from the College, Federal Regulation mandates the amount and order of Federal Title IV funds that must be returned based on the College’s last documented day of class attendance for the student. In some cases, the return of Federal Title IV funds will leave an unpaid balance on the student’s account for which the student is responsible. The student will be given a reasonable amount of time to contact the College regarding setting up payment, etc. before the account will be turned over for collection. The complete Return to Title IV policy can be found at <https://www.sehcollege.edu/financial/financial-aid>.

Questions regarding any discrepancies on the invoice or statement may be referred to the College Business Officer.

Financial Aid

SEHCON offers a comprehensive program of financial assistance for students needing supplemental financial support for their educational expenses. To apply for federal and state need-based aid, a student must complete a Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov.

Verification. Often, FAFSA records are selected to be verified by the Department of Education and the College. This process requires that the College collect various tax documents to verify data submitted on the FAFSA. A financial aid record is not considered complete and eligible for aid disbursement until verification has been completed.

Federal Grants. The Federal Pell Grant is a need-based grant available through the U.S. Department of Education. To apply, students need to complete the FAFSA. Eligibility is based on the Expected Family Contribution (EFC) and enrollment status. Award amounts are prorated for less than full-time enrollment. Awards range from \$606-\$5920.

State Grants. The Missouri Department of Higher Education (MDHE) provides a variety of financial assistance programs to help students and their families pay for college. These are grants that do not have to be repaid. Students must be Missouri residents and be making Satisfactory Academic Progress, as defined by SEHCON.

- *Access Missouri Financial Assistance Program*—need-based grant program awarded to undergraduate students who file a FAFSA prior to February 1, have an EFC less than \$12,000, and are full-time. Annual awards are determined by MDHE but can range from \$1,000-\$2,850.

- *Marguerite Ross Barnett Memorial Scholarship*—students must complete a FAFSA by August 1, be enrolled part-time (6-11 credit hours), and working at least twenty (20) or more hours per week. To apply, students must complete the Marguerite Ross Barnett Employment Verification Form at <https://dhe.mo.gov/ppc/grants/rossbarnett.php> and return to Financial Aid Office. Annual awards vary.
- *Bright Flight Program*—students must score a 31 on their ACT and be enrolled full-time. Awards up to \$3,000.

Scholarships. Scholarships are available through the SoutheastHEALTH Auxiliary and Foundation. For information, please visit <https://www.sehealth.org/healthcare-professionals/scholarship-opportunities>.

Federal Loans. Federal Stafford Loans are available to students through the U.S. Department of Education. Students interested in obtaining loans to assist with education costs, should apply through the FAFSA. Students must be enrolled at least half-time (6 hours) to be eligible. Students must also complete Entrance Counseling and a Master Promissory Note (MPN) prior to receiving funds. These are loan funds and must be repaid. Eligibility varies.

- *Federal Subsidized Stafford Loan*—need-based loan program where the Department of Education pays the interest for you while you are enrolled at least part-time.
- *Unsubsidized Federal Stafford Loan*—loan program available to all students regardless of need. Interest on this loan will start to incur once the student receives loan funds. The student may choose to make interest payments while in school or defer (and accumulate) the interest until repayment.
- *Parent Loan for Undergraduate Students (PLUS)*—loans available to parents of dependent students. To apply, students will need to file a FAFSA. This is a loan that must be repaid. Parents interested in the Parent PLUS loan may apply at <https://studentloans.gov>.

Missouri Nurse Loan Program. Loan program available through the Missouri Department of Health. To apply, please visit <http://health.mo.gov/living/families/primarycare/loanrepayment/>. Eligible students may receive up to \$5,000.

Satisfactory Academic Progress. Students receiving Federal Student Aid (and most state aid) must be making Satisfactory Academic Progress (SAP) towards their degree. This is defined one of three ways:

1. Cumulative GPA >2.0
2. Complete 66.67% of cumulative courses attempted
3. Complete degree within 150% of the published course length.

Students not meeting this criteria will be placed on a Financial Aid Warning semester and will be eligible to continue to receive aid during this semester. Students who fail to meet SAP standards following their Financial Aid Warning semester will be placed on Financial Aid Suspension for future semesters and will be ineligible to receive Federal or most State Aid. The complete Satisfactory Academic Progress policy is available online at <https://www.sehcollege.edu/financial/financial-aid>. For further information, please visit the Financial Aid Office or call (573) 334-6825.

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.

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.

CPR Card Requirements

All nursing, radiological technology 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.

Student Attendance Requirements

Attendance is expected. Absence for any reason does not relieve the student of the responsibility for all course requirements. Each program has specific requirements. See program handbooks for specific policies. Students not regularly attending their courses may have all or a portion of their financial aid returned. For the full Financial Aid Attendance Policy, please visit <https://www.sehcollege.edu/financial/financial-aid>.

Repeating A Course

If a student finds it necessary to repeat a course, each attempt and grade will appear on the student's transcript and noted as "Repeated." However, only the most recent grade will be calculated into the student's grade point average. Repeating courses may affect your financial aid, so before repeating a course, please consult the Financial Aid Office. For complete policy on Repeating Coursework, please visit <https://www.sehcollege.edu/financial/financial-aid>.

Professional Conduct

Students are expected to conduct themselves in a professional manner. Professional conduct is expected both in the classroom and clinical settings.

The standards of professional conduct include but are not limited to:

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

Failure to comply with standards of professional conduct will result in disciplinary action and may result in dismissal from the College

Academic Dishonesty

Southeast Missouri Hospital College of Nursing and Health Sciences expects all of its students to be aware of and follow the policy on academic and clinical honesty. It is our belief that honesty in the classroom and clinical settings will carry over from graduation into the chosen workplace.

In addition to cheating, academic dishonesty includes the following:

- Plagiarism: representing another's work/ideas/thoughts as your own without the customary and proper acknowledgement of the sources(s).
- Bribery: offering items or services of value to gain academic/clinical advantage.
- Falsifying: misrepresentation, fraudulent alteration or lying for academic/clinical dishonesty.
- Fabrication: use of invented or false information/research with the intent to deceive for academic/clinical advantage.

Students who engage in dishonest behavior are subject to sanctions, up to and including expulsion.

Program Deans, Directors, and the President of the College reserve the right to dismiss any student at any time for professional misconduct or gross negligence.

Grade Reports and Official Transcripts

An official Southeast Missouri Hospital College of Nursing and Health Sciences transcript is signed by the Registrar. Each student is furnished one official transcript upon program completion. In addition, the licensing or certifying agency for the individual's profession will be sent a transcript upon program completion at no charge if applicable. A fee is charge for each transcript requested thereafter.

Southeast Missouri Hospital College of Nursing and Health Sciences cannot forward the original or copy of any document received by the College from another institution or agency to a third institution or the student. Transcripts, test scores, etc. must be requested by the student from the originating institution or agency.

At the end of every semester, a grade report will be available to each student. These reports will be withheld if there are any outstanding obligations, financial or otherwise, to the College. Students not meeting these obligations may not be allowed to progress to the subsequent course at the College until their records are cleared.

Withdrawals

Students who find it necessary to withdraw from the program must complete a Program Withdrawal Form indicating the intent to withdraw. Students who withdraw (W) from a program will have a grade of “W” recorded for the course that he/she was enrolled in at the time of withdrawal provided he/she withdraws by week 11 of a 16 week class or week 6 of an 8 week class. Withdrawals after these weeks will result in failing grade (F) on the student’s report card and transcript. Failure to complete a withdrawal form accompanied by nonattendance will result in a grade of (F) as well. If a student fails to officially withdraw from a class, he/she is financially responsible for full semester tuition. In order to withdraw from an individual general education course and remain in the program, the student must have permission from the appropriate Program Director or Dean.

Withdrawing from classes once a semester starts could affect your financial aid. Affected students are encouraged to speak with the Financial Aid Office prior to withdrawing from the College.

Readmission

Students who withdraw or who fail to progress in a program must reapply to their program. Students should refer to their program specific area of the Student Handbook. They may have a maximum of up to two attempts to complete a program.

In addition, if students return within three (3) years, they are not required to repeat courses for which they received a “C” or better while previously enrolled in a College program. Students readmitted after three (3) years, however, may be required to repeat the entire program. Nursing students seeking readmission after three (3) years will be evaluated based up on admission criteria.

Students wishing to change tracks within a program must submit a written request to the Program Director or Dean. All requests will be considered on a space available basis.

Leave of Absence

The College and program policy encourages students to make steady progress toward completing their program. Thus, a leave of absence (LOA) will be granted only under unusual circumstances. In order to be considered for an LOA, a student must have completed one full semester at the College and must have a current grade point average (g.p.a.) of at least 2.0 in program specific courses, be passing all currently enrolled classes, and be in good financial standing with the college. (The g.p.a. requirement is waived for LOA due to active military service and LOA resulting from medical conditions.)

Circumstances Warranting LOA: An LOA may only be granted under the following circumstances:

- Maternity or paternity leave for the birth or adoption of a baby;
- Family care and medical leave to attend to the serious health condition of the student or a family member;
- Pregnancy associated medical conditions;
- Members of the U.S. military, National Guard, or other armed forces reserve unit called to active duty for the period of active duty and up to one year after returning from active duty;
- Other unanticipated emergencies including, but not limited to, a sudden change in the student’s or family member’s employment status, which leads to a drastic change in financial status. An absence LOA based on such “hardship” cases may be granted only after the student has made a serious effort to secure financial aid and/or loans. (Students are encouraged to seek assistance from the Financial Aid Office in finding aid or loans.)
- Program Director/Dean discretion, upon review and approval by administrative leadership team (Directors/Deans).

Procedure for Obtaining an LOA: An LOA can only be obtained with the written approval of the Program Director or Dean.

- A student applying for an LOA, or an extension of an LOA, must meet with their Program Director or Dean and complete, sign, and date the Student Leave of Absence Form.
 - In appropriate circumstances, students may be requested to provide documentation supporting their request (e.g., information from a physician indicating a leave is medically necessary);
 - For students requesting military leave, a copy of the military orders indicating the date on which the student must report for active duty should accompany the Student Leave of Absence Form.
- Students must apply as soon as possible, generally before beginning leave unless prevented from doing so by severe emergencies, medical conditions, or military exigencies.
- In addition, if a student is a recipient of federal student aid (e.g., federal grants, loans, Federal Work Study jobs), the student must speak with the financial aid staff before the LOA or extension will be granted.

Financial Aid: If a Leave of Absence is granted, please note that for financial aid purposes this is considered a withdrawal and may result in financial aid being returned. Students are encouraged to speak with the Financial Aid Office prior to requesting a Leave of Absence.

Parameters of Student Leave of Absence: If approved, an LOA is normally granted for less than one year. In the case of pregnancy and other medical related leaves, an LOA is granted for as long as the student's physician deems medically necessary. In the case of active military service, an LOA may be extended to up to one year after returning from active duty. As the student on LOA status continues to be considered academically a student of the College during the leave of absence, the student may not take courses at other institutions while on leave of absence.

Grades: Students granted LOAs will be withdrawn from all current courses as of the date they submitted complete Student Leave of Absence Forms, including required documentation. Where this occurs before the add/drop date, no grade will appear on the student's transcript; where it occurs after the add/drop date, a grade of W will generally be awarded. In cases of military, pregnancy, and other leaves as deemed appropriate by the Program Director/Dean, students will be given the option of receiving an I (incomplete) grade and the opportunity to complete work at a later date if possible given the coursework at issue.

Readmission: Students granted leaves of absence need not reapply for admission if returning for the semester designated for return (i.e., if returning at or before the expiration of the LOA). Students who do not return for the semester designated for return must apply for readmission.

Refunds and Tuition: Students who are withdrawn from courses due to an approved LOA may receive refunds under the College's institutional refund policy. Students returning from leaves of absence who were withdrawn from courses may take those same courses again without charge where they have paid for the courses in full and have not received a refund; if a student received a refund under the College's institutional refund policy when withdrawn, upon return, the student will be charged a percentage of the current charge for the course that corresponds to the refund percentage to equal full payment—for example, if a student was withdrawn from a course and received a 70% refund, the student will be charged 30% of the current charges for that same course when returning from an LOA.

Graduation Requirements

Students must meet the specific program graduation requirements as outlined in their student handbooks.

General Education Information

General Education Objectives

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

General Education Mission, Vision and Values

- Mission:** To provide a framework, a scaffold, on which to layer instruction in the specializations and in clinical practice while preparing students for success in the workforce as well as for additional educational success after graduation. To ensure the facts, theories, concepts, and principles learned in general education complement and reinforce learning in the specializations and experiences in clinical practice.
- Vision:** Having postsecondary credentials signals a level of sophistication and knowledge of the world, and general education provides the breadth and scope of learning to realize hopes of lifelong learning and community engagement. Progress toward achievement of general education student learning outcomes ensures advancement toward becoming not only well-prepared health care professionals but also better community members. Education in each of the specialization evolves from a combination of courses in general education, the specialization, and clinical practice, an amalgamation that provides the framework necessary for an individual to acquire the knowledge, values, principles, and skills essential for the provision of health care and development into a productive member of society.
- Values:** Not surprisingly, general education values mirror institutional values: to graduate entry-level practitioners who demonstrate ability to think critically, communicate effectively, accept human diversity and deliver ethical and safe healthcare. Additionally, graduates of the College know how to draw on all their knowledge, not just technical skills in their chosen specializations, in order to solve problems and provide leadership.

General Education Course Descriptions

AH 103 Introduction to Computer Technology

Students practice fundamentals of integrating coursework and software applications in a networked Windows environment. For students with little or no Windows/applications experience. **1 credit hour (16 lecture hours)**

AH 104 Introduction to Medical Terminology

Students are presented with information intended to facilitate understanding of basic medical terminology. This is accomplished through the use of word building principles combined with basic principles of anatomy and physiology. The acquired knowledge will enable the student to communicate effectively with the interdisciplinary team and may be applied in the didactic or clinical setting. **1 credit hour (16 lecture hours)**

AH 200 Introduction to Statistics

A course to acquaint the student with the basic ideas and language of statistics, including such topics as descriptive measures, elementary probability, distributions, estimation, hypothesis testing, regression, and correlation. **3 credit hours (48 lecture hours)**

AH 201 Human Diversity in Healthcare Delivery

AH 201 is a one credit multidisciplinary course designed to expose all of the students at Southeast Missouri Hospital College of Nursing and Health Sciences to different cultural approaches to healthcare delivery at the point of service. Major cultural groups most often encountered and their perspectives on medicine, disease, death, dying, and other pertinent issues will be the focus of the course. **1 credit hour (16 lecture hours)**

AH 204 Medical Terminology II

Students are presented with information intended to facilitate understanding of advanced medical terminology. This is accomplished through the use of word building principles combined with basic principles of anatomy and physiology. The acquired knowledge will enable the student to communicate effectively with the interdisciplinary team and may be applied in the didactic or clinical setting. **2 credit hours (32 lecture hours)**

AH 230 Medical Ethics and the Law

Content is designed to provide a fundamental background in ethics. The historical and philosophical bases of ethics, as well as the elements of ethical behavior, are discussed. The student will examine a variety of ethical issues and dilemmas found in clinical practice. An introduction to legal terminology, concepts and principles also will be presented. Topics include misconduct, malpractice, legal and professional standards. The importance of proper documentation and informed consent is emphasized. **3 credit hours (48 lecture hours)**

BI 151 Anatomy and Physiology I

Students acquire thorough knowledge of microscopy functions, using the scientific method to examine several human body systems, including cell structures and functions, human tissues, the skin, bones, and the skeletal system, joints and muscles, the nervous system and sense organs, plus an overview of the endocrine system. **4 credit hours (48 lecture hours, 32 lab hours)**

BI 152 Anatomy and Physiology II

Students acquire thorough knowledge of microscopy functions, using the scientific method to examine several human body systems, including the endocrine system, the cardiovascular system, the lymph/immune system, the respiratory system, the digestive system and related nutrition concepts, the urinary system and related water and electrolytes concepts, the reproduction system and related human development concepts. **4 credit hours (48 lecture hours, 32 lab hours)**

BI 200 Microbiology

Students receive a thorough introduction to the anatomy, physiology, cultivation and control of microorganisms, the human immune system, and interactions between humans and microorganisms. **Prerequisite:** A course in chemistry or biology or consent of instructor. **3 credit hours (32 lecture hours, 32 lab hours)**

BI 306 Principles of Immunology

An introduction to the study of immune system physiology, including the nature of antigens, immunoglobulin structure and function, innate and adaptive immunity, cell mediated and humoral immunity, and immune system response to disease. Common laboratory analyses utilizing immunological testing principles are included. **Prerequisite:** BI 200 or equivalent or consent of instructor. **3 credit hours (48 lecture hours)**

