



# RN to BSN Program *Student Handbook*



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# Welcome!

Welcome RN to BSN student!

Congratulations on your next step in advancing your nursing degree! All of us here at Bearcat Nation are excited that you have chosen to continue your educational journey with us. We would like to take this opportunity to tell you about the RN to BSN program that we have established here at the institution.

High standards are in place to promote quality-nursing education. The RN to BSN curriculum is designed in a way to foster academic success for those committed to achieving their educational goal. This handbook, in conjunction with the curriculum plan and quality educators, will help us to achieve our mutual goals.

The nursing department faculty and staff have developed this handbook as a guide for reference throughout the nursing curriculum. If you have questions or are in need of clarification on any of the information contained in this document, please do not hesitate to contact the nursing program. This handbook is an addition to published policies and procedures of the University. While the nursing student handbook references specific entities of the nursing program, the student should also be familiar with the Northwest student handbook for specific questions [Northwest Student Handbook](#).

Our goal is to prepare you to provide nursing leadership, understand unique perspectives, apply respect and integrity, integrate scholarship and life-long learning practices, uphold excellence in our field, and ultimately ensure success! This statement outlines the values of the RN to BSN program using the acronym NURSES. You can find out more about the program's mission, vision, values, and philosophy later in this document.

We wish you the best of luck through your courses here at Northwest! Please let us know if we can be of any further assistance. Go Bearcats!!

*Dr. Brooke McAfee*

Director of Nursing



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The nursing program office is located in the Administration Building, Room 305 on the Northwest campus in Maryville, MO. While all of your courses are offered in an online environment, if you find yourself on campus, please do not hesitate to come by and visit! We encourage you to engage in physical campus activities throughout your educational journey.

## *Northwest Missouri State University RN to BSN Completion Program*

### *Program Description*

This curriculum allows active nurses to complete a Bachelor of Science in Nursing degree. As a liberal arts degree, the program includes The Northwest Core and Institutional Requirements, as well as upper-division nursing courses. Successful completion of the program results in the conferral of the Bachelor of Science in Nursing degree.

### *Mission, Vision and Philosophy*

The RN to BSN program's mission, vision, philosophy, and values align with the School of Health Science and Wellness mission and vision along with the University mission, vision, and values.

<b>Mission, Vision, Values</b>	<b>University Statements</b>	<b>School of Health Science and Wellness Statements</b>	<b>Nursing Program Statements</b>
<b>Mission Statements</b>	Northwest Missouri State University focuses on student success – every student, every day.	The mission of the School of Health Science and Wellness is to collaboratively educate diverse health and wellness professionals through excellence in student-focused education, and profession-based experiences centered on the science of lifespan health and active living.	The nursing programs will provide an innovative, student-centered nursing education curriculum that prepares professional nurses with the ability to lead, care, and collaborate to meet the needs of a diverse population.
<b>Vision Statements</b>	We will be THE university of choice for a comprehensive, exceptional student experience.	The School of Health Science and Wellness will be the top choice for students seeking cutting-edge educational opportunities in the pre-professional and professional fields in Health Science and Wellness.	We will be the top education choice for nurses with the region and the nation seeking an innovative, student-centered educational opportunity.
<b>Values</b>	<ul style="list-style-type: none"> <li>• Student success</li> <li>• Scholarship and life-long learning</li> </ul>		<b>Philosophy Statement and Values</b>  We believe that the nursing profession is based on caring. We recognize that the nursing profession involves a patient-centered approach that involves recognizing diversity, evidenced-based practice, and

	<ul style="list-style-type: none"> <li>• Intercultural competence</li> <li>• Collaboration</li> <li>• Respect and integrity</li> <li>• Strategic thinking</li> <li>• Excellence</li> </ul>	<p>collaboration. The nursing profession is ever evolving; nurses must be accountable for their own practice, be committed to a role of lifelong learning, and be prepared to integrate evidence-based practice initiatives.</p> <p>The philosophy of the nursing program aligns with the institutional mission, vision, and values. While the philosophy is rooted in ensuring a learning environment that prepares students for the role of a nurse, the faculty also believes that other values are vital to a nursing student's success; therefore, the program has formulated core values that provide a guide for program success and further alignment with the institution. We use the acronym NURSES to identify those values most important to our program.</p> <p><b>N- Nursing Leadership</b> We provide students with a way to obtain their role in the nursing profession. Faculty and staff encourage students to develop critical thinking and leadership qualities that can aid in personal and professional success.</p> <p><b>U- Unique and Diverse Perspectives</b> We provide students with the opportunity of advancing their education in a profession that highlights the importance of diversity. Faculty will provide a support system comprised of diverse backgrounds and skill sets and will utilize unique teaching strategies to ensure students are prepared to care for diverse patient needs.</p> <p><b>R- Respect and Integrity</b></p>
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			<p>We ensure students adhere to the values of respect and integrity both in the classroom and in their professional roles.</p> <p><b>S- Scholarship and Lifelong Learning</b> We encourage students to continue their pursuits of advanced education to enhance the nursing profession. Faculty and staff provide students with opportunities to develop a habit of life-long learning.</p> <p><b>E- Excellence</b> We pride ourselves on delivering an exemplary program that provides students with a high level of education with a student-centered focus.</p> <p><b>S- Student Success</b> We are dedicated to seeing our students succeed and grow into safe and competent nursing professionals.</p>
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## *Expected Student Learning Outcomes and Curricular Program Outcomes*

The Northwest RN-to-BSN program used several key concepts from the mission statement in selecting the student learning outcomes and the developing the expected curricular outcomes. These key concepts are bolded in the mission statement below:

The RN to BSN program will provide an **innovative, student-centered**, nursing education curriculum that prepares professional nurses with the ability to **lead, care, and collaborate** to meet the needs of a **diverse** population.

Northwest Missouri State University RN to BSN expected student learning outcomes are derived from the Quality and Safety Education for Nurses ([QSEN Competencies](#)). The curricular program outcomes are identified below each QSEN competency and aligned with American Association of Colleges of Nursing Essentials of Baccalaureate Education for Professional Nursing Practice( [BSN Essentials](#)) and the National League for Nursing (NLN) [Core Values](#). Upon successful completion of the RN to BSN program the student will meet the following outcomes.

### Patient-Centered Care

The student will recognize the patient or designee as the full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.

#### Expected Curricular Program Outcomes

1. Apply nursing theories and concepts toward the role of a professional nurse (Essential I and Essential IX) (Value of Integrity).
2. Evaluate principles of prevention and health promotion when providing care to individuals, families, and communities (Essential VII and Essential IX) (Value of Caring and Value of Excellence).

### Teamwork and Collaboration

The student will function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

#### Expected Curricular Program Outcomes

3. Demonstrate effective professional communication and collaboration to provide quality client care (Essential VI and Essential IX) (Value of Caring, Value of Integrity and Value of Diversity).

### Evidence-Based Practice

The student will integrate best current evidence with clinical expertise and participate in lifelong learning for delivery of optimal health care.

#### Expected Curricular Program Outcomes

4. Analyze research findings that influence evidence-based practice nursing (Essential III) (Value of Excellence).

5. Apply a process of lifelong learning in the development of one's self, nursing practice, and the profession (Essential VIII and Essential IX) (Value of Integrity and Value of Excellence).

### **Quality Improvement**

The student will use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of healthcare systems.

#### **Expected Curricular Program Outcomes**

6. Analyze quality improvement processes and suggest changes based on research processes. (Essential II, Essential III and Essential IV) (Value of Excellence).

### **Safety**

The student will minimize the risk of harm to patients and providers through both system effectiveness and individual performance.

#### **Expected Curricular Program Outcomes**

7. Use leadership skills and knowledge of healthcare policy, fiduciary responsibility, and regulatory systems to advance high quality, safe, professional practice (Essential II, Essential V, and Essential IX) (Value of Integrity and Excellence).
8. Integrate professional values, ethical, and legal aspects of nursing into one's professional practice (Essential VIII and Essential IX) (Value of Integrity and Value of Excellence).

### **Informatics**

The student will use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

#### **Expected Curricular Program Outcomes**

9. Integrate health information technology into nursing practice to deliver quality client care (Essential IV and Essential IX) (Value of Excellence and Value of Diversity).

## *Nursing Coursework*

The following courses comprise the 30 credit hours of nursing program requirements for RN to BSN students. Additional courses may be required to meet the institution's bachelor's degree requirements. Nursing courses are not included in Northwest's textbook rental program because the program utilizes textbooks in courses across the curriculum. In addition, as a professional nurse, textbooks and resources utilized can serve as an ongoing reference in your professional practice.

In addition to the nursing courses, students in Northwest Missouri State University's RN to BSN program are able to complete their Nurse Manager Certificate through Sigma Theta Tau International modules integrated within their courses. Some textbooks are used in other courses. Those resources are starred below to identify a reuse of the product. All courses will require an APA reference. You may utilize Northwest library APA resources and will be required to purchase the APA manual. APA formatting criteria are based on:

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). Washington D.C.: American Psychological Association.

### **NURS 01-301 Theories and Models of Nursing (3 credit hours)**

This course examines the theoretical foundation of the professional nursing practice. Emphasis is placed on the exploration of various nursing theories, models, and philosophies that can aid the professional nurse in effectively promoting health and making sound nursing decisions. Focus will be on the role expectation(s) for theoretical evidence-based professional nursing practice. Concepts and models for professional nursing practice are presented.

- Required Textbook: Masters, K. (2015). *Nursing theories: A framework for professional practice* (2nd ed.). Burlington, MA: Jones & Bartlett Learning. ISBN: 978-1-284-04835-3
- American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). Washington D.C.: American Psychological Association. – **will be used in all nursing courses**

### **NURS 01-302 Professional Role Transitions (3 credit hours)**

This course challenges the RN to BSN student to broaden their perspectives of their professional nursing role. Emphasis is placed on the student's critical thinking skills and the importance of their personal and professional growth throughout this educational journey.

