SCHOOL OF COMMUNITY HEALTH AND POLICY

Bachelor of Science
Undergraduate Nursing Program

Student Handbook
Academic Year 2015-2016
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Message from the Director

Dear Nursing Student:

It is my pleasure to welcome you to the Morgan State University, School of Community Health and Policy, Nursing Program. You are part of the special community formed here at Morgan State University, which has by designated by the state of Maryland as a Public Urban University. Within the MSU tradition, you will find respect for diversity of people and ideas, a common striving for excellence, and an unwavering dedication to service.

Within our nursing community faculty, staff, and students must work together to create and sustain the best educational program. None of us can accomplish our educational vision and goals alone. You have a vital role:

- conscientiously and meticulously studying,
- acting honestly and with integrity,
- respectfully questioning,
- thoughtfully reflecting,
- developing and refining critical thinking processes, and
- actively seeking assistance.

A hallmark of an excellent educational program is clarity and consistency of policies and procedures. Faculty created the attached handbook so that all nursing students receive the same information and can follow the program policies. Use it as a roadmap to understand and meet program requirements. The Handbook is a companion to the Morgan State University Student Handbook. Together, these references provide you with the complete profile of policies and procedures applicable to you as a student at Morgan State University and in our program.

You are part of an amazing institution that is rapidly rising in all aspects of its work, but keeps its sights clearly on excellence in education. The program, too, is advancing in new arenas, such as expanding our simulation lab to enhance learning. Keep alert! There are more good things to come.

We are delighted you are here. I’m always excited at the prospect of my contributions to preparing the next generations of nurses. I’ve always loved nursing and I speak for the entire nursing faculty and staff when I say that we look forward to working with you as you matriculate through our program, as we work to achieve national accreditation, throughout your career once you’ve successfully completed the program, and as an alumnus giving back to those entering the program after you.

V/r,

Maija R. Anderson, DNP, RN
Program Director

Growing the future...Leading the world!
MORGAN STATE UNIVERSITY VISION & MISSION

Vision Statement
Morgan State University is the premier public urban research university in Maryland, known for its excellence in teaching, intensive research, effective public service and community engagement. Morgan prepares diverse and competitive graduates for success in a global, interdependent society.

Mission Statement
Morgan State University serves the community, region, state, nation, and world as an intellectual and creative resource by supporting, empowering and preparing high-quality, diverse graduates to lead the world. The University offers innovative, inclusive, and distinctive educational experiences to a broad cross section of the population in a comprehensive range of disciplines at the baccalaureate, master’s, doctoral, and professional degree levels. Through collaborative pursuits, scholarly research, creative endeavors, and dedicated public service, the University gives significant priority to addressing societal problems, particularly those prevalent in urban communities.

In realizing the vision and mission, the University has established five goals for its 2011-2021 Strategic Plan. They are:

Goal 1: Enhancing Student Success
Morgan will create an educational environment that enhances student success by hiring and retaining well qualified, experienced, and dedicated faculty and staff, offering challenging, internationally relevant academic curricula, and welcoming and supporting a diverse and inclusive campus community.

Goal 2: Enhancing Morgan’s Status as a Doctoral Research University
Morgan will enhance its status as a Doctoral Research University through its success in securing grants and contracts and its faculty’s achievements in basic and applied research, professional expression, artistic creation, and creative inquiry. Additionally, initiatives will be designed to enhance doctoral achievement in the science, technology, engineering, and mathematical (STEM) and non-STEM disciplines for underrepresented students of color.

Goal 3: Improving and Sustaining Morgan’s Infrastructure and Operational Processes
Morgan will enhance its infrastructure and processes by improving the efficiency and efficacy of its operating procedures, by focusing on the environmental sustainability of its facilities, and by meeting the technological customer service needs of its students, faculty, staff and community.

Goal 4: Growing Morgan’s Resources
Morgan will expand its human capital as well as its financial resources by investing in the professional development of faculty, staff, and students, seeking greater financial support from alumni, the State and federal governments, private and philanthropic sources, and establishing collaborative relationships with private and public entities. The issue of indirect costs associated with contracts and grants will be revisited.

Goal 5: Engaging with the Community
Morgan will engage with community residents and officials in the use of knowledge derived from faculty and student research, the sharing of mutually beneficial resources, and the appropriate and timely dispatch of University experts and professionals to collaborate in addressing community concerns.
SCHOOL OF COMMUNITY HEALTH AND POLICY
The Morgan State University School of Community Health and Policy offers graduate and undergraduate academic opportunities in Public Health, Nutrition, and Nursing.

SCHP’s mission is to develop a corps of health professionals committed to transforming urban communities by promoting health and reducing health inequities. SCHP’s vision is to be an integral part of the community, working to achieve optimal health. SCHP seeks to influence policy to allocate resources more towards prevention versus treatment throughout the health system.