CH 100 Chemistry

Students receive a thorough introduction to the principles governing the systematic behavior of matter, with emphasis on atomic theory, chemical bonding, and chemical reactions. Students conduct scientific experiments and perform mathematical calculations in order to interpret resulting chemical data. **3 credit hours (32 lecture hours, 32 lab hours)**

COM 100 Oral Communication

Students demonstrate proficiency in oral communications through the study of rhetorical theories, principles, and strategies. **3 credit hours (48 lecture hours)**

ENG 099 Writing Skills

Through in-class workshop and individual tutorials in written communications, students demonstrate mastery of basic composition skills. Enrollment based on appropriate placement test score. **0 degree credit hours (48 lecture hours)**

ENG 100 English Composition

Students demonstrate techniques of effective written expression. **Prerequisite:** Appropriate placement test score. **3 credit hours (48 lecture hours)**

ENG 200 Expository Writing

This course introduces the theory of expository writing; practice in writing non-fiction with clarity and conciseness. APA format will also be addressed. **Prerequisite:** ENG 100 or equivalent. **3 credit hours (48 lecture hours)**

FA 200 Art Appreciation

Understanding the role of contemporary and historical art in enriching the human experience **3 credit hours (48 lecture hours)**

FYS 101 College Seminar

This mandatory course provides an orientation to this College and the higher learning process, including attention to such student success topics as time management, study skills, test taking strategies, and the like. Considerable emphasis is placed on key College policies, practices, and procedures that students must know about in order to be successful, including privacy rights, sexual harassment and violence against women, substance abuse prevention education, and plagiarism. Students write a brief paper in order to practice proper reference citation, following the style manual of the American Psychological Association (APA). **1 credit hour (16 lecture hours)**

GOVT 100 Government and Politics in the United States

This course provides an introduction to the theory, constitutional basis, functions and government structures of the US political system. Emphasis is placed on the national level of politics and linkages with state and local governments, with particular emphasis on Missouri and potential application to healthcare. Current issues in domestic and foreign policy are discussed. **3 credit hours (48 lecture hours)**

HST 105 American History

This course extending from the 1860's to the present provides a continental outlook encouraging students to appreciate the great expanse of our nation from a historical perspective. It seeks to integrate the narrative of national history with the story of the nation's many diverse communities. The focus is on the persistent tensions between everyday life and those larger decisions and events that continually reshape local life. **3 credit hours (48 lecture hours)**

INT 200 Internship in Allied Health

Supervised educational work experience with an approved allied health agency, organization, or institution. Prerequisites: All required courses with BI, CH, ENG, and COM prefixes; 45 credit hours completed toward associate degree; or consent of instructor and program director. **3 credit hours (90-120 clock hours on site)**

MAT 101 Mathematics for Healthcare Professionals

This course is designed to equip the student with a solid mathematical foundation in order to prepare them for success in the healthcare field. Topics covered: basic mathematics with fractions and integers, conversions among fractions, decimals and percents, and unit conversions. Additionally, intermediate algebra topics covered: Properties of/and graphing linear equations, roots and exponents, solving one, two and multi-step equations, order of operations, ratio and proportion. **3 credit hours (48 lecture hours)**

MAT 150 College Algebra

Review of fundamentals of algebra, functions and their graphs, solutions of first and second degree functions, quadratic formula, graphing of polynomial functions, exponential and logarithmic equations, conic sections, geometric and arithmetic sequences and series, and additional secondary topics. **Prerequisite:** Math for Healthcare Professionals, Intermediate Algebra, High School Algebra, or approval of the Instructor. **3 credit hours (48 lecture hours)**

NUT 200 Nutrition

Students demonstrate knowledge of the nutrient groups, their functions in nourishing the body, and the application of this knowledge to individuals. **3 credit hours (48 lecture hours)**

PSY 100 Psychology

This course is an examination of human behavior from a psychological experience with frequent application to a healthcare setting. It attempts to communicate the scientific rigor and personal relevance of psychology as it sets the stage for today's extensive research. The course seeks to model and encourage critical and scientific thinking. It attempts to expand the student's awareness of cultural and gender influences. **3 credit hours (48 lecture hours)**

PSY 200 Life Span Development

The course is a broad overview of human development across the lifespan, with an emphasis on the interactions between the individual and his or her environment. Domains of development (e.g., personality or cognition) will be traced through the lifespan. **3 credit hours (48 lecture hours)**

SOC 102 Sociology

Through a series of lectures, projects, and group discussions students analyze the impact of society and culture on human social behavior. **3 credit hours (48 lecture hours)**

SOC 300 Global Awareness and Social Diversity

This course increases familiarity with cultural diversity in the US and globally. It devotes attention to such issues as religious, racial, and socioeconomic diversity. **3 credit hours (48 lecture hours)**

SPN 200 Spanish for Healthcare Providers

A beginning Spanish course to give healthcare students the opportunity to acquire and learn the vocabulary and grammar along with appropriate cultural understandings sufficient to carry out and understand simple communication attempts, both written and oral, with Spanish-speaking patients/clients and their families..

3 credit hours (48 lecture hours plus independent work with audio CDs and/or video DVDs)

Minimum Technical Requirements

Below are the technical requirements, both minimum and preferred, for students to participate in blended and/or online courses at the College:

Preferred:

Computer Type	PC	Macintosh
Processor	Intel Core i3 or equivalent	Intel Core i3 or faster
Memory	8 GB RAM	4 GB RAM
Hard Drive	160+ GB	160+ GB
Operating System	Windows 7 or newer	OS 10.8 or higher
Other Software	<ul style="list-style-type: none"> • Microsoft Office 2010 • Internet Explorer 10 • Adobe Acrobat Reader • Antivirus/antimalware software with current subscription 	<ul style="list-style-type: none"> • Microsoft Office 2011 or higher • Safari 5 • Adobe Acrobat Reader • Antivirus Software with current subscription
Other Hardware	<ul style="list-style-type: none"> • 10/100BASE-T Ethernet adaptor (usually built-in) • 15'-25' CAT-5 Ethernet cable • USB Flash Drive (Portable Storage) • 802.11x wireless capabilities 	<ul style="list-style-type: none"> • 10/100BASE-T Ethernet adaptor (usually built-in) • 15'-25' CAT-5 Ethernet cable • USB Flash Drive (Portable Storage) • 802.11x wireless capabilities

Minimum:

Computer Type	PC	Macintosh
Processor	Intel Dual Core	Intel Core processor
Memory	2 GB RAM	1 GB RAM
Hard Drive	80+ GB	60+ GB
Operating System	Windows 7 or Vista	OS 10.7 or higher
Other Software	<ul style="list-style-type: none"> • Microsoft Office 2007 or higher • Internet Explorer 9 • Adobe Acrobat Reader • Antivirus/antimalware software with current subscription 	<ul style="list-style-type: none"> • Microsoft Office 2001 or higher • Safari 5 • Adobe Acrobat Reader • Antivirus Software with current subscription
Other Hardware	<ul style="list-style-type: none"> • 10/100BASE-T Ethernet adaptor (usually built-in) • 15'-25' CAT-5 Ethernet cable • USB Flash Drive (Portable Storage) • 802.11x wireless capabilities 	<ul style="list-style-type: none"> • 10/100BASE-T Ethernet adaptor (usually built-in) • 15'-25' CAT-5 Ethernet cable • USB Flash Drive (Portable Storage) • 802.11x wireless capabilities

◆ ASSOCIATE DEGREE NURSING PROGRAM

Philosophy

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.

Nursing Program Goals

- Graduate nursing students who will achieve success on licensure exam with a first time pass rate equal to or greater than the national standard.
- Graduate nursing students who will be placed in a registered nursing position if they choose within six months of graduation.
- Graduate nursing students within 150% of the program length.
- Integrate best practices in nursing education to promote students 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)

Program Description of the Associate Degree Nursing Program

As an Associate of Applied Science in Nursing Program, our curriculum is intended to develop individuals to function as generalists in the progression of registered nursing. Upon completion of the program, individuals are academically and clinically prepared to take the National Council Licensing Examination for Registered Nursing (NCLEX-RN). Completion of the program, however, does not guarantee eligibility to take the NCLEX-RN.

Special features of the College include valuable hands-on opportunities, outstanding clinical and educational resources and highly individualized instruction by scholarly and clinically adept faculty dedicated to the professional development of their students. (See Legal Limitations for Licensure).

The primary clinical facility utilized by the College is Southeast Missouri Hospital, a regional medical center for health care. The Hospital is a member of the American Hospital Association, the Missouri Hospital Association, has been awarded accreditation by the Joint Commission on Accreditation of Health Care Organizations, and received Nursing Magnet Status.

The Associate of Applied Science in Nursing program has four tracks available. These include an accelerated LPN to RN / Paramedic to RN Bridge track, a full-time Basic track offered for students with no prior nursing education, and a part-time track offered during the evenings and weekends for LPN to RN Bridge students as well as students with no prior nursing education, and a part-time Paramedic to RN track offered Mondays and Thursdays.

Southeast Missouri Hospital College of Nursing and Health Sciences Associate of Applied Science in Nursing Program is accredited by the Accreditation Commission for Education in Nursing, Inc. and has conditional approval of the Missouri State Board of Nursing.

Admissions Requirements for the Nursing Program

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 profession of nursing after graduation and successful completion of the NCLEX-RN under the laws of Missouri.

Eligibility Requirements

The following requirements must be met to be admitted to the various tracks of the program:

Basic Nursing Tracks

1. GPA requirement (one of the following):
 - If 18 or more semester hours of college-level courses are completed, overall college GPA of 2.50 on a 4.0 scale plus completion of a high school diploma or approved high school equivalency exam
 - If less than 18 semester hours of college-level courses are completed, overall college GPA of 2.50 on a 4.0 scale plus high school GPA of 2.50 on a 4.0 scale or completion of an approved high school equivalency exam
 - If a current high school student, completion of at least the junior year with a high school GPA of 2.50 on a 4.0 scale
2. Exam requirements:
 - ACT composite score of 21. Waived if age 23 or older
 - ATI TEAS score of 70% or higher with a minimum TEAS Science score of 45%
3. Completion of all immunization requirements
4. Clearance on various background checks

LPN to RN Tracks

1. National League for Nursing Acceleration Challenge Exam I (NACE I) with a score of 75% or higher
2. ATI TEAS score of 70% or higher with a minimum TEAS Science score of 45%
3. Copy of LPN license (A current license must be maintained throughout the program. Students currently enrolled in LPN programs have 90 days after graduation to provide a copy of the license. License must be on file before beginning any nursing courses.)
4. Completion of all immunization requirements
5. Clearance on various background checks
6. Official high school transcript showing graduation or completion of a high school equivalency exam
7. Official transcripts from all colleges, universities, and vocational schools attended

Paramedic to RN Tracks

1. GPA requirement (one of the following):
 - If 18 or more semester hours of college-level courses are completed, overall college GPA of 2.50 on a 4.0 scale plus completion of a high school diploma or approved high school equivalency exam
 - If less than 18 semester hours of college-level courses are completed, overall college GPA of 2.50 on a 4.0 scale plus high school GPA of 2.50 on a 4.0 scale or completion of an approved high school equivalency exam
2. Exam requirement (one of the following):
 - ACT composite score of 21. Waived if age 23 or older
 - ATI TEAS score of 70% or higher with a minimum TEAS Science score of 45%
3. Completion of all immunization requirements
4. Clearance on various background checks
5. Minimum one year of Paramedic work experience
6. Current Paramedic license

Application

Application packets are available on the College website at www.sehcollege.edu/admissions, in the Admissions Office during regular business hours, or via mail upon request.

Enrollment Requirements

The following requirements must be met after a student receives an acceptance letter but before the student can be enrolled in classes:

- Pay a \$200 seat retainer (non-refundable deposit) which will be applied to your first semester tuition and fees
- Meet with the Dean of General Education
- If currently enrolled in high school or another college or university, send transcripts when final grades are available
- Contact Southeast Occupational Medicine thirty to sixty days prior to enrolling for classes at the college to schedule and complete a urine drug screen and TB skin test. You will not be able to enroll for classes until your health screening has been completed.

Advanced Placement

In order to better facilitate their articulation to professional practice and avoid repetition of prior learning, the curriculum will allow for seamless articulation for transitioning licensed practical nurses and paramedics. The transitioning licensed practical nurse or the transitioning paramedic will be awarded a block of nursing credits. In addition, they may be allowed to challenge certain general education courses.

Certified Patient Care Technicians and Southeast Missouri Hospital College of Nursing and Health Sciences patient care technician students who pass the PCT 010 course, will be awarded 2 nursing credits and will be exempt from taking NS 103a

Transfer Students

Transfer students must complete comparable requirements for graduation as other members of the graduating class. The final transcript of a transfer student will include:

1. Name of the college from which the student transferred,
2. Courses taken and hours/credits/units earned from that college.

Transfer Credit for Nursing Courses

A student requesting transfer of a nursing course into the Southeast Missouri Hospital College of Nursing and Health Sciences 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.

Transfer Credit for General Education Courses

Southeast Missouri Hospital College of Nursing and Health Sciences accepts transfer credit for general education courses. A grade of "C" or better must have been earned in order for transfer credit to be considered. The Registrar is responsible for evaluating each transfer credit request and determining if the credit will be accepted. Transfer decisions are made based on course quality, comparability, appropriateness and applicability. Once the student begins course work at the College, all course work must be completed at the College.

Residency Requirement

Transfer students must complete a residency requirement of three semesters with a minimum of thirty (30) hours of nursing credit earned from Southeast Missouri Hospital College of Nursing and Health Sciences.

General Education Courses Required for Nursing Curriculum:

<u>Course Number</u>	<u>Course Name</u>	<u>Credits</u>
AH 201	Human Diversity in Healthcare Delivery	1
BI 151.....	Anatomy and Physiology I	4
BI 152.....	Anatomy and Physiology II	4
BI 200.....	Microbiology	3
CH 100	Chemistry	3
COM 100.....	Oral Communication	3
ENG 100.....	English Composition	3
FYS 101	College Seminar	1
MAT 101.....	Mathematics for Healthcare Professionals....	3
NUT 200.....	Health and Nutrition	3
PSY 100	Psychology	3
SOC 102.....	Sociology.....	3

Nursing Course Descriptions

NS 101 Foundations of Professional Nursing Practice

Students will be introduced to the ANA Scope and Standards of Practice, the Nurse’s Code of Ethics, and the NLN Core Competencies of an associate degree nurse. Students are presented with information about the core nursing values. Critical thinking skills and nursing process are introduced. Nursing care of the individual, family and community is described. The theoretical content will include interpersonal and therapeutic communication, the quality improvement process, the use of informatics and technology in nursing, and the nurse’s role in the inter-professional team. **Prerequisite:** *Admission into the Nursing Program.* **2 credit hours (32 lecture hours)**

NS 102 Nursing Assessment

This course will allow the student to practice the physical assessment and interviewing skills needed to perform the first step of the nursing process. The student will utilize previously learned concepts from anatomy and physiology and the nursing foundations course. In addition to physical assessment, the student will learn to assess the psychosocial, cultural, spiritual, and nutritional needs of the individual. **Prerequisite:** *BI 151 Anatomy & Physiology I* **Corequisite:** *BI 152 Anatomy & Physiology II* **2 credit hours (16 lecture hours, 48 lab/clinical hours)**

NS 103a Nursing Skills

This course will develop the beginning student nurse’s psychomotor skills. Students are presented with theoretical content related to the basic skills integrating previously learned concepts from Anatomy & Physiology and Nursing Assessment. The student is allowed the opportunity to practice and develop those psychomotor skills. **Prerequisite:** *BI 151 Anatomy & Physiology I* **Corequisite:** *BI 152 Anatomy & Physiology II* **2credit hours (16 lecture hours, 48 lab/clinical hours)**

NS 103b Nursing Skills

This course will develop the beginning student nurse’s psychomotor skills. Students are presented with theoretical content related to the intermediate skills integrating previously learned concepts from Anatomy & Physiology and Nursing Assessment. The student is allowed the opportunity to practice and develop those psychomotor skills. **Prerequisite:** Nursing courses from previous semester must be successfully completed with a grade of C or above, BI 151 Anatomy & Physiology I & BI 152 Anatomy & Physiology II **2credit hours (16 lecture hours, 48 lab/clinical hours)**

NS 104 Pharmacology for Nursing

Students are presented with basic concepts of pharmacology including pharmaco-therapeutics, medication administration, and major drug classes. The quality improvement process, teamwork and collaboration, use of informatics, and legal and ethical issues are discussed as they relate to safe medication administration. The students will learn to integrate key concepts of drug therapy needed for patient education. Psychomotor skills related to dosage calculation and medication administration will be developed. Critical thinking and the nursing process are discussed as a framework for medication administration. **Prerequisite:** *Nursing courses from previous semester must be successfully completed with a grade of C or above, BI 151 Anatomy & Physiology I, BI 152 Anatomy & Physiology II*
2 credit hours (16 lecture hours, 48 lab/clinical hours)