- Required Textbook: \*\*\*Blais, K. K. & Hayes, J. S. (2016). *Professional nursing practice: Concepts and perspectives*, (7<sup>th</sup> ed.). Boston, MA: Pearson. Paperback ISBN: 9780133801316 eBook ISBN: 9780133595598 - textbooks is used in another course.

### **NURS 01-303 Nursing Law and Ethics (3 credit hours)**

The course will examine and evaluate personal and ethical factors that influence a professional nursing career. Emphasis is placed on the legalities and ethical situations facing the nursing profession.

- \*\*\*Blais, K. K. & Hayes, J. S. (2016). *Professional nursing practice: Concepts and perspectives*, (7<sup>th</sup> ed.). Boston, MA: Pearson. Paperback ISBN: 9780133801316 eBook ISBN: 9780133595598 - textbooks is used in another course.

- Doherty, R. F. & Purtilo, R. B. (2016). *Ethical dimensions in the health professions*, (6<sup>th</sup> ed.). St. Louis, MO: Elsevier. ISBN 978-0-323-32892-0

### **NURS 01-311 Health Care Delivery Systems (3 credit hours)**

This course focuses on the health care delivery system, how those systems affect nursing practice and the consumers of health care. Emphasis is placed on quality, safety, policy, insurance issues, technological resources, budgeting and the future of the nursing profession. This course seeks to enhance the administration and effectiveness of health care services.

Required Textbooks:

- \*\*\*Kelly, P., Vottero, B. A., & Christie-McAuliffe, C. A. (2018). *Introduction to quality and safety education for nurses*. (2nd ed.). New York: Springer. ISBN: 978-0826123411- textbook used in another course.
- \*\*\*Blais, K. K. & Hayes, J. S. (2016). *Professional nursing practice: Concepts and perspectives*, (7<sup>th</sup> ed.). Boston, MA: Pearson. Paperback ISBN: 9780133801316 eBook ISBN: 9780133595598 - textbooks is used in another course.

### **NURS 01-401 Leadership and Management in Nursing (4 credit hours)**

This course focuses on the importance of leadership and management for the BSN level nurse. Emphasis is placed on the role of the nurse leader in various areas of health care. This course is designed to provide the professional nurse with the essential information and key skills that nurses must learn to succeed in today's healthcare environment.

\*\*Includes an experiential learning experience- An application-based practice experience is required and may be completed in the workplace.

- Huber, D. (2018). *Leadership and nursing care management*. (6th ed.). St. Louis, MO: Elsevier.

### **NURS 01-411 Health Assessment (4 credit hours)**

This course reviews a systematic approach to the assessment of individuals and groups of all ages. Emphasis is placed on the pathophysiology and nutrition impact on each system, the cultural needs of clients, analysis and synthesis of data to differentiate between normal and abnormal states of health, health risk prevention strategies, and health promotion.

\*\*Includes an experiential learning experience- An application-based practice experience is required and may be completed in the workplace.

- Harding, M., & Snyder, J. S. (2020). *Clinical reasoning cases in nursing* (7th ed.). St. Louis, MO: Elsevier.
- Sherpath for Health Assessment (Jarvis, 7th ed.) - The following e-book included is with Sherpath purchase: Jarvis, C. (2016). *Physical examination & health assessment* (7th ed.). St. Louis, MO: Elsevier.

### **NURS 01-421 Community Nursing (4 credit hours)**

This course applies nursing concepts to the community environment. This course explores community epidemiology in relation to the environment. Emphasis is placed on the identification of resources that facilitate health promotion and illness prevention.

\*\*Includes an experiential learning experience- An application-based practice experience is required and may be completed in the workplace.

- DeMarco, R., & Healey-Walsh, J. (2020). *Community and Public Health Nursing: Evidence for Practice* (3rd ed.). Lippincott.
- Lippincott the Point, Course Point + with ebook, virtual experiences, interactive modules, and online resources. ISBN: 9781975147273

### **NURS 01-454 Nursing Informatics (3 credit hours)**

This course identifies the importance of information technology in nursing practice advancements and the influence those concepts have on health care outcomes. Emphasis is placed on learning how to access information technology records and identifying current and future technological needs within the nursing field.

- Nelson, R. Stagers, N. (2018). *Health informatics: An interprofessional approach*(Sherpath version).St. Louis, MO: Elsevier. Sherpath for Health Informatics (Nelson Version), 2<sup>nd</sup> Edition ISBN: 9780323544238
  - This course will utilize the Sherpath interactive learning program from Elsevier. Students must purchase the Sherpath package to complete the course. Purchasing this item will provide access to the course content, the eBook and student resources.
- \*\*\*Blais, K. K. & Hayes, J. S. (2016). *Professional nursing practice: Concepts and perspectives*, (7th ed.). Boston, MA: Pearson.–Chapter 16 only – textbook is used in another course.

### **NURS 01-481 Evidence-Based Nursing Practice (3 credit hours)**

This course introduces evidence-based nursing practice and research methods used by professional nurses. Emphasis is placed on the evaluation of nursing research studies and the need for ethical research. Students will apply their knowledge of research to an evidence-based practice initiative.

- \*\*\*Kelly, P., Vottero, B. A., & Christie-McAuliffe, C. A. (2018). *Introduction to quality and safety education for nurses*. (2nd ed.). New York: Springer. ISBN: 978-0826123411- textbook used in another course.
- Students are required to purchase access to the EBR tool. The cost is \$10 for 1-year of full access. Access is purchased by going to the website and following the instructions for creating an account. Website Link: The EBR Tool Homepage

## **ATI- Sigma Theta Tau International (STTI) Nurse Manager Certificate**

Our program researched ways to incorporate certificate within our program curriculum. We found that the STTI Nurse Manager Certificate aligned with our program outcomes and those required skills of RN to BSN leaders in the field. For more information you may visit: [STTI information](#)  
Students will complete 16 modules that are integrated throughout the nursing coursework. Module assignments will be designated to a course within the nursing curriculum and grades will be assessed within that course for the completion of the assigned modules. Upon completion of the 16 modules, students will receive a nurse manager certificate that does not require continuing education credits and does not have an expiration date. Students are obligated to pay \$195 fee for the module access upon sign up.

Students must register with ATI before completing a Nurse Manager Certificate module. Please get this completed in your first 2 weeks of entering your first course. The instructions to complete this sign up process is located in you Northwest Nursing Canvas site and within the first few nursing courses.

## *Quality Nursing Education and Accreditation*

The RN to BSN program was approved by the Board of Regents in 2017. The nursing program is accredited by the Higher Learning Commission and is pursuing nursing accreditation. The RN to BSN program was granted pre-accreditation status by the Commission for Nursing Education Accreditation (CNEA) February 2019. The RN to BSN program earned initial accreditation from the Commission for Nursing Education Accreditation (CNEA) October 2019.

**The Northwest Missouri State University Bachelor of Science in Nursing (RN-BSN, distance education) program is accredited by the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA) located at 2600 Virginia Avenue, NW, Washington, DC 20032, 202-909-2526**

Faculty and staff have worked diligently to create an RN to BSN program that fulfills the educational needs of professional nurses. We pride ourselves on student success by helping each student meet their goals!

## *RN to BSN Program Curriculum Plans*

The following courses comprise the 30 credit hours of nursing program requirements for RN to BSN students. Additional courses required to obtain a bachelor's degree in nursing from Northwest are identified below.

In addition to the nursing courses, students in Northwest Missouri State University's RN to BSN program are able to complete their Nurse Manager Certificate through Sigma Theta Tau International modules integrated within their courses.

### Required Nursing Courses (30 Hours)

Course #	Course Title	Credits
NURS 01-301	Theories and Models of Nursing	3
NURS 01-302	Professional Role Transitions	3
NURS 01-303	Nursing Law and Ethics	3
NURS 01-311	Health Care Delivery Systems	3
NURS 01-401	Leadership and Management in Nursing	4
NURS 01-411	Health Assessment	4
NURS 01-421	Community Nursing	4
NURS 01-454	Nursing Informatics	3
NURS 01-481	Evidence Based Nursing Practice	3

### Northwest Core Requirements (44 Hours)

Course #	Course Title	Credits
BIOL 04-102	Biology	3

BIOL	04-103	Biology Lab	1
PSYC	08-103	General Psychology	3
ENGL	10-111	Composition I: Literacy	3
ENGL	10-112	Composition II: Writing	3
ENGL	10-220	Intro to Literature	3
MATH	17-114	General Stats	3
COM	29-102	Oral Communications	3
HIST	33-155	The United States to 1877	3
POLS	34-102	Intro to American Government** required Civics test. See below for details.	3
PHIL	39-276	Biomedical Ethics	3
SOC	35-101	Sociology	3
GEOG	32-102	Peoples and Cultures	3
CHEM	24-114	Chemistry	3
CHEM	24-113	Chemistry Lab	1
<i>1 of the following Fine Art Courses are Required:</i>			
ART	13-102	Art Appreciation	3
MUS	19-201	Enjoyment of Music	3
THEA	43-101	Theatre Appreciation	3

The courses listed above are not the only courses that satisfy the requirements for the Northwest core courses required for a bachelor's degree; however, the courses listed are offered in the online 7-week format.

Please check here for additional Northwest Core Course [Requirements Northwest Missouri State University - Northwest Core - Knowledge Areas and Courses](#) \*\*Students may meet these requirements utilizing other transfer courses taken at other institutions.

**\*\*Civics exam requirement-** This requirement is only applicable to students who begin at a Missouri institution after July 2019. The Missouri Civics exam is entirely online through Northwest Online (Canvas). If a student is enrolled in 34-102 they have the opportunity to complete the exam. However, enrollment in 34-102 doesn't guarantee completion. At the end of each term, those who have completed the exam through 34-102 their degree audit will be updated. Students must take the civics test to graduate. The exam is administered by the Northwest assessment office.

Any student who transfers to Northwest from a non-Missouri institution or starts at a Missouri institution after July 2019 is required to complete the exam as a graduation requirement. Such students will take the exam through the Assessment Office, [oaia@nwmissouri.edu](mailto:oaia@nwmissouri.edu). You will need to email the office to set up that appointment. You can view in your Degree Audit if you have met or continue to need the requirement.