SCHP’s goals are:
• To train a cadre of highly-qualified health professionals who are committed to achieving positive health outcomes in urban communities.
• To engage the community in identifying topics for and conducting research to improve their health.
• To be a resource for health expertise and service for the Baltimore community.

THE UNDERGRADUATE NURSING PROGRAM GUIDING PRINCIPLES

Mission of the Undergraduate Nursing Program
Nursing is a dynamic, interpersonal discipline that exemplifies art and science through care and compassion. The primary mission of the Undergraduate Nursing Program is to offer a general program of study in nursing science. The nursing program is designed to prepare its graduates for Baccalaureate generalist nursing practice. We also seek to provide graduates with the background necessary to further their professional nursing education and a desire for life-long learning.

The nursing faculty believes that the mission of the Undergraduate Nursing Program is to prepare graduates to provide safe, effective, and evidenced-based practice as baccalaureate-prepared nurses. The program aims to prepare nurses who will be able to meet the challenges of a dynamic, changing, and emerging health care setting. The philosophy incorporates MSU Nursing Conceptual Framework, Core Values and Nursing Code of Ethics. The aforementioned concepts guide the profession of nursing as an art and a science.

Nursing Conceptual Framework
The Nursing Conceptual Framework of Morgan State University Nursing is a model used by faculty to assist nursing students to comprehend, analyze, organize and understand the vast concepts and relationships that are important to the knowledge base of a professional Nursing practice. The major concepts and the nursing process will be an integral component of the core courses in the MSU Baccalaureate Program.

Major Conceptual Threads
Major conceptual threads are critical to the role of Baccalaureate prepared Nurses.

Person refers to individuals, families, and communities. Each person is a unique, holistic being of inherent worth. Through dynamic processes of coping, each person strives to maintain equilibrium within the environment.

Environment consists of internal and external contexts and processes that have an impact on the person. The environment is shaped by biological, historical, cultural, ethnic, psycho-social, political, and economic influences.

Health is the optimal state of well-being along a continuum of wellness to illness from conception to death. It is a perception that varies according to cultural differences and values. Health can be viewed from an individual, community, and global perspective.
Nursing is a dynamic, interpersonal discipline that exists to move persons toward optimal function.

**Core Values**
The Nursing Profession is guided by the ANA *Code for Nurses*, ANA Standards of Nursing Practice, Service and Education; COMAR regulations, and the Maryland Board of Nursing. The core values of the Nursing Program that define the practice of nursing and how nurses practice in the health care profession are as follows:

**Accountability** as defined by the American Nurses Association (ANA) is a key concept in nursing and simply means, “being answerable to someone for something done” (ANA, 2002). Professional nurses are accountable to the nursing profession, patients, other members of the health care team, agency, and self.

**Diversity** is an essential concept in nursing. An appreciation of the diversity amongst health care providers is important in providing quality health care to people from different ethnic, cultural, and socioeconomic backgrounds.

**Excellence** in nursing practice is a major goal in preparing graduates of the Nursing Program at Morgan State University. The Nursing Program strives to be a leader in demonstrating the standards of professional nursing practice.

**Initiative** is critical to the advancement of nursing practice. Morgan State University Nursing Program strives to develop and implement initiatives that coincide with its commitment to healthcare for individuals, families, and communities with special interest in the surrounding Baltimore community.

**Integrity** is intrinsic to the character and nature of professional nursing. The National League for Nursing (NLN) notes that, “a culture of integrity is evident when principles of open communication, ethical decision-making and humility are encouraged, expected, and demonstrated consistently.

**Respect** is an important tenant of the American Nurses Association (ANA) *Code of Ethics* which states that, “the nurse practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.”

**Code of Ethics for Nurses**
MSU’s Nursing Program supports the ANA’s *Code of Ethics for Professional Nurses*. Tenets of the Code include the following:

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse’s primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates, and strives to protect the health, safety and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.
5. The nurse owes the same duties to him/herself as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. Through individual and collective action, the nurse participates in establishing, maintaining and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

**NURSING PROGRAM STUDENT OUTCOMES**

The curriculum guiding Morgan State University (MSU) Bachelor of Science degree in Nursing Program adheres to the *Essentials of Baccalaureate Education* as articulated by the American Association of Colleges of Nursing. The guidelines of the AACN serve as the framework for the nursing program. Each nursing course has objectives that correspond with the *Essentials of Baccalaureate Education*. Upon completion of the Nursing Program, the graduate will be able to demonstrate the knowledge, clinical skills and professional attitude expected of the baccalaureate-prepared nurse. Objectives and expectations of the BS (Nursing) program are that graduates will be able to

