

Contents

A Letter from the Director of Nursing.....	4
Introduction	5
Visit MU Nursing Online.....	6
Nursing Department Contacts	7
Partner Contacts	9
Program Overview	10
Description:.....	10
Domains of Learning:.....	10
Learning Community:.....	10
Mission:.....	10
Philosophy:.....	10
Program Goals.....	11
Nursing Curriculum Checksheet.....	12
Four Year Graduation Plan.....	13
Bachelor of Science in Nursing (BSN) Courses	14
Undergraduate Advising Information for Pre-licensure B.S.N.....	15
Admissions	16
Pre-Nursing	16
Nursing Program	16
Preference.....	16
Student Clearance Form	17
CPR Certification Requirements.....	18
MU Approved CPR Certification Courses	19
Keys to Success	20
Progress Toward Your BSN	21
Clinical Information.....	22
Clinical Sites	23
Clinical Agreements	23
Care Concentrations	23

Patient Populations.....	23
Attendance.....	24
Lateness	24
Cell Phones.....	24
Behavior	24
Dress Code	25
Clinical Observation Dress Guidelines	25
Clinical Uniform.....	25
Illustration of Proper Dress for Clinical Observations.....	26
Nursing Club.....	27
Social Events.....	28
Photos	29
Communication.....	29
Vandalism.....	30
Sexual Harassment Policy	30
Social Networking Policy.....	31
Social Networking Safety Tips	31
Using Discretion	32
Disciplinary Action	33
Appeal Process.....	33
Grievance Procedure.....	33
Health Information Privacy	34
The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy and Security Rules.....	34
Patient Rights	35
Student Papers.....	36
Course Descriptions	36
Pre-Nursing	36
Nursing	37
Biology.....	40
Chemistry	41

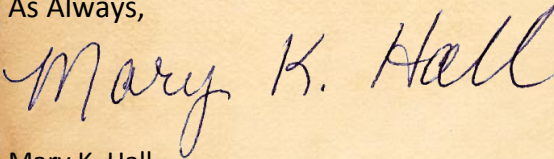
Psychology41
Mathematics41
Wellness.....42
Environmental Science.....42
Leadership.....42
Who is MU Nursing?43
Nursing Handbook Agreement Form44

A Letter from the Director of Nursing

Dear Students,

The North Carolina Board of Nursing indicates that our state is expected to have a shortage of nurses in excess of 32,000 by 2020. Your interest in MU Nursing is a first step in the journey toward changing this social concern. The nursing department's goal is one and the same. I am committed to helping you complete your journey toward becoming a registered nurse. At those times when you may disagree with the nursing department's processes or you find a unique opportunity to help lead us on our journey together, please feel welcome to seek me out.

As Always,

A handwritten signature in cursive script that reads "Mary K. Hall". The ink is dark and the signature is fluid and legible.

Mary K. Hall

Director of Nursing

Introduction

Congratulations on your choice to join the Professional Nursing Studies Program at Methodist University. This handbook is designed to be a reference guide to policy, procedures, and requirements for students of the nursing department at Methodist University.

Note that the information in this handbook will be updated annually. Changes may also be made throughout the academic year and the nursing department will notify students via email of necessary changes or additions to this handbook.

Please consult your Methodist University Student Handbook as a source for campus wide procedures that will also correspond to the Professional Nursing Studies Program. The Methodist University Student Handbook can be found online at http://www.methodist.edu/student_life/handbook.htm

Visit MU Nursing Online

Visit the MU Nursing website to stay up to date on current events, to view photos of past events, to print off a new checksheet, and more.

[HTTP://WWW.METHODIST.EDU/NURSING/](http://www.methodist.edu/nursing/)

Methodist University Professional Nursing Studies - Windows Internet Explorer provided by Methodist University

methodist.edu/nursing

Parishes Methodist University Professional Nursing Studies

ABOUT ACADEMICS ADMISSIONS ATHLETICS ALUMNI DEVELOPMENT FACULTY/STAFF PARENTS STUDENTS

METHODIST UNIVERSITY

Changing lives one by one... MU Nursing

PROFESSIONAL NURSING STUDIES

Welcome to the Professional Nursing Studies Program!

A Message from the Director of Nursing

METHODIST UNIVERSITY
Professional Nursing Studies

About the Program

- Home
- Request Information
- Program Overview
- Program Highlights
- Information Sessions
- Faculty, Staff & Associates
- Course Descriptions
- Curriculum Checklist
- Suggested Four-Year Plan
- Potential Schedules
- Clinical Sites

Prospective Students

- Admissions
- Admissions Preference
- Frequently Asked Questions
- Why Choose MU Nursing?
- Directions to MU

Current Students

- News & Events
- Photo Gallery
- Student Handbook

Related Links

- Heroes Homecoming: Honoring Nurses who Served in Vietnam
- Nursing Links
- School of Science and Human Development
- Undergraduate Schools

Search Methodist University

Search MU

Ms. Mary Hall
Director of Nursing
(910) 630-7063

create your **Personalized BROCHURE** GO!

Like Sign Up to see what your friends like.

Nursing Department Contacts

The Nursing Department is located in the Hendricks Science Complex ground floor of the Old Science Building. Pre-Nursing (PNU) classes are held in Room H-102.

Ms. Mary Hall (2009), Director of Nursing (DON); Chair of Nursing Department; Associate Professor of Nursing; B.S.N., University of North Carolina at Chapel Hill; M.S.N., Duke University.

Office: H-109; Phone: (910) 630-7063

E-Mail: mahall@methodist.edu

- ❖ Certified in the Professional Development of Caring and Healing (1998)
- ❖ Certified Holistic Stress Management Instructor (2003)
- ❖ Member Sigma Theta Tau International Nursing Honor Society
- ❖ Member North Carolina Nurses Association, American Nurses Association, International Nurses Association

Contact for:

- ❖ Nursing Program, Curriculum, and Student Concerns
- ❖ Academic Advising or Admission Processes for Pre-Nursing and Nursing
- ❖ Health Care and Nursing Career Counseling
- ❖ Medical, Surgical, Administration, Critical Care, and Trauma Nursing
- ❖ High Fidelity Simulation Education

Mr. Eric P. Stevens (2010), Administrative Assistant for Nursing;
B. A. in Sociology, North Carolina State University.