The exam has 50 multiple choice questions, but there is a review module for students who might struggle. The exam is not timed nor is it proctored. Students only need to achieve a 70% (35 out of 50 points) to pass the exam and meet the state's requirement. It can be retaken as many times as necessary.

## Institutional Requirement (3 Hours)

Course #	Course Title	Credits
CSIS	44-130 Computers & Info Technology	3

## Nursing Course Credit (43 Hours)

Each college has varying credit hours in their associate degree nursing programs; therefore, Northwest will award students with nursing course credit for providing their registered nursing license. Proof of licensure must be provided to the admissions office by the end of their first semester.

**Registered Nursing License 43**

## Total Credit Hours for BSN degree: 120

### *Advisement Process*

You are assigned an advisor in the nursing department. The advisor will reach out to you to set up an advisement time to discuss your degree plan. The RN to BSN curriculum offers seven-week courses. You must complete the 30 credit hours of nursing courses, in addition to the Northwest core and institutional courses established by the University to meet bachelor's degree requirements. Therefore, your degree plan is personalized to meet your needs. The program may be completed in 12 months for a full-time enrolled student. If you are a part-time student you may complete coursework in two years. If you have questions regarding registration please see the Nursing e-lounge in Canvas or contact the nursing program advisor.

When a student is preparing to graduate, the university will send an email identifying that they need to apply. It is the student's responsibility to ensure the graduation checklist is complete.

### *Academic Standards*

#### Grading in Nursing Courses

A minimum grade of "C" is required for all courses codes NURS courses in the nursing program curriculum to advance to the next course.

#### Nursing Grading Scale

##### Northwest Grading Scale

A	90-100	Students must achieve a C or above in NURS course codes to ensure student outcomes are met. Students must pass with a D in all other course work to satisfy Northwest bachelor's degree requirements. If courses are not passed with the required grade please see repeating courses information below.
B	80-89	
C	70-79	
D	60-69	



F 68 and below

All grades are calculated and will NOT be rounded.

### Superseding Grades/ Repeating Courses

A student who has received a grade of "C", "D" or "F" in a course may repeat a course in an effort to raise the grade, provided in the meantime the student has not completed a more advanced course for which the repeated course is a prerequisite. A student may supersede a given class at most two times, providing up to three opportunities to complete the given class. When a course is repeated, all of the grades will appear on the student's record, but only the highest grade earned will be used in determining the cumulative grade point average. A petition for superseding, available online through CatPAWS, must be completed online prior to registration for the course. Students will register for superseding courses during the normal registration period.

### Grade Appeal Process

<https://www.nwmissouri.edu/policies/academics/Grading-Undergraduate.pdf>

*Experiential Learning Experiences- see Appendix A for specific requirements for experiential learning courses.*

You will complete experiential learning experiences in the courses of Health Assessment, Community Nursing, and Leadership in Management. **See Appendix A for specific course details regarding these experiences.** The American Association of Colleges of Nursing (AACN) RN to BSN task force acknowledged the importance of experiential learning in its 2012 white paper (AACN.2012). Described as those that are cognitively complex and transition students to higher levels of proficiency, experiential learning activities are appropriate for "organization/systems understanding, leadership development, evidence-based practice, information management and integration of technologies into practice, inter-professional collaboration and communication, clinical prevention and population health, comprehensive assessment, and quality improvement strategies (AACN, 2012, p.2).

### Benefits of Experiential Learning

Through experiential learning, faculty can provide students with authentic learning experiences that measure the achievement of key student outcomes in a manner consistent with real-world practice. These activities typically emulate real-world encounters and include baccalaureate skills prepared nurses need to incorporate into practice. In addition, experiential learning tends to improve student engagement with course content, promote faculty-student interaction, and deepen student learning (Hill, 2017). Experiential learning allows students to assume a new professional role, improve autonomy (Rodríguez-García, Medina-Moya, González-Pascual, J.L., & Cardenete-Reyes, 2018), increase knowledge, and grow confidence, all of which lead to more informed decision making (Gilbert, Banks, Houser, Rhodes, & Lees, 2014).

If you would like to read more about the research and added benefits of experiential learning experiences within an RN to BSN program, please see the experiential learning experience article found in the documents area of the Northwest Nursing Canvas course.

As an RN to BSN students, you will be asked to complete experiential learning experiences that promote the application of information learned to care for clients and promoting leadership in the field. Students can accomplish these experiential learning experiences through various strategies; however, if a student would like to utilize a healthcare organization for experiential learning experiences, articulation agreements with that institution may be required. It is the responsibility of the student to ensure this document is in place before completing a learning experience at the institution.

- Students who choose to utilize a healthcare organization to complete learning experiences may be required to submit additional documentation including background and drug screening. The cost of the background and drug screening is the responsibility of the student. The registration information for the screening is included in your nursing orientation module and will not be required until the semester before a learning experience course (Health Assessment, Community in Nursing, and Nursing Leadership).
- Students who choose to utilize a healthcare organization to complete learning experiences may be required to provide additional documentation such as: a signed HIPPA form provided by the facility and/or verification of immunization status.

## *Affordable Tuition*

[RN to BSN program tuition rate](#)  
[Financial Assistance](#)  
[Important Payment Deadlines](#)

## *Student Program and Institutional Responsibility*

Northwest RN to BSN students must:

- Ensure you have completed the health form for the University wellness, the Health History form is [here](#).

Submit the health form using the following information. 800 University Drive Maryville, MO 64468;  
 fax: 660.562.1585

Email: [health@nwmissouri.edu](mailto:health@nwmissouri.edu) or call 660.562.1348 with questions

- Ensure your RN license is current and unencumbered during your coursework here at Northwest.
- Students must have proof of their Registered Nursing license at the end of their first semester of nursing coursework. – please email your NURSYS report to [NWNursing@nwmissouri.edu](mailto:NWNursing@nwmissouri.edu)
- Review the Northwest Policy Library webpage for important information [Welcome | Policy Library | Northwest](#)
- Review the policies on p. 21-23 of the student handbook
- Sign and return the student handbook page identifying that you have read and understood the material within this document.

## *Getting Started*

- You have access to the following orientation courses approximately a week before courses start.
  - Review the modules in the Northwest Nursing E-Lounge course site in Canvas. This course site is where the program will update you on any new policies procedures and answer questions you have regarding the program.
  - Complete the Modules and review all information
  - Review the modules in the Welcome to Northwest Online Orientation course site in Canvas. This course site reviews tools that Northwest offers online students.
  - Don't worry; we do not expect you to remember everything in these modules. They are provided so that you can refer back to them along your journey.
- Study and devote time and energy to learning the information that will be pertinent to your profession
- Reach out to the instructors if you have questions or concerns (We are here for you!)
- Enjoy Learning!

## *Technology Requirements*

Technical Skills You are Required to Have Include:

- Having easy access to reliable internet.
- Using the CANVAS eLearning environment.
- Emailing your instructor and attaching files to emails using the Inbox. You will need to access your Northwest email account regularly. We will use email to communicate with you.
- Navigating the World Wide Web using a Web browser- see CANVAS supported browsers below.
  - Verifying your browser is the most current version and browser privacy settings are correct. See the minimal technical requirements page in each Canvas course site to verify this information.
- Creating files using MS Word, MS Excel, MS PowerPoint and attaching these files to your assignment submissions.
- Managing your files.
  - Create a folder for each course you are taking under My Documents on your computer. Also utilize your One Drive area to ensure saved documents can be accessed away from your computer.
- Uploading MS Word, MS PowerPoint, MS Excel, PDFs required documents/assignments in your CANVAS course site.
- You may also be asked to use a webcam and upload videos or audio files, use social media to communicate with your peers, or collaborate electronically.
- Researching information in the Library or using the Library databases and resources (E-books). Make sure to include citations to avoid plagiarism.
- Downloading and installing software and applications.
- Accessing and utilizing E-learning resources that are assigned in courses.

## Canvas Supported Browsers

Canvas runs on Mac, Windows, Linux, and mobile device operating systems iOS and Android. Download the free Canvas App for use on your mobile device. Canvas recommends using the newest version of the following browsers and applications.

- Chrome
- Firefox
- Safari

## *Student Resources*

The Northwest RN to BSN program offers various resources to aid in your educational success. Table 1 identifies various resources you may utilize during your journey. If there is an area not identified that you need, please contact our office. **The nursing program requires written and verbal communication in English. \*\*If you are an English as a Second Language (ESL) Student and believe that this could hinder program success, please contact the nursing program Director immediately.**

Service	Staff	Accessibility
<b>Academic Advising</b>	<b>Brooke McAtee- Nursing Program Director Rachel Huston- Nursing Faculty Hannah Dudley- Nursing Secretary</b>	Phone conference- 660-562-1973 Zoom web conference Face to Face- 800 University Drive Office: Administration Building Room 305 Text: 660-654-1312 Email: <a href="mailto:nwnursing@nwmissouri.edu">nwnursing@nwmissouri.edu</a> Northwest 360
<b>Library Services</b>	<b>Carolyn Johnson- Library Services</b>	Email: <a href="mailto:carolyn@nwmissouri.edu">carolyn@nwmissouri.edu</a> Phone: 660-562-1534 Library website offers: Text a Librarian: 660.474.4111 Monday-Thursday 24 hours Friday 8 am - 4:45 pm Saturday 10 am - 10 pm Sunday 10 am - midnight Walk-in research services hours: Sunday 5 pm - 9 pm Monday - Thursday 8 am - 9 pm Friday 8 am - 4:45 pm
<b>Writing Center</b>	<b>Ashley Strickland- Associate Director</b>	Make appointment via phone 660.562.1480 and need their email is <a href="mailto:wc@nwmissouri.edu">wc@nwmissouri.edu</a>