1. Utilize critical thinking, diagnostic reasoning, and moral and ethical reasoning in the application of the nursing process to assist the client in achieving optimal health outcomes;
2. Synthesize knowledge from the humanities, arts and sciences to provide quality nursing services reflective of value, dignity and worth of each individual in a culturally diverse society;
3. Communicate effectively and therapeutically in writing, verbally and nonverbally;
4. Incorporate the caring ethic as the foundation of nursing practice;
5. Apply the nursing process to assist the client to promote, restore and maintain an optimal-level of wellness by providing holistic care;
6. Function effectively in role of provider and manager of nursing care demonstrating leadership in the health care team;
7. Apply principles of leadership and management skills to nursing practice to ensure quality care and patient safety;
8. Assume responsibility for personal and professional growth and continued, life-long learning;
9. Appropriately use technology to deliver safe, effective nursing care;
10. Apply principles of evidence based practice;
11. Be accountable for ethical professional nursing practice to meet the health care needs of the community and populations served.
ACADEMIC POLICIES
The following policies and operating procedures reflect the policies of Morgan State University, the School of Community Health and Policy, and the Federal Family Educational Rights and Privacy Act of 1974 (“FERPA” or the “Buckley Amendment”) and the Freedom of Information Act. Information regarding the University’s Student Records Policy may be obtained at www.morgan.edu.

Admissions Policy
Admission to the Nursing Program is a separate process from admission to the University. The review of applicant records from all institutions attended is a comprehensive process which includes the review of GPA, courses, grades, recommendations and personal career statement. Incomplete application packets will not be considered for admission. You must assure that transcripts from all schools attended must be on file at the MSU Transfer Center.

Because the number of available placement slots is limited, all candidates who meet the minimum requirements may not be accepted into the program.

Students admitted into the Nursing Program will complete the Nursing curriculum plan that is in effect at the time of admission and outlined in this handbook. Policies within this handbook are subject to change. Students will be notified of any such change through the nursing website and official University email.

Minimum Admission requirements include:
- Admission to Morgan State University
- A completed Morgan State University Nursing Program Application submitted by deadline
- Three (3) letters of reference (1 academic; 1 personal/character; 1 professional/organizational)
- Completion of all pre-professional courses prior to starting the nursing program (all science coursework must have been completed within the last five years)
- Proof of health insurance/immunizations for employment in healthcare field
- Overall GPA of 3.0 or higher
- GPA’s from all previous schools attended will be used to calculate overall GPA

NOTE: A criminal background check is required prior to clinical practice. Please note that adverse criminal background checks may prevent attendance at clinical sites. Additionally, criminal background checks are required prior to nursing licensure; adverse findings may result in denial of licensure.

Conduct Policies
Nursing students are governed by multiple policies regarding their conduct while in the program. Two specific policies are specified below:

1. Morgan State University Code of Academic and Professional Conduct
   The University has established codes of conduct that students must adhere to. The codes can be found in the following locations on the Morgan website.
   - MSU Student Code of Conduct:
   - MSU Academic Dishonesty Policy:

2. Nursing Program Code of Conduct
   The Nursing program has additional guidelines for academic and professional conduct. Please review these policies carefully. Failure to comply may result in dismissal from the program. Any questions regarding this code should be addressed immediately to relevant faculty and the Nursing Director. Violation of the nursing program code of conduct includes the following actions:
- threatening behavior
- yelling
- rudeness,
- the aggressive making of demands of faculty and/or staff
- inappropriate clinical dress
- chronic tardiness
- use of cell phones during class time
- chronic poor course attendance/unexcused absences provision of care to patients that is outside the scope of nursing practice as defined by the Nurse Practice Act, considered negligent, abusive, violates patient confidentiality and endangers the life of the patient or family (this list is not all inclusive as it relates to issues in patient care.

**Academic Progression Policy**

In order to successfully move through the nursing program, student progression must be in compliance with the following standards and guidelines:

- Nursing Program students must maintain at least a 2.5 **cumulative** grade point average (GPA) at MSU to graduate from the Program. Any **semester** in which a GPA of less than 2.5 is earned, the student will **automatically be placed on academic probation**. Students who receive a semester GPA of less than 2.5 in two consecutive semesters, will be dismissed from the Nursing program.

- Students enrolled in NURS courses must adhere to pre-requisites and successfully complete all required coursework in both the didactic and clinical components in order to pass the course. For courses with a didactic and a clinical component, students who do not achieve a satisfactory grade in either component of the course will be required to retake the entire course.

- If a letter grade of “D” or “F” is received in any nursing course the student is **automatically placed on academic probation** and must retake the course the next available time the course is offered. Students are only allowed to take a nursing course twice. If a student takes a course and fails; then retakes the same course and withdraws for any reason the student will be dismissed from the Nursing Program.

- Full time Nursing Program students must be continuously enrolled in all Nursing courses for which they are eligible. Admitted nursing students who do not register for NURS courses for two consecutive semesters will be required to submit a letter applying for reinstatement into the nursing program. Reinstatement into the program is not guaranteed.

**Dismissal Guidelines**

Students will be dismissed from the program if any one of the following circumstances apply:

*The standards below vary from Morgan State University policy on academic dismissal and course failure*

- Student has two consecutive semesters of a GPA less than 2.5 Note: If a student’s semester GPA falls below 2.5 for two consecutive semesters, the student is subject to dismissal although Cumulative GPA may be 2.5 or higher.