Office: H -110

Phone: (910) 630-7578 or 1-(800)-488-7110 ext. 7578

Fax: (910) 630-7006;

E-Mail: estevens@methodist.edu

Contact for:

- ❖ Nursing Program and MU Resources
 - ❖ Orientation, Events, Guest Lectures
 - ❖ Media Assist, Technology, Simulation
 - ❖ Academic Advising for Pre-Nursing
 - ❖ Scheduling Appointments with Director of Nursing
-

Ms. Kelly L. Thrift (2011) Assistant Professor of Nursing;
B.S.N., Valdosta State University; M.S.N., Nell Hodgson Woodruff
School of Nursing at Emory University.

Office: R -117

Phone to be determined.

- ❖ Member Sigma Theta Tau International Nursing Honor Society
- ❖ Member Georgia Associations of School Nurses
- ❖ Public Health Nurse Leader
- ❖ Pediatric, Travel, Public Health, and Disaster Nursing

Contact for:

- ❖ Nursing Club, MU Chapter formation of the Association of Nursing Students
- ❖ Academic Advising for Nursing
- ❖ Nursing Career Counseling

Partner Contacts

Mr. Daniel L. Bennett (2007) Instructor of Mathematics, B.S., M.S., Fayetteville State University.

Office: S-257; Phone: (910) 630-7456;
E-Mail: dbennett@methodist.edu

Contact for:

- ❖ Academic Advising for Pre-Nursing
-

Mrs. Eleanor H. Ninestein (2000), Associate Professor of Mathematics (2002); B.A., Agnes Scott College; M.A., Duke University; further study, Campbell University, Duke University, East Carolina University, Wake Forest University.

Office: M-108; Phone: (910) 630-7229;
E-Mail: eninestein@methodist.edu

Contact for:

- ❖ Academic Advising for Pre-Nursing
-

Ms. Kathryn L. Zybeck (1999), Assistant Professor of Information Science (2003); Systems/Reference Librarian. A.B., Randolph-Macon Woman's College, M.S.I., University of Michigan.

Office: Davis Memorial Library, First Floor; Phone: (910) 630-7548;
E-Mail: kathryns@methodist.edu

Contact for:

- ❖ Academic Advising for Pre-Nursing

Program Overview

Description: The MU Nursing Program is centered in human caring. Emphasis is placed on professional nursing studies which prepare students for successful career progression in health care as a registered nurse (RN).

Domains of Learning: Students must be able to perform identified cognitive, psychomotor, and affective nursing skills.

- **Cognitive** -critical thinking, reflective thinking, problem-solving, mental ability to comprehend and react appropriately
- **Psychomotor** -employing the senses of touch, sight, hearing, smelling, and equilibrium with full active range of motion, speech and vocalization, facial expression, ambulation and movement
- **Affective** -leadership, followership, caring, adaptive behavior, right relationship

Learning Community: A learning community allows all who enter the nursing education theatre at MU to become a welcome participant in sharing their expertise as well as to absorb the teachings of others.

Mission: The MU Nursing Program educates nursing students to be professional, competent, and caring nurses who can think critically, communicate with compassion, and contribute to positive health outcomes for the people they serve.

Philosophy: The MU Nursing Program recognizes the presence of spiritual, cultural, moral, compassionate, and phenomenological differences in the human experience which challenge psychosocial and physiologic well being. It is our philosophy that all nurses are dedicated to serving society for the betterment of global health and wellness.

Program Goals

The program goals for this traditional 4-year Bachelor of Science in Nursing (BSN) Program are:

1. to provide the necessary education for entry level nursing students to successfully achieve a B. S. in Nursing
2. to prepare nursing students to pass the NCLEX-RN licensing examination for registered nurses (RN) upon their first attempt
3. for graduates of the Methodist University BSN program to possess uniquely marketable certifications in order to become gainfully employed as an RN
4. to prepare entry level BSN graduates to contribute needed nursing talent in the face of a world-wide nursing shortage
5. to prepare entry level registered nurses who sustain a career as a nurse past the national rate of RN attrition during year one of employment

Nursing Curriculum Checksheet

BACHELOR OF SCIENCE IN NURSING

Student Name _____

Catalogue Year 2011 - 2012

GENERAL EDUCATION CORE (BSN)

METHODIST UNIVERSITY EXPERIENCE (4 SH)

IDS 110 (3) _____
IDS 210 (1) _____

COMPUTER COMPETENCY (3 SH)

CSC 100 (3) _____

COMMUNICATIONS (9-15 SH)

English Placement Score (transfer students) _____
ENG 100 (if required) (3) _____
ENG 101 (3) _____
ENG 102 (3) _____
ENG 207 (if required) (3) _____
OCL 151 (3) _____

HUMANITIES (12-14 SH)

REL _____ (3) _____
REL _____ (3) _____

Choose any two ENG LIT/PHI courses or two semesters of one foreign language (not ENG 361,362)

_____ (3/4) _____
_____ (3/4) _____

FINE ARTS APPRECIATION (3 SH)

ART, MUS, THE (3) _____
(or 3 hrs. of Ensemble)

MATHEMATICS (6-9 SH)

MAT 103 (if required) (3) _____
MAT 105 (or higher) (3) _____
MAT 220 (3) _____

NATURAL SCIENCES (12 SH)

BIO 153 (4) _____
CHE 151 (4) _____
BIO 307 (or BIO 400) (4) _____

SOCIAL SCIENCE (9 SH)

HIS 104 (3) _____
HIS _____ (3) _____
PSY 101 (3) _____

PHYSICAL EDUCATION (3 SH)

WEL 218 (3) _____

LIBRARY COMPETENCY COMPLETED

Some General Education core requirements may be filled in the major.
Consult Academic Catalogue and Advisor for specific options.