	<b>Academic Support</b>	
<b>Tutoring Services</b>	<b>Ashley Strickland-Associate Director Academic Support</b>	Online tutoring sessions available via the website <a href="#">Northwest Tutoring Services</a> By phone 660-562-1726 Face to face meetings
<b>SMARTHINKING tutoring</b>	<b>Ashley Strickland-Associate Director Academic Support</b>	Online Tutoring: An <i>Online Tutoring</i> link within Northwest Online is available 24/7 for students to access online tutoring. This tutoring is support through Smarthinking. It includes a suite of nursing tutoring resources as well as other general education tutoring resources.
<b>Financial Aid</b>	<b>Charles Mayfield-Director of Financial Aid</b>	Office of Scholarships and Financial Assistance   AD 273   <a href="mailto:finaid@nwmissouri.edu">finaid@nwmissouri.edu</a> 660.562.1363 (phone)   660.562.1674 (fax) Office and Online Chat Hours: 8 a.m. - 5 p.m., Monday - Friday
<b>Student Senate</b>	<b>Kori Hoffman-Associate Vice President for Student Engagement and Development</b>	Website: <a href="#">Student Senate Webpage</a> <a href="#">Student Senate Facebook link</a>
<b>Student Activities</b>	<b>Nursing Program</b>	Link to the university calendar is shared with student in their Nursing E-lounge if students would like to attend various events. <a href="http://calendar.nwmissouri.edu/">http://calendar.nwmissouri.edu/</a>
<b>Disability and Accessibility Services</b>	<b>Coordinator of Accessibility</b>	Email <a href="mailto:ada@nwmissouri.edu">ada@nwmissouri.edu</a>
<b>Bookstore</b>	<b>Scott Yocum</b>	660-582-5151 Or complete a contact form on their website: <a href="#">Bookstore Contact Information</a>
<b>Technical Support</b>	<b>Northwest Helpdesk</b>	<ul style="list-style-type: none"> <li>Northwest Helpdesk: Online students can access self-service assistance with managing their Northwest Network account and password changes using the online assistance at <a href="https://www.nwmissouri.edu/compserv/passwords/index.htm">https://www.nwmissouri.edu/compserv/passwords/index.htm</a> Phone and e-mail information for the Northwest local helpdesk is included in the Start Here area of the course site.</li> <li>Northwest Online Helpdesk: Online students can access the Northwest Online (Canvas) helpdesk within their course sites under the Start Here button or on the Help button on the global navigation bar inside Northwest Online. A phone number as well as a link to a chat service is available 24/7.</li> </ul>
<b>Sherpath</b>	<b>Sherpath</b>	<ul style="list-style-type: none"> <li><a href="https://evolve.elsevier.com/education/sherpath/">https://evolve.elsevier.com/education/sherpath/</a></li> <li>1-800-222-9570; Monday-Sunday 6am-12am CST</li> <li>Chat feature on website</li> </ul>

		<ul style="list-style-type: none"> <li>Email through Sherpath website</li> </ul>
<b>Bearcat Bookstore</b>	<b>Scott Yocum</b>	660-582-5151 Or complete a contact form on their website: <a href="#">Bookstore Contact Information</a>  Bookstore Link: <a href="https://nwmissouri.bncollege.com/shop/nwmissouri/home">https://nwmissouri.bncollege.com/shop/nwmissouri/home</a>
<b>Lippincott Textbook Purchase</b>		<a href="#">Lippincott Official Store</a>
<b>ATI/STTI</b>	<b>ATI</b>	<ul style="list-style-type: none"> <li>Atitesting.com</li> <li>Live Chat on ati website</li> <li>1-800-667-7531</li> </ul>

## *Policies*

It is important for you to be aware of the nursing program policies and policies used throughout the University. Below is information regarding the Nursing program policies and links to University policies. Policy changes within the RN to BSN program will be communicated to students within 30 days of the policy implementation via the Nursing e-lounge and student email. Your signature on the handbook page acknowledges your review of the policy information.

### *Nursing Program Policies*

**Please note: All due dates and Zoom meeting times are scheduled using Central Standard Time (CST). Please make sure that you are aware of any time difference based on your location to ensure your success.**

#### **Grading**

A minimum grade of "C" is required for all NURS courses in the nursing program curriculum to advance to the next course. A student may supersede a given class at most two times, providing up to three opportunities to complete the given class. If a "C" is not achieved after the third opportunity, the student will be unable to progress with program requirements.

When a course is repeated, all of the grades will appear on the student's record, but only the highest grade earned will be used in determining the cumulative grade point average. A petition for superseding, available online through CatPAWS, must be completed online prior to registration for the course. Students will register for superseding courses during the normal registration period. All grades are calculated and will NOT be rounded. The student must complete course work with a 2.0 GPA or higher to meet the University's graduation requirements.

#### **Licensure**

All current and former nursing licenses must be unencumbered/ unrestricted at the time of application and remain unrestricted/unencumbered until graduation from the RN-BSN program. If your license

becomes encumbered, it is your responsibility to notify the nursing program. The student will be unable to continue NURS coded courses until the student is able to provide documentation of an unrestricted/unencumbered license.

Students enrolled in the NURS 01-411 Health Assessment and NURS 01-401 Leadership and Management in Nursing courses are required to submit a copy of their NURSYS license report to the nursing program to continue enrollment. Please follow the directions below. The program must have verification of an unencumbered license in the states that the nurse is licensed to practice within the first week of each course. If the license is not sent to the program within the designated period, students may be unable to continue coursework and may be dismissed from the program.

Reminder: An unencumbered RN license is required for students to continue coursework and graduate from the nursing program.

1. Go to: <https://www.nursys.com/LQC/LQCTerms.aspx>
2. Click: I agree
3. Provide the information requested- Last name or license number- make sure that state is identified in the report.
4. Click view report

Click to email report: Enter the email: [NWnursing@nwmissouri.edu](mailto:NWnursing@nwmissouri.edu)

### Health Form

If the student has a scheduled experiential learning experience with a healthcare facility the student may meet the guidelines set by the organization regarding immunization requirements.

### HIPPA

Students are required to sign the confidentiality agreement (**See Appendix B**) before completing an experiential learning experience. Students may be asked to sign a HIPPA agreement for experiential learning experiences per facility request.

### Background and Drug Screening

Students may be asked to complete a background check and drug screening prior to an experiential learning experience per facility request. The nursing program has access to Castlebranch at the student's request. Information is provided in the Nursing E-lounge.

### Policy Change Communication

Policy changes within the RN to BSN program will be communicated to students within 30 days of the policy implementation.

### Communication

#### Course Communication Policy

Communication throughout the nursing courses will be conducted through postings in the announcement section of the Northwest online site as well as through email. It is the expectation that students in the course check their announcements and emails on a daily basis. Students must communicate using their Northwest email account. Nursing courses will enable students to ask questions through the Ask your Instructor discussion area. In addition, the nurse educator may provide zoom meetings to allow students opportunity to ask questions about the course.

Instructors will respond to student questions within 48 hours.

### Course Communication Guidelines (Netiquette)

"Netiquette" is network etiquette, the do's and don'ts of online communication. Netiquette covers both common courtesy online and the informal "rules of the road" of cyberspace. The welcome to Northwest Online Orientation canvas course has an area that identifies the elements of netiquette. For more information, a link is provided on the core rules of participation in an online class.

<http://www.albion.com/netiquette/corerules.html>

## *Additional Policy Information*

Northwest Missouri State University house all University specific policies at the website within the University Policy Library <https://www.nwmissouri.edu/policies/>Students are able to perform a policy search in this area or they can click on a particular category of the policy. The following are only a few of those policies referenced. While the nursing program has made efforts to align policies with the institution there have been some areas identified where program requirements exceed college policies. A table is provided in the Nursing E-lounge that identifies policy differences between the university and the nursing program. The table shows the college policies, nursing policy, and the rationale for exceptions.

[Online Learning Policy](#)

[Non-Discrimination and Anti-Harassment Policy and Procedures](#)

[Northwest Grievance Policy](#)

[Code of Academic Integrity- Cheating and Plagiarism](#)

[Student Conduct](#)

[What students need to know about FERPA](#)

[FERPA Guidelines](#)

[Referral Letter Requests- you must fill one out for faculty or staff to give a reference](#)

[Special Accommodations Policy](#)

\*\*\*Additional University policies may be found in the [University Policy Library](#)

College Policy	Nursing Policy-	Rationale
Admission Requirements <a href="http://www.nwmissouri.edu/admissions/apply/transfer/criteria.htm">http://www.nwmissouri.edu/admissions/apply/transfer/criteria.htm</a>	Admission <u>Admission Requirements</u> 24 transferrable credit hours 2.00 cumulative GPA on a 4.00 scale *Students with fewer than 24 transferrable credit hours must also supply a high school transcript and ACT/SAT scores for evaluation. You may transfer an unlimited number of credit hours. However, you must complete at least 30 credit hours at Northwest along with all major and minor	The transfer admission requirements are the same admission requirements outlined in the nursing program pre-admission packet.  -The only differentiation is that the RN to BSN program requires an unencumbered nursing license by the end of the student's first semester of taking courses.



