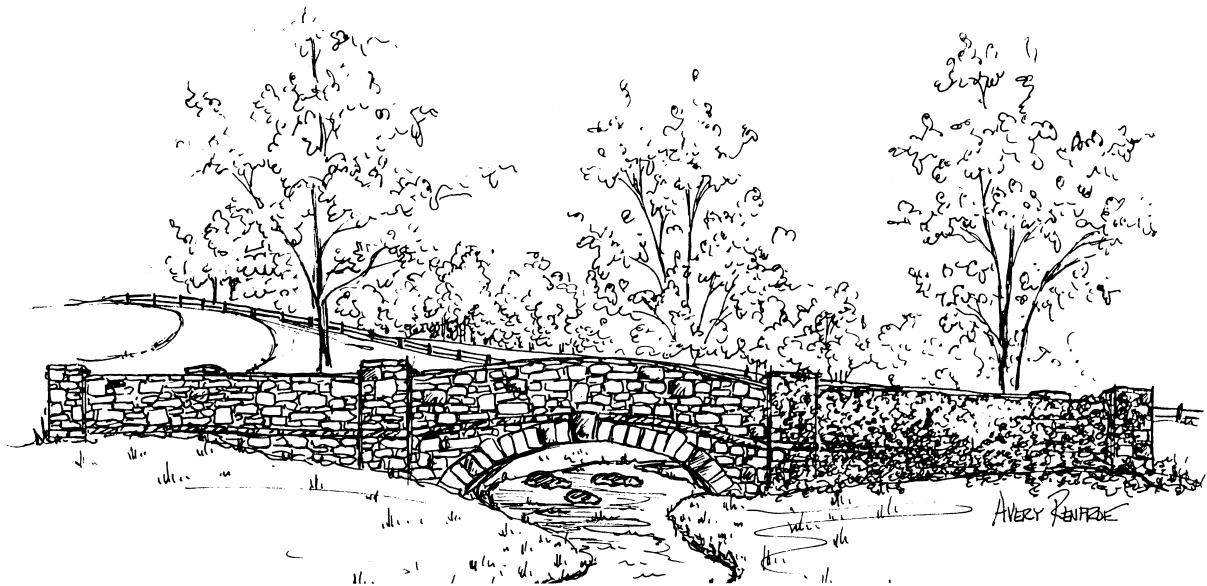




MIDWAY UNIVERSITY

RN-BSN NURSING PROGRAM



STUDENT HANDBOOK

2020-2021

Revised 2004; 2005; 2006; 2007; 2008; 2009; 2010; 2011; 2012; 2013; 2014; 2015; 2016; 2017; 2018;
2020

ACCREDITATION

Midway University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate, Baccalaureate and Master's degrees.

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
1966 Southern Lane
Decatur, Georgia 30033-4097
404-679-4501

The RN-BSN program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN). Accreditation review information is available from the Dean of the School of Health Sciences

Accreditation Commission for Education in Nursing, Inc.
3343 Peachtree Rd., Suite 850
Atlanta, Georgia 30326
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Table of Contents

Accreditation	1
Congratulations And Welcome.....	1
Overview of Midway University.....	2
Mission Statement	2
Vision Statement	2
Values.....	2
Overview of RN-BSN Program.....	3
Mission Statement	3
Vision Statement	3
Values.....	3
Philosophy of Program	4
Organizing Framework of the Program	5
Gerontological Nursing Competency Statements Corresponding to Essentials	7
Program and Student Learning Outcomes	9
Program Outcomes	9
Student Learning Outcomes	9
Curriculum Component Requirements	10
General Education	10
Associate Degree Nursing	10
Bachelor of Science Nursing	10
Course Description	11
Program Admission Requirements	13
Admission Criteria	13
Program Requirements	13
Immunizations and Requirements Prior to Practicum	15
MMR (Measles (Rubeola), Mumps, and Rubella)	15
Varicella (Chicken Pox)	15
Hepatitis B.....	15
Tdap.....	15
TB skin test or T-Spot test.....	15
CPR	15
Influenza Vaccination.....	15
HIPAA (Health Insurance Portability Accountability Act).....	16
Student Health Insurance.....	16
Selected University Policies	17
Student Honor Code	17
Student Conduct	17
Student Grievance Procedure	17
Grade Appeal.....	18
Policy against Unlawful Discrimination and Harassment	18
Sexual Misconduct Policy	21
Disabilities and Academic Adjustments Policy.....	21
Policies Specific to the RN-BSN Program	22
Jury Duty	25
Fact Sheet	26
Appendix	27
Consent to Copy Immunization Section of Health Form.....	28
Emergency Medical Care	29
Authorization for Release of Information.....	30
Student File Checklist.....	31
12-Month Curriculum Plan.....	33
24-Month Curriculum Plan.....	34
Leadership Portfolio	35
Handbook Acknowledgement Form.....	36
Student Demographic Sheet	37