NS 105 Bridging to Professional Nursing Practice

Professional practice issues emphasizing the nurse's role in today's healthcare setting are discussed. The theoretical content will include nursing process, interpersonal and therapeutic communication, quality improvement, core nursing values, and critical thinking concepts. Students will be introduced to the ANA Standards of Practice, the Nurse's Code of Ethics, and the NLN Core Competencies for an associate degree nurse. Psychomotor skills will be validated and further developed in this course. **Prerequisite:** *Admission into the nursing program, BI 151 Anatomy & Physiology I* **Corequisite:** *BI 152 Anatomy & Physiology II*
3 credit hours (24 lecture hours, 72 lab/clinical hours)

NS 106 Mental Health Nursing

Students are presented with scientific principles of adult mental health nursing including current treatment modalities and nursing care. Therapeutic communication skills are presented and developed. The acquired knowledge will be applied in the clinical setting. Ethical and legal principles are applied to the care of the patient with alterations in mental health. Psychological, sociocultural, spiritual and safety needs of individuals with alterations in mental health will be addressed. The use of critical thinking and the nursing process will guide the student to provide patient centered care to the mental health patient. **Prerequisite:** *Nursing courses from previous semester must be successfully completed with a grade of C or above.*
4 credit hours (32 lecture hours, 96 lab/clinical hours)

NS 107 Medical Surgical Nursing 1

Students are presented with theoretical content regarding perspectives for medical-surgical nursing practice, concepts related to the aging process, and common health problems of the elderly and adult patients. Concepts of prevention of illness, health promotion, maintenance, and restoration of health for the elderly and the adult patient are presented. The student will apply this theoretical knowledge in the clinical setting. Students will also refine their psychomotor skills. Critical thinking and the nursing process will guide the student to provide evidence based nursing care. Informatics, quality improvement processes, therapeutic communication, falls prevention, medication reconciliation, medical record review and working in inter-professional teams will be explored. **Prerequisite:** *Nursing courses from previous semester must be successfully completed with a grade C or above.*
4 credit hours (32 lecture hours, 96 lab/clinical hours)

NS 108 Dosage Calculation (Elective)

The course offers a review to refresh dosage calculation skills. Basic dosage calculations as well as advanced dosage calculations including IV drip rates, calculation of IV push, and IV infusions are reviewed in this course. Emphasis is placed on mastering math skills necessary for accurate calculation of dosages for safe administration of medications. It also emphasizes critical thinking skills needed to accurately and safely calculate medication dosages.
1 credit hour (16 lecture hours)

NS 110 IV Therapy

This clinical lab course will introduce the principles of intravenous (IV) therapy. Students will be allowed the time to learn and practice the skills associated with IV therapy, including IV insertion, maintenance and removal, intravenous medication administration and IV dosage calculations. Information regarding central venous catheters, peripherally inserted central lines, total parenteral nutrition (TPN) therapy and blood administration will be presented. **Prerequisite:** *Nursing courses from previous semester must be successfully completed with a grade C or above.*
1 credit hour (48 lab/clinical hours)

NS 201 Nursing Care of the Childbearing Family

The students are presented with the theoretical principles of maternal and newborn nursing. Critical thinking and the nursing process will guide the students' nursing care of women, newborns, and their families. More advanced psychomotor skills will be developed and students will have the opportunity to use the psychomotor skills learned earlier in the clinical setting. Other concepts in this course will include quality improvement processes, therapeutic communication, and the use of informatics. **Prerequisite:** *Nursing courses from previous semester must be successfully completed with a grade C or above.* **3 credit hours (32 lecture hours, 48 lab/clinical hours)**

NS 202 Medical Surgical Nursing 2

Students are presented with theoretical content regarding perspectives of caring for a patient with advanced medical surgical problems of a cardiac or respiratory nature. The student will apply this knowledge in the clinical setting. Students will also refine their psychomotor skills. Critical thinking and the nursing process will guide the student to provide evidence based nursing care. Informatics, quality improvement processes, therapeutic communication, and working in inter-professional teams will be explored. **Prerequisite:** *Nursing courses from previous semester must be successfully completed with a grade C or above.* **5 credit hours (40 lecture hours, 120 lab/clinical hours)**

NS 203 Nursing Care of the Child and Family

The students are presented with the theoretical principles of family nursing with a focus on growth and development and health promotion of the child. The nursing process will guide the students' nursing care of the child and family. Psychomotor skills will be further developed and students will have the opportunity to use the psychomotor skills learned earlier in the clinical setting. **Prerequisite:** *Nursing courses from previous semester must be successfully completed with a grade C or above.* **3 credit hours (32 lecture hours, 48 lab/clinical hours)**

NS 204 Medical Surgical Nursing 3

Students are presented with theoretical content regarding perspectives of medical-surgical nursing for patients with complex medical surgical problems. The student will apply this knowledge in the clinical setting. Students will also refine their psychomotor skills. Critical thinking and the nursing process will guide the student as they provide evidence based nursing care. The student will assess, identify problems, recognize and prioritize patient care needs and deliver care to a group of medical surgical nursing patients. Informatics, quality improvement processes, and therapeutic communication will be explored. This course will have a major focus on working with inter-professional teams, leadership, and management skills. There will be a team leading component in the clinical. **Prerequisite:** *Nursing courses from previous semester must be successfully completed with a grade C or above.* **4 credit hours (32 lecture hours, 96 lab/clinical hours)**

NS 206 Transition to Professional Nursing Practice

Theoretical content regarding the management of patient care, including scope and standards for practice, workplace issues and reality shock are reviewed. Quality improvement and safety, evidence based practice, advocacy, inter-professional communication, and professional and personal development will be addressed. This course allows the students to be immersed in the professional world of nursing with the opportunity to demonstrate competencies within the program outcomes and to refine their nursing care practice skills. Knowledge and skills from general education and nursing disciplines are integrated into the decision making required to deliver quality nursing care to individuals and groups in a focused clinical setting. Students will be placed with a preceptor where they will be mentored while caring for multiple patients. **Prerequisite:** *Nursing courses from previous semester must be successfully completed with a grade C or above.* **4 credit hours (32 lecture hours, 96 lab/clinical hours)**

Credit for nursing courses

Theory: 16 fifty minute class hours = 1 credit hour

Clinical: 48 fifty minute clinical hours = 1 credit hour

Note: Academic credit hours are calculated on a traditional 16-week semester.

Nursing Curriculum Plans

Basic Full-time Nursing Curriculum Plan (Revised 2018)

<u>SEMESTER</u>	<u>CURRICULUM</u>	<u>CREDITS</u>
Summer (8 weeks)	FYS 101 College Seminar	1
	BI 151 Anatomy and Physiology I	4
	MAT 101 Mathematics for Healthcare Professionals.....	3
	PSY 100 Psychology	3
Fall 1 (16 weeks)	AH 201 Human Diversity in Healthcare Delivery.....	1
	BI 152 Anatomy and Physiology II	4
	NS 101 Foundations of Professional Nursing Practice	2
	NS 102 Nursing Assessment	2
	NS 103a Nursing Skills	2
	NS 103b Nursing Skills	2
	NUT 200 Health and Nutrition.....	3
Spring 1 (16 weeks)	BI 200 Microbiology	3
	ENG 100 English Composition	3
	NS 104 Pharmacology for Nursing	2
	NS 106 Mental Health Nursing	4
	NS 107 Medical Surgical Nursing 1	4
Summer (8 weeks)	No Classes	
Fall 2 (16 weeks)	CH 100 Chemistry.....	3
	COM 100 Oral Communications.....	3
	NS 110 IV Therapy Course	1
	NS 201 Nursing Care of the Childbearing Family	3
	NS 202 Medical Surgical Nursing 2.....	5
Spring 2 (16 weeks)	NS 203 Nursing Care of the Child and Family.....	3
	NS 204 Medical Surgical Nursing 3.....	4
	NS 206 Transitions to Professional Practice	4
	SOC 102 Sociology	3

BASIC FULL-TIME NURSING: TOTAL CREDIT HOURS

72

Basic Part-Time Nursing Curriculum Plan (Revised 2018)

SEMESTER	CURRICULUM	CREDITS
Fall 1 (16 weeks)	BI 151 Anatomy and Physiology I	4
	COM 100 Oral Communications	3
	FYS 101 College Seminar	1
	NS 101 Foundations of Professional Nursing Practice	2
Spring 1 (16 weeks)	BI 152 Anatomy and Physiology II	4
	NS 102 Nursing Assessment	2
	NS 103a Nursing Skills	2
	NS 103b Nursing Skills	2
Summer 1 (8 weeks)	CH 100 Chemistry	3
	MAT 101 Mathematics for Healthcare Professionals	3
Fall 2 (16 weeks)	NS 104 Pharmacology for Nursing	2
	NS 106 Mental Health Nursing	4
	PSY 100 Psychology	3
Spring 2 (16 weeks)	BI 200 Microbiology	3
	ENG 100 English Composition	3
	NS 107 Medical Surgical Nursing 1	4
Fall 3 (16 weeks)	AH 201 Human Diversity in Healthcare Delivery	1
	NS 110 IV Therapy	1
	NS 203 Nursing Care of the Child and Family	3
	NUT 200 Health and Nutrition	3
Spring 3 (16 weeks)	NS 201 Nursing Care of the Childbearing Family	3
	NS 202 Medical Surgical Nursing 2	5
	SOC 102 Sociology	3
Fall 4 (16 weeks)	NS 204 Medical Surgical Nursing 3	4
	NS 206 Transition to Professional Nursing Practice	4
PART-TIME BASIC NURSING: TOTAL CREDIT HOURS		72

*Classes will be held Evenings and Weekends

LPN to RN / Paramedic to RN Part-Time Nursing Curriculum Plan (Revised 2017)

SEMESTER	CURRICULUM	CREDITS
Fall 1 (16 weeks)	BI 151 Anatomy and Physiology I *	4
	COM 100 Oral Communications	3
	FYS 101 College Seminar	1
Spring 1 (16 weeks)	BI 152 Anatomy and Physiology II	4
	NS 105 Bridging to Professional Nursing Practice.....	3
Summer 1 (8 weeks)	CH 100 Chemistry	3
	MAT 101 Mathematics for Healthcare Professionals.....	3
Fall 2 (16 weeks)	NS 106 Mental Health Nursing	4
	PSY 100 Psychology	3
Spring 2 (16 weeks)	BI 200 Microbiology	3
	ENG 100 English Composition	3
	NS 107 Medical Surgical Nursing 1	4
Fall 3 (16 weeks)	AH 201 Human Diversity in Healthcare Delivery.....	1
	NS 203 Nursing Care of the Child and Family	3
	NUT 200 Health and Nutrition	3
Spring 3 (16 weeks)	NS 201 Nursing Care of the Childbearing Family.....	3
	NS 202 Medical Surgical Nursing 2	5
	SOC 102 Sociology	3
Fall 4 (16 weeks)	NS 204 Medical Surgical Nursing 3	4
	NS 206 Transition to Professional Nursing Practice	4
	Advanced Placement Nursing Credits	8
LPN/PARAMEDIC TO RN PART-TIME: TOTAL CREDIT HOURS		72

*LPN and Paramedic to RN students will be allowed to challenge BI 151 Anatomy & Physiology I.

**LPN to RN classes will be held Evenings and Weekends

***Paramedic to RN classes will be held Mondays and Thursdays

LPN to RN / Paramedic to RN Accelerated Nursing Curriculum Plan

SEMESTER	CURRICULUM	CREDITS	
Summer (8 weeks)	BI 151 Anatomy and Physiology I *	4	
	FYS 101 College Seminar	1	
	MAT 101 Mathematics for Healthcare Professionals.....	3	
	PSY 100 Psychology	3	
Fall (16 weeks)	First 8 Weeks		
	AH 201 Human Diversity in Healthcare Delivery.....	1	
	BI 152 Anatomy and Physiology II.....	4	
	NS 105 Bridging to Professional Nursing Practice	3	
	NS 106 Mental Health Nursing	4	
	Second 8 Weeks		
	BI 200 Microbiology	3	
	COM 100 Oral Communications.....	3	
	NS 107 Medical Surgical Nursing 1.....	4	
	NS 201 Nursing Care of the Childbearing Family	3	
	NUT 200 Health and Nutrition.....	3	
	Spring (16 weeks)	First 8 Weeks	
		CH 100 Chemistry.....	3
		ENG 100 English Composition	3
NS 202 Medical Surgical Nursing 2.....		5	
NS 203 Nursing Care of the Child and Family.....		3	
Second 8 Weeks			
NS 204 Medical Surgical Nursing 3.....		4	
NS 206 Transition to Professional Nursing Practice		4	
SOC 102 Sociology		3	
Advanced Placement Nursing Credits		8	

LPN TO RN / PARAMEDIC TO RN ACCELERATED: TOTAL CREDIT HOURS 72

*LPN to RN students will be allowed to challenge BI 151 Anatomy & Physiology I.

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)

<http://www.moga.mo.gov/mostatutes/stathtml/33500000461.html>

335.066. Denial, revocation, or suspension of license, grounds for, civil immunity for providing information-- complaint procedures.

1. The board may refuse to issue or reinstate any certificate of registration or authority, permit or license required pursuant to chapter 335 for one or any combination of causes stated in subsection 2 of this section or the board may, as a condition to issuing or reinstating any such permit or license, require a person to submit himself or herself for identification, intervention, treatment, or rehabilitation by the impaired nurse program as provided in section 335.067. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621.

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

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

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

(3) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096;

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

(5) Incompetency, gross negligence, or repeated negligence in the performance of the functions or duties of any profession licensed or regulated by chapter 335. For the purposes of this subdivision, "repeated negligence" means the failure, on more than one occasion, to use that degree of skill and learning ordinarily used under the same or similar circumstances by the member of the applicant's or licensee's profession;

(6) Misconduct, fraud, misrepresentation, dishonesty, unethical conduct, or unprofessional conduct in the performance of the functions or duties of any profession licensed or regulated by this chapter, including, but not limited to, the following:

(a) Willfully and continually overcharging or overtreating patients; or charging for visits which did not occur unless the services were contracted for in advance, or for services which were not rendered or documented in the patient's records;

(b) Attempting, directly or indirectly, by way of intimidation, coercion or deception, to obtain or retain a patient or discourage the use of a second opinion or consultation;

(c) Willfully and continually performing inappropriate or unnecessary treatment, diagnostic tests, or nursing services;

(d) Delegating professional responsibilities to a person who is not qualified by training, skill, competency, age, experience, or licensure to perform such responsibilities;

(e) Performing nursing services beyond the authorized scope of practice for which the individual is licensed in this state;

(f) Exercising influence within a nurse-patient relationship for purposes of engaging a patient in sexual activity;

(g) Being listed on any state or federal sexual offender registry;

(h) Failure of any applicant or licensee to cooperate with the board during any investigation;

(i) Failure to comply with any subpoena or subpoena duces tecum from the board or an order of the board;

(j) Failure to timely pay license renewal fees specified in this chapter;

(k) Violating a probation agreement, order, or other settlement agreement with this board or any other licensing agency;

(l) Failing to inform the board of the nurse's current residence;

(m) Any other conduct that is unethical or unprofessional involving a minor;