	<p>requirements. These will be satisfied with the 30 credit hours of nursing credit in the RN to BSN program.</p> <p>Students must submit <u>all</u> nursing license numbers and expiration dates from any state where they currently or previously held a nursing license. All current and former nursing licenses must be unencumbered/ unrestricted at the time of application and remain unrestricted/unencumbered until graduation from the RN-BSN program (including while completing general education courses).</p>	
<p>Grading Policy  <a href="https://www.nwmissouri.edu/policies/academics/Grading-Undergraduate.pdf">https://www.nwmissouri.edu/policies/academics/Grading-Undergraduate.pdf</a></p>	<p>Grading  A minimum grade of “C” is required for all NURS courses in the nursing program curriculum to advance to the next course. All grades are calculated and will NOT be rounded. The student must complete course work with a 2.0 GPA or higher to meet the University’s graduation requirements.</p>	<p>The college identifies that a student may pass a course with a “D.” The nursing program has set a minimum grade of a “C” to pass a NURS course. Students may retake the class as identified in the University superseding policy up to two additional times. The nursing program has identified that a minimum of C is required for students to successfully complete the identified course objectives and the curricular outcomes aligned with those objectives.</p>
<p>Repeating Courses  <a href="https://www.nwmissouri.edu/policies/academics/Grading-Undergraduate.pdf">https://www.nwmissouri.edu/policies/academics/Grading-Undergraduate.pdf</a></p>	<p>A student may supersede a given class at most two times, providing up to three opportunities to complete the given class. If a “C” is not achieved after the third opportunity, the student will be unable to progress with program requirements. When a course is repeated, all of the grades will appear on the student’s record, but only the highest grade earned will be used in determining the cumulative grade point average.</p> <p>A petition for superseding, available online through CatPAWS, must be completed online prior to registration for the course. Students will register for superseding courses during the normal registration period.</p>	<p>The college identifies that a student may pass a course with a “D.” The nursing program has set a minimum grade of a “C” to pass a nursing course. Students may retake the class as identified in the University superseding policy up to two additional times. The nursing program has identified that a minimum of C is required for students to successfully complete the identified course objectives and the curriculum/graduate outcomes aligned with those objectives.</p>
<p>Health Form</p>	<p>Aligns with University policy. However, additionally, if the student has a</p>	

<a href="https://www.nwmissouri.edu/wellness/PDF/HealthForm.pdf">https://www.nwmissouri.edu/wellness/PDF/HealthForm.pdf</a>	scheduled experiential learning experience with a healthcare facility, the student may meet the guidelines set by the organization regarding immunization requirements.	
HIPPA Agreement -no policy	Students may be asked to sign a HIPPA agreement for experiential learning experiences per facility request.	Experiential learning needs request from healthcare organizations.
Policy change communication <a href="https://www.nwmissouri.edu/policies/operations/Policy-on-Policies.pdf">https://www.nwmissouri.edu/policies/operations/Policy-on-Policies.pdf</a>	Policy changes within the RN to BSN program will be communicated to students within 30 days of the policy implementation.	There is not a set communication timeline within the University policy.
Background and drug screening No background or drug screening policy in place	Students may be asked to complete a background check and drug screening prior to an experiential learning experience per facility request. The nursing program has access to Castle Branch at the student's request.	Healthcare organizations used for experiential learning experiences may request. Process is outlined in the nursing e-lounge.
RN Licensure No policy	Students must submit their RN license number for the program to check the Verify database to ensure their license is unencumbered and valid in their state of practice by the end of their first semester. A recheck of the student's license is to be submitted when they begin the NURS 01-411 Health Assessment course and again at the beginning of the NURS 01-401 Leadership in Nursing course. Students are to notify the program if their license becomes encumbered.	No policy at the University is in place but is required for the RN to BSN program.
Textbook Rental program <a href="https://www.nwmissouri.edu/policies/student/Textbook-Rental-Program.pdf">https://www.nwmissouri.edu/policies/student/Textbook-Rental-Program.pdf</a>	No policy.	Students in the RN to BSN program are not included in the textbook rental policy because they are not charged that student fee.
Student Health-Clinic Services <a href="https://www.nwmissouri.edu/studentaffairs/PDF/StudentHandbook.pdf">https://www.nwmissouri.edu/studentaffairs/PDF/StudentHandbook.pdf</a> p. 25 of the student handbook	No policy.	Students in the RN to BSN program are not able to access student health clinic services because they are not charged that student fee.
Graduation Requirements 124 credit hours to meet graduation requirements	120 credit hours to meet graduation requirements	Graduation requirements for the institution are currently listed as 124 credit hours; however, the RN to BSN program has been approved for a 120 credit hour completion for graduation.

## *Graduation*

Every student must apply for graduation. The student may apply for graduation up to two semesters prior to the graduation date identified on the student's academic plan. If you are unsure of your anticipated graduation date, please contact your advisor. Please visit the graduation checklist area of the website to ensure all steps of the graduation process is completed. [Graduation Checklist](#)

### *Reference letter requests from Faculty*

The nursing program faculty are able to provide you with a letter of reference or any type of recommendation; however, it is required that the student complete a FERPA release form at the following link.

Here's the link to the form: <https://www.nwmissouri.edu/provost/pdf/FERPARelease.pdf>

You may send the completed form to the instructor or the nursing program at NWnursing@nwmissouri.edu. Make sure you are detailed on who you are providing the authorization to.

### *Northwest Student Involvement*

As an online student, we want you to be aware of the role you play at Northwest Missouri State University. We encourage you to be as active in student life at Northwest as you desire. We have included a link to the student calendar for any upcoming events or important dates [Northwest Missouri State University Calendar](#)

We encourage you to attend Northwest athletic and performing arts events if you are close to campus.

We also encourage students to be involved in student governance. Here is a link to the Northwest website to find out more. [Student Senate](#) Although student senate meets on the Northwest campus, you will have access to the recorded senate meetings at their Facebook page [Northwest Senate Facebook page](#). This information is also accessible in your Northwest Nursing Canvas course.

### *Nursing Program Involvement*

#### **Nursing Program Meetings:**

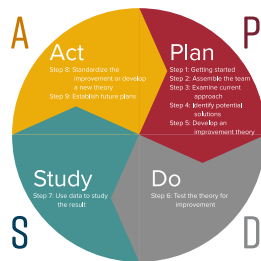
The nursing program holds monthly department meetings. Students are welcome to send agenda items to a member of the nursing faculty and staff. Students can request to attend the program meetings to obtain information. Meeting minutes of the program meetings will be shared with students with the redaction of personal student information on the Northwest Nursing Canvas course.

#### **Advisory Committee Meetings:**

The nursing program also holds advisory committee meetings with members of various healthcare and educational institutions three times a year (July, November, and March). All students are invited to participate in these meetings; however, if students are unable to attend, minutes will be placed in the Northwest Nursing Canvas course.

### QI Team:

As a student in the RN to BSN program, you are a member of the nursing programs continuous quality improvement team! As nurses, you should understand the importance of continuous quality improvement (CQI), this element of CQI also exists within nursing education. Throughout your time at Northwest, you will be asked to suggest a quality improvement initiative for the program. We want to hear from students on what we can do better. Students will share their ideas with the faculty and staff regarding quality improvement ideas in the Northwest Nursing Canvas course.



As you progress through your courses take note of what could have helped you along your journey. We seek to be the best RN to BSN program nationwide; however, we must have your help to accomplish this goal!

The RN to BSN program utilizes the P-D-S-A model to aid in quality improvement initiatives. Updates to quality improvement initiatives will be posted in the Northwest Nursing Canvas course.

### *Follow Us on Social Media*

Northwest Nursing program on Facebook: <https://www.facebook.com/NWMSUNursing>

Bearcat Nurses Facebook for students/alumni: <https://www.facebook.com/BearcatNurses/>

Northwest Nursing Twitter: [@NWMSUNursing](https://twitter.com/NWMSUNursing)

School of Health Science and Wellness on Facebook: <https://www.facebook.com/NWHealthSciWell>

Northwest Facebook: <https://www.facebook.com/nwmissouri/>

Northwest Twitter: [NWMOSTATE](https://twitter.com/NWMOSTATE)

## References

- American Association of Colleges of Nursing (AACN) (2008). *The Essentials of Baccalaureate Education for Professional Nursing Practice*. Retrieved from <http://www.aacnnursing.org/Portals/42/Publications/BaccEssentials08.pdf>
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- Hill, B. (2017). Research into experiential learning in nurse education. *British Journal Of Nursing, 26*(16), 932-938.
- Rodríguez-García, M., Medina-Moya, J., González-Pascual, J. L., & Cardenete-Reyes, C. (2018). Experiential learning in practice: An ethnographic study among nursing students and preceptors. *Nurse Education in Practice, 29*, 41-47. doi:<http://dx.doi.org.contentproxy.phoenix.edu/10.1016/j.nepr.2017.11.001>

## *Verification of Understanding*

I, \_\_\_\_\_, hereby certify that I have read the Student Nursing Handbook and College Catalog for the academic year of 2021-2022. I realize my signature indicates that I understand that I am responsible for and will be held accountable to the standards and guidelines therein. I understand the process and have had the opportunity to ask questions for clarification. Failure to comply with the policies/guidelines may result in disciplinary action and/or dismissal from the program.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

RN License Number: \_\_\_\_\_

State Issued: \_\_\_\_\_

**\*\*You may use a digital signature but the signature sheet must be submitted to your nursing e-lounge by the end of your first week of course work**

## *Appendix A- Experiential Learning Experience Information*

### Experiential Learning Experience Supplemental Statement

The Experiential Learning Experience allows the student to be immersed in their learning through engaging activities. These activities include simulation, applied-learning assignments, and collaboration with professional experts. The objective is for students to develop a broader perspective of healthcare, such as population health, health promotion, education, and leadership. Students should not practice invasive procedures with patients/clients during their Experiential Learning Experience, but focus on higher-level concepts and responsibilities of the professional nurse.

Experiential learning experience (ELE) activities/assignments are an integral part of student learning in the following courses:

<b>RN to BSN Courses</b>
NURS 401 Leadership in Nursing
NURS 411 Health Assessment
NURS 421 Community Nursing

Students completing experiential learning experiences within identified nursing courses is a requirement for program accreditation. Our program outlines the importance of completing these experiences in each course syllabus and the nursing student handbook. *The course syllabus and ELE module within each course outlines the specific activities that a student must complete to meet the course objectives.* Students are required to **complete all ELE assignments to pass the course.** If the student has an outstanding ELE assignment on the last day of the course at 1159 pm, they will be awarded a maximum grade of D for the course and be required to retake the course to meet program requirements.

Signing the handbook page acknowledges the student's understanding of their role in completing these experiences.

Here are some examples to clarify the above statement. These are not exhaustive, but give a general idea of program/student expectations.