CONGRATULATIONS AND WELCOME

You have made an important decision to return to school to complete a Bachelor of Science Degree in Nursing (BSN).

You enter into education now with a different perspective than you had as a first time college student; this has an impact upon the way you view learning. Through completion of general education courses you have a solid base in liberal arts which will provide the cornerstone for Baccalaureate Generalist Nursing practice. In addition, you and your peers come to this program with a broad variety of interests, skills, experiences, and motivations. However, you also share common concerns and similarities with one another about returning to school. Do not be hesitant to ask questions about your program or about Midway University. Become engaged with your classmates and your professors. Develop an open mind to accommodate creative thinking and innovation.

The BSN courses are taught online. Taking classes online may be new to you and this may be one of your concerns about returning to school. The Midway University Online Learning Management System offers an excellent tutorial to orient you to the system. The Online Support Center offers 24/7 assistance; someone is always available to help you navigate the system or help to solve any operating problems you may have. Of course, faculty is also available to assist you. Online learning does require more initiative on your part to communicate with the professors, meet deadlines, and take responsibility for your learning. With most of the BSN courses lasting just 8 weeks, the teaching and course work are conducted at an accelerated pace that demands good time management. This is especially true for those enrolled in the 12-month track curriculum plan.

This handbook has been developed with the express intent of keeping you informed as a returning adult learner at Midway University. Students are responsible to know the information and policies in this handbook and in other publications of the University.

OVERVIEW OF MIDWAY UNIVERSITY

Midway University, located in Midway, Kentucky, is a private, non-profit liberal arts college, founded in 1847 by Dr. Lewis L. Pinkerton, as the first school in the United States to serve orphaned and disadvantaged women. Through the years the school evolved and became Pinkerton High School, Midway Junior College, Midway College and on July 1, 2015, Midway University.

Today, Midway University is a leader in providing educational opportunities for men and women who wish to continue their education. The main campus provides a unique learning, living opportunity for students seeking their undergraduate degrees. Midway also offers undergraduate and graduate programs in an accelerated format where students attend classes in the evening or online.

Midway University has long been known for its excellence throughout Kentucky and beyond in the program areas of Business, Equine Studies, Nursing/Healthcare, and Teacher Education. With more than 30 majors and areas of concentrations, our programs are matched with the work force needs of the region and are applicable to many business segments.

Midway University is located in the heart of Central Kentucky's Bluegrass region. Sitting atop rolling hills, the University has views of the small town of Midway one-quarter mile away. The 200-acre campus is a short drive from Lexington, Louisville, and Cincinnati. Major airports and interstates make traveling convenient.

The University is approved to award associate, baccalaureate, and master's degrees.

All statements in this publication are announcements of present policy only and are subject to change at any time without prior notice.

Mission Statement

Midway University engages and challenges students to achieve individual growth, responsible citizenship, and meaningful careers through personalized educational experiences. (Adopted November 8, 2018)

Vision Statement

Midway University is a vibrant and diverse institution committed to academic excellence and individual growth.

Values

Midway University fosters core values shared by the Christian Church (Disciples of Christ) and reflect the beliefs of our founder, Dr. L.L. Pinkerton. These values include:

- Valuing the dignity of all people
- Acting with integrity and responsibility
- Viewing self as part of the community
- Living life within a global context
- Providing service to others
- Pursuing life-long learning

OVERVIEW OF RN-BSN PROGRAM

The Bachelor of Science in Nursing program for registered nurses offers the qualified student a program of study which combines general education courses with professional nursing theory, more complex critical thinking, and non-traditional leadership practicums. Students entering the RN-BSN completion program are RNs who have previously earned either an associate degree or diploma in nursing and have a current RN license. This track consists of upper division level course work. The BSN program may be completed in 12-months or 24-months.