PRE-NURSING

PNU 101 (1) _____
PNU 201 (1) _____
PNU 202 (1) _____
BIO 308 A & P I (4) _____
BIO 308 A & P II (4) _____
Healthcare/AED CPR Certification _____
Expiration Date: _____

NURSING

Minimum Admission Requirements

1. Completion of Bachelor's of Science Core (BS) with
2. Minimum cumulative GPA of 2.8 on a 4.0 scale, &
3. Minimum C grade (C- not accepted) in BIO 153, 306, 307, 308, CHE 151, PSY 101, PNU 101, 201, 202.
4. Completion of the Admission Process and Accepted Admission into the Nursing Program.

The courses below require admission to the Nursing Program. Students must earn a grade of C (C- not accepted) or higher in all nursing courses in order to stay in the Nursing Program and students must maintain current Healthcare/AED CPR Certification during entire Nursing Program.

NUR 300	Intro	(3)	_____
NUR 301	Health Assessment	(3)	_____
NUR 304	Fundamentals	(5)	_____
NUR 311	Pharm	(4)	_____
NUR 306	Adult Nursing I	(7)	_____
NUR 308	Psych	(5)	_____
NUR 315	Nutrition	(2)	_____
# NUR 316	Culture & Spirit	(2)	_____
LSS 305	Leadership	(3)	_____
NUR 401	Research	(3)	_____
# NUR 403	Trends	(2)	_____
NUR 404	Maternal Child	(7)	_____
ENM 202	Industrial Hygiene	(3)	_____
NUR 408	Adult Nursing II	(7)	_____
NUR 408	Community	(5)	_____
# NUR 450	Capstone	(1)	_____
#	Writing enrichment course		_____

GRADUATION REQUIREMENTS

1. Minimum 134 semester hours.
2. 31 semester hours in residency to include 50% of the major/minor and 24 semester hours at the 300/400 level.
3. GPA of 2.000 or higher required in (A) overall, (B) residency, (C) major, (D) minor, and (E) concentration
4. Satisfactory completion of the English Placement Examination or ENG 207 is a graduation requirement for all transfer students.
5. Errors contained on this checksheet do not release the student from meeting the graduation requirements as stated in the Academic Catalogue.

Updated 7/28/2011

Four Year Graduation Plan

Bachelor of Science in Nursing (BSN) Suggested Four Year Plan*

Freshman (Pre-Nursing)	
Fall	Spring
PNU 101 ENG 101 IDS 110 MAT 105 (or higher) BIO 153 Humanities elective	ENG 102 HIS 104 CSC 100 MAT 220 Humanities elective PSY 101
17 semester hours	18 semester hours
Sophomore (Pre-Nursing)	
Fall	Spring
PNU 201 BIO 306 CHE 151 IDS 210 Fine Arts elective Humanities elective History elective	PNU 202 BIO 307 BIO 308 OCL 151 WEL 218-N Humanities elective
18 semester hours	18 semester hours
Junior (Nursing)**	
Fall	Spring
NUR 300 NUR 301 NUR 304 NUR 311	NUR 306 NUR 308 NUR 315 NUR 316
15 semester hours	16 semester hours
Senior (Nursing)**	
Fall	Spring
NUR 401 NUR 403 NUR 404 LSS 305	NUR 406 NUR 408 NUR 450 ENM 202
15 semester hours	16 semester hours

* Please note that this is a recommended sequence. Check the academic catalogue for course descriptions, prerequisites and course availability for each semester.

** Requires formal admission to the Professional Nursing Studies Program (see admission criteria).

Bachelor of Science in Nursing (BSN) Courses

PNU 101	Notes on Nursing
PNU 201	Caring, Healing and Compassion
PNU 202	Critical Thinking and Communication
NUR 300	Introduction to Nursing
NUR 301	Health Assessment of the Adult
NUR 304	Fundamental Nursing Care
NUR 306	Adult Nursing I
NUR 308	Psychiatric Mental Health Nursing
NUR 311	Pharmacotherapeutics for Nurses
NUR 315	Nutrition for Health and Healing
NUR 316	Cultural and Spiritual Issues in Healthcare
NUR 401	Research for Professional Nursing Practice
NUR 403	Trends and Issues in Healthcare
NUR 404	Maternal Child Nursing
NUR 406	Adult Nursing II
NUR 408	Community Health Nursing
NUR 450	Nursing Capstone Seminar
ENM 202	General Principles of Industrial Hygiene
LSS 305	Principles of Leadership

All courses with the prefix NUR require admission to the Professional Nursing Studies Program.

Undergraduate Advising Information for Pre-licensure B.S.N.

If you have declared pre-nursing or nursing as your major and attend Day College you will be assigned to a pre-nursing advisor for academic advising. Students who are in a MAAP or Honors program at MU are co-advised with a MAAP or Honors program advisor and the Director of Nursing. If you are in a MAAP or Honors program you are expected to share your MAAP or Honors program advisor's name with your nursing advisor. ALL pre-nursing or nursing majors MUST attend scheduled campus advising sessions as indicated by the MU Academic Calendar and/or your Advisor.

Students who are in Evening College are assigned to the Evening College Advisor. If you plan to attend evening courses only, you will need to schedule an advising session with the Director of Nursing during the first week of each new semester in order to begin your student file and to track courses leading to the nursing major. Please note that evening students are not included in the student census for the Professional Nursing Studies Program.

Potential pre-nursing and nursing majors may consider coming to a Nursing Information Session. A schedule of Nursing Information Sessions can be found at <http://www.methodist.edu/nursing/> All pre-nursing students are required to attend an annual appointment with the Director of Nursing.

Admissions

Pre-Nursing

The pre-nursing program has open enrollment. Admission depends on acceptance by Methodist University. Once accepted by the university, any student may designate pre-nursing as their major.

Nursing Program

Completion of pre-nursing core with a 2.8 GPA overall and a grade of C or higher (no C-) in BIO 153, 306, 307, 308, CHE 151, PSY 101, PNU 101, 201, 202, a passing score on the Admissions Screening Test, required health screen & immunizations, evidence of a sound mind, a criminal background and drug screen, and an essay and interview. Students must show evidence of liability insurance, have reliable transportation, and the ability to purchase required technology, uniforms, and equipment. Students are also required to have current CPR certification as specified in this Nursing Student Handbook and the ability to perform CPR / obstructed airway scenarios.