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

- (8) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;
 - (9) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;
 - (10) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;
 - (11) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;
 - (12) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
 - (13) Violation of any professional trust or confidence;
 - (14) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;
 - (15) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;
 - (16) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency;
 - (17) Failure to successfully complete the impaired nurse program;
 - (18) Knowingly making or causing to be made a false statement or misrepresentation of a material fact, with intent to defraud, for payment pursuant to the provisions of chapter 208 or chapter 630, or for payment from Title XVIII or Title XIX of the federal Medicare program;
 - (19) Failure or refusal to properly guard against contagious, infectious, or communicable diseases or the spread thereof; maintaining an unsanitary office or performing professional services under unsanitary conditions; or failure to report the existence of an unsanitary condition in the office of a physician or in any health care facility to the board, in writing, within thirty days after the discovery thereof;
 - (20) A pattern of personal use or consumption of any controlled substance unless it is prescribed, dispensed, or administered by a provider who is authorized by law to do so;
 - (21) Habitual intoxication or dependence on alcohol, evidence of which may include more than one alcohol-related enforcement contact as defined by section 302.525;
 - (22) Failure to comply with a treatment program or an aftercare program entered into as part of a board order, settlement agreement, or licensee's professional health program.
3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621. Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section, for disciplinary action are met, the board may, singly or in combination, censure or place the person named in the complaint on probation on such terms and conditions as the board deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license, certificate, or permit.
4. For any hearing before the full board, the board shall cause the notice of the hearing to be served upon such licensee in person or by certified mail to the licensee at the licensee's last known address. If service cannot be accomplished in person or by certified mail, notice by publication as described in subsection 3 of section 506.160 shall be allowed; any representative of the board is authorized to act as a court or judge would in that section; any employee of the board is authorized to act as a clerk would in that section.
5. An individual whose license has been revoked shall wait one year from the date of revocation to apply for relicensure. Relicensure shall be at the discretion of the board after compliance with all the requirements of sections 335.011 to 335.096 relative to the licensing of an applicant for the first time.
6. The board may notify the proper licensing authority of any other state concerning the final disciplinary action determined by the board on a license in which the person whose license was suspended or revoked was also licensed of the suspension or revocation.
7. Any person, organization, association or corporation who reports or provides information to the board of nursing pursuant to the provisions of sections 335.011 to 335.259* and who does so in good faith shall not be subject to an action for civil damages as a result thereof.
8. The board may apply to the administrative hearing commission for an emergency suspension or restriction of a license for the following causes:
- (1) Engaging in sexual conduct ** as defined in section 566.010, with a patient who is not the licensee's spouse, regardless of whether the patient consented;
 - (2) Engaging in sexual misconduct with a minor or person the licensee believes to be a minor. "Sexual misconduct" means any conduct of a sexual nature which would be illegal under state or federal law;

- (3) Possession of a controlled substance in violation of chapter 195 or any state or federal law, rule, or regulation, excluding record-keeping violations;
 - (4) Use of a controlled substance without a valid prescription;
 - (5) The licensee is adjudicated incapacitated or disabled by a court of competent jurisdiction;
 - (6) Habitual intoxication or dependence upon alcohol or controlled substances or failure to comply with a treatment or aftercare program entered into pursuant to a board order, settlement agreement, or as part of the licensee's professional health program;
 - (7) A report from a board-approved facility or a professional health program stating the licensee is not fit to practice. For purposes of this section, a licensee is deemed to have waived all objections to the admissibility of testimony from the provider of the examination and admissibility of the examination reports. The licensee shall sign all necessary releases for the board to obtain and use the examination during a hearing; or
 - (8) Any conduct for which the board may discipline that constitutes a serious danger to the health, safety, or welfare of a patient or the public.
9. The board shall submit existing affidavits and existing certified court records together with a complaint alleging the facts in support of the board's request for an emergency suspension or restriction to the administrative hearing commission and shall supply the administrative hearing commission with the last home or business addresses on file with the board for the licensee. Within one business day of the filing of the complaint, the administrative hearing commission shall return a service packet to the board. The service packet shall include the board's complaint and any affidavits or records the board intends to rely on that have been filed with the administrative hearing commission. The service packet may contain other information in the discretion of the administrative hearing commission. Within twenty-four hours of receiving the packet, the board shall either personally serve the licensee or leave a copy of the service packet at all of the licensee's current addresses on file with the board. Prior to the hearing, the licensee may file affidavits and certified court records for consideration by the administrative hearing commission.
10. Within five days of the board's filing of the complaint, the administrative hearing commission shall review the information submitted by the board and the licensee and shall determine based on that information if probable cause exists pursuant to subsection 8 of this section and shall issue its findings of fact and conclusions of law. If the administrative hearing commission finds that there is probable cause, the administrative hearing commission shall enter the order requested by the board. The order shall be effective upon personal service or by leaving a copy at all of the licensee's current addresses on file with the board.
11. (1) The administrative hearing commission shall hold a hearing within forty-five days of the board's filing of the complaint to determine if cause for discipline exists. The administrative hearing commission may grant a request for a continuance, but shall in any event hold the hearing within one hundred twenty days of the board's initial filing. The board shall be granted leave to amend its complaint if it is more than thirty days prior to the hearing. If less than thirty days, the board may be granted leave to amend if public safety requires.
- (2) If no cause for discipline exists, the administrative hearing commission shall issue findings of fact, conclusions of law, and an order terminating the emergency suspension or restriction.
- (3) If cause for discipline exists, the administrative hearing commission shall issue findings of fact and conclusions of law and order the emergency suspension or restriction to remain in full force and effect pending a disciplinary hearing before the board. The board shall hold a hearing following the certification of the record by the administrative hearing commission and may impose any discipline otherwise authorized by state law.
12. Any action under this section shall be in addition to and not in lieu of any discipline otherwise in the board's power to impose and may be brought concurrently with other actions.
13. If the administrative hearing commission does not find probable cause and does not grant the emergency suspension or restriction, the board shall remove all reference to such emergency suspension or restriction from its public records. Records relating to the suspension or restriction shall be maintained in the board's files. The board or licensee may use such records in the course of any litigation to which they are both parties. Additionally, such records may be released upon a specific, written request of the licensee.
14. If the administrative hearing commission grants temporary authority to the board to restrict or suspend the nurse's license, such temporary authority of the board shall become final authority if there is no request by the nurse for a full hearing within thirty days of the preliminary hearing. The administrative hearing commission shall, if requested by the nurse named in the complaint, set a date to hold a full hearing under the provisions of chapter 621 regarding the activities alleged in the initial complaint filed by the board.
15. If the administrative hearing commission refuses to grant temporary authority to the board or restrict or suspend the nurse's license under subsection 8 of this section, such dismissal shall not bar the board from initiating a subsequent disciplinary action on the same grounds.

16. (1) The board may initiate a hearing before the board for discipline of any licensee's license or certificate upon receipt of one of the following:

(a) Certified court records of a finding of guilt or plea of guilty or nolo contendere in a criminal prosecution under the laws of any state or of the United States for any offense involving the qualifications, functions, or duties of any profession licensed or regulated under this chapter, for any offense involving fraud, dishonesty, or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;

(b) Evidence of final disciplinary action against the licensee's license, certification, or registration issued by any other state, by any other agency or entity of this state or any other state, or the United States or its territories, or any other country;

(c) Evidence of certified court records finding the licensee has been judged incapacitated or disabled under Missouri law or under the laws of any other state or of the United States or its territories.

(2) The board shall provide the licensee not less than ten days' notice of any hearing held pursuant to chapter 536.

(3) Upon a finding that cause exists to discipline a licensee's license, the board may impose any discipline otherwise available.

(L. 1975 S.B. 108 § 12, A.L. 1981 S.B. 16, A.L. 1995 S.B. 452, A.L. 1999 H.B. 343, A.L. 2007 H.B. 780 merged with S.B. 308, A.L. 2013 H.B. 315)

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

***Word "in" appears here in original rolls.*

◆ BACHELOR OF SCIENCE IN NURSING (RN – BSN) PROGRAM

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, giving credit for previously learned knowledge. 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. Upon graduation, students will be prepared for advancement to the Master of Science in Nursing degree.

Two-year full time, part time, and accelerated options are available. Courses in this program will be offered in a blended format with didactic classes meeting one day per week. There is a clinical component to this program.

Accelerated RN to BSN Option

Students admitted to the accelerated track of the RN to BSN program will complete the program in 14 months as opposed to the two year traditional track. Classes will be scheduled primarily in eight week blocks. This is a rigorous curriculum.

LPN to BSN Option

Students applying for the LPN to RN track of the associate degree nursing program may, at the same time, apply for the RN to BSN accelerated track of the program (LPN to BSN track). This will be a rigorous 26 month track. In order to progress from the associate degree program to the RN to BSN program, the student must meet all requirements for graduation from the associate degree program, have a grade point average of 2.8 (May be tentatively admitted with a 2.50 GPA.), and pass the RN licensure examination (NCLEX-RN) within 90 days of admission to RN to BSN program. Students who do not pass the licensure examination will not be able to continue in the RN to BSN program.

Eligibility Requirements

Applicants must have graduated from an approved associate degree nursing program and have an uncensored registered nurse license. Students who are currently enrolled the final year of an associate degree nursing program may apply to the RN to BSN with admission pending graduation from the program and passing the RN exam within 90 days of graduation.

The following requirements must be met to be admitted to this program:

- Official high school transcript showing graduation or completion of an approved high school equivalency exam
- Official transcripts from all colleges, universities, and vocational schools attended with a minimum overall GPA of 2.80 on a 4.00 scale (May be tentatively admitted with a 2.50 GPA.)
- Completion of all immunization requirements
- Clearance on various background checks

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.

The following grading scale will be used for general education courses:

Grading Scale: General Education Courses

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

The following grading scale will be used for RN to BSN nursing courses:

Grading Scale: RN to 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

Transfer Students

As transfer students, RN to BSN students' final transcript will include:

1. Name of the college or university from which the students transferred, and
2. Courses taken and hours/credits/units earned from that college.

Transfer Credit

RN to BSN students are granted transfer credit for 34 semester credits of general education courses. If 34 hours of general education courses were not completed as part of the associate degree, students will be required to take elective courses to meet the total of 55 general education hours.

RN to BSN students are granted transfer credit for 38 semester credits of nursing courses. If 38 hours of nursing courses were not completed as part of the associate degree, students will be required to take elective courses to meet the total of 65 nursing hours.

Nursing Credit by Examination (CBE)

In order to permit registered nurses who are entering the RN to BSN program to demonstrate that they have met the objectives of an associate degree nursing courses through experience in the workplace, student may earn credit by receiving a passing grade on an examination. Only nursing courses listed in this policy are eligible for credit by examination. No more than 10 nursing credits may be earned through credit by examination. Students wishing to gain credit by examination must first discuss it with the Program Director. The student will be awarded a grade of "CR" (credit by exam) to indicate the credit was earned by examination. Credit will be transcribed only after the student has been admitted to the RN to BSN program and has been enrolled in courses. Examination scores will be kept in the student's academic file.

Nursing Credit by Examination (CBE) Procedure:

1. The student wishing to earn credit by examination must:
 - a. Be a degree seeking student enrolled in the RN to BSN program

- b. Have not received a grade of Fail or Withdrawal in the course(s) for which credit is sought.
- c. Discuss the desire to earn credit by examination with the Program Director.
2. Upon approval from the Program Director, the student is to print the “credit by examination” form from the Student Handbook and complete the Student Information section, have it signed by the Program Director, take it to the Billing Office for payment and receipt of a nonrefundable (after three business days) processing fee of \$100, and submit the form and the receipt to the Registrar’s Office.
3. The Enrollment Officer will assign the course Number of EX 200 (8 credit hours) and enroll the student.
4. The student must contact the Cape Girardeau Career & Technology Center (CTC) to take the National League for Nursing (NLN) Nursing Care of Adults II examination in a timely manner. Fee for this test will be paid directly to the CTC. Testing must be completed and results received by the end of the first semester of the RN to BSN program.
5. A score of 75% or higher is required on the examination for credit. (Students who fail the NLN exam may repeat it only once.)
6. Once the Registrar’s office receives test results, if the examination is passed, the Registrar will enter the grade of “CR” on the student’s academic record. This credit does not affect the cumulative GPA.
7. The CBE form and the test results are kept with the student academic record for ten years.

Residency Requirement

Transfer students must complete a residency requirement of 30 hours of RN to BSN credit from Southeast Missouri Hospital College of Nursing and Health Sciences.

Program Goals for the RN to BSN Program

1. Promote professional growth in the field of nursing by preparing nurses to assimilate knowledge from nursing and the arts and sciences and integrate into nursing practice.
2. Promote professional growth in the field of nursing by preparing nurses to assimilate knowledge from leadership and management theories and integrate into the provision of nursing care of individuals, family, and the community and foster the promotion of health.
3. Promote professional growth in the field of nursing by expanding upon the nurse’s current knowledge base and promoting lifelong learning.
4. Promote professional growth in the field of nursing by preparing nurses to contribute to the future of nursing by assimilating research findings and integrating into evidence based nursing practice

RN to BSN Student Learning Outcomes

Upon graduation from the Bachelor of Science in Nursing program, students will be able to:

1. Contribute to the future of nursing by integrating nursing research into evidence based nursing practice. (Spirit of Inquiry)
2. Make judgments in practice, substantiated with evidence, that assimilate nursing science and knowledge from other disciplines in the provision of safe, quality care and promote the health of patients, families, and communities. (Nursing Judgment)
3. Assimilate the knowledge and skills learned in didactic and clinical courses, including the use of the nursing process, to help patients, families, and communities continually progress toward fulfillment of human capacities. (Human Flourishing)
4. Demonstrate a professional identity as a nurse through actions that reflect integrity; a commitment to evidence based practice, caring, advocacy, and safe, quality care for diverse patients’, families, and communities; and a willingness to provide leadership in improving patient outcomes. (Professional Identity)
5. Demonstrate skill in using patient care technologies, information systems, and communication to support safe nursing practice.
6. Discuss the impact of healthcare policy on the delivery of health care.

Bachelor of Science in Nursing Program Curriculum

General Education Studies Required for RN to BSN Program

Course Number	Course Name	Credits
General Education Transfer Credits from Associate Degree Program		34
AH 200	Introduction to Statistics *	3
EN 200.....	Expository Writing	3
	<i>(Prerequisite: ENG 100 or equivalent)</i>	
FA 200.....	Art Appreciation	3
GOVT 100.....	Government and Politics in the United States **	3
HST 105	American History	3
MAT 150.....	College Algebra.....	3
	<i>(Prerequisite: MAT 101, Intermediate Algebra, high school algebra, or appropriate placement test score)</i>	
PSY 200.....	Life Span Development	3
Total Credits		55

* For student with a prior bachelor degree, these courses will be required to be taken at Southeast Missouri Hospital College of Nursing and Health Sciences if not completed at another institution.

** Required if student has not completed Missouri Constitution Requirement.

Nursing Courses Required for RN to BSN Program

Course Number	Course Name	Credits
Nursing Transfer Credits from Associate Degree Program		38
NS 300.....	ADN to BSN Transition	3
NS 301.....	Nursing Informatics.....	2
	<i>(Prerequisite: Basic Computer Skills)</i>	
NS 302.....	Pathophysiology	3
	<i>(Prerequisite: Anatomy and Physiology)</i>	
NS 400.....	Management and Leadership.....	3
NS 401.....	Holistic Assessment.....	3
NS 402.....	Pharmacology	3
NS 403.....	Nursing Research and Evidence Based Practice.....	3
NS 404.....	Public and Community Health	4
NS 405.....	Politics and Health Care Policy	3
Total Credits		65

Technical Requirements for Blended Format

See Minimal Technical Requirements for blended and/or online courses.

Bachelor of Science in Nursing Curriculum Plans

RN to BSN Curriculum Plan (Revised 05/25/16)

<u>SEMESTER</u>	<u>CURRICULUM</u>	<u>CREDITS</u>
<u>Year One</u>		
Fall (Year 1)	AH 200 Introduction to Statistics	3
	FA 200 Art Appreciation	3
	GOVT 100 Government and Politics in the US	3
	MAT 150 College Algebra	3
Spring (Year 1)	ENG 200 Expository Writing	3
	HST 105 American History	3
	NS 302 Pathophysiology	3
	PSY 200 Life Span Development	3
<u>Year Two</u>		
Fall (Year 2)	NS 300 ADN to BSN Transition	3
	NS 301 Nursing Informatics	2
	NS 402 Pharmacology	3
	NS 403 Nursing Research and Evidence Based Practice..	3
Spring (Year 2)	NS 400 Management and Leadership	3
	NS 401 Holistic Assessment	3
	NS 404 Public and Community Health	4
	NS 405 Politics and Health Care Policy	3
RN TO BSN NURSING PROGRAM:		48
Transfer general education courses:		34
Transfer nursing courses:		38
Total credits required for BSN:		120

RN to BSN students are granted transfer credit for 34 semester credits of general education courses. If 34 hours of general education courses were not completed as part of the associate degree, students will be required to take elective courses to meet the total of 55 general education hours.

RN to BSN students are granted transfer credit for 38 semester credits of nursing courses. If 38 hours of nursing courses were not completed as part of the associate degree, students will be required to take elective courses to meet the total of 65 nursing hours.

Accelerated RN to BSN Curriculum Plan (Revised 05/25/16)

SEMESTER	CURRICULUM	CREDITS
1st Summer (8 weeks)	ENG 200 Expository Writing	3
	MAT 150 College Algebra	3
	Elective	3
Fall (16 weeks)	AH 200 Introduction to Statistics	3
Fall (1st 8 weeks)	NS 300 ADN to BSN Transition	3
	NS 401 Holistic Assessment.....	3
Fall (2nd 8 weeks)	NS 301 Nursing Informatics.....	2
	NS 403 Nursing Research and Evidence Based Practice...	3
	PSY 200 Life Span Development.....	3
Spring (1st 8 weeks)	NS 302 Pathophysiology	3
	NS 402 Pharmacology	3
	NS 404 Public and Community Health	4
Spring (2nd 8 weeks)	NS 400 Management and Leadership.....	3
	NS 405 Politics and Health Care Policy	3
2nd Summer (8 weeks)	GOVT 100 Government and Politics in the US	3
	FA 200 Art Appreciation.....	3
	HST 105 American History.....	3
RN TO BSN NURSING PROGRAM:		48
Transfer general education courses:		34
Transfer nursing courses:		38
Total credits required for BSN:		120

A part-time curriculum plan will be developed by the advisor for each student.
 The BSN curriculum must be completed within five (5) years.