Consistent with the mission and goals of the University, the BSN program prepares nurses as leaders who can provide high quality, safe health care to individuals, families, groups, and populations of diverse cultures in a variety of settings. The RN-BSN students learn to apply leadership concepts and decision making to promote high quality nursing care, while providing health team coordination, oversight, and accountability for care delivery. Emphasis is placed on issues related to the older adult including promoting quality end-of-life care.

The RN-BSN program is designed to allow registered nurses the opportunity, essential to many RN-BSN students, to continue in the work force while earning a baccalaureate degree. The course work is 100% online with two limited practica. The courses in this online program do not meet face-to-face; however, students may schedule appointments with faculty as needed.

The RN-BSN program was developed in 1987-88 and approved by SACS in June 1988. The first class of BSN students matriculated in fall of 1989. Following graduation of the first BSN class, the initial National League for Nursing (NLN) self-study was conducted. The program was granted initial NLN accreditation in spring 1992. The accreditation has been continuous since 1992, now through ACEN.

Mission Statement

The mission of the Midway University Baccalaureate Program is to engage and challenge students to achieve individual and academic growth, responsible citizenship, and meaningful professional nursing careers (January, 2019).

Vision Statement

The Midway University Baccalaureate Program will be recognized for its academic excellence in the preparation of graduates as leaders committed to individual professional growth who provide compassionate, evidence-based health care to diverse populations (January, 2019).

Values

- Altruism
- Excellence
- Caring
- Ethics
- Respect
- Interprofessional Communication
- Accountability
- Life-Long Learning

PHILOSOPHY OF PROGRAM

The philosophy of the RN-BSN program, developed by the nursing faculty, reflects the values of Midway University and the beliefs of the nursing faculty. The RN-BSN curriculum is guided by the philosophy.

We believe that:

- Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.
- Professional nursing practice is grounded in the translation of current evidence into practice.
- Knowledge and skills in leadership, quality improvement and patient safety are necessary to promote high quality healthcare.
- Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.
- Health promotion and disease prevention at the individual and population level are necessary to improve population health.
- Nurses care for clients across the lifespan.
- Nurses incorporate professional attitudes, values, and expectations about physical and mental aging when providing patient-centered care for older adults and families.
- Nurses value lifelong learning to support excellence in nursing practice.

ORGANIZING FRAMEWORK OF THE PROGRAM

The Midway University BSN faculty adopted two national nursing best practice documents/standards as the organizing framework for the RN-BSN Curriculum: *The Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008) and *Recommended Baccalaureate Competencies and Curricular Guidelines for Nursing Care of Older Adults* (2010). The BSN faculty determined that the *Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008) best reflects the future professional nursing role and the competencies for nursing care of older adults constitutes “best practices” in care of this population. The University and nursing leaders recognize the myriad of changes taking place in health care. Patient safety, evidence-based practice and informatics are just a few of the areas receiving intense focus. Nurses are uniquely positioned to play a key role in transforming health care delivery and influencing health care policy. In addition, nursing leaders and Midway University Nursing faculty acknowledge the importance of educating nurses to care for the increasing number of older adults.

The Essentials framework was first introduced and adopted by the American Association of Colleges of Nursing in 1998 with a revision in 2008. The Essentials document emphasizes such concepts as patient-centered care, interprofessional teams, evidence-based practice, quality improvement, patient safety, informatics, clinical reasoning/critical thinking, genetics and genomics, cultural sensitivity, professionalism, and practice across the lifespan in an ever-changing and complex healthcare environment. The Essentials document meets the Institute of Medicine’s recommendations for core knowledge needed for all healthcare professionals (AACN, 2008)

Older adults constitute a majority of people who receive nursing care in the United States. The U.S. Census data indicated that 16 percent of the nation's population or close to 50 million people were over age 62 (U.S. Census Bureau, 2010). By the year 2050, 19 percent of people will be over 65, and close to 21 percent of the 65-and-older population will be older than 85 years of age. Also, the percentage of individuals representing ethnic and racial minorities is high in the 65-and-older population (AACN, 2010).