During the Fall 2011 semester, the application for entrance into the upper level nursing program will be finalized. Students will be notified via email when the application is complete and with deadlines for return in Spring 2012.

Preference

Nursing Admissions Preference candidacy is a unique opportunity to have priority consideration for admission to the Methodist University Professional Nursing Studies Program. This program applies only to high school seniors or entering college freshmen who declare Nursing (pre-Nursing) as a major on the Application for Undergraduate Admission. Applicants must have a minimum 3.10 cumulative, weighted grade point average (on a 4.0 scale) and must have scored a 1000 or better on the Critical Reading and Math Section of the SAT (22 ACT composite). Nursing Admissions Preference candidates will have a space reserved in the Methodist University Professional Nursing Studies program provided they maintain all admission criteria stated above.

Student Clearance Form



Professional Nursing Studies Student Clearance Form*

Student Name: _____

Screening Test	Date(s) Administered		Facility	Results
Tuberculin Skin Test				
Chest X-Ray (If TB Skin Test is Positive)				
Tetanus Toxoid Immunization				
Rubella Titer				
Rubella Vaccine				
Varicella Vaccine				
Rubeola Vaccine or Titer				
Measles and Mumps				
a. Immunization must be after 12 months of age.				
b. Born before 1957? Circle: Yes / No				
c. Positive history of mumps or measles? Circle: Yes / No				
Hepatitis B Vaccination	Vaccination 1	Vaccination 2	Vaccination 3	Booster
Declination form on file? Circle: Yes / No				

Other Required Information

Current CPR Certification	Expiration Date:
Professional Liability Insurance (Copy of Policy)	Circle: Yes / No Expiration Date:
Criminal Background Check with Clearance	Circle: Yes / No
Professional Certification Area:	Number (if applicable):

*Students must maintain health screening requirements as per all clinical facilities attended. Additional screening may be required.

Screener Signature: _____

Date: _____

CPR Certification Requirements

There are two Basic Life Support (BLS) CPR certification courses that fulfill MU Nursing requirements:

1) BLS for Healthcare Providers from the American Heart Association (AHA)

2) CPR/AED for Healthcare Provider/ Professional from the American Red Cross (ARC)

- ❖ A classroom course or an on-line course with a face to face skills evaluation is equally acceptable.
- ❖ A required course may be completed locally (ie. hospitals, schools, community) or through the AHA or ARC.
- ❖ CPR certification is a pre-requisite for the MU nursing program.

YOU WILL NEED TO BE ABLE TO DEMONSTRATE YOUR SKILLS IN CPR TO FACULTY DURING THE NURSING ADMISSION PROCESS PRIOR TO ACCEPTANCE INTO THE NURSING PROGRAM.

- ❖ Students accepted into the MU nursing program are responsible for keeping their CPR certification up to date.

AN EXPIRED CPR CERTIFICATION MAY RESULT IN TERMINATION FROM THE MU NURSING PROGRAM.

MU Approved CPR Certification Courses



American Heart Association (AHA)

Name of Course:

BLS for Healthcare Providers

To find and register for classes:

<http://www.americanheart.org/presenter.jhtml?identifier=3012360>



**American
Red Cross**

American Red Cross (ARC)

Name of Course:

Adult/Infant/Child CPR/AED for Healthcare Provider/Professional Rescuer

To find and register for classes:

<http://www.highlandsarc.org/Class%20Schedule.htm>

Keys to Success

Prepare to experience excellence that exceeds the ordinary.

Tests in nursing school are like stepping stones on a path through school all leading to the last exam--National Council Licensure Examination for Registered Nurses (NCLEX-RN).

The MU Nursing Success Plan outlines a path to best prepare pre-licensure students for success. During your junior and senior year, students take a series of mastery exams designed to prepare them for the NCLEX-RN Exam, and ultimately, to excel in the field of nursing.

Focus on the following areas of your study to increase your chances of being accepted into the program:

- ❖ GPA – As with any academic program, higher GPA's generally leads to success.
- ❖ BIO153, BIO306, BIO308, MAT 220 – Doing well in these courses specifically indicate one's ability to succeed in nursing.
- ❖ It is also important to do well in all other courses as every class has the possibility of helping your GPA and may help you in weaker areas of study.
- ❖ Certification in a healthcare field and/or employment as an EMT, CNA, LPN, or Medic.
- ❖ Leadership training such as ROTC or military science courses.

Obviously, the major key to success is to do your best in all areas. Every part of the program, each course, each exam, etc. should be used as an opportunity to improve.

Progress Toward Your BSN

Prior to every early registration period, Pre-licensure B.S.N. students are expected to attend designated group or individual advising sessions with their assigned MU nursing academic advisor. Fall class schedules will be reviewed in February. Spring or summer schedules will be reviewed in September. Students will receive an e-mail via their MU e-mail account with the times and dates of advising sessions. Students following a non-traditional plan of study will be informed of the need to schedule an individual advising appointment during early registration periods.

Registration blocks may be placed on students who fail to attend required advising sessions. Students are expected to bring a copy of their BSN Checklist to the advising session. During early registration periods students will only be allowed to register for the theory portion of their clinical observation or clinical courses. "Clinical" registration will take place in December (for spring clinical) and June (for fall clinical).

The prompt payment of parking fines and library fines before early registration as well as completing the library competency evaluation and remaining current with MU health requirements will prevent the hassle of getting **blocked from registration**.

Clinical Information

Students accepted into the pre-licensure B.S.N. sequence will complete a total of six courses that contain a clinical component. These clinically-based courses are offered over the span of four semesters and currently planned to all be in Fayetteville, NC. Students must have reliable personal transportation and dependable child care available to support 100% attendance at clinical facilities for clinical and clinical observations.