RN to BSN students are granted transfer credit for 34 semester credits of general education courses. If 34 hours of general education courses were not completed as part of the associate degree, students will be required to take elective courses to meet the total of 55 general education hours.

RN to BSN students are granted transfer credit for 38 semester credits of nursing courses. If 38 hours of nursing courses were not completed as part of the associate degree, students will be required to take elective courses to meet the total of 65 nursing hours.

Bachelor of Science in Nursing Course Descriptions (Revised 05/25/16)

NS 300 ADN to BSN Transition

This initial nursing course provides concepts and issues that broaden the perspective of the professional nursing role. It focuses on the transition from associate degree to bachelor degree nursing. This course recognizes and builds upon the prior work experience of the registered nurse. It addresses the scope and practice of professional nursing practice. During this course, students will be introduced to skills that facilitate success in achieving their educational goals.

Prerequisite: *Admission into RN to BSN Program.* **3 credit hours (48 lecture hours)**

NS 301 Nursing Informatics

This course is designed to explore the use of informatics in nursing practice and its role in enhancing quality patient care and outcomes as well as the role of the nurse in handling health care data. With a focus on health information systems and the electronic health record; the course also examines issues related to the protection of the privacy, confidentiality, and security on information in health care environments and the potential use of social networking tools used to communicate health-related information.

Prerequisites: *Admission into RN to BSN Program. Basic computer skills.* **2 credit hours (32 lecture hours)**

NS 302 Pathophysiology

This course provides an introduction to the basic concepts of pathophysiology. Students are presented with the physiological response to disease, stress and the environment. In addition, reviews of basic human physiology are included. This course provides a study of human pathological processes and their effects on homeostasis. Upon completion, students should be able to demonstrate an increased knowledge of pathophysiology.

Prerequisite: *Anatomy and Physiology.* **3 credit hours (48 lecture hours)**

NS 400 Management and Leadership

This course provides a comprehensive introduction to nursing leadership and management. Principles and theories of leadership and management as they relate to the role of the professional nurse are addressed. This course includes clinical experience with a nurse mentor analyzing the application of leadership and management principles. *

Prerequisite: *Admission into RN to BSN Program.* **3 credit hours (32 lecture hours, 24 clinical hours)**

NS 401 Holistic Assessment

This course builds on the RN student's prior knowledge and clinical experience in assessment developing holistic health and physical assessment skills. The importance of a systematic holistic approach to health history – including physical, developmental, psychosocial, cultural, and spiritual dimensions – and physical examination are emphasized. This class focuses on the application of critical thinking and reasoning when assessing the health status of individuals. The analysis of physical findings, health behaviors, and lifestyle as a basis for decision making for the delivery of nursing care and client teaching is emphasized. Laboratory practice of assessment skills is included in class time.

Prerequisite: *Admission into RN to BSN Program* **3 credit hours (32 lecture hours, 48 lab hours)**

NS 402 Pharmacology

This course explores concepts and principles of pharmacology with special consideration for the role of the nurse in developing a comprehensive approach to the clinical application of drug therapy through the use of the nursing process. The quality improvement process, teamwork and collaboration, use of informatics, and legal and ethical issues are discussed as they relate to safe medication administration. Students will learn to integrate key concepts of drug therapy needed for patient education.

Prerequisite: *Admission into RN to BSN Program* **3 credit hours (48 lecture hours)**

NS 403 Nursing Research and Evidence Based Practice

This course explores the development of nursing knowledge and the improvement of nursing practice through current relevant evidence gained from both nursing research and nursing experience. Research methods are examined and current issues are analyzed in relation to the implementation of evidence-based practice in selected settings. Students will identify a clinical problem or issue that warrants a systematic appraisal of the relevant literature to inform clinicians, critically appraise the evidence, and translate the findings into clinical practice, thus allowing practical application of the process.

Prerequisite: *Admission into RN to BSN Program* **3 credit hours (48 lecture hours)**

NS 404 Public and Community Health

This community health course focuses on providing population-focused nursing care. Concepts of community health nursing practice are applied in a variety of structured and unstructured settings. Health promotion and disease prevention concepts are integrated into community-oriented practice using the community-as-partner model. *

Prerequisite: *Admission into RN to BSN Program.*

4 credit hours (48 lecture hours, 24 clinical hours)

NS 405 Politics and Health Care Policy

This course provides an understanding of the social, ethical, cultural, economic, and political issues that affect the delivery of health care. How patient care services are organized and financed and how reimbursement is structured is also discussed. Emphasis will be placed on the impact of policy decisions on professional nursing practice and health services. The learner will develop an understanding of how health care policy is both developed and changed, and how that process can be influenced through the efforts of nurses.

Prerequisite: *Admission into RN to BSN Program*

3 credit hours (48 lecture hours)

* Clinical hours in the RN-BSN program are not traditional. The clinical hours are planned clinical experiences that are supervised and evaluated by Southeast Hospital College of Nursing and Health Sciences nursing faculty and may include the use of preceptors. More information regarding clinical hours will be explained in detail; after enrollment, but any questions may be sent to Dr. Shirrell, <mailto:dshirrell@sehcollege.edu>.

◆ ASSOCIATE DEGREE IN RADIOLOGIC TECHNOLOGY PROGRAM

Philosophy

The Radiography Faculty subscribes to the mission of Southeast Hospital College of Nursing and Health Sciences, and further believes that:

1. The fundamental aim of this program is to develop professional skills that will provide opportunities for any successful former student to seek employment as a radiographer. These skills shall include:
 - a. Clinical Competence
 - b. Critical thinking and problem solving
 - c. Effective communication
 - d. Professional growth through continuing education.
2. Learning is based upon:
 - a. Motivation, self-direction, attitude and experience.
 - b. Involvement in clinical experiences in various Radiology departments.
 - c. An atmosphere that promotes freedom of thought and expression and encourages communication, initiative and self-respect.

Program Description

The Radiologic Technology Program is a two-year associate degree program which allows new students to start the cycle of classes each summer semester. Upon successful completion of the program, graduate will be eligible to apply for admission to the nationally recognized certification exam administered by the American Registry of Radiologic Technologists (ARRT).

Radiologic Technology Program Mission Statement

The mission of Southeast Hospital College of Nursing and Health Sciences Radiography Program is to graduate students with entry-level employment skills to perform diagnostic medical radiography.

We will support this mission by insuring:

1. a structured curriculum with clearly written course syllabi which describes learning objectives and competencies to be achieved for both the didactic and supervised clinical education components.
2. based upon the most recent ASRT professional revision, the curriculum content is designed to produce graduates who are both competent and compassionate.
3. appropriate learning experiences and curriculum sequencing to develop the competencies necessary for graduation.

Radiologic Technology Program Goals

Program goals are the measurable goals that flow from the program's mission statement. The Radiologic Technology program initiatives have been established for the current academic year. Because all program goals are ultimately to provide a better educational experience for our students, the program faculty would like to share these goals with you, our students:

1. Students will be clinically competent
2. Graduates will effectively use problem solving and critical thinking skills
3. Graduates will be effective communicators
4. The student will develop professionally (revised 2016 with the cooperation of the JRCERT)

Program effectiveness data is found at: http://www.sehcollege.edu/RT_ProgramEffectiveness.aspx

Eligibility Requirements

The following requirements must be met to be admitted to this program:

1. GPA requirement (one of the following):
 - If 18 or more semester hours of college-level courses are completed, overall college GPA of 2.50 on a 4.0 scale plus completion of a high school diploma or approved high school equivalency exam
 - If less than 18 semester hours of college-level courses are completed, overall college GPA of 2.50 on a 4.0 scale plus high school GPA of 2.50 on a 4.0 scale or completion of an approved high school equivalency exam
 - If a current high school student, completion of at least the junior year with a high school GPA of 2.50 on a 4.0 scale
2. Exam requirement (one of the following):
 - ACT composite score of 21 or higher taken less than 5 years ago
 - ATI TEAS score of 58.7% or higher (if age 23 or older)
3. Completion of all immunization requirements
4. Clearance on various background checks

Application

Application packets are available on the College website at www.sehcollege.edu/admissions, in the Admissions Office during regular business hours, or via mail upon request.

Enrollment Requirements

The following requirements must be met after a student receives an acceptance letter but before the student can be enrolled in classes:

- Pay a \$200 seat retainer (non-refundable deposit) which will be applied to your first semester tuition and fees
- Meet with the Dean of General Education
- If currently enrolled in high school or another college or university, send transcripts when final grades are available
- Contact Southeast Occupational Medicine thirty to sixty days prior to enrolling for classes at the college to schedule and complete a urine drug screen and TB skin test. You will not be able to enroll for classes until your health screening has been completed.

Please note: A student who has been convicted or charged with a felony or misdemeanor may have violated the American Registry of Radiologic Technologists (ARRT) Rules of Ethics and may be considered ineligible to sit for board examination. An individual may submit a pre-application to the ARRT at 651-687-0048 at any time before or after entry into an approved educational program for screening purposes.

Residency Requirement

Transfer student must complete a residency requirement of four semesters with a minimum of 30 hours of radiological technology credit from Southeast Missouri Hospital College of Nursing and Health Sciences.

Transfer Credit

It is at the sole discretion of the Program Director as to accept credits from another RT program and apply them to the requirements of this program. Regardless, a maximum of 9 semester hours of RT credits may be transferred from any JRCERT accredited RT program into this one.

Radiologic Technologists should have the ability to:

Ambulation, lifting, moving and standing

- a. Propel wheelchairs, stretchers, etc. alone or with assistance as available.
- b. Must be ambulatory and able to maintain a center of gravity when met with an opposing force as in lifting, supporting and/or transferring a patient.
- c. Propel standard mobile imaging units, and to perform procedural tasks in a routine patient room and/or surgical unit.
- d. Withstand lengthy periods of physical activity to include moving quickly and at times, continuously.

Manual Dexterity

- a. Operate Mechanisms such as imaging tables, x-ray tubes, film processors, etc., at standard locations and placements.
- b. Manipulate both patient care devices and diagnostic equipment in a safe and time efficient manner.
- c. Ability to work with and observe a patient above the standard radiologic examination height of 36 inches above floor level.
- d. Ability to move and manipulate the body in order to provide patient care and patient support, and to position for imaging and/or treatment.
- e. Handle and utilize procedural items such as: Pharmaceuticals, vials, syringes, sterile items, catheters, intravascular materials and dressings, etc.
- f. Handle and use cassettes, imaging mechanisms, adjunct radiologic items, passboxes etc. Access and use darkrooms of various standard designs; and to load, unload and process imaging films.

Visual Acuity

- a. Sight patient for identification, positioning, imaging field placement and alignment and image analysis.
- b. Must be able to read written passages.
- c. Recognize visual cues that indicate patient distress when patient is unable to speak.

Cognitive Abilities

- a. Communicate orally and in writing
- b. Think clearly and prioritize assignments effectively to enhance patient safety and comfort
- c. Receive both oral and written communication and act appropriately upon receipt.
- d. Must be able to hear or lip-read for reception of spoken communication.
- e. Perceive events realistically, think rationally and function confidently in routine and non-routine situations.
- f. Able to perform the above described cognitive functions in stressful situations and life threatening emergencies.

Radiologic Technology Course Descriptions

RT 101 Introduction to Radiography

This course is designed to provide the student with information regarding the radiologic technology profession. Cognitive information related to ethics, law, radiation protection and basic departmental procedures are presented to insure safe clinical practice. Professional development and lifelong learning will be emphasized by introducing the students to various organizations and agencies. **3 Credit Hours (48 Lecture Hours)**

RT 110 Anatomy and Positioning I

This course is the first part of a two-fold radiographic procedures course. Part I of this course is designed to provide the students with the necessary theory, concepts and psychomotor experiences needed to perform specific diagnostic procedures. Patient positioning, equipment manipulation, appropriate patient care techniques, and critique of radiographic images are presented in this course. **Prerequisite:** *Consent of program director, concurrent enrollment in RT 101, 201, and RT lab I and A&P.* **3 Credit Hours (48 Lecture Hours)**

RT Lab I

This lab has been designed to support RT 110 and has the same admission requirements. The body areas to be addressed in part I include: upper extremities, shoulder girdle, pelvis, chest, abdomen and bony thorax. **Prerequisite:** *Consent of program director, concurrent enrollment in RT 101, 201, and RT 110 and A&P.* **1 Credit Hour (80 Lab Hours)**

RT 201 Radiographic Physics

This course is an in-depth study of the physics and electronics involved in the production, use, and control of the various electromagnetic energies used in medical and diagnostic applications. The students will benefit from studying, examining and manipulating actual system components which facilitate comprehension of difficult concepts and applications when possible. **Prerequisite:** *Consent of program director, concurrent enrollment in RT 110, 101, and RT lab I and A&P.* **3 Credit Hours (48 Lecture Hours)**

RT 111 Anatomy and Positioning II

This course is the second part of a two-fold radiographic procedures course. Students will continue learning the proper procedures for producing quality diagnostic radiographs for selected body parts. **Prerequisite:** *Consent of program director, concurrent enrollment in RT Lab II, RT 120, as well as successful completion of A&P, RT 201, RT 110, RT 101 and RT lab I.* **3 Credit Hours (48 Lecture Hours)**

RT Lab II

This lab has been designed to support RT 111 and has the same admission requirements. The body areas to be addressed in part II include: lower extremities, spine, skull, as well as contrast exams and/or fluoroscopic procedures. **Prerequisite:** *Consent of program director, concurrent enrollment in RT 120, as well as successful completion of A&P, RT 201, RT 110 and RT lab I.* **1 Credit Hour (80 Lab Hours)**

RT 120 Radiographic Exposure

This course focuses on the theory, application and evaluation of the instrumentation and operation of radiographic equipment. Various electronics used in the production and control of ionizing radiation will be explored, as well as quality control issues. **Prerequisite:** *Consent of program director, concurrent enrollment in RT 111, RT Lab II as well as successful completion of A&P, RT 201, RT 110 and RT lab I.* **3 Credit Hours (48 Lecture Hours)**

RT 150 Clinic I

This course provides the student with the opportunity to apply concepts learned in their didactic coursework in the performance of radiologic activities in the clinical setting. The student will be required to prove competency in prescribed examinations. Please see program faculty for clinical site assignments. (16 clock hours of clinic time per week) **3 Credit Hours (240 Clinical Hours)**

RT 220 Pharmacology

The course introduces the students to the basic concepts of pharmacology, including legal and ethical issues surrounding the administration of these agents. Venipuncture, administration of diagnostic agents, intravenous medications, and the appropriate patient care during delivery will be addressed. Various contrast agents and other pharmacological agents utilized in the diagnostic imaging department will be discussed.

3 Credit Hours (48 Lecture Hours)

RT 175 Clinic II

This course is a discrete continuation of RT 150. Once again the student will have the opportunity to apply concepts learned in the classroom in the real world setting. Patient care skills will be further honed and the student will be expected to operate with less prompting than what was allowed in RT 150. Clinical education assignments will be obtained from program faculty. (24 clock hours of clinical time per week)

5 Credit Hours (400 Clinical Hours)

RT 210 Radiation Biology

This course is a study and analysis of the effects of various types of electromagnetic radiations and their effects upon living tissues. The students will learn why they should and how they can protect themselves, their patients, and others from various forms of ionizing radiation used in diagnostic and therapeutic medical applications.

3 Credit Hours (48 Lecture Hours)

RT 200 Clinic III

This course is a discrete continuation of RT 175. Once again the student will have the opportunity to apply concepts learned in the classroom in the real world setting. At this level, the student should be able to function almost completely autonomously in a variety of clinical settings. The student may consider this an opportunity to truly practice radiography while still retaining the ability to seek assistance from registered radiographers who will be supervising. Final course competencies as well as additional exposure to various other imaging disciplines may be required. Clinical education assignments will be obtained from program faculty. (24 clock hours of clinical time per week)

5 Credit Hours (400 Clinical Hours)

RT 180 Radiographic Pathology

This course presents principles of pathology and the radiographic appearances of specific diseases. An understanding of disease processes can aid the technologist in selecting proper techniques and in determining the need for repeating a radiograph that might be acceptable under different circumstances. This knowledge will aid the Radiologic Technologist to become a more competent professional and a contributing member to the diagnostic imaging team.