- Student earns a grade lower than a “C” in two different nursing courses or in one repeated nursing course

- Student has a recorded grade of “W” in any two different nursing courses *(see details under Course Withdrawal in the next section)*

- Student has a recorded grade of “W” in any nursing course twice

- Student exhibits conduct that is unprofessional, incompetent, unethical, or illegal in the clinical/practicum settings as outlined by the American Nurses’ Association Code for Nurses and the Nurse Practice Act.

- Student performs in an unsafe manner while providing care to a client *(Note: Students will be immediately removed from the clinical area under such circumstances.)*

- Student presents him/herself to a clinical area chemically impaired by drugs or alcohol. *(Note: Students will be immediately removed from the clinical area under such circumstances.)*

**NOTE:** Students dismissed from the program are **not** eligible for re-admission into the Morgan State University Nursing Program.
Course Withdrawal Guidelines (refers to all courses with the NURS designation)

**This policy varies from Morgan State University policy on course withdrawal**

- Withdrawal from a nursing course following the add/drop period will result in a student automatically being placed on academic probation.
- A student may withdraw from any nursing course only once.
- A student may withdraw from no more than two nursing courses throughout their matriculation in the program.

**NOTE:** Failure to attend class does not constitute an official withdrawal from the course. If official course withdrawal is not made, the student will receive an “F” for the course.

**Academic Probation**
Students placed on academic probation are in jeopardy of being dismissed from the Nursing Program. Once a student is placed on probation, there must be a meeting with the assigned academic advisor to determine an approved course of action for continuation in the program.

**Nursing Faculty Advisement**
Advising is viewed by the Nursing Program as an integral part of each student’s education and academic progression. Each student will be assigned a Nursing Academic Advisor who will help guide the student’s academic progression and professional development. Students who are having academic difficulty should contact the faculty teaching the course and their nursing advisor early in the term. This allows the opportunity to make a plan for improvement, and determine strategies that may be helpful.

Students must meet with their Nursing Advisor at least twice during the semester for professional assistance and guidance. Academic performance plans must be reviewed at the end of each semester.

**Graduation Requirements**
All students must apply for graduation by completing the graduation application available in the Nursing Office or through the Office of Records and Registration. Students must pay all applicable graduation fees. Students should review the Academic Calendar for specific deadlines for graduation applications.

To qualify for the degree, Bachelor of Science BS, from the Nursing Program, be eligible to participate in the Nursing Pinning Ceremony and be eligible to sit for the National Licensing Exam (NCLEX-RN) every student must have:

- Successfully completed the course requirements including professional, basic science, social science, and elective courses.
- Achieved a cumulative GPA of at least 2.5
- Completed the last 30 credits of the program must be earned in residence
- Passed the Senior Comprehensive Exam at the minimum level set by the nursing faculty. The Senior Comprehensive Exit Exam is a national standardized exit exam. Nursing faculty select the vendor who will deliver the exam based on best practice. Students MUST pass the Senior Comprehensive Exit Exam at the minimum level set in order to be cleared to graduate and to take the NCLEX-RN. Students who are not successful in meeting the minimum standard on the exit exam the first time, will be allowed a second opportunity to take it prior to graduation
- They will be afforded a third and final opportunity to take the Exit Exam. Students will not be allowed to take the Exit Exam more than 3 times. The third opportunity will be given in the next semester without exception. Students who don’t pass the exit exam after the second opportunity are not eligible to participate in the Nursing Pinning Ceremony or Graduation ceremonies as they haven’t met all requirements for graduation.
- Prior to taking the Exam a third and final time, students must demonstrate that they have successful completed an approved NCLEX-RN Review and Remediation program at their own expense. Students must follow up with nursing staff and faculty during the time that they are remediating to ensure that they are progressing satisfactorily with their chosen method of
review and remediation in preparation for taking the Exit Exam a final time. If the student is unsuccessful at passing the Exit Exam at the minimum standard set, they will be dismissed from the Nursing Program.

- Coursework will be completed within 3 years of admission to Nursing Courses. Students unable to complete course work within 3 years of admission to the Nursing Program, will be dismissed from the Nursing Program.

**Clearance for the NCLEX-RN Exam Requirements and Process:**

- In order to progress into practice as a Registered Nurse, graduates are required to take, and pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN). This takes a great degree of preparation on the part of the candidate even after successful completion of the curriculum requirements.

- The process for preparing for the NCLEX-RN begins during your matriculation through the nursing program. Instructors are developing exams based on the NCLEX-RN Blueprint to help you prepare to successfully sit for, and pass the NCLEX-RN the first time. Students also take assessment exams at the end of each semester to ascertain their mastery of content in the required areas.

- Links to the Test Blueprint and Detailed Testing Blueprint follow and should be referenced by the student frequently throughout their matriculation through the program in order to develop a better understanding of the plan in preparing to sit for the exam.