A typical nursing student plan of clinical study on average includes clinical placements on two days out of the week for 4 to 12 hours a day within a group of 10 or less students per one nursing instructor, or per a triad of students, nursing instructor and associates/preceptors. Students are responsible for the cost incurred for personal transportation to and from these clinical placements. Many students choose to car pool in order to contain costs. Individual clinical preferences will not be accommodated. Strict adherence to security procedures for each clinical facility is required.

Working night shift prior to a day time clinical and working day shift prior to a night time clinical is strictly forbidden. The incidence of health care related errors and/or patient injuries increases with caregiver weariness from stress or lack of sleep.

DISMISSAL FROM CLINICAL WITHOUT A MAKEUP OPPORTUNITY IS AT THE CLINICAL INSTRUCTOR'S DISCRETION.

Clinical Sites

Clinical Agreements

- ❖ Cape Fear Valley Health Systems
- ❖ Womack Army Medical Center
- ❖ Veteran's Administration Hospital of Fayetteville
- ❖ Cumberland County Public Health
- ❖ Cumberland County Mental Health
- ❖ Partnership for Children

Care Concentrations

- ❖ Psychiatric and mental health
- ❖ Community and School-age Health and Wellness
- ❖ Women's and Men's Health
- ❖ Labor & Delivery
- ❖ Pediatrics
- ❖ Oncology
- ❖ High Risk Surgery
- ❖ Elder Care
- ❖ Critical Care
- ❖ Acute Care
- ❖ Chronic Care
- ❖ Trauma
- ❖ Disasters

Patient Populations

All stages of adults, families, children, babies, and neonates of both genders.

Attendance

While attendance requirements for class and clinical observation within any course are at the discretion of the instructor, regular attendance is necessary to achieve satisfactory performance in college work and an important part of professional responsibility. Please consult the Methodist University Handbook for university attendance guidelines.

Lateness

Habitual lateness to classes will not be tolerated in the MU Department of Nursing. Unless extenuating circumstances prevent a student from being on time, students are expected to be in class on time and at the designated location. Please notify your instructor directly of extenuating circumstances as your absence may affect group activities especially in the clinical setting.

Cell Phones

Cell phones are to be disabled and out of sight during class, lab, and clinical experiences.

Behavior

At all times responsibility, authority, and accountability establish the boundaries of professional practice. A consequence of unprofessional behavior may be dismissal from your Nursing Program.

Dress Code

Unusual or distracting attire can be disruptive to a classroom environment. It is at the discretion of the instructor to consult with students privately for inappropriate dress. Please see the MU Student Handbook for more detailed guidelines.

Clinical Observation Dress Guidelines

Clinical observation attire for pre-nursing is business/professional.

Required dress for clinical observation:

- ❖ MU Hunter green, black, white or gray short sleeve or long sleeve polo shirt ***Available only at the MU Bookstore.***

STUDENTS WITH BODY ART ON ARMS MUST WEAR LONG SLEEVE POLOS.

- ❖ Black pants
- ❖ Black closed toe shoes, no tennis shoes, no clogs
- ❖ Name Tags (Provided by MU Nursing)

Also Note:

- ❖ No perfume or nail polish
- ❖ Minimal makeup and jewelry
- ❖ No visible piercings or tattoos
- ❖ Hair is to be worn above the collar in a conservative style.

Clinical Uniform

To be determined by the Director of Nursing.

Illustration of Proper Dress for Clinical Observations



Nursing Club

Purpose: The purpose of the nursing club is to develop leadership and confidence within you, serve the people in our community, learn how to work efficiently as a team, and build a closely woven community for students.

Membership: There are two types of memberships: 1. Exclusive members: Exclusive members must pay five dollars at the beginning of every year to our treasurer. This membership will include invitation to all events. 2. Basic members: Basic members do not have to pay any dues to the club. This membership will include invitation to meetings and community service events, but limits individuals to other events.

Committees: Want to get involved further? Try joining a committee! Committees will be offered to develop further leadership within a small group and it will give you the opportunity to get plugged in and make decisions. It is all about getting out of your comfort zone! If you like photography and doing creative projects than the Picture committee is perfect for you. Are you an out of the box thinker and like to help the community? The fundraising/ community committee is for you. Do you wish to get your voice heard and have lots of great ideas? Join the leadership committee. Are you outgoing and love to meet new people? Join our membership networking committee. You will get a chance to join in the fall and make a real difference.

Meeting dates and times: Will be determined at the beginning of the semester. A schedule will be sent out to all pre nursing majors and the schedules will be posted outside on the community board. Come out and make a difference!

The nursing club will offer a weekly bible study, study halls, morning exercise groups, nursing buddies, and much more! It is your season to shine and here is where you start!

Social Events

Holiday themed fall and spring social events are planned monthly throughout the semester. Past fall events have included a pumpkin carving contest and hayride and an end of the year Christmas Party. Past spring events have included a Valentine's Day party, Cinco De Mayo party, and special lectures from guest speakers. Students are encouraged to come to these events and participate.



Photos

We love it when you share your photos! The nursing department prefers to publish photos of our events on our website. Student submitted photos become the property of MU Nursing. By submitting your photograph(s), you permit MU Nursing to use your name in conjunction with the photo(s) used to promote our program in any and all media. MU Nursing has the right to determine the future use of the photos.

Communication

Communication is key to your success in any program, especially nursing. Faculty strive to create an atmosphere conducive to learning. There should be mutual respect between faculty and students. If a problem should arise, the issue can usually be resolved by direct communication between the student and the professor. In order to facilitate the problem solving process, it is suggested that the student take the following steps:

- ❖ Speak with the professor and your academic advisor as soon as a problem or concern arises.
- ❖ Ask questions in class that you feel others would benefit from as well.
- ❖ Seek help from the professor on an individual basis.
- ❖ Do not ignore the situation, wait until the last minute, or expect someone else to take care of your problems.

Vandalism

Defacing, littering, damaging or stealing property of the university is prohibited. This inaugural MU Nursing Program has been fortunate enough to receive new classroom furniture, study aids such as high-tech mannequins, and audio/visual technology for classroom use. It is your duty to let someone know if you witness any act of vandalism or theft.