3 Credit Hours (48 Lecture Hours)

RT 260 Transitions to Professional Practice

This course is a capstone course that involves engaging students in situational problem solving and radiographic analysis as well as registry preparation, holistic integration of concepts and knowledge of anatomy, pathology, procedures, patient care, safety and imaging principles will be emphasized.

2 Credit Hours 32 Lecture Hours

Credit for RT classes

Theory: 16 fifty minute class hours = 1 credit hour

Clinical/Lab: 80 fifty minute clinical/lab hours = 1 credit hour

Credit hours are calculated on a traditional 16 week semester.

Associate of Applied Sciences in Radiologic Technology Program Course Sequence

SEMESTER	CURRICULUM	CREDITS
<u>YEAR 1</u>		
Summer - 1		
	FYS 101 College Seminar	1
	BI 151 Anatomy and Physiology I	4
	MAT 150 College Algebra	3
	Total Credits	8
Fall - 1		
	ENG 100 English Composition	3
	RT 101 Introduction to Radiography	3
	RT 110 Anatomy and Positioning I	3
	RT Lab I	1
	RT 201 Radiographic Physics	3
	Total Credits	13
Spring - 1		
	RT 111 Anatomy and Positioning II	3
	RT Lab II	1
	RT 120 Radiographic Exposure	3
	RT 150 Clinic I	3
	RT 220 Pharmacology	3
	Total Credits	13
<u>YEAR 2</u>		
Summer - 2		
	COM 100 Oral Communication/Speech	3
	SOC 102 Sociology	3
	PSY 100 Psychology	3
	Total Credits	9
Fall - 2		
	AH 201 Human Diversity in Healthcare Delivery	1
	AH 230 Medical Ethics and the Law	3
	RT 175 Clinic II	5
	RT 210 Radiation Biology	3
	Total Credits	12
Spring - 2		
	HST 105 American History	3
	RT 200 Clinic III	5
	RT 260 Transitions to Professional Practice	2
	RT 180 Radiographic Pathology	3
	Total Credits	13
	Program Total:	68
	Program Total if remedial math is necessary:	71
	Associate Degree as Terminal Award	

◆ ASSOCIATE OF ARTS DEGREE (EMPHASIS: ALLIED HEALTH)

Philosophy

The general education faculty subscribes to the philosophy of Southeast Hospital College of Nursing and Health Sciences, and further believes that the fundamental aim of this program is to develop professional skills that will provide opportunities for any successful graduate to seek customer service or other administrative employment in an allied health setting. Skills developed in the program include:

COMMUNICATIONS--Demonstrate effective communication skills both in person and in print.

CRITICAL THINKING--Demonstrate effective critical thinking skills, including but not limited to, judging evidence, synthesizing information, constructing arguments, and solving problems.

DIVERSITY--Demonstrate the ability to adapt interactions to meet cultural and/or psychosocial needs of clients/patients and co-workers.

ETHICS--Demonstrate an understanding of ethics and the role they play in health care providers' personal and professional lives.

INTEGRATION--Demonstrate the ability to integrate the principles, theories, concepts, and facts learned in general education courses, including the ability to apply the scientific method to solve problems, into the specializations and in clinical practice.

TECHNOLOGY--Demonstrate the ability to use technology to find, evaluate, and apply information and subsequently to communicate that information to others accurately and concisely.

Program Description

The Associate of Arts Degree (Emphasis: Allied Health) is a two-year program which takes existing general education courses and organizes them into a coherent whole to comprise an Associate of Arts degree. Since every course at the College features an allied health emphasis, this two-year degree would be attractive to individuals who seek to work in allied health settings but who do not wish to work directly with patients. Such degree holders would be exceptionally well trained for customer service and other administrative positions in allied health organizations. Additionally, it would be helpful to have this option available on the rare occasion when students in the specializations either opt out or fail to meet College expectations.

Mission Statement

The program mission statement is two-fold:

- To prepare students for customer service or other administrative positions in allied health organizations.
- To provide a framework, a scaffold, on which to layer additional educational success after graduation.

Eligibility Requirements

The following requirements must be met to be admitted to this program:

1. GPA requirement (one of the following):

- If 18 or more semester hours of college-level courses are completed, overall college GPA of 2.50 on a 4.0 scale plus completion of a high school diploma or approved high school equivalency exam
- If less than 18 semester hours of college-level courses are completed, overall college GPA of 2.50 on a 4.0 scale plus high school GPA of 2.50 on a 4.0 scale or completion of an approved high school equivalency exam
- If a current high school student, completion of at least the junior year with a high school GPA of 2.50 on a 4.0 scale

2. Exam requirement (one of the following):

- ACT composite score of 19 or higher taken less than 5 years ago
- ATI TEAS score of 54.0% or higher (if age 23 or older)

3. Completion of all immunization requirements

4. Clearance on various background checks

Application

Application packets are available on the College website at www.sehcollege.edu/admissions, in the Admissions Office during regular business hours, or via mail upon request.

Enrollment Requirements

The following requirements must be met after a student receives an acceptance letter but before the student can be enrolled in classes:

- Pay a \$200 seat retainer (non-refundable deposit) which will be applied to your first semester tuition and fees
- Meet with the Dean of General Education
- If currently enrolled in high school or another college or university, send transcripts when final grades are available
- Contact Southeast Occupational Medicine thirty to sixty days prior to enrolling for classes at the college to schedule and complete a urine drug screen and TB skin test. You will not be able to enroll for classes until your health screening has been completed.

Residency Requirement

Transfer students must complete a residency requirement of 24 hours of general education credit from the College. In those cases in which students transfer in more than 40 hours of accepted general education credits, the Dean of General Education will work with the students and the program administrators of the several specializations to arrange additional hours such that the 24-hour residency requirement can be met.

Transfer Credit

The College Registrar, in collaboration with the Dean of General Education and the faculty, determines the transferability of courses to the College.

Associate of Arts Degree (Emphasis: Allied Health) Course Descriptions

FYS 101 College Seminar

This mandatory course provides an orientation to this College and the higher learning process, including attention to such student success topics as time management, study skills, test taking strategies, and the like. Considerable emphasis is placed on key College policies, practices, and procedures that students must know about in order to be successful, including privacy rights, sexual harassment and violence against women, substance abuse prevention education, and plagiarism. Students write a brief paper in order to practice proper reference citation, following the style manual of the American Psychological Association (APA). **1 credit hour (16 lecture hours)**

AH 103 Introduction to Computer Technology

Students practice fundamentals of integrating coursework and software applications in a networked Windows environment. For students with little or no Windows/applications experience. **1 credit hour (16 lecture hours)**

AH 104 Introduction to Medical Terminology

Students are presented with information intended to facilitate understanding of basic medical terminology. This is accomplished through the use of word building principles combined with basic principles of anatomy and physiology. The acquired knowledge will enable the student to communicate effectively with the interdisciplinary team and may be applied in the didactic or clinical setting. **1 credit hour (16 lecture hours)**

AH 200 Introduction to Statistics

A course to acquaint the student with the basic ideas and language of statistics, including such topics as descriptive measures, elementary probability, distributions, estimation, hypothesis testing, regression, and correlation. **3 credit hours (48 lecture hours)**

AH 201 Human Diversity in Healthcare Delivery

AH 201 is a one credit multidisciplinary course designed to expose all of the students at Southeast Missouri Hospital College of Nursing and Health Sciences to different cultural approaches to healthcare delivery at the point of service. Major cultural groups most often encountered and their perspectives on medicine, disease, death, dying, and other pertinent issues will be the focus of the course **1 credit hour (16 lecture hours)**

AH 204 Medical Terminology II

Students are presented with information intended to facilitate understanding of advanced medical terminology. This is accomplished through the use of word building principles combined with basic principles of anatomy and physiology. The acquired knowledge will enable the student to communicate effectively with the interdisciplinary team and may be applied in the didactic or clinical setting. **2 credit hours (32 lecture hours)**

AH 230 Medical Ethics and the Law

Content is designed to provide a fundamental background in ethics. The historical and philosophical bases of ethics, as well as the elements of ethical behavior, are discussed. The student will examine a variety of ethical issues and dilemmas found in clinical practice. An introduction to legal terminology, concepts and principles also will be presented. Topics include misconduct, malpractice, legal and professional standards. The importance of proper documentation and informed consent is emphasized. **3 credit hours (48 lecture hours)**

BI 151 Anatomy and Physiology I

Students acquire thorough knowledge of microscopy functions, using the scientific method to examine several human body systems, including cell structures and functions, human tissues, the skin, bones, and the skeletal system, joints and muscles, the nervous system and sense organs, plus an overview of the endocrine system.

4 credit hours (48 lecture hours, 32 lab hours)

BI 152 Anatomy and Physiology II

Students acquire thorough knowledge of microscopy functions, using the scientific method to examine several human body systems, including the endocrine system, the cardiovascular system, the lymph/immune system, the respiratory system, the digestive system and related nutrition concepts, the urinary system and related water and electrolytes concepts, the reproduction system and related human development concepts.

4 credit hours (48 lecture hours, 32 lab hours)

BI 200 Microbiology

Students receive a thorough introduction to the anatomy, physiology, cultivation and control of microorganisms, the human immune system, and interactions between humans and microorganisms. **Prerequisite:** A course in chemistry or biology or consent of instructor.

3 credit hours (32 lecture hours, 32 lab hours)

BI 306 Principles of Immunology

An introduction to the study of immune system physiology, including the nature of antigens, immunoglobulin structure and function, innate and adaptive immunity, cell mediated and humoral immunity, and immune system response to disease. Common laboratory analyses utilizing immunological testing principles are included. **Prerequisite:** BI 200 or equivalent or consent of instructor.

3 credit hours (48 lecture hours)

CH 100 Chemistry

Students receive a thorough introduction to the principles governing the systematic behavior of matter, with emphasis on atomic theory, chemical bonding, and chemical reactions. Students conduct scientific experiments and perform mathematical calculations in order to interpret resulting chemical data.

3 credit hours (32 lecture hours, 32 lab hours)

COM 100 Oral Communication

Students demonstrate proficiency in oral communications through the study of rhetorical theories, principles, and strategies.

3 credit hours (48 lecture hours)

ENG 099 Writing Skills

Through in-class workshop and individual tutorials in written communications, students demonstrate mastery of basic composition skills. Enrollment based on appropriate placement test score. **0 degree credit hours (48 lecture hours)**

ENG 100 English Composition

Students demonstrate techniques of effective written expression. **Prerequisite:** Appropriate placement test score.

3 credit hours (48 lecture hours)

ENG 200 Expository Writing

This course introduces the theory of expository writing; practice in writing non-fiction with clarity and conciseness. APA format will also be addressed.

3 credit hours (48 lecture hours)

FA 200 Art Appreciation

Understanding the role of contemporary and historical art in enriching the human experience

3 credit hours (48 lecture hours)

GOVT 100 Government and Politics in the United States

This course provides an introduction to the theory, constitutional basis, functions and government structures of the US political system. Emphasis is placed on the national level of politics and linkages with state and local governments, with particular emphasis on Missouri and potential application to healthcare. Current issues in domestic and foreign policy are discussed.

3 credit hours (48 lecture hours)

HST 105 American History

This course extending from the 1860's to the present provides a continental outlook encouraging students to appreciate the great expanse of our nation from a historical perspective. It seeks to integrate the narrative of national history with the story of the nation's many diverse communities. The focus is on the persistent tensions between everyday life and those larger decisions and events that continually reshape local life. **3 credit hours (48 lecture hours)**

INT 200 Internship in Allied Health

Supervised educational work experience with an approved allied health agency, organization, or institution. Prerequisites: All required courses with BI, CH, ENG, and COM prefixes; 45 credit hours completed toward associate degree; or consent of instructor and program director. **3 credit hours (90-120 clock hours on site)**

MAT 101 Mathematics for Healthcare Professionals

This course is designed to equip the student with a solid mathematical foundation in order to prepare them for success in the healthcare field. Topics covered: basic mathematics with fractions and integers, conversions among fractions, decimals and percents, and unit conversions. Additionally, intermediate algebra topics covered: Properties of/and graphing linear equations, roots and exponents, solving one, two and multi-step equations, order of operations, ratio and proportion. **3 credit hours (48 lecture hours)**

MAT 150 College Algebra

Review of fundamentals of algebra, functions and their graphs, solutions of first and second degree functions, quadratic formula, graphing of polynomial functions, exponential and logarithmic equations, conic sections, geometric and arithmetic sequences and series, and additional secondary topics. **Prerequisite:** Math for Healthcare Professionals, Intermediate Algebra, High School Algebra, or approval of the Instructor. **3 credit hours (48 lecture hours)**

NUT 200 Nutrition

Students demonstrate knowledge of the nutrient groups, their functions in nourishing the body, and the application of this knowledge to individuals. **3 credit hour (48 lecture hours)**

PSY 100 Psychology

This course is an examination of human behavior from a psychological experience with frequent application to a healthcare setting. It attempts to communicate the scientific rigor and personal relevance of psychology as it sets the stage for today's extensive research. The course seeks to model and encourage critical and scientific thinking. It attempts to expand the student's awareness of cultural and gender influences. **3 credit hours (48 lecture hours)**

PSY 200 Life Span Development

The course is a broad overview of human development across the lifespan, with an emphasis on the interactions between the individual and his or her environment. Domains of development (e.g., personality or cognition) will be traced through the lifespan. **3 credit hours (48 lecture hours)**

SOC 102 Sociology

Through a series of lectures, projects, and group discussions students analyze the impact of society and culture on human social behavior. **3 credit hours (48 lecture hours)**

SOC 300 Global Awareness and Social Diversity

This course increases familiarity with cultural diversity in the US and globally. It devotes attention to such issues as religious, racial, and socioeconomic diversity.. **3 credit hours (48 lecture hours)**

SPN 200 Spanish for Healthcare Providers

A beginning Spanish course to give healthcare students the opportunity to acquire and learn the vocabulary and grammar along with appropriate cultural understandings sufficient to carry out and understand simple communication attempts, both written and oral, with Spanish-speaking patients/clients and their families..

3 credit hours (48 lecture hours plus independent work with audio CDs and/or video DVDs)

Associate of Arts Degree (Emphasis: Allied Health) Program Outline

AA Degree Requirement	Comments	Courses	Hrs	Total	
a. Communicating (9 hours required)	Virtually all semesters	COM 100	3	9	
	Virtually all semesters	ENG 100	3		
	Summer, Spring only	ENG 200	3		
b. Valuing (2 hours required)	Virtually all semesters	FYS 101	1	2	
	Virtually all semesters	AH 201	1		
c. Humanities (3 hours required)	Choose one:			3	
	Fall only	AH 230	3		
	Summer, Fall only	FA 200	3		
d. Life and Physical Sciences (14 hours required)	Summer, Spring only	BI 151	4	14	
	Summer, Fall only	BI 152	4		
	Fall, Spring only	BI 200	3		
	Summer, Fall only	CH 100	3		
e. Mathematics (6 hours required)	Virtually all semesters	MAT 150	3	6	
	Fall only	AH 200	3		
f. Social and Behavioral Sciences (9 hours required)	Required Course:			9	
	Virtually all semesters	GOVT 100	3		
	Choose two, each with a different prefix:				
	Summer, Spring only	HST 105	3		
	Virtually all semesters	PSY 100	3		
	Fall, Spring only	PSY 200	3		
Virtually all semesters	SOC 102	3			
g. Electives (21 hours required)	Fall only	AH 104	1	21	
	Spring only	AH 204	2		
	Fall, Spring only	BI 306	3		
	Virtually all semesters	INT 200	3		
	Virtually all semesters	NUT 200	3		
	Allied Health Elective				3
	Courses from Sections c. and f. above not chosen previously				6-9
	Allied health electives (including AH 103) approved by the Dean of General Education and the Registrar.				1-9
TOTAL CREDIT HOURS				64	

Associate of Arts (Emphasis: Allied Health) Program Course Sequence

The Associate of Arts degree may begin any semester of the year. Students may take more or fewer courses per semester. In order to finish the program in two years the following curriculum is suggested for those who do not transfer credits from another school.