Participation in an influenza vaccine clinic:

- Planning and coordination of clinic
- Collaboration with team members and community
- Planning and budgeting allocation for supplies

- Evaluation of outcomes
- Reflection on experience
- No direct invasive patient care, such as IM injections or medication administration

Unit/organization leadership/management:

- Leadership
- Coordination of staffing for unit
- Delegation and staff mix assignments
- Budgeting
- Safety initiatives and RCAs
- Quality improvement
- Reflection on experience
- No direct invasive patient care, such as IVs, IVP, or med administration

Health Promotion Project:

- Design health promotion education program
- Research evidence
- Apply evidence-based practice
- Exploration of available community resources
- Evaluate outcomes
- Development of handouts and reflection on experience
- No direct invasive patient care, such as medication administration



### ***NURS 01-411 Health Assessment***

Experiential Learning Outcome & Associated Course Outcome (CO)	Assessment Methods
1. Demonstrate appropriate history taking and examination techniques.	Sherpath Simulations and Discussion Posts (Documentation of Sherpath Simulations): <ul style="list-style-type: none"> <li>• Assessing Skin, Hair, &amp; Nails</li> <li>• Assessing Chest &amp; Lungs</li> <li>• Assessing the Peripheral Vascular System</li> <li>• Assessing the Abdomen</li> <li>• Assessing Mental Status</li> <li>• Assessing the Neurological System</li> </ul> Experiential Learning Experience
2. Discriminate between normal, age-related, and abnormal findings for the chest & lungs.	-Case Study # 1 – Chest & Lungs or Heart -Case Study # 2 – Peripheral Vascular System or Abdomen -Case Study # 3 – Mental Status or Neurological System Experiential Learning Paper
3. Demonstrate competence in the process of conducting the adult head-to-toe examination.	Video Taped Head-to-Toe Assessment on Mock Patient Experiential Learning Experience

<b>NURS 01-411 Health Assessment Responsibilities Chart</b>					
Experiential Learning Experience Required Hour Activities	Experiential Learning Objectives	Student Responsibilities	Facility Responsibilities	Faculty Responsibility	Evaluation Strategies
Sherpath Simulations: -Assessing Skin, Hair, & Nails -Assessing Growth -Assessing Chest & Lungs -Assessing the Heart -Assessing the Peripheral Vascular System -Assessing the Abdomen -Assessing Mental Status -Assessing the Neurological System	Complete focused assessments with a virtual simulated patient using Sherpath simulations with the assigned systems.  Demonstrate appropriate history taking and examination techniques with the assigned systems.	Review the instructions and rubric for the assignment.  Review assigned Sherpath lessons prior to completion of simulations.  Complete Sherpath assessment simulations with the following systems: skin, hair and nails; growth; chest and lungs; heart; peripheral vascular system; abdomen; mental status and neurological.	Non applicable	Provide feedback and grade using provided rubric.	The assignment will be evaluated using an aligned rubric in Canvas.

- 1.5 contact hours required					
Experiential Learning Experience Required Hour Activities	Experiential Learning Objectives	Student Responsibilities	Faculty Responsibilities	Faculty Responsibility	Evaluation Strategies
Discussion Posts - Documentation of Sherpath Simulations: -Assessing Skin, Hair, & Nails -Assessing Growth -Assessing Chest & Lungs -Assessing the Heart -Assessing the Peripheral Vascular System -Assessing the Abdomen -Assessing Mental Status -Assessing the Neurological System	Document the results of the focused system assessments related to the simulation activities in Sherpath.  Demonstrate appropriate history taking and examination techniques.	Review the instructions and rubric for the assignment.  Post documentation of assigned system assessment to a weekly discussion board and respond to peer postings.	Non applicable	Participate in the weekly discussion board by responding to student postings creating a dialogue with students.  Provide feedback and grade using provided rubric.	The assignment will be evaluated using an aligned rubric in Canvas.

- 3 contact hours required					
Experiential Learning Experience Required Hour Activities	Experiential Learning Objectives	Student Responsibilities	Facility Responsibilities	Faculty Responsibility	Evaluation Strategies
Case Study # 1 – Chest & Lungs or Heart  Case Study # 2 – Peripheral Vascular System or Abdomen  Case Study # 3 – Mental Status or Neurological System	Discriminate between normal, age-related, and abnormal findings for the following systems: chest & lungs, heart, peripheral vascular system, abdomen, mental status, neurological.  Review, analyze and submit case studies for class review.	Review the instructions and rubric for the assignment.  Choose from a list of possible cases from the <i>Clinical Reasoning Cases in Nursing</i> text (Case Study # 1 – Chest & Lungs or Heart. Case Study # 2 – Peripheral Vascular System or Abdomen. Case Study # 3 – Mental Status or Neurological System).  Complete the case study as presented in the text, answering all of the questions included with the selected case study. After completion of the case study, the student will re-evaluate the case using the health assessment information learned in that week’s lesson and answer	Non applicable	Provide feedback and grade using provided rubric.	The assignment will be evaluated using an aligned rubric in Canvas.

- 8 contact hours required		three additional questions posted with the instructions.			
Experiential Learning Experience Required Hour Activities	Experiential Learning Objectives	Student Responsibilities	Facility Responsibilities	Faculty Responsibility	Evaluation Strategies
Video Taped Head-to-Toe Assessment on Mock Patient	<p>Perform an adult head-to-toe assessment.</p> <p>Demonstrate competence in the process of conducting the adult head-to-toe examination.</p>	<p>Review the instructions and rubric for the assignment.</p> <p>Have the participant sign the verification form.</p> <p>Gather appropriate equipment.</p> <p>Provide the patient with privacy and comfort.</p> <p>Perform a head-to-toe assessment on an adult.</p> <p>Record the assessment via video.</p> <p>Document the assessment.</p>	Non applicable	Provide feedback and grade using provided rubric.	The assignment will be evaluated using an aligned rubric in Canvas.

- 3 contact hours required					
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## **Health Assessment Experiential Learning Experience Video Recording of Head-to-Toe Assessment**

The completion of the Experiential Learning Experience, head-to-toe assessment, will require you to identify a participant of your choice that is willing to be video recorded as you complete the head-to-toe assessment.

Once you have identified your participant, please share the **Experiential Learning Experience – Health Assessment Video Recording Verification and Participant Form** with them so they understand you are requesting for the head-to-toe assessment to be video recorded, that you are not responsible for the findings of the assessment and that this assessment does not take the place of a physician’s physical exam.

Prior to completion of the video recording of your head-to-toe assessment, please fill out the Experiential Learning Experience – Health Assessment Video Recording Verification and Participant Form along with your participant. Both the student and participant should sign the form and then upload to Canvas.

Northwest Missouri State University  
Nursing Program

**Northwest Missouri State University  
NURS 01-411 Health Assessment  
Experiential Learning Experience – Health Assessment  
Head-to-Toe Assessment  
Video Recording Verification and Participant Form:**

**Student Name:** \_\_\_\_\_

**Date of Recording:** \_\_\_\_\_

**Participant Name (person being recorded for this assignment):** \_\_\_\_\_

I affirm the student and I discussed the requirements for the video recording of the head-to-toe assessment. I agree to participate in this assignment by allowing the student to video record a head-to-toe assessment with myself participating as a patient. I understand that the student is not responsible for the findings of this assessment and I understand that this assessment should not take the place of a physician’s physical exam.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Participant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# NURS 01-421 Community Nursing

## Experiential Learning Experience Supplemental Statement

The Experiential Learning Experience allows the student to be immersed in their learning through engaging activities. These activities include simulation, applied-learning assignments, and collaboration with professional experts. The objective is for students to develop a broader perspective of healthcare, such as population health, health promotion, education, and leadership. Students should not practice invasive procedures with patients/clients during their Experiential Learning Experience, but focus on higher-level concepts and responsibilities of the professional nurse.

Here are some examples to clarify the above statement. These are not exhaustive, but give a general idea of program/student expectations.

Participation in an influenza vaccine clinic:

- Planning and coordination of clinic
- Collaboration with team members and community
- Planning and budgeting allocation for supplies
- Evaluation of outcomes
- Reflection on experience
- No direct invasive patient care, such as IM injections or medication administration

Unit/organization leadership/management:

- Leadership
- Coordination of staffing for unit
- Delegation and staff mix assignments
- Budgeting
- Safety initiatives and RCAs
- Quality improvement
- Reflection on experience
- No direct invasive patient care, such as IVs, IVP, or med administration

### Health Promotion Project:

- Design health promotion education program
- Research evidence
- Apply evidence-based practice
- Exploration of available community resources
- Evaluate outcomes
- Development of handouts and reflection on experience
- No direct invasive patient care, such as medication administration

### **Community Nursing Experiential Learning Experience Activities**

The **Community Nursing Experiential Learning Experience Activities** equal 15 contact hours in this course, and are composed of virtual simulated experiences, video case studies, and two community active-learning activities. You will use Lippincott the Point to access the course ebook, online course materials, and to complete the Virtual Experience experiences.

Please sign the **Confidentiality Agreement** at the end of this packet and upload to Canvas.

#### Lippincott purchasing and class information:

You will need to purchase Lippincott Course Point + materials for:

- DeMarco and Healey-Walsh: *Community and Public Health Nursing: Evidence for Practice* (3rd ed.). Lippincott the Point, Course Point + with ebook, virtual experiences, interactive modules, and online resources. ISBN: **9781975147273**

Once you have accessed the product, you need to follow these instructions to join our class. This will allow me to see your activities and grade your assignments.

1. If you don't already have access to Lippincott CoursePoint+ for DeMarco and Healey-Walsh: *Community and Public Health Nursing: Evidence for Practice*, 3rd Edition, redeem your ACCESS CODE and complete registration at <http://thePoint.lww.com/activate> (Links to an external site.).
2. From the **“My Content”** page, click on Lippincott CoursePoint+ for DeMarco and Healey-Walsh: *Community and Public Health Nursing: Evidence for Practice*, 3rd Edition.
3. On the welcome screen or from **“My Classes”**, select **“Join a Class”**, enter your CLASS CODE: #####, and click **“Enroll”**.