Sexual Harassment Policy

Sexual harassment will not be tolerated in the Methodist University Professional Nursing Studies Program in any manner, shape or form (refer to the Methodist University Student Handbook for the definition of sexual harassment). If at any time a nursing student feels he/she is being sexually harassed by anyone (staff, faculty, other students...), the student should bring it to the attention of one of the nursing department's staff so the situation can be handled. If it is determined that a nursing student is sexually harassing an individual, the nursing student may be dismissed from the Methodist University Professional Nursing Studies Program and additional disciplinary and legal action may follow. The Methodist University procedures for such situations are found in the Student Handbook.

Social Networking Policy

We understand and recognize the usefulness and popularity of social networking sites such as Myspace, Facebook, Twitter, Webshots, etc. Please remember you are now a representative of Methodist University, the Nursing Program, and potentially the profession of nursing. Due to the newness of our program, please keep the following guidelines in mind as you participate on social networking sites:

- ❖ Avoid damaging comments of all kinds.
- ❖ No offensive or inappropriate pictures are posted as determined by community standards.
- ❖ Violations of university policy (e.g., harassing language, university alcohol or drug policy violations, club rules etc.) or evidence of such violations in the content of online social websites are subject to investigation and sanction under the MU Student Code of Conduct.
- ❖ Use professional identifiers for email addresses.

Social Networking Safety Tips

- ❖ Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online – even if you limit access to your site.

- ❖ You should not post any information, photos, etc. online that could embarrass you, your family, your clinical site or the university. This includes information or photographs that may be posted by others on your page or in which you are tagged such as group pictures from a party.
- ❖ Never post your home address, local address, phone number, birth date or other personal information. You could be the target of predators and identity thieves.
- ❖ Be aware that administrators can and do monitor these websites regularly. MU police and public safety and other law enforcement agencies monitor these sites as do potential employers and internship supervisors as a way of screening applicants. In addition, many graduate programs and scholarship committees also search these sites to screen applicants.

Using Discretion

Unlike most other classes, nursing classes may contain language deemed inappropriate outside of the class room setting. It is important to begin asserting good thought and discretion when talking about class activities, patients, and stories shared in classroom. Sharing such information online could be damaging to you, other individuals involved, and to the program itself when taken out of context.

Disciplinary Action

Any inappropriate activity or language in violation of the above provisions/guidelines, including first time offenses, is subject to review and sanction by the Nursing Program as well as the university and/or civil authorities.

A WRITTEN NOTIFICATION FROM THE NURSING DIRECTOR TO THE STUDENT(S) OUTLINING THE POLICY AND REQUIRING THAT THE UNACCEPTABLE CONTENT BE REMOVED OR THE SOCIAL ACCOUNT BE DEACTIVATED AS DIRECTED. FURTHER ACTION INCLUDING BUT NOT LIMITED TO TEMPORARY SUSPENSION, SUSPENSION, OR DISMISSAL MAY BE CONSIDERED IF THE SITUATION ISN'T RESOLVED WITHIN THE SPECIFIED TIME FRAME.

Appeal Process

Students may appeal suspension / dismissal through the appeal process of the Academic Standards Honors Board.

Grievance Procedure

This process begins with the class or clinical instructor, then course coordinator, then Director of Nursing. We encourage you to seek us out before beginning the process of grievance outlined in the MU Student Handbook.

Health Information Privacy

As a student in the Methodist Nursing Program, you may know or have access to private / confidential data. Sharing this data online or with others may cause damages and will be a violation of the HIPAA Privacy Rule. Violations of HIPAA can result in legal action from the U.S Government if the patient files a complaint.

The following information was provided by the US Department of Health and Human Services.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy and Security Rules

Most of us believe that our medical and other health information is private and should be protected, and we want to know who has this information. The Privacy Rule, a Federal law, gives you rights over your health information and sets rules and limits on who can look at and receive your health information. The Privacy Rule applies to all forms of individuals' protected health information, whether electronic, written, or oral. The Security Rule, a Federal law that protects health information in electronic form, requires entities covered by HIPAA to ensure that electronic protected health information is secure.

Patient Rights

The patient has the following rights in regards to their personal information and records:

- ❖ Receive a notice that tells you how your health information may be used and shared
- ❖ Decide if you want to give your permission before your health information can be used or shared for certain purposes, such as for marketing
- ❖ Get a report on when and why your health information was shared for certain purposes
- ❖ If you believe your rights are being denied or your health information isn't being protected, you can
 - File a complaint with your provider or health insurer
 - File a complaint with the U.S. Government

To learn more about the HIPAA Privacy Rule, visit:

<http://www.hhs.gov/ocr/privacy/index.html>

U.S. Department of Health & Human Services

HHS.gov

Improving the health, safety, and well-being of America

Student Papers

Student Papers are kept on file. Samples of student papers may be selected as MU Nursing examples for review by the North Carolina Board of Nursing.

Course Descriptions

Pre-Nursing

***The following course is currently offered for general enrollment and as a required pre-requisite for NUR Majors:**

PNU 101: PRE-NURSING: NOTES ON NURSING (1 s.h.)

This 1 credit course introduces students to the beginning principles of the profession of nursing through a common reading of the hallmark nursing publication by Florence Nightingale, *Notes on Nursing*. Discussions help to address myths about nursing and to clarify the service and professional role of a nurse. A one hour required early evening tour of a local hospital or health care facility is included as an observation of nurses at work. Offered Fall and Spring.

***The following courses will be offered to NUR Majors only:**

PNU 201: CARING, HEALING, AND COMPASSION (WITH OBSERVATION) (1 s.h.)

This 1 credit course introduces the art and science of nursing. Included are discussions about models and methods for caring, healing and compassion in health care. The nursing process, medical model, and concepts of surgical, medical, interventional and integrative medical care are also discussed. Students are exposed to an understanding and clinical experience for such alternative therapies as reiki, massage, acupuncture, acupressure, phytopharmacology (herbs), music therapy, pet therapy, healing and therapeutic touch, meditation, relaxation, journaling, visual imagery, and stress management. The final exam is a creative art project. Prerequisite: PNU 101. Offered Fall and Spring.