The health status of older adults is diverse and complex. Health status is often influenced by income level, living arrangements, and need for support. Many of the ailments of older adults are represented in the 38 proposed priority areas identified as responsive to health promotion and prevention activities for Healthy People 2020 (USDHHS, 2010). A major focus of health promotion is to minimize the loss of independence associated with functional decline and illness. There is now a consensus as to what constitutes “Best Practices” in care of older adults.

However, the overwhelming majority of nurses practicing in this country care for older adults but have not had enhanced preparation in caring for this population. Thus, the AACN’s *Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008) and *Recommended Competencies and Curricular Guidelines for the Nursing Care of Older Adults* (AACN, 2010) were adopted as the organizing framework for this program to better prepare graduates to care for older adults.

The nine Essentials are:

- **Essentials I: Liberal Education for Baccalaureate Generalist Nursing Practice**
 - A solid base in liberal education provides the cornerstone for the practice and education of nurses.
- **Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety**
 - Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care.
- **Essential III: Scholarship for Evidence Based Practice**
 - Professional nursing practice is grounded in the translation of current evidence into one’s practice.

- **Essential IV: Information Management and Application of Patient Care Technology**
 - Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.
- **Essential V: Health Care Policy, Finance, and Regulatory Environments**
 - Healthcare policies, including financial and regulatory, directly and indirectly influences the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.
- **Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes**
 - Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.
- **Essential VII: Clinical Prevention and Population Health**
 - Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice
- **Essential VIII: Professionalism and Professional Values**
 - Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.
- **Essential IX: Baccalaureate Generalist Nursing Practice**
 - The baccalaureate-graduate nurse is prepared to practice with patients, including individuals, families, groups, communities and populations across the lifespan and across the continuum of healthcare environments.
 - The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.

GERONTOLOGICAL NURSING COMPETENCY STATEMENTS CORRESPONDING TO ESSENTIALS

1. Incorporate professional attitudes, values, and expectations about physical and mental aging in the provision of patient-centered care for older adults and their families. *Corresponding to Essential VIII*
2. Assess barriers for older adults in receiving, understanding, and giving of information. *Corresponding to Essentials IV & IX*
3. Use valid and reliable assessment tools to guide nursing practice for older adults. *Corresponding to Essentials IX*
4. Assess the living environment as it relates to functional, physical, cognitive, psychological, and social needs of older adults. *Corresponding to Essential IX*
5. Intervene to assist older adults and their support network to achieve personal goals, based on the analysis of the living environment and availability of community resources. *Corresponding to Essential VII*
6. Identify actual or potential mistreatment (physical, mental or financial abuse, and/or self-neglect) in older adults and refer appropriately. *Corresponding to Essential V*
7. Implement strategies and use online guidelines to prevent and/or identify and manage geriatric syndromes. *Corresponding to Essentials IV & IX*
8. Recognize and respect the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for older adults. *Corresponding to Essentials IV & IX*
9. Recognize the complex interaction of acute and chronic co-morbid physical and mental conditions and associated treatments common to older adults. *Corresponding to Essential IX*
10. Compare models of care that promote safe, quality physical and mental health care for older adults such as PACE, NICHE, Guided Care, Culture Change, and Transitional Care Models. *Corresponding to Essential II*
11. Facilitate ethical, non-coercive decision making by older adults and/or families/caregivers for maintaining everyday living, receiving treatment, initiating advance directives, and implementing end-of-life care. *Corresponding to Essential VIII*
12. Promote adherence to the evidence-based practice of providing restraint-free care (both physical and chemical restraints). *Corresponding to Essential II*
13. Integrate leadership and communication techniques that foster discussion and reflection on the extent to which diversity (among nurses, nurse assistive personnel, therapists, physicians, and patients) has the potential to impact the care of older adults. *Corresponding to Essential VI*
14. Facilitate safe and effective transitions across levels of care, including acute, community-based, and long-term care (e.g., home, assisted living, hospice, nursing homes) for older adults and their families. *Corresponding to Essentials IV & IX*
15. Plan patient-centered care with consideration for mental and physical health and well-being of informal and formal caregivers of older adults. *Corresponding to Essential IX*
16. Advocate for timely and appropriate palliative and hospice care for older adults with physical and cognitive impairments. *Corresponding to Essentials IX*
17. Implement and monitor strategies to prevent risk and promote quality and safety (e.g., falls, medication mismanagement, pressure ulcers) in the nursing care of older adults with physical and cognitive needs. *Corresponding to Essentials II & IV*
18. Utilize resources/programs to promote functional, physical, and mental wellness in older adults. *Corresponding to Essential VII*
19. Integrate relevant theories and concepts included in a liberal education into the delivery of patient-centered care for older adults. *Corresponding to Essential I*