- Students need to plan to have approximately $800 on hand immediately after graduation to meet deadlines set for submission of paperwork to MBON and to be able to sit for the NCLEX-RN within 12 weeks of graduation.

- Students will begin the formal review and preparation during matriculation through the program.

- Students who have met all requirements for graduation, will be cleared to take the NCLEX-RN by the Program Director within 8 weeks of completion after having met requirements after they demonstrate the following:
  - Plan for paying all fees associated with registration for the NCLEX-RN (Maryland Board of Nursing, PearsonVue Exam fee, Criminal Background Check – Approximately $375);
  - Continuing plan for review and remediation (Proof that they have signed up, paid for, and are in the process of completing an approved RN Review course (i.e. Kaplan – Approximately $400)

- When NCLEX-RN candidates (former students) have presented all required documentation to the Program Director and their applications are signed off, the Program Director will send final approval to the Maryland Board of Nursing (MBON) in a time limited memo. Director will limit submission time for documents by NCLEX-RN candidate to 8 weeks. If candidate doesn’t submit all required documentation within that time frame, they will be referred back to MSU NP to ascertain plans for review, remediation and continued preparation prior to having another approval sent on their behalf, to the Maryland Board of Nursing.

- Students will receive additional review of the process by nursing faculty and staff throughout their matriculation through the nursing program.
Grading and Examination Policies

Grading Policy

Grading Scale: Grading Criteria - The grading scale for undergraduate students in the Nursing Program is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92-100</td>
</tr>
<tr>
<td>B</td>
<td>82-91</td>
</tr>
<tr>
<td>C</td>
<td>81-73</td>
</tr>
<tr>
<td>D</td>
<td>72-64</td>
</tr>
<tr>
<td>F</td>
<td>Below 63</td>
</tr>
</tbody>
</table>

An incomplete grade ("I") is granted upon request only in exceptional circumstances. Requests for "I" grades will be considered based on the policy provided within the Morgan State University Undergraduate catalog. When an "I" grade is requested:

- The student must be in good academic and clinical standing in the course.
- A student who requests an incomplete must contact the faculty member prior to the last week of class.
- The student and the faculty member should discuss a plan, including a schedule for completing the remaining work.
- An "I" grade not finished by the end of the next semester in which the student is enrolled will be automatically changed to an "F" grade.

Examination Policy

All examinations are to be taken at the scheduled times. Students unable to attend an examination due to illness or emergency are responsible for notifying the faculty. Examination options for late notification are at the discretion of the faculty. Documentation may be required. Make-up options for examinations are provided at the discretion of the faculty. Final examinations times are determined by the University Scheduling Committee. Please reference the following links regarding MSU Student Code of Conduct and Academic Dishonesty as the policy applies to cheating and plagiarism and will be enforced.


Use of Standardized Assessments

Each clinical course uses standardized assessments tools to evaluate student knowledge and progression. Each course specifies the weighting of the assessments as it relates to final grade. Such tools are used to strengthen preparedness for the state nursing licensing exam NCLEX-RN.

Student Grade Dispute/Grievance Policy

The formal grade dispute/grievance policy provides a mechanism for objective internal review of faculty and staff actions or Nursing Program Committee decisions. The Grade Dispute process must be followed in the sequence listed:

1. Questions related to final grades must be presented in writing to the course instructor within ten (10) business days of the beginning of the following semester. If the student and the course instructor are unable to reach a satisfactory resolution, the student must submit a written request to the Nursing Director for consideration. It must include all supporting documentation from course instructor. i.e. syllabus, exams, etc.
2. The Director may convene the Nursing Grievance Committee to address further concerns. The Nursing Director will provide a written response.
3. Students who remain unsatisfied with the decision of the Nursing Director and/or the Nursing Grievance Committee have the right to appeal to the Dean of the School of Community Health and Policy.

OTHER GRIEVANCES: The above process applies to other types of grievances EXCEPT the time limit for filing the formal/written complaint is no more than thirty (30) calendar days from the time of the original grievance.

If a student wishes to continue the appeals process for any type of grievance through to the Office of the Dean, the following policy applies.
4. The student should provide a written request for appeal to the Office of the Dean.
5. The appeal should be submitted in hard copy with an electronic version submitted to the Dean via email (Note: Email Subject Line should read: APPEAL)
6. The letter should indicate the nature of the grievance, a brief summary of what has taken place and the grounds for the appeal.
7. All supporting documentation should be included with the appeal letter including written dispositions from faculty member, Director and/or Nursing Grievance Committee.

The appeal should come to the Office of the Dean no later than seven (7) calendar days after the decision of the Program Director has been provided to the student. No appeals will be accepted that have not followed the steps as outlined in the Undergraduate catalog and in this handbook. Once the appeal has been received, a decision will be provided within 15 calendar days of receipt of the appeal except in the case where additional documentation or information is needed. In those circumstances, the time period shall be extended no more than thirty (30) calendar days.