PNU 202: CRITICAL THINKING AND COMMUNICATION IN NURSING (1 s.h.)

Nursing students must be able to identify significant cause and effect relationships, develop care plans, calculate medication dosages, problem solve,

discriminate emotions and communicate non-verbally, verbally, and in writing using therapeutic techniques to give and receive information, allay fear and anxiety, and to record key events. This 1 credit course introduces students to case studies using critical thinking judgments, nursing informatics, and examples of effective nurse-patient communication. Generational differences in communication and critical thinking processes (deductive, intuitive) are emphasized. Prerequisite: PNU 101. Offered Spring.

Nursing (Program Admission Required)

NUR 300 INTRODUCTION TO NURSING (3 credits)

Classroom and small group activities provide an introduction to evidence-based care, nursing history, nursing education, nursing theory, health care environment, and ethics, legal, political, and safety issues. A health care resource library introduction, baseline critical thinking and caring surveys, and a medical terminology module are included. Topics such as health care delivery, quality, safety, care management, health promotion and maintenance, nursing degrees and community responsibility are included. Lecture. Not currently offered.

NUR 301 HEALTH ASSESSMENT OF THE ADULT (WITH LAB) (3 credits)

This course provides a holistic approach to the communication, interview, and physical assessment processes for gathering history and physical assessment data. Lecture and Lab. Not currently offered.

NUR 304 FUNDAMENTAL NURSING CARE (WITH LAB AND CLINICAL) (5 credits)

This course is designed to introduce and assess psychomotor and cognitive understanding of the basic clinical skills for nursing while using the 5 Steps of the Nursing Process (Assess, Diagnose, Plan, Intervene, and Evaluate). Students learn to assist or deliver activities of daily living for people who have altered independence or may be receiving hospice care. Lecture, Lab and Clinical Components. Not currently offered.

NUR 306 ADULT NURSING I (WITH LAB AND CLINICAL) (7 credits)

Nursing process, theory and skills related to the care of adults, especially elder adults, with commonly occurring acute or chronic health deviations are learned and applied within hospital or nursing home settings. Lecture, Lab and Clinical Component. Not currently offered.

NUR 308 PSYCHIATRIC MENTAL HEALTH NURSING (WITH CLINICAL) (5 credits)

Focus is on psychobiological and behavioral mental health deviations. Topics covered include psychiatric mental health clinical settings, psychosocial

interventions in general and for select populations, psychotropic medications, and crisis intervention. Psychobiological disorders include anxiety, depression, bipolar, schizophrenia, eating, addictive, personality, and sleep disorders. Anger management and domestic violence provide content for introducing group process, family interventions, and integrative care. DSM classifications are reviewed. Lecture and Clinical Component. Not currently offered.

NUR 311 PHARMACOTHERAPEUTICS FOR NURSES (4 credits)

This is a pharmacy course that emphasizes how to prepare and provide safe drug administration and pharmacological nursing care to patients in various settings and stages of health across the lifespan. Lecture. Not currently offered.

NUR 315 NUTRITION FOR HEALTH AND HEALING (2 credit)

The relationship for nutrition, health and healing is emphasized in understanding the human body's food processing, the elements of carbohydrates, lipids, proteins, vitamins, minerals and water, and how diet contributes to the well-being of people who are ill. Food allergies and illness, and diets for select health deviations are covered. Lecture. Not currently offered.

NUR 316 CULTURAL AND SPIRITUAL ISSUES IN HEALTH CARE (2 credits)

Cultural and spiritual sensitivity in delivering nursing care is essential to health promotion and wellness. This course introduces the role of nurses as culturally and spiritually sensitive caregivers. The presence of Shamans, Curanderas, Root Doctors, and Granny Ladies relevant to health care in North Carolina is included. Lecture. Not currently offered.

NUR 401 RESEARCH FOR PROFESSIONAL NURSING PRACTICE (3 credits)

This course provides novice knowledge and skills necessary to critically read, interpret, and evaluate research as the scientific basis for nursing practice. Students are guided in doing and submitting a research critique of a professional journal article. Evaluation and synthesis of information from scientific data provides an evidence base for practice. Lecture. Not currently offered.

NUR 403 TRENDS AND ISSUES IN HEALTH CARE (2 credits)

This course explores the practice environment of nurses using a health policy approach and conceptual discussions targeted for future RNs in their first professional role. Contributions from expert clinicians, administrators, educators and researchers in the field of nursing are highlighted in preparation for the nursing student to transition into the role of an RN in practice. Topics include health policy, health care insurance, healthy work environments, health finance, accreditation for universities and for health systems, nursing

shortages, mentoring and precepting, work-life balance, and health care ethics. Lecture. Not currently offered.

NUR 404: MATERNAL CHILD NURSING (WITH LAB AND CLINICAL) (7 credits)

Nursing care of women, newborns, infants, children, and families during childbearing and childrearing stages are presented. Topics include normal pregnancy, labor and delivery, common complications of these processes, as well as post partum care, newborn & child assessment, human growth & development, play therapy, pediatric nutritional therapy, and selected health problems of children. Care and complications for neonates, high risk pregnancy, and congenital or genetic defects are introduced. Lecture, Lab and Clinical Components. Not currently offered.

NUR 406 ADULT NURSING II (WITH LAB AND CLINICAL) (7 credits)

In this continuation of NUR 306 students learn theory and apply nursing interventions for complex acute health deviations in patients with emergent or life-threatening illness likely leading to rehabilitation. Lecture, Lab and Clinical Components. Not currently offered.

NUR 408 COMMUNITY HEALTH NURSING (WITH CLINICAL) (5 credits)

This is an overview of community and public health topics. Emphasis is placed on the service roles of public health nurses and community responsibilities for poverty, health promotion and prevention of disease, public health care delivery systems, epidemiologic applications, community assessment and evaluation, disaster management, surveillance and outbreak investigation, vulnerable populations, and family planning. Lecture and Clinical Component. Not currently offered.