**The Experiential Learning Experience outcomes include:**

<b>Community Nursing Experiential Learning Experience Associated Course Outcomes (CO)</b>	<b>Assessment Methods</b>
1. Discuss various nursing roles within the community—disaster management, primary care, community assessment, and care of vulnerable populations. <i>(CO All)</i>	Virtual Experiences, video case studies, discussion boards, health promotion presentation and paper, and community resources handout.
2. Participate in the Community Nursing Experiential Learning Experience through use of virtual simulated activities, video case studies, and integrative activities. <i>(CO All)</i>	Virtual Experiences, video case studies, discussion boards, health promotion presentation and paper, and community resources handout.
3. Discuss in a reflective assignments about the role of the community nurse, QSEN, leadership, and ethics concepts applied in community practice setting. <i>(CO All)</i>	Virtual Experiences, video case studies, discussion boards, health promotion presentation and paper, and community resources handout.
4. Collaborate with a Smarthinking tutor to improve writing skills in the creation of the health promotion paper. <i>(CO All)</i>	Health promotion paper.

**The Community Nursing Experiential Learning Experience activities with learning objectives, student responsibilities, faculty responsibilities, and evaluation strategies.**

<b>Experiential Learning Experience Activities</b>	<b>Experiential Learning Objectives</b>	<b>Student Responsibilities</b>	<b>Faculty Responsibility</b>	<b>Evaluation Strategies</b>
<b>Windshield Survey: A Community Assessment Strategy: Downtown Promise Heights Virtual Experience</b>	Students will “virtually walk” through downtown Promise Heights. While on the tour, they will select question marks found on various locations/buildings/people to obtain more information that will help them systematically consider how each site influences the health status of the downtown Promise Heights community and its	The student will: Complete the virtual experience following given guidelines	Provide feedback as needed and grade using provided rubric.	The assignment with be evaluated using an aligned rubric in Canvas.

	members. They will evaluate community health strengths and risk factors within the community.			
<b>Family Assessment: Family as Client: Public Health Clinic Virtual Experience</b>	Students will observe interactions between various families and the community/public health nurse in a public health clinic. There will be 5 family scenarios (including direct nurse-client conversations and even an interprofessional care conference) to complete. They'll be able to take notes and answer clinical reasoning questions about each of the family's needs as part of this activity. They will analyze how family dynamics affect the health and functioning of families living within the community.	The student will: Complete the virtual experience following given guidelines	Provide feedback as needed and grade using provided rubric.	The assignment with be evaluated using an aligned rubric in Canvas.
<b>Correctional Facility Nursing: Promise Heights Jail Virtual Experience</b>	Students will observe Nurse Mandy as she interacts with 3 inmate clients in the medical clinic of the local jail. Through the client encounters, they will learn about new inmate medical screening, inmate visits for chronic care management, and assessment for an inmate's acute health concern. Clinical reasoning questions are embedded throughout the activity to test what they have learned in each client encounter. They will identify disease processes and appropriate prevention, treatment, and education. They will identify vulnerable	The student will: Complete the virtual experience following given guidelines	Provide feedback as needed and grade using provided rubric.	The assignment with be evaluated using an aligned rubric in Canvas.

	populations within the community.			
<b>Tuberculosis Video Case Study Discussion Board</b>	The student will: Explore the barriers to tuberculosis (TB) surveillance, screening, and treatment for vulnerable populations. Investigate strategies for working with clients who are at high risk for TB. Apply best practices for caring for people with TB. They will identify disease processes and appropriate prevention, treatment, and education. They will identify vulnerable populations within the community.	The student will complete the Discussion Board as directed, and collaborate with peers in discussion.	Provide feedback as needed and grade using provided rubric.	The assignment will be evaluated using an aligned rubric in Canvas.
<b>Home Safety and the Aging Adult: Elderly Client's Home Virtual Experience</b>	Students will complete a health and safety assessment of the home of an elderly widower whose wife passed away a year ago. They will identify hazards that must be removed so he can return to his home after he's been discharged from the transitional care unit. Students will make systematic observations while navigating around the outside and inside of the man's house, noting anything that may pose a health or safety hazard or risk. They will practice community assessment and make health promotion recommendations.	The student will: Complete the virtual experience following given guidelines	Provide feedback as needed and grade using provided rubric.	The assignment will be evaluated using an aligned rubric in Canvas.
<b>Intimate Partner Violence and Elder Abuse: Promise Heights Shelter Virtual Experience</b>	Students will spend a virtual day in the Promise Heights Shelter, shadowing Nurse Julia as she interacts with clients. As they observe Nurse Julia's	The student will: Complete the virtual experience following	Provide feedback as needed and grade using provided rubric.	The assignment will be evaluated using an aligned rubric in Canvas.

	<p>interactions with each client, they will consider the following questions: • What are the strengths of this client/family? • What are the challenges in this client's/family's life? • What types of abuse is this client experiencing? • How does the Power and Control Wheel help you understand the client's situation? They will identify vulnerable populations within the community and identify prevention, treatment (safety), and education strategies for IPV.</p>	given guidelines		
<b>Case Management – Transitions of Care: Primary Care Clinic Virtual Experience</b>	<p>Students will observe interactions between the community/public health nurse and clients who are being seen for follow-up after being discharged from the hospital. As part of each client scenario, they will observe how the nurse evaluates what services the client is currently using or may need for a successful transition, and will answer questions relating to what they've learned in the client scenarios. They will identify health promotion strategies within the community for patients experiencing transitions of care.</p>	<p>The student will: Complete the virtual experience following given guidelines</p>	<p>Provide feedback as needed and grade using provided rubric.</p>	<p>The assignment will be evaluated using an aligned rubric in Canvas.</p>
<b>Health Promotion: Childhood Obesity Video Case Discussion Board</b>	<p>The student will: Explore the school nurse's role in promoting a healthy school environment. Examine ways the school environment can promote good health or contribute</p>	<p>The student will complete the Discussion Board as directed, and collaborate</p>	<p>Provide feedback as needed and grade using provided rubric.</p>	<p>The assignment will be evaluated using an aligned rubric in Canvas.</p>

	to obesity. Propose nursing actions at the population and/or systems level that target childhood obesity. Apply the Public Health Interventions Wheel concepts to the problem of childhood obesity. Identify the relationship between body mass index and the development of chronic diseases.	with peers in discussion.		
<b>Disaster Assessment and Response: Rural Train-Bus Accident Virtual Experience</b>	Students will be at the site of a train/bus crash that has occurred, causing significant damage. There are multiple victims; nursing personnel have been called in to triage victims for emergency services. As the community/public health nurse, students will complete a triage of the victims of this accident, beginning with the first victim they find. There are 20 victims to be found and assessed. They also will learn about the roles of various emergency responders who are present during a disaster. They will practice field triage and mass causality nursing care.	The student will: Complete the virtual experience following given guidelines	Provide feedback as needed and grade using provided rubric.	The assignment with be evaluated using an aligned rubric in Canvas.
<b>Public Health Nursing and Post-Disaster Recovery: Rural Flood Zone Virtual Experience</b>	Students will explore and experience the nursing role as it relates to post-disaster environment and health surveys. A flood has occurred in the Knight's Hollow Trailer Park and the community health/public health nurse has been called in to complete a variety of disaster recovery	The student will: Complete the virtual experience following given guidelines	Provide feedback as needed and grade using provided rubric.	The assignment with be evaluated using an aligned rubric in Canvas.

	<p>assessment activities. There will be 5 family scenarios to complete. Students will have the opportunity to apply a variety of concepts, such as post-disaster response, psychological first aid, epidemiology, medication management, and environmental health, while observing the nurse's interactions with clients and answer clinical reasoning questions about each client scenario.</p>			
<b>Health Promotion Presentation and Paper</b>	<p>The student will:</p> <ol style="list-style-type: none"> <li>1. Evaluate evidence-based research/data about salient health topics within the community.</li> <li>2. Create a health promotion presentation using modern technologies that align with target audience's health literacy needs.</li> <li>3. Compose an accompanying paper in APA format describing: <ul style="list-style-type: none"> <li>• Target audience data</li> <li>• Health issue</li> <li>• Evidence supporting possible solutions to health issue</li> </ul> </li> </ol>	<p>The student will: Create a presentation with audio and video about a health promotion topic. It should be designed based on target audience's needs and Healthy People 2020 objectives. Students may use PowerPoint, Zoom, Animoto, or Vid Grid technologies. They will research community resources available to the target audience and</p>	<p>Provide resources about presentation technologies. Provide feedback as needed and grade using provided rubric.</p>	<p>The presentation will be evaluated using the aligned rubric in Canvas</p>



	<ul style="list-style-type: none"> <li>• Submit to Smarthinking for review.</li> </ul> <p>4. Research community resources available to target audience that will assist with health promotion and provide handout highlighting 3 community resources. Place as an Appendix in paper.</p> <ul style="list-style-type: none"> <li>• Community resource name, address, phone, website</li> <li>• Services provided</li> <li>• Requirements that must be meet to receive services</li> </ul>	<p>make a handout listing those resources. They will write an accompanying paper in APA format.</p>		
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\*\*See individual assignment details in Canvas.

# NURS 01-401 Leadership and Management in Nursing

## Leadership and Management Experiential Learning Experience Activities

This course requires you to complete the Leadership and Management in Nursing Experiential Learning Experience. This involves two (2) specific activities—

- Shadow a Nurse Leader—Due end of Week 4 of course
- Change Project Presentation—Due end of Week 6 of course

You will want to be thinking of a nurse leader you would like to shadow, and contact them. Please note, if you chose a Mosaic nurse leader, you will need to complete the Mosaic Shadow request form (see below). If you have questions, please let me know.