THE CLINICAL EXPERIENCE
The Clinical experience is central to successful completion of the Nursing Program. A Clinical Rotation Manual with full details of requirements and evaluations will be provided each student. This handbook provides highlighted information contained in the Clinical manual. Students will be governed by the policies as fully specified in the manual.

Entry into Clinical Courses
Students will not be allowed to progress to any clinical site until they have passed the medical calculation examination in the didactic portion of the clinical course. (See “medical calculation examination” under academic policy/examination section of this handbook). Other requirements that include the following:

Medical Calculation Examination
In order to progress through the clinical experience, students must be able to accurately calculate medication dosages. A medication calculation exam is given for all nursing clinical courses. Students have three opportunities to pass the exam. The following rules apply:
- A minimum score of 90% out of 100% is required to pass the exam.
- If the minimum score is not achieved after three attempts, the student cannot enter into the clinical component and will receive an unsatisfactory grade (“D” or “F”) for the course if the student does not withdraw.

Nursing students are strongly encouraged, to use clinical calculation textbooks and software to complete progressive self-study medication-related activities. Students are encouraged to take any practice exams that are provided. Please refer to individual course syllabi for specific instructions and guidelines.
Preparation for Hospital Clearance

All students must receive a Cleared for Clinical Card from the Clinical Coordinator to attend the clinical rotations. Failure to complete the mandatory required clinical Health and Wellness Packet by the designated date will result in the student being non-compliant with requirements for clinical rotations and a recorded grade of a “D” in the course. **NOTE:** Maryland regulations (COMAR) state that students cannot attend clinical without ALL required health documentation.

Health Compliance Requirements

To ensure student well-being as well as to meet clinical agency regulations, students must submit (or have on record with the Nursing Program) a variety of compliance requirements. These include but are not limited to:

1. Current CPR certification through the American Heart Association's Basic Life Support/Health Care Provider Course (adult, child and infant CPR).
2. Proof of immunization/or titers (rubella/mumps/varicella), including one TD adult tetanus diphtheria vaccine within the last 10 years.
3. Proof of negative tuberculin (TB) status (secured through an initial one-step Mantoux tuberculin skin test (TST) at the beginning of the Nursing Program, and skin testing annually after that. If the Mantoux is positive, an X-ray report and/or documentation of INH therapy must be submitted to the Nursing Course Coordinator.
4. Annual influenza vaccination.
5. Statement of physical fitness (completed by the student’s health care provider)
6. Completion of the criminal background check required by the program
7. Successful completion of clinical skills and medication administration examination (Skills Checklist with appropriate signatures and dates of completion from faculty and/or successful completion of skills testing for applicable courses).
8. Any additional requirements deemed necessary by the clinical agency.
9. The Hepatitis B vaccination is highly recommended for the protection of the student and patients. The student should have documented dates of the Hepatitis B series with a follow-up titer, or a Hepatitis B declination form on file with the Nursing Program.

Hospital/Agency Mandatory Courses

Mandatory clinical courses include rotations at agency hospitals or health centers that provide direct patient care and include information deemed vital for practicing health professionals. Mandatory clinical courses include, but are not limited to:

- Fire/Safety for Students
- Infection Control
- Patient Safety
- Corporate Compliance
- HIPAA

All undergraduate student nurses must complete agency-specific mandatory clinical courses before their first clinical day. Nursing students are not allowed to provide patient care if clinical mandatory courses have not been completed.

Malpractice Insurance

The University provides all students currently enrolled in the Morgan State Nursing Program with malpractice insurance. Morgan State University is self-insured. Students who also hold professional licensure may wish to obtain additional malpractice insurance from either the American Nurses Association or the National Student Nurses Association. A copy of the University malpractice insurance policy can be obtained from the Office of the Provost. If students have questions about the University’s insurance program, they may contact the Nursing Office at 443-885-4144.
Clinical Uniform Requirement
Presenting oneself in a professional manner, is a key component of developing as a professional. MSU NP requires that students where the official approved uniform. Official MSU uniforms must be purchased through Dove Apparel and include:
- White polo top
- White Laboratory coat
- Morgan State Nursing Program patch (must be attached to uniforms, tunics and lab coats sewn to the right sleeve, two inches (5 cm.) below the shoulder seam.)
- Navy Blue uniform pants
- Hair must be worn off of the shoulders and should not be dangling as it represents an infection control issue.
- Facial hair must be neatly groomed and be able to fit into respirator masks.
- Proper hygiene is essential. Uniforms are to be clean and pressed when students present to the clinical setting
- Students are to present to the clinical setting clean and with minimal perfume. Deodorant should be worn, but should be unscented.
- Clear nail polish only, may be worn in the clinical setting.
- Makeup should be natural and modest. No garish colors will be allowed in the clinical setting.
- Students are allowed to wear one small pair of post earrings and wedding/engagement rings in the clinical setting.