Semester	Curriculum	Credit Hrs
Summer 1	FYS 101 College Seminar	1
	BI 151 Anatomy & Physiology I	4
	MAT 150 College Algebra	3
	Total This Semester	8
Fall 1	BI 152 Anatomy & Physiology II	4
	CH 100 Chemistry	3
	ENG 100 English Composition	3
	AH 201 Human Diversity in Healthcare Delivery	1
	Electives	1-3
Total This Semester	12-14	
Spring 1	BI 200 Microbiology	3
	COM 100 Oral Communications	3
	ENG 200 Expository Writing	3
	Electives	3-5
Total This Semester	12-14	
Summer 2	Social and Behavioral Science course	3
	Elective	3
	Total This Semester	6
Fall 2	AH 200 Introduction to Statistics	3
	Humanities course	3
	GOVT 100 Government & Politics in the United States	3
	Elective	3
Total This Semester	12	
Spring 2	Social and Behavioral Science course	3
	Electives	9
	Total This Semester	12
TOTAL CREDIT HOURS		64

◆ SURGICAL TECHNOLOGY PROGRAM

Philosophy

We at Southeast Missouri Hospital College of Nursing and Health Sciences Surgical Technology Program believe the major function of the surgical technology program is to provide a program of education which will enable individuals to acquire the knowledge and skills necessary to enter their chosen vocational field, to pass the national certification exam, to be accountable as a healthcare provider, and to be contributing, self-directing responsible members of their chosen profession and society.

We believe that the faculty has a moral and ethical obligation to instill in the surgical technology student these attributes through a positive teaching/learning experience. This is a reciprocal relationship between the faculty and student. The faculty will use varied methods and means to stimulate both didactic and clinical learning in order to meet these objectives through organized and self-motivated learning. In addition, the surgical technology student should be an active participant in College social and cultural activities to attain a balance in social and educational life.

Surgical Technology Program Goals

The primary goal of the Southeast Missouri Hospital College of Nursing and Health Sciences Surgical Technology Program is to prepare competent entry-level surgical technologist in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Students successfully completing the program will be able to:

1. Demonstrate the knowledge of biologic sciences, pharmacology and biomedical technology in the field of surgical technology. (cognitive)
2. Meet performance standards that are needed to respond to the surgical patient needs in the perioperative setting. (psychomotor)
3. Demonstrate knowledge from a broad academic curriculum to pass the NBSTSA certification exam. (cognitive)
4. Maintain a “surgical conscience” and accountability for personal actions. (affective)
5. Assume responsibility as a member of the profession of surgical technology through maintenance of standards of practice, professional ethics, and ongoing self-evaluation. (affective)

Program Description of the Surgical Technology Program

This program prepares students for entry-level positions as surgical technologists. Students learn aseptic technique, instrumentation, surgical procedures and patient care through classroom, laboratory practice, and supervised practicums in area clinical agencies. Students learn to assist the surgeon by passing instruments and sutures, holding retractors and cutting sutures. Minimum case requirement: 120 cases in a variety of surgical specialties. Persons interested in the program should be able to work well with others in a team environment and function effectively under intense and stressful situations.

Upon completion of the Surgical Technology 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).

Admission Requirements for the Surgical Technology Program

Applicants will not be discriminated against on the basis of race, color, religion, national origin, gender, ancestry, marital status, age or handicap which does not preclude the person from studying surgical technology at Southeast Missouri Hospital College of Nursing and Health Sciences, or from practicing the profession of surgical technology after graduation and successful completion of the examination for certification in surgical technology.

Eligibility Requirements for Admission

The following requirements must be met to be admitted to this program:

1. GPA requirement (one of the following):
 - If 18 or more semester hours of college-level courses are completed, overall college GPA of 2.50 on a 4.0 scale plus completion of a high school diploma or approved high school equivalency exam
 - If less than 18 semester hours of college-level courses are completed, overall college GPA of 2.50 on a 4.0 scale plus high school GPA of 2.50 on a 4.0 scale or completion of an approved high school equivalency exam
 - If a current high school student, completion of at least the junior year with a high school GPA of 2.50 on a 4.0 scale
2. Exam requirement (one of the following):
 - ACT composite score of 19 or higher taken less than 5 years ago
 - ATI TEAS score of 54% or higher (if age 23 or older)
3. Completion of all immunization requirements
4. Clearance on various background checks

Enrollment Requirements

The following requirements must be met after a student receives an acceptance letter but before the student can be enrolled in classes:

- Pay a \$200 seat retainer (non-refundable deposit) which will be applied to your first semester tuition and fees
- Meet with the Dean of General Education
- If currently enrolled in high school or another college or university, send transcripts once final grades are available
- Contact Southeast Occupational Medicine thirty to sixty days prior to enrolling for classes at the college to schedule and complete a urine drug screen and TB skin test. You will not be able to enroll for classes until your health screening has been completed.

Application Procedure for the Surgical Technology Program

An application form for the Southeast Missouri Hospital College of Nursing and Health Sciences may be obtained online by visiting www.sehcollege.edu, by calling (573) 334-6825, or by writing to Southeast Missouri Hospital College of Nursing and Health Sciences, 2001 William Street, Cape Girardeau MO 63703-5815. The completed application form and nonrefundable application fee after three days should be mailed to the same address.

Residency Requirement

A minimum of thirty-four credit hours of the required 49 credit hours must be taken at Southeast Missouri Hospital College of Nursing and Health Sciences to meet the program residency requirement.

Transfer Credit

Acceptance of credit from another Surgical Technology Program is at the discretion of the Surgical Technology Program Director. No more than 12 semester credit hours may be accepted as transfer credit.

Technical Abilities & Skill Required for the Surgical Technology Program

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

Surgical Technology Course Descriptions

ST 100 Fundamentals of Surgical Care I

Students are presented with the theoretical and clinical fundamental content of surgical technology. This course is directed toward basic concepts concerning the surgical health care field and patient care. Legal and ethical principles in the field of surgical technology will be introduced along with medical terminology. The course includes adequate laboratory time for practice and testing of skills is required.

Prerequisite: *BI 151 Anatomy and Physiology I*

6 credit hours (40 lecture hours/120 lab hours)

ST 101 Pharmacology

The course provides basic knowledge of the most commonly used medications and discusses commonly prescribed medications such as sedatives, antianxiety and antibiotics. Potential adverse reactions will be identified. The student will be introduced to commonly used drugs in the operating room. This will include the practice of medicine dealing with the management of procedures for rendering a patient insensible to pain during surgical operations and the support of life functions under the stress of anesthetic and surgical manipulation. Instructions regarding weights and measurements of drugs along with presentation to a sterile field will be studied.

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

3 Credit Hours (40 Lecture Hours)

ST 102 Fundamentals of Surgical Care II

This course introduces the student to the practice of surgical technology. The focus of this course is on skills that are specific to those in the scrub role and the circulating role. The student will demonstrate the proper and safe execution of procedures and use of equipment. Adequate laboratory time for practice and testing of the skills is required.

Prerequisite: *ST 100 Fundamentals of Surgical Care I*

6 Credit Hours (40 Lecture Hours/120 Lab Hours)

ST 103 Surgical Technology I

This course prepares the student for practice training. Instruction combines lectures and lab to introduce the student to the surgical specialties.

Prerequisite: *ST 101: Pharmacology*

6 Credit Hours (26 Lecture Hours/ 160 Lab Hours)

ST 104 Surgical Technology II

This course continues to prepare the student for practice training. Instruction combines lectures and lab to introduce student to the surgical specialties.

Prerequisite: *ST 103 Surgical Technology I*

6 Credit Hours (26 Lecture Hours/ 160 Lab Hours)

ST 105 Surgical Technology III

This course continues to prepare the student for practice training. Instruction combines lectures and lab to introduce the student to the surgical specialties.

Prerequisite: *ST 104: Surgical Technology II*

6 Credit Hours (26 Lecture Hours/ 160 Lab Hours)

Surgical Technology Course Sequence

SESSION	CURRICULUM	CREDITS
1) Summer	FYS 101 College Seminar.....	1
	AH 201 Human Diversity in Healthcare Delivery.....	1
	BI 151 Anatomy and Physiology I.....	4
	ENG 100 English Composition	3
	<i>or ENG 099 Writing Skills*</i>	0
2) Fall	BI 152 Anatomy and Physiology II.....	4
	ENG 100 English Composition	3
	<i>If ENG 099 was taken Summer session</i>	
	ST 100 Fundamentals of Surgical Care I.....	3
	ST 100 Fundamentals of Surgical Care 1 Lab.....	3
	ST 102 Fundamentals of Surgical Care II	3
	ST 102 Fundamentals of Surgical Care II Lab	3
	ST 101 Pharmacology	3
5) Spring	ST 103 Surgical Technology I.....	2
	ST 103 Surgical Technology I Lab.....	4
	ST 104 Surgical Technology II	2
	ST 104 Surgical Technology II Lab	4
	BI 200 Microbiology	3
	ST 105 Surgical Technology III	2
	ST 105 Surgical Technology III Lab.....	4
Surgical Technology Program: Total Credits		49

◆ MEDICAL LABORATORY SCIENCE PROGRAM

Philosophy

The faculty at Southeast Missouri Hospital College of Nursing and Health Sciences Medical Laboratory Science Program believe the primary function of the program is to provide a program of education that will enable individuals to acquire the knowledge and skills necessary to enter their chosen vocational field of Medical Laboratory Science and to pass the National Certifying Examination in Medical Laboratory Science. Laboratory Scientists must perform their duties with efficiency, accuracy and thoughtfulness. This program strives to graduate practicing clinical laboratory scientists who pay attention to detail, effectively communicate, and show integrity in the performance of laboratory assays. Continuing advances in the field requires an attitude of life-long learning for faculty and graduates.

Faculty are committed to quality education in providing the most current knowledge of laboratory methodologies and theory of clinical correlations. The faculty maintains current knowledge through continuing education hours and self-study. Students deserve the interest and support of the faculty as well as appropriate supervision during clinical rotations.

Program Description

The Medical Laboratory Science Program is an eleven month clinical program of study, with approximately 25 percent of the content didactic education and 75 percent of the content clinical laboratory experience. The program of study includes Monday through Friday classes, excluding federal holidays, with students in attendance for approximately eight hours each day. Students are evaluated based on academic performance, professional evaluation and laboratory performance. Students entering the program must have a Bachelor of Science or Bachelor of Arts degree upon entry or be eligible to receive a Bachelor of Science or Bachelor of Arts degree from an accredited college or university upon the completion of the program.

Upon the successful completion of the program, graduates are eligible to take a national certifying examination for Medical Laboratory Science. The graduate will possess entry-level skills in the areas of Clinical Chemistry, Clinical Microbiology, Clinical Hematology and Coagulation, Body Fluid Analysis/Urinalysis, Clinical Immunology and Blood Bank.

Southeast Missouri Hospital College of Nursing and Health Sciences Medical Laboratory Science Program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS). For additional information on program accreditation contact NAACLS, 5600 N. River Road, Suite 720, Rosemont, IL 60018, Tele: 773-714-8880.

Medical Laboratory Science Program Goals

1. To graduate well-rounded students with a basic knowledge of laboratory principles in safety, information systems, education and management, instrumentation evaluation and selection, and communication skills required to converse with coworkers and patients,
2. To graduate students with the cognitive knowledge to perform and interpret laboratory testing, and analyze and solve problems in all the competency areas of a laboratory generalist,
3. To graduate students with psychomotor skills to perform laboratory analyses, operate, maintain, and troubleshoot laboratory instrumentation in all competency areas of a laboratory generalist,
4. To graduate students with ethical practices which are committed to the highest standards of accuracy, quality, confidentiality, and care in the performance of laboratory analyses and are a credit to the profession of medical laboratory science, and
5. To graduate students who are successful in passing a national certifying exam.

Eligibility Requirements for the Medical Laboratory Science Program

An application form for the Southeast Missouri Hospital College of Nursing and Health Sciences may be obtained online by visiting www.sehcollege.edu, by calling (573) 334-6825 or by writing to Southeast Missouri Hospital College of Nursing and Health Sciences, 2001 William Street, Cape Girardeau MO 63703.

- Clearance on various background checks
- Completion of a bachelor degree or enrollment in a medical laboratory program at one of our affiliated schools
- Minimum overall GPA of 2.50 on a 4.00 scale and a minimum science GPA of 2.50 in college-level courses
- Completion of 15 semester hours of biology including Microbiology, Immunology, and Human Physiology
- Completion of 15 semester hours of chemistry including Chemistry I, Chemistry II, and Organic Chemistry.

These are minimum eligibility criteria and do not guarantee admission to the Medical Laboratory Science Program.

Enrollment Requirements

The following requirements must be met after a student receives an acceptance letter but before the student can be enrolled in classes:

- Pay a \$200 seat retainer (non-refundable deposit) which will be applied to your first semester tuition and fees
- If currently enrolled in another college or university, send transcripts once final semester grades are available
- Contact Southeast Occupational Medicine thirty to sixty days prior to enrolling for classes at the college to schedule and complete a urine drug screen and TB skin test. You will not be able to enroll for classes until your health screening has been completed.

Residency Requirement

A minimum of 27 credit hours of the 36 required credit hours must be taken at Southeast Missouri Hospital College of Nursing and Health Sciences to meet the program residency requirements.

Transfer Credit

The acceptance of credit from another Medical Laboratory Science program is at the discretion of the program director. No more than 9 semester credits may be accepted as transfer credit.

Technical Abilities – Essential Functions

Applicants must meet the technical standards of the program in order to perform the essential functions of the profession.

VISION includes the ability to discriminate microscopic elements, distinguish colors, read graphs and instrument settings and complete reports accurately by computer entry and verification.

SPEECH AND HEARING includes effective communication with coworkers and other medical care personnel.

PHYSICAL STRENGTH AND MOBILITY includes the ability to stand, walk, sit, carry objects up to 20 pounds, bend, reach, lift, grasp objects and push or pull objects.

FINE MOTOR SKILLS include all eye-hand coordination skills such as pipetting, instrument operation, manipulation of microbiological samples for culture, and phlebotomy.

PSYCHOLOGICAL STABILITY includes professional behavior at all times, regardless of the stress or the emergency nature of the situation.

Medical Laboratory Science Course Descriptions

MT 400 Introduction to Medical Laboratory Science

Introduction to Medical Laboratory Science including the principles of laboratory safety, quality control, medical terminology, laboratory mathematics, phlebotomy equipment and techniques, specimen collection and handling, sources in error in laboratory testing (pre-analytical, analytical and post-analytical), includes professionalism, ethics, communication and team building skills. Prerequisite for all subsequent course work. **0 Credit Hours**

MT 401 Clinical Chemistry

The study of the chemical constituents in body fluids and their clinical significance in diagnosis, prevention, and treatment of disease. Includes principles of instrumentation, with emphasis on automated clinical analyzers.

6 Credit Hours

- MT 401-SL A student lab section for introduction into laboratory techniques and didactic information related to Clinical Chemistry. **Two (2) credit hours/6**
- MT 401-CR: A clinical practicum based course that will focus on advanced, applied clinical laboratory techniques and concepts related to Clinical Chemistry. **Three (3) credit hours/6**
- MT 413 Advanced Lecture Block III – Advanced lectures in Clinical Chemistry will study serum and body fluid chemistry in normal and pathological states. Discussions emphasize the relationship between normal and abnormal laboratory results and organ system function. **One (1) credit hours/6**

MT 402: Urinalysis

The study of physical, chemical and microscopic analysis of urine in the investigation of kidney function and disease states.

2 Credit Hours

- MT 402-SL A student lab section for introduction into laboratory techniques and didactic information related to Urinalysis. **One (1) credit hour/2**
- MT 402-CR A clinical practicum based course that will focus on advanced, applied clinical laboratory techniques and concepts related to Urinalysis. **One-half (½) credit hour/2**
- MT 412 Advanced Lecture Block II – Advanced lectures in Urinalysis will study urine chemistry in normal and pathological states. Discussions emphasize the relationship between normal and abnormal laboratory results and renal function. **One-half (½) credit hour/2**

MT 403 Hematology

The study of cellular elements in the blood and diseases of hematopoietic tissues. Instruction includes manual methods, microscopy and automated hematology analyzers.