NUR 450 NURSING CAPSTONE SEMINAR (1 credit)

This nursing capstone seminar provides transition discussions and tools for nursing student success in the RN role. Modules include an NCLEX review with preparation for the NCLEX-RN application, critical thinking and caring evaluations, nursing program evaluation, and professional issues. Lecture. Not currently offered.

Biology

BIO 153 FUNDAMENTALS OF BIOLOGY (4 credits)

For students planning further study in biology or a related field: includes cell structure and function, mitosis and meiosis, principles of genetics, and classification of living organisms. Three hours of lecture and three hours of laboratory each week. Prerequisites: high school biology and chemistry or SCI 142 and 143. Students must pass with a C or higher grade (not to include C-), this course is a prerequisite to all further Biology courses. This course is offered every fall and spring semester.

BIO 306 HUMAN ANATOMY AND PHYSIOLOGY I (4 credits)

Part one of a two-course sequence. Topics covered include an introduction to histology, the skin and its derivatives, the skeleton, muscles, and the nervous, sensory and endocrine systems. Although this course is taught with an organ system emphasis, mechanisms on the cellular and molecular level are also covered. Prerequisite: BIO 153 with a grade of C or higher. This course is offered every fall semester. This course is also offered in the summer semester contingent upon availability of faculty.

BIO 307 GENERAL MICROBIOLOGY (4 credits)

Immunology, virology, morphology and physiology of bacteria, etiology, and applied microbiology. Three hours of lecture and three hours of laboratory each week. Prerequisite: BIO 153 with a grade of C or higher and CHE 151 or permission of the instructor. This course is offered every fall and spring semester. Designated writing enrichment course.

BIO 308 HUMAN ANATOMY AND PHYSIOLOGY II (4 credits)

A continuation of the study of human structure and function. Topics include circulation, digestion, nutrition, respiration, excretion, immune response, reproduction and development. Prerequisite: BIO 153 with a grade of C or higher and BIO 306. This course is offered every spring semester.

Chemistry

CHE 151 GENERAL CHEMISTRY I (4 credits)

The elements, their compounds, and their reactions and the theories involved in foundation of modern chemistry. Three hours of lecture and three hours of laboratory each week. Pre/corequisite: completion of MAT 105 or higher, or concurrent enrollment in MAT 113 or 231. This course is offered every fall semester.

Psychology

PSY 101 GENERAL PSYCHOLOGY (3 credits)

Introduction to the science of psychology. Substantive topics include the history of psychology, the biology of psychological processes, psychological development, perception, learning, memory, personality, and social psychology.

Mathematics

MAT 105 COLLEGE ALGEBRA (3 credits)

Real numbers, exponents, radicals, factoring, rational expressions, linear and quadratic equations/inequalities, equations with radicals, equations/inequalities with absolute values, applications, functions, graphing, exponential and logarithmic functions, and systems of equations. Prerequisite: MAT 103 or an appropriate Math SAT/ACT score or passing a placement test. This course is offered every fall, spring, and summer semester. For course descriptions of higher mathematics courses, visit the [Department of Mathematics](#).

MAT 220 APPLIED STATISTICS (3 credits)

An introductory course in Statistics with emphasis in Statistical inference to include elementary probability theory, elementary set theory, summation notation and continuing to "decision theory" through topics of sampling distributions, point estimation, confidence intervals for mean; variance; difference of population means, correlation, linear regression, tests of independence, homogeneity, goodness of fit and analysis of variance. Prerequisite: MAT 105 or permission of the instructor. This course is offered during the fall and spring semesters.

Wellness

WEL 218 CONCEPTS OF FITNESS AND NUTRITION (3 s.h.)

Introduction to basic health and fitness concepts and related topics. Attention will be given to the development of individual fitness programs emphasizing such topics as aerobic and anaerobic exercises, nutrition, diet, stress management, and assessment methods and procedures. The course is a combination of lecture and laboratory activity. Prerequisite: None. This course is offered both fall and spring semesters.

The following courses will be offered to NUR Majors as required courses for the Bachelor of Science in Nursing (BSN) degree. (Please note: ENM 201 and LSS 300 taken prior to admission to the NUR major may not be substituted for ENM 202 or LSS 305):

Environmental Science

ENM 202 INDUSTRIAL HYGIENE (3 s.h.)

This course covers the fundamentals of Industrial Hygiene including an emphasis on critical incident management and disaster preparedness for nurses. This course is offered in conjunction with NUR 408. Lecture. Not currently offered.

Leadership

LSS 305 PRINCIPLES OF LEADERSHIP FOR NURSES (3 s.h.)

This course allows students to develop their leadership potential by mastering the skills of both personal and interpersonal effectiveness with an emphasis on nursing leadership. This course is offered in conjunction with NUR 403. Lecture. This course is available only for students majoring in the Professional Nursing Program.

Who is MU Nursing?

This survey is to get a better idea of who makes up the MU Nursing community. This info will be used for department statistical purposes as well as updating your current contact information.

Name: _____ DOB: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____

Emergency Contact Number:

Name: _____ Relationship: _____

Do you play any sports at MU? Yes No
If so, which one(s) and what position(s)?

Have you served in the Armed Forces? Yes No
If so, please list branch and # of years served.

Are you an ROTC cadet? If so, which branch? Yes No

Do you have healthcare related experience? Yes No
(i.e. CNA, LPN, RN, EMT, etc.)
If so, please list # of years and position.

Are you a double major or have a minor? Yes No
If so, please specify your other major or minor.

Do you live on campus? Yes No

Are you a member of the Student Nurse Association? Yes No

Would you like information about our Nursing Club? Yes No

High School Graduation Date:

Please list any current extracurricular activities, clubs/organizations, and positions held not mentioned above. (Use back if needed.)

Nursing Handbook Agreement Form



I have read and understood the 2011 - 2012 Methodist University Nursing Program Handbook. In addition, I understand and agree that I am responsible for knowing, understanding and following the rules, policies and procedures contained in the complete MU Student Handbook and the MU Nursing Program Handbook.

Student Signature

Printed Student Name

Date