The following items are prohibited:
- Scrubs
- Tennis shoes
- Exposed midriff or cleavage
- Dangling earrings, necklaces, or bracelets. Students are allowed to wear one pair of small post earrings and wedding/engagement rings
- Sandals or shoes with exposed toes
- False Eyelashes
- Facial Piercing
- Artificial (Gel or Acrylic) or excessively long nails. Nails should not extend more than 1/8th past the tip of the nail
- Exposed tattoos on the face, neck or arms. All exposed tattoos must be covered

The uniform must be worn at all times while in the clinical setting, clinical skills lab and in compliance with the clinical dress code. Students who are not in compliance with the dress code will be denied entry into the clinical area and receive an unsatisfactory evaluation for the clinical day.

ALSO REQUIRED: Goggles; bandage scissors; hemostat; watch with second hand; pencil; black pen; and small writing pad are required of all students. It is also required that students have a stethoscope with an adult and pediatric bell and diaphragm, a pen-light, and a small ruler measuring centimeters.

Clinical Attendance and Performance Standards
Attendance in all clinical courses (on-campus laboratory and off-campus clinical site) is mandatory. Students are expected to report to the clinical setting on time (specific time will be defined by faculty in the course) The Nursing Program requires that all students notify and provide appropriate notification of lateness or absence to the clinical instructor.

- Missed Clinical experiences will be considered unexcused absences. Details will be found in the course materials.
- Students presenting to the clinical setting more than 15 minutes past the start time, will receive a tardy for the clinical day. Students with more than 2 tardies will receive a warning. Tardiness is defined in the Clinical Practice Handbook. Please familiarize yourself with tardy/absence policy.
- Students must meet all required contact clinical hours successfully complete the clinical environment requirement.
- Please reference the Clinical Practice Handbook/Course Syllabus for clinical remediation policy.

**Patient Safety Policy**

Students enrolled in the Nursing Program are responsible and accountable for their actions related to patient care. Faculty, Coordinators and the Director have the responsibility to impose sanctions on any student whose conduct in the clinical setting is detrimental or has the potential to be detrimental to patient welfare. Sanctions can include immediate removal from the clinical setting, removal from the course with a grade of F, and may result in permanent dismissal from the Nursing Program.

Students who violate a client’s confidentiality in *any manner* will be severely reprimanded with possible dismissal from the Nursing Program. The Nursing Program will comply with all regulations of HIPAA, including a prohibition on copying or printing any patient records. Nursing students will not use or disclose *any* patient or agency information except as permitted by law, regulation and/or the clinical agency’s policy. Any student who violates this policy will be severely reprimanded, may receive a grade of “F” in the clinical course in which they are enrolled, and may be dismissed from the Nursing Program.

**Laboratory Accident Guidelines**

Students involved in a clinical/laboratory accident will be given immediate attention at the time of the accident, University Police will be notified as indicated, and the student will be transported to the University Student Health Services/or local emergency room for further evaluation and treatment. The student will be responsible for any charges incurred. An incident report will be completed by the instructor and sent to the Clinical Coordinator. The student should follow further treatment recommendations from the Student Health Services, if any, to complete the process. Verification of follow-up should be submitted to the appropriate Coordinator.

**Bloodborne Pathogen Exposure Control Plan**

The exposure control plan is used to reduce worker risk in our student laboratory by minimizing or eliminating faculty, staff, and student exposure incidents to bloodborne pathogens such as HBV and HIV. The Nursing Program complies with OSHA standards.

**Inclement Weather**

No clinical courses will be taught on any day that the University does not open. If your clinical instructor is unable to come in, the instructor will contact the student team leader and the student team leader will contact the remaining students in the clinical group. Students are advised to register for Morgan State Mobile alert on MSU website.

**GENERAL POLICIES**

**Disability Statement**

The Student Accessibility Support Services (SASS) program provides, arranges, and coordinates services for students with learning, emotional, mental, and physical disabilities. The University is committed to providing equal opportunity and access for all students. When a qualified student provides documentation, SASS assists with specific needs by implementing accommodations which are a necessary part of enabling equal access to the institution’s programs and facilities. Additionally, the University offers full assessment/evaluation at a nominal fee through the Counseling Center. Referrals to the Counseling Center will be made via the SASS office. Additional information regarding Student Accessibility Support Services can be found within the University’s undergraduate student catalog.
If you require an accommodation due to a disability, please contact the Office of Student Disability Support Services (SDSS) to register. More information regarding the intake procedure can be found on the SDSS website: http://www.morgan.edu/SDSS. It is your responsibility to request an accommodation from SDSS before or at the beginning of the semester.

The Nursing Program’s policy and practice is to provide equitable educational opportunities for students with documented disabilities in all programs and activities, including clinical experiences with the Morgan State University Student Accessibility Support Services. Students are required to submit official current accommodation notification to each course instruction, each academic semester. The student must present this letter to each of their faculty and provide sufficient lead time to allow the requested accommodation(s) to be provided. Students who do not follow aforementioned procedure, may not be eligible for an accommodation in that course. The Nursing Program is committed to providing equal and integrated access for students with disabilities. If you need help with assessing your need for special accommodations, please contact the Office of Student Disability Support Services (SDSS).