6 Credit Hours

- MT 403-SL A student lab section for introduction into laboratory techniques and didactic information related to Hematology. **Two (2) credit hours/6**
- MT 403-CR A clinical practicum based course that will focus on advanced, applied clinical laboratory techniques and concepts related to Hematology. **Three (3) credit hours/6**
- MT 412 Advanced Lecture Block II – Advanced lectures in Hematology will study the blood and blood cells in normal and pathological states. Discussions on normal and abnormal hematopoiesis are included. Included are discussions regarding the correlation of test results with disease and therapies. **One (1) credit hour/6**

MT 404 Coagulation/Hemostasis

The study of blood clotting and fibrinolysis systems and clotting studies used to determine disorder of hemostasis and to monitor anticoagulant therapy. **2 Credit Hours**

- MT 404-SL A student lab section for introduction into laboratory techniques and didactic information related to Coagulation/Hemostasis. **One (1) credit hour/2**
- MT 404-CR A clinical practicum based course that will focus on advanced, applied clinical laboratory techniques and concepts related to Coagulation/Hemostasis. **One-half (½) credit hour/2**
- MT 412 Advanced Lecture Block II – Advanced lectures in Coagulation/Hemostasis unit is a comprehensive study of the blood clotting system in normal and pathological states. Included are discussions regarding the correlation of test results with disease and therapies. **One-half (½) credit hour/2**

MT 405 Blood Bank

The study of transfusion therapy, including blood group serology, pre-transfusion testing, component therapy and donor collection. **5 Credit Hours**

- MT 405-SL A student lab section for introduction into laboratory techniques and didactic information related to Blood Bank. **Two (2) credit hours/5**
- MT 405-CR A clinical practicum based course that will focus on advanced, applied clinical laboratory techniques and concepts related to Blood Bank. **Two (2) credit hours/5**
- MT 411 Advanced Lecture Block I – Advanced lectures in the study of the theory, principles and procedures associated with transfusion medicine. Discussions cover routine and specialized procedures, blood donors, components, regulations and quality assurance. **One (1) credit hour/5**

MT 406 Immunology/Serology

The study of laboratory analysis utilizing antigen/antibody detection for the purpose of diagnosis of disease. Includes the study of immune system disorders and the use of automated systems. **3 Credit Hours**

- MT 406-SL A student lab section for introduction into laboratory techniques and didactic information related to Immunology. **One (1) credit hour/3**
- MT 406-CR A clinical practicum based course that will focus on advanced, applied clinical laboratory techniques and concepts related to Immunology. **One (1) credit hour/3**
- MT 411 Advanced Lecture Block I – Advanced lectures which focus on study of clinical immunology concentrating on immune system functions, the response of the immune system to infection and disease, and current diagnostic methodologies. **One (1) credit hour/3**

MT 407 Bacteriology

The study of bacteria of clinical significance in the diagnosis of human disease. Emphasis on bacteriological identification by microscopic and chemical techniques and susceptibility testing. Automated systems are included in the instruction. **8 Credit Hours**

- MT 407-SL A student lab section for introduction into laboratory techniques and didactic information related to Bacteriology. **Three (3) credit hours/8**
- MT 407-CR A clinical practicum based course that will focus on advanced, applied clinical laboratory techniques and concepts related to Bacteriology. **Four (4) credit hours/8**
- MT 413 Advanced Lecture Block III – Advanced lectures in the study of microorganisms associated with human infectious processes. Discussions include the characteristics, isolation, identification, antimicrobial techniques and clinical infections associated with pathogenic bacteria. **One (1) credit hour/8**

MT 408 Mycology/Parasitology

The study of fungi and parasites in the diagnosis of human disease. Collection, concentration and culture methods and microscopic identification are included in the course. **1 Credit Hour**

MT 409 Laboratory Management/Education

The study of laboratory management, including basic management processes and application. Students attend the Missouri State Meeting. The education component includes writing learning objectives, organizing learning activities, and a practical teaching experience. A section on cultural diversity in healthcare will also be presented. **1 Credit Hour**

MT 410 Molecular Techniques

An introduction to molecular biology techniques and their applications to the laboratory diagnosis of disease. **1 Credit Hour**

MT 411 Advanced Lecture Block I

Advanced lecture series covering theoretical information from the following areas of study: Blood Bank and Immunology. Advanced lectures will focus on building critical thinking and problem solving skills utilizing clinical case study discussions and classic lecture theory. **2 Credit Hours**

MT 412 Advanced Lecture Block II

Advanced lecture series covering theoretical information from the following areas of study: Hematology, Coagulation and Urinalysis. Advanced lectures will focus on building critical thinking and problem solving skills utilizing clinical case study discussions and classic lecture theory. **2 Credit Hours**

MT 413 Advanced Lecture Block III

Advanced lecture series covering theoretical information from the following areas of study: Bacteriology and Chemistry. Advanced lectures will focus on building critical thinking and problem solving skills utilizing clinical case study discussions and classic lecture theory. **2 Credit Hours**

Medical Laboratory Science Program Course Sequence

SEMESTER	CURRICULUM	CREDITS
Semester 1		
	MT 400 Introduction to Medical Laboratory Science	0
	MT 401SL Clinical Chemistry -Student Lab	2
	MT 402SL Urinalysis – Student Lab	1
	MT 403SL Hematology – Student Lab	2
	MT 404SL Coagulation/Hemostasis – Student Lab	1
	MT 405SL Blood Bank – Student Lab	2
	MT 406SL Immunology / Serology – Student Lab	1
	MT 407SL Bacteriology – Student Lab	3
	MT 408 Mycology / Parasitology	1
	MT 409 Laboratory Management / Education	2
	MT 410 Molecular Techniques	1
	SEMESTER 1: TOTAL CREDIT HOURS	16
 Semester 2		
	MT 411 Advanced Lecture Block I (Blood Bank/Immunology)	2
	MT 412 Advanced Lecture Block II (Hema/Coag/UA)	2
	MT 413 Advanced Lecture Block III (Micro/Chem)	2
	MT 401CR Clinical Chemistry – Clinical	3
	MT 402CR Urinalysis – Clinical	½
	MT 403CR Hematology – Clinical	3
	MT 404CR Coagulation/Hemostasis – Clinical	½
	MT 405CR Blood Bank – Clinical	2
	MT 406CR Immunology / Serology – Clinical	1
	MT 407CR Bacteriology – Clinical	4
	SEMESTER 2: TOTAL CREDIT HOURS	20
Medical Laboratory Science Program: TOTAL CREDIT HOURS		36

◆ CLINICAL LABORATORY ASSISTANT PROGRAM

Philosophy

The faculty at Southeast Missouri Hospital College of Nursing and Health Sciences Clinical Laboratory Assistant Program believe the primary function of the program is to provide a program of education that will enable individuals to acquire the knowledge and skills to enter their chosen vocational field of Clinical Laboratory Assistant and to pass the AMT National Certifying Examination in Clinical Laboratory Assistant. This program strives to graduate clinical laboratory assistants who pay attention to detail, effectively communicate, and show integrity in the performance of laboratory procedures.

Faculties are committed to quality education in providing the most current knowledge of laboratory methodologies and theory of clinical correlations. The faculty maintains current knowledge through continuing education hours and self study. Students deserve the interest and support of the faculty as well as appropriate supervision during clinical rotations.

Program Description

The Clinical Laboratory Assistant Program is a one –year certificate program of study. Students will receive both didactic and clinical training in laboratory science. The program is designed to prepare students for entry-level positions in clinical laboratory settings such as medical centers and outpatient laboratory facilities.

Upon successful completion of the program, students are eligible to take a national certifying examination for Clinical Laboratory Assistants. The graduate will possess entry-level skills in laboratory science including: phlebotomy, waived testing, reagent preparation, quality control, donor criteria, and specimen processing and handling.

Clinical Laboratory Assistant Program Goals

1. To graduate culturally diverse, well rounded students with knowledge of communication, and principles and concepts needed to perform as a competent, entry level Clinical Laboratory Assistant.
2. To graduate students with the cognitive knowledge to perform testing, and apply critical/analytical thinking, and problem solving skills appropriate for a Clinical Laboratory Assistant.
3. To graduate students with a basic knowledge of laboratory principles in lab safety, information systems and instrumentation necessary for competency in all areas of the lab at a Clinical Laboratory Assistant level.
4. To graduate students who will maintain professional, legal and ethical standards of practice, and strive for professional growth and lifelong learning.
5. Provide the healthcare communities with certified graduates possessing the attitudes, knowledge, and skills necessary to function as a competent Clinical Laboratory Assistant.

Applying to the Clinical Laboratory Assistant Program

An application form for the Southeast Missouri Hospital College of Nursing and Health Sciences may be obtained online by visiting www.sehcollege.edu , by calling (573) 334-6825 or by writing to Southeast Missouri Hospital College of Nursing and Health Sciences, 2001 William Street, Cape Girardeau MO 63703. The completed application form and nonrefundable application fee should be mailed to the same address.

Eligibility Requirements for the Clinical Laboratory Assistant Program

The following requirements must be met to be admitted to this program:

1. GPA requirement (one of the following):
 - If 18 or more semester hours of college-level courses are completed, overall college GPA of 2.50 on a 4.0 scale plus completion of a high school diploma or approved high school equivalency exam
 - If less than 18 semester hours of college-level courses are completed, overall college GPA of 2.50 on a 4.0 scale plus high school GPA of 2.50 on a 4.0 scale or completion of an approved high school equivalency exam
 - If a current high school student, completion of at least the junior year with a high school GPA of 2.50 on a 4.0 scale
2. Exam requirement (one of the following):
 - ACT composite score of 19 or higher taken less than 5 years ago
 - ATI TEAS score of 54% or higher (if age 23 or older)
3. Completion of all immunization requirements
4. Clearance on various background checks

These are minimum admission criteria and do not guarantee admission to the Clinical Laboratory Assistant Program.

Enrollment Requirements

The following requirements must be met after a student receives an acceptance letter but before the student can be enrolled in classes:

- Pay a \$200 seat retainer (non-refundable deposit) which will be applied to your first semester tuition and fees
- Meet with the Dean of General Education
- If currently enrolled in high school or another college or university, send transcripts once final grades are available
- Contact Southeast Occupational Medicine thirty to sixty days prior to enrolling for classes at the college to schedule and complete a urine drug screen and TB skin test. You will not be able to enroll for classes until your health screening has been completed.

Residency Requirement

A minimum of 24 credit hours of the 31 required credit hours must be taken at Southeast Missouri College of Nursing and Health Sciences to meet the program residency requirements.

Transfer Credit

The acceptance of credit from another Clinical Laboratory Assistant program is at the discretion of the Program Director. No more than 8 semester credits may be accepted as transfer credit.

Technical Abilities –Essential Functions

Applicants must meet the technical standards of the program in order to perform the essential functions of the profession.

VISION includes the ability to perform computer entry and read results.

SPEECH AND HEARING includes effective communication with coworkers and other medical care personnel.

PHYSICAL STRENGTH AND MOBILITY includes the ability to stand, walk, sit, carry objects up to 20 pounds, bend, reach, lift, grasp objects and push or pull objects.

FINE MOTOR SKILLS include all eye-hand coordination skills such as pipetting, instrument operation, manipulation of microbiological samples for culture, and phlebotomy.

PSYCHOLOGICAL STABILITY includes professional behavior at all times, regardless of the stress or the emergency nature of the situation.

Clinical Laboratory Assistant Course Descriptions

CLA 100 Introduction to Laboratory Science

Introduction to the field of laboratory science covering the following areas: workplace safety, medical terminology, quality control, laboratory testing and departments, and ethical and legal responsibilities. **1 credit hour**

CLA 101 Phlebotomy Skills

The course includes principles of blood collection and handling, blood collection techniques and equipment, laboratory safety, infection control, professionalism, and patients' rights. **2 credit hours**

CLA 102 Clinical Laboratory Assistant Skills I

This course combines a series of lectures and laboratory work designed to provide a student with a basic understanding of laboratory testing performed in the hematology, coagulation and urinalysis departments of the laboratory. Students will also learn donor room collection processes. **2 credit hours**

CLA 103 Clinical Laboratory Assistant Skills II

This course combines a series of lectures and laboratory work designed to provide a student with a basic understanding of laboratory testing performed in the chemistry/immunology department, processing specimens for testing and shipping and reagent inventory and storage. **2 credit hours**

CLA 104 Clinical Laboratory Assistant Skills III

This course combines a series of lectures and laboratory work designed to provide a student with a basic understanding of testing performed in the microbiology lab, and patient processing which includes data entry, coding and ordering of lab tests, and result reporting to nurses, physicians, and other healthcare staff. Students will also learn the correct use of small instruments for ancillary testing and the required maintenance and quality control appropriate for a laboratory assistant. **2 credit hours**

In all of the following courses, students will participate in supervised, unpaid practicums in either a hospital lab, offsite lab, or physician's office laboratory to gain practical experience in the respective areas of training.

CLA 111 Phlebotomy Practicum

This course is designed to qualify students to perform phlebotomy on patients to obtain suitable specimens for laboratory testing. Students will gain practical experience in phlebotomy and develop phlebotomy skills and proficiency. **2 credit hours**

CLA 112 Clinical Laboratory Assistant Practicum I

This course is designed to qualify students to function in the hematology, coagulation, urinalysis and donor lab departments as a laboratory assistant. The student will gain practical experience in these areas. **2 credit hours**

CLA 113 Clinical Laboratory Assistant Practicum II

This course is designed to qualify students to function in the chemistry/immunology department, specimen processing and shipping, and reagent inventory and storage as a laboratory assistant. **2 credit hours**

CLA 114 Clinical Laboratory Assistant Practicum III

This course is designed to qualify students to function in the microbiology and patient processing areas of the lab. This will include setting up cultures, streaking plates and making gram stains. In patient processing: laboratory coding, ordering laboratory tests, patient registration and reporting results verbally or otherwise to the physician or nurse. The students will gain practical experience in patient records management, and professionalism. The student will also gain experience at the laboratory assistant level in patient testing on small analyzers, with emphasis on quality control, maintenance, test performance and error evaluation. **2 credit hours**

CLA Course Outline

SEMESTER	CURRICULUM	CREDITS
FALL (16 weeks)		
1ST 8 Weeks		
	FYS 101 College Seminar	1
	BI 152 Anatomy and Physiology II and Lab	4
	CLA 100 Introduction to Laboratory Science	1
	CLA 101 Phlebotomy Skills	2
2nd 8 weeks		
	AH 104 Introduction to Medical Terminology	1
	CLA111 Phlebotomy Practicum	2
FALL Total Credits		11
 SPRING (16 weeks)		
	BI 151 Anatomy and Physiology I and Lab	4
	ENG 100 English Composition	3
1ST 8 Weeks		
	CLA 102 Clinical Laboratory Assistant Skills I	2
	CLA 112 Clinical Laboratory Assistant Practicum I	2
2nd 8 weeks		
	CLA 103 Clinical Laboratory Assistant Skills II	2
	CLA 113 Clinical Laboratory Assistant Practicum II	2
SPRING Total Credits		15
 SUMMER (8 weeks)		
	AH 201 Human Diversity in Healthcare Delivery	1
	CLA 104 Clinical Laboratory Assistant Skills III	2
	CLA 114 Clinical laboratory Assistant Practicum III	2
Summer Total Credits		5
TOTAL PROGRAM CREDITS		31

College Administration

Buttry, Tonya L., PhD, RN

President

BSN, Southeast Missouri State University, Cape Girardeau Missouri
MSN, Southern Illinois University at Edwardsville, Edwardsville, Illinois
PhD, Southern Illinois University at Carbondale, Carbondale, Illinois

Barger, Peter, MS, ED; RT (R) (CT)

Radiologic Technology Program Director

AAS, Allied Health Careers, Southern Illinois University, Carbondale, Illinois
AAS, Radiologic Technology, Southern Illinois University, Carbondale, Illinois
BS, Health Care Management, Southern Illinois University, Carbondale, Illinois
MSEd, Southern Illinois University, Carbondale, Illinois

Gibbar-Clements, Tina, MSN, RN-BC

Program Director, Professional Development

Diploma, Jewish Hospital School of Nursing, St. Louis, Missouri
BSN, Webster University, St. Louis, Missouri
MSN, Southern Illinois University at Edwardsville, Edwardsville, Illinois

Moses, Lisa, MSN, RN

Program Director, AAS Nursing

BSN, Southeast Missouri State University, Cape Girardeau, Missouri
MSN, Southeast Missouri State University, Cape Girardeau, Missouri

Ratcliff, Lance, PhD, RD

Dean of General Education and Student Services

BA, Lakeland College, Sheboygan, Wisconsin
MS, Auburn University, Auburn, Alabama
RD, Winthrop University, Rock Hill, South Carolina
PhD, Auburn University, Auburn, Alabama

Schloss, Sheryl, MA, MLS (ASCP)(CM)

Program Director, School of Medical Laboratory Science

Certificate, St. Francis Medical Center School of Medical Technology, Cape Girardeau, Missouri
BS, Southeast Missouri State University, Cape Girardeau, Missouri
MA, Southeast Missouri State University, Cape Girardeau, Missouri

Shirrell, Donna, EdD, RN

Dean of Nursing

AD, Mineral Area Community College, Park Hills, Missouri
BSN, Southeast Missouri State University, Cape Girardeau, Missouri
MSN, Southern Illinois University at Edwardsville, Edwardsville, Illinois
EdD, University of Missouri, Columbia, Missouri

Stroud, Jill, BS, CST

Program Director, Surgical Technology

Certificate, Southeast Missouri Hospital College of Nursing and Health Sciences, Cape Girardeau, Missouri
BS, Southeast Missouri State University, Cape Girardeau, Missouri

Faculty

Beussink, Amy, RN BSN

BSN, Southeast Missouri State University, Cape Girardeau, Missouri
MSN, Cox College, Springfield, Missouri

Instructor

Boyd, Linda, MSN, MSA, RN

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

Assistant Professor

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