<b>Experiential Learning Outcome &amp; Associated Course Outcome (CO)</b>	<b>Assessment Methods</b>
1. Analyze the role of a nurse leader. (CO1, CO2, CO4)	Shadow a Nurse Leader-Experiential Learning Experience
2. Describe the leadership style of an observed nurse leader. (CO1)	Shadow a Nurse Leader-Experiential Learning Experience  Shadow a Nurse Leader-Experiential Learning Paper
3. Write a synopsis of the shadow a leader experience. (CO1, CO2, CO3, CO4)	Shadow a Nurse Leader-Experiential Learning Paper
4. Discuss a change project need with a healthcare organization representative. (CO2, CO3, CO4)	Change Project-Experiential Learning Experience
5. Utilize a change theory or model to aid a change implementation. (CO1, CO2)	Change Project-Experiential Learning Presentation
6. Create a presentation that may be shared with the organization integrating the change. (CO1, CO2, CO3, CO4, CO5)	Change Project-Experiential Learning Presentation

<b>NURS 01-401 Leadership and Management Experiential Learning Experience Activities</b>					
<b>Experiential Learning Experience Required Hour Activities</b>	<b>Experiential Learning Objectives</b>	<b>Student Responsibilities</b>	<b>Facility Responsibilities</b>	<b>Faculty Responsibility</b>	<b>Evaluation Strategies</b>
<p><b>Shadow a Nurse Leader- 8 contact hours required</b></p>	<p>The student will complete 8 hours following a nurse in a leadership position.</p> <p>The student will analyze their observations and complete a paper that aligns with the interview questions and their experience observations. (See the assignment information rubric for details.)</p>	<ul style="list-style-type: none"> <li>• The student may contact a nurse leader in their healthcare organization to follow.</li> <li>• Set up a pre-conference discussion to review objectives for the experience.</li> <li>• Complete background and drug screening, paying associated costs if warranted by facility.</li> <li>• Sign HIPAA form if required by facility.</li> <li>• Complete the eight hours required for the experience.</li> <li>• Complete the interview questions and observations required for the paper.</li> <li>• Review the objectives of the</li> </ul>	<ul style="list-style-type: none"> <li>• Enable students to follow a nurse leader in the organization.</li> <li>• Allow the nurse leader time to answer the students questions related to the nurse leader role.</li> <li>• Enable the nurse to sign verification sheet identifying hours completed.</li> <li>• Provide time for the nurse leader to meet or talk with the student via phone for a pre-conference meeting.</li> <li>• May require the student to complete a HIPAA form or complete a background and drug screening. The nursing program has the availability for students to complete a background and drugs screening through a company located in the nursing e-lounge. Cost is</li> </ul>	<ul style="list-style-type: none"> <li>• If students are unable to utilize a healthcare organization of their choice, the program has formulated an agreement for students to complete their follow a nurse leader hours at Mosaic Lifecare in St. Joseph, MO or Maryville, Mo locations.</li> <li>• Conduct the post conference with the nurse leader identified.</li> <li>• Provide feedback as needed and grade using provided rubric.</li> </ul>	<p>The assignment will be evaluated using an aligned rubric in Canvas.</p>

		<p>experience and the rubric for the project.</p>	<p>the responsibility of the student.</p> <ul style="list-style-type: none"> <li>• Sign verification sheet identifying contact information.</li> <li>• Complete a post-conference phone call with a nursing program instructor.</li> </ul>		
<p><b>Change Project Presentation</b></p>	<p>The student will identify an issue at their workplace and develop a solution; e.g. meet with the finance department to develop a budget, interview staff, meet with managers, etc.</p> <p>The student will formulate a presentation to be shared with leaders in the healthcare organization. (See the assignment information rubric for details.)</p>	<ul style="list-style-type: none"> <li>• Schedule a meeting with a department manager, staff member, or financial representative at a healthcare institution.</li> <li>• Sign HIPAA form if required by facility.</li> <li>• Complete background and drug screening, paying associated costs if warranted by facility.</li> <li>• Investigate a change project requested by a healthcare organization representative they would like to integrate within their workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify a change they would like to integrate within their workplace.</li> <li>• Share information needed to complete the change project.</li> <li>• Provide time for an organizational representative to meet with the student for a pre-conference regarding the topic</li> <li>• Enable the organizational representative to sign verification sheet identifying contact information.</li> <li>• Enable the organizational representative to complete a post-conference phone call with a nursing program instructor.</li> <li>• May require the student to complete a HIPAA form or complete a</li> </ul>	<ul style="list-style-type: none"> <li>• If students are unable to utilize a healthcare organization of their choice, the program has formulated an agreement for students to complete the change project with Mosaic Lifecare in St. Joseph, MO or Maryville, Mo locations.</li> <li>• Conduct the post conference with the nurse leader identified.</li> <li>• Provide feedback as needed and grade using provided rubric.</li> </ul>	<p>The assignment will be evaluated using an aligned rubric in Canvas.</p>

		<ul style="list-style-type: none"><li>• Complete the hours required to meet with the representative, research the change and provide a presentation on the subject.</li><li>• Create a presentation on the change project to be delivered to the representative.</li><li>• Student will review objectives of the experience and the rubric for the project.</li></ul>	background and drug screening. The nursing program has the availability for students to complete a background and drugs screening through a company located in the nursing e-lounge. Cost is the responsibility of the student.		
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## Leadership and Management Experiential Learning Experience at Mosaic Life Care

If you plan to complete your Leadership experiential experience at Mosaic Life Care you need to complete the following documents located at this link <https://www.mymosaiclifecare.org/General/nwmo-ahec/Job-Shadowing/>

### [Shadowing Opportunities for Students | Mosaic Life Care](#)

In partnership with the Northwest Missouri Area Health Education Center, Mosaic Life Care provides job shadowing opportunities for student interested in health careers.

[www.mymosaiclifecare.org](http://www.mymosaiclifecare.org)

and fax to the number listed, as well as send a copy to the course instructor. This includes current employees of Mosaic. Please contact your leader/manager to see if any additional documentation needs to be completed before setting up the experience date/time.

We will help arrange your leadership experience. Please contact the course instructor ASAP if you want to complete your experience at Mosaic Life Care so we can contact the CNO of either the Maryville or St. Joseph campus to set dates. You will not need to rely on the AHEC office to set up the experience, we will coordinate this for you.

All paperwork must be submitted at least 5 days before the scheduled experience. Please let us know if you have any questions or concerns.

NW Missouri State University Faculty

Department of Nursing

660-562-1973

**Experiential Learning Experience Attendance Verification Form:  
Follow a Nurse Leader**

Student Name: \_\_\_\_\_

Pre-conference with leader to outline requirements of experience: \_\_\_\_\_

Date (s) of Leadership Hour Attendance: \_\_\_\_\_

Agency Name and Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I affirm the student attended a minimum of 8 hours at a healthcare organization with a nurse leader.

Leader's Name and Title: \_\_\_\_\_

Leader's Signature: \_\_\_\_\_

Leader's contact email and phone number: \_\_\_\_\_

Date: \_\_\_\_\_

Post Conference Date with leader by faculty member: \_\_\_\_\_

Comments by leader regarding student experience:

**Experiential Learning Experience Attendance Verification Form:**

**Change Project**

Student Name: \_\_\_\_\_

Date of Discussion with healthcare representative to identify a change project needed:

\_\_\_\_\_

Agency Name and Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I affirm the student and I discussed the following organizational change topic for their presentation.

Topic: \_\_\_\_\_

Healthcare representative name and title: \_\_\_\_\_

Healthcare representative's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Post Conference Date with representative by faculty member: \_\_\_\_\_

Comments by representative regarding student topic and presentation ideas:



# Appendix B- Confidentiality Agreement

## Confidentiality Agreement

Students enrolled at Northwest Missouri State University Nursing Program may encounter health Protected Health Information (PHI) protected by **the Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA)** through various sources including, but not limited to, interoffice communications, data or software maintenance, electronic media, verbal interactions, health plan claims, student records, or medical records.

**PHI** includes medical records, student records, and financial or billing information relating to a patient's or student's past, present or future mental or physical condition; or past, present or future provision of healthcare; or past present or future payment for provision of healthcare and contains any of the following identifiers that may be used to identify the patient or student in relation to PHI.

- \_ Names
- \_ Geographic subdivisions smaller than a state
- \_ Telephone/fax numbers
- \_ E-mail addresses
- \_ Social Security Numbers
- \_ Medical Record Numbers
- \_ Health plan beneficiary numbers
- \_ Account numbers
- \_ All elements of dates related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89
- \_ Certificate/license numbers
- \_ Vehicle identifiers and serial numbers including license numbers
- \_ Device identifiers/ serial numbers
- \_ Web Universal Resource Locators (URLs), Internet Protocol (IP address number)
- \_ Biometric identifier (voice, finger prints)
- \_ Full face photo image
- \_ Any other unique identifying number, characteristic, or code

The **Family Educational Rights and Privacy Act (FERPA)** is a Federal law that protects the confidentiality of student education information. **Protected education information** are those records that are directly related to a student that are maintained by an educational institution or by a party acting for the institution. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. As a student it is important for you to familiarize yourself with some of the basic provisions of FERPA to ensure that you do not violate this Federal law.

- You must not, under any circumstances, release to any person(s) information about a student, unless your position specifically requires you to do so. You must refer any requests for information about a student to your supervisor to ensure that you do not violate FERPA.

- You must not release any information about a student unless authorized to do so by your supervisor.
- You must avoid acquiring student record information that you do not need to do your job, nor should you disclose/release information about students that you may have learned while performing your job. Even a minor disclosure of information may be a violation.

I understand that Northwest Missouri State University and its affiliated organizations have a legal and ethical responsibility to maintain and protect the privacy and confidentiality of protected health information (PHI) and protected education information to safeguard the privacy of patients, students, Northwest Missouri State University and its affiliated organizations' information. In addition, I understand that during the course of my affiliation as a student at Northwest Missouri State University and its affiliated organizations, I may see or hear other Confidential Information such as financial data and operational information that Northwest Missouri State University and its affiliated organizations are obligated to maintain as confidential.

Students with access to such information shall not discuss, disclose, or give access to confidential health information except as needed to perform an essential student function or to those having a legal right to such information. They must further agree to access, use and disclose only the minimum protected health information and/or education information necessary to perform student functions and to follow the HIPAA and FERPA covered entity's policies and procedures that address the technical, physical and administrative safeguarding and security of protected health and education information. Any breach of confidentiality in violation of the HIPAA and FERPA covered entity's policies, professional standards, or state and federal laws and regulations governing protected health and education information, may result in applicable sanctions and/or university disciplinary action against the responsible student.

By signing below, I certify that I am aware of the HIPAA and FERPA Privacy Regulations and that I will abide by the HIPAA and FERPA covered entity's policies and procedures to ensure appropriate confidentiality and security of the health and education information that I encounter to perform student functions.

Student's Signature \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_