Communications/Use of Morgan State University Email
Students will receive communications from the Nursing Program and the Dean’s Office utilizing official channels. These channels are posted mail or electronic communication.

- Be sure that the correct mailing address is on file with the Registrar’s Office. If mail is to be posted, this is the address where it will be sent.
- The Morgan State University email is the official email address for all students. All electronic communications from the Nursing Program, the School of Community Health and Policy, and the University will be transmitted via the Morgan email. Students should check this email on a regular basis.

Non-Discrimination Policy Notice
The Nursing Program as an equal opportunity, affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. The Nursing Program is committed to a policy of nondiscrimination and equal opportunity in employment, educational programs and activities, and admissions for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability or veteran status.

Policies Subject to Change
The Nursing Program reserves the right to update and change the policies provided in this handbook at any time. A copy of this handbook is posted on the Nursing Program’s website. If any changes occur, students will be notified via email and the updated information will be posted on the Nursing Program website. If there are significant changes to the policies, students will be provided the changes and then sign and date a new acknowledgement form. Students must sign and date an acknowledgement of receipt of this current handbook during the first week of class.

ACADEMIC SUPPORT SERVICES
Office of Student Support Services and Outreach
The Office of Student Support Services and Outreach offers support to help students succeed academically and provides opportunities for students to enrich their leadership experiences. OSSSO assists students who need to change their academic program, are experiencing academic difficulty, have received an academic or clinical course warning or academic discipline notice. OSSSO performs degree audits to ensure that students complete requirements for graduation. OSSSO also assists students in navigating Nursing Program and University resources, including programs for improving study skills, tutoring and counseling. OSSO is located on the first floor in the Jenkins Building room 105. The phone number is 443-885-4288.
**Tutoring**
To ensure your academic success the Nursing program provides tutors to assist with academic needs. Please contact the OSSSO for a schedule of when tutors are available. Tutors meet with students in designated areas.

**Student Success Center**
The Student Success Center is located in Room 210 Jenkins and is equipped with audiovisual programs related to health science education, study carrels and computer hardware and software. The Center is also used as a testing laboratory.

**Nursing Clinical Learning Center (CLC)**
The CLC is comprised of two labs. The Nursing Skills Lab (Room 306 Jenkins) is equipped with 11 client care areas to facilitate the practice of bedside nursing skills. Full-bodied manikins and simulators are provided to assist with practice.

**Simulation Clinical Laboratory (SCL)**
The SCL located adjacent to the Nursing Skills Lab, provides opportunities to actively participate in clinical scenarios. Course instructors arrange the area with equipment to facilitate scenarios. A one-way mirror along one wall allows observers to view students during their performance of skills. The SCL is staffed Monday through Friday, from 9:00 am to 5:00 pm.

**University Resources**
All full-time undergraduates are automatically enrolled in the insurance plan at no cost. Part-time undergraduates and graduate students may purchase the coverage. The Nursing Program complies with all policies set forth by the University in providing health care. (See the Morgan State University *Undergraduate Catalog* and the *Student Policy Manual and Organizational Handbook*.) The University has a variety of services and students are encouraged to utilize these resources. For more information, contact MSU’s Student Accessibility Support Services (in the Office of Retention) at McKeldin Center, Suite 318 443-885-3651.

**The Writing Center**
The Morgan State University Writing Center supports undergraduate and graduate students from all academic disciplines to become more effective and confident writers.


The Writing Center is located in the Earl S. Richardson Library. Appointments are required. Please call for an appointment 443-885-4205 or schedule one online.

## SCHOOL OF COMMUNITY HEALTH AND POLICY
### NURSING PROGRAM
#### JENKINS BEHAVIORAL CENTER ROOM 308
443-885-4144
#### FACULTY AND STAFF DIRECTORY

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MORGAN STATE UNIVERSITY UNDERGRADUATE NURSING PROGRAM

HANDBOOK CERTIFICATION FORM

I, ______________________________ have received the latest edition of the Morgan State University Undergraduate Nursing Program Handbook. My signature on this form means that I am:

1. Responsible for reading this handbook in its entirety.
2. Responsible for reading and understanding the changes made to this handbook during the course of study in the Nursing Program.
3. Recognize that any changes to policy and procedure may impact me as a student.

Please note that information provided in this Handbook is reviewed annually and changes may be made as needed during the school year. Students will be notified of any changes via the Morgan State University email system. (Students must have access to and use their Morgan email throughout their matriculation in the Nursing Program.) The information provided in this Handbook is current as of August 1, 2015. The Handbook can also be found on the Nursing Program website at www.morgan.edu.

Student Printed Name___________________________ Date__________________

Student Signature: ____________________________ Date: _________________

Witness: ________________________________ Date: _________________