The curriculum encourages students to think in greater depth, to question preconceived notions and entertain dialogue among their colleagues and faculty about the complex theoretical and conceptual basis for patient care. Course work in the RN-BSN program is built upon the technical knowledge of the practicing nurse and the liberal arts and sciences. Nursing courses provide the student with theoretical and clinical content for implementation of therapeutic nursing interventions, communication, application of research evidence, and critical thinking.

Further, this program of study is designed to prepare professional nurses to address key issues concerning gender, sexual orientations, ethnicity, race, religion, socio-economic status and other special populations as well as to involve students in rigorous intellectual endeavors. Providing a foundation for graduate study, the emphasis of study encompasses the development of critical thinking, independent decision-making, creative problem-solving abilities, refinement of written and verbal communication, self-sufficiency, leadership behaviors, moral and ethical insights, and active professional commitments.

The principle of Adult Learning Theory is utilized throughout the curriculum. Because the learner in a BSN completion program is building on previously learned technical skills and a validated foundation of nursing knowledge, the role of the faculty is primarily that of facilitator of the nursing process and advisor for professional role/leadership development.

Learning is a life-long process in which the learner acquires new knowledge, skills, understanding, and attitudes. Learning is an interactive process between the learner and the environment. How the student learns varies greatly in rate of learning and style, requiring a variety of teaching/learning strategies and activities to enhance the process. Learning is not directly observed but can in part be inferred from behavior changes which occur as a result of experience (Knowles, Holton, & Swanson, 2014).

In the learning process, the student assumes the autonomy inherent in the professional role and accepts its attendant accountability. A willingness to be receptive to new experiences in often unfamiliar and unpredictable settings is essential in the socialization to expanded professional roles.

The baccalaureate learner fosters interdisciplinary collaboration in planning and coordinating high quality health care to individuals, families, and communities. Because learning is a life-long process, a foundation must be developed to facilitate continuing self-development. Self-development implies an openness to diversity, a willingness to change, and an ability to incorporate new knowledge and understanding into one's value system. Baccalaureate education lays the foundation for graduate nursing education and continuing life-long learning.

American Association of Colleges of Nursing. (2008). *The essentials of baccalaureate education for professional nursing practice*. Washington, DC: Author

American Association of Colleges of Nursing. (2010). *Recommended baccalaureate competencies and curricular guidelines for nursing care of older adults*. Washington, DC: Author

Knowles, M. Holton, E.F., & Swanson, R.A. (2014). *The adult learner: The definitive classic in adult education and human resource management (8th ed.)*. [Elsevier: New York; Routledge.]

U.S. Department of Health and Human Services, (2010). *2010 U.S. Census*. Washington, DC: Author

PROGRAM AND STUDENT LEARNING OUTCOMES

Program Outcomes

RN-BSN Program outcomes will be measured just prior to graduation and/or within six (6) to twelve (12) months of graduation. The outcomes are:

Outcomes	Outcome Measures
1. A minimum of 75% of students will complete the program within six (6) semesters.	1. Graduation Rates
2. A minimum of 90% of graduates will be employed in positions for which the program prepared them within six (6) to twelve (12) post-graduation.	4. Job Placement Rates

Student Learning Outcomes

Graduates of the Midway University RN-BSN Program will be able to:

1. Facilitate evidence-based health promotion, quality, safety, and patient-centered nursing care to individuals, families, groups, and diverse populations across the lifespan.
2. Design, manage, coordinate, and evaluate culturally sensitive client care using effective interprofessional communication with community leaders to advocate for the health and well-being of the public.
3. Synthesize theoretical and empirical knowledge from nursing, scientific, and humanistic disciplines to incorporate evidence into practice and in development of capstone project.
4. Explore professional attitudes, values, and expectations about aging to design patient-centered care for older adults and their families.
5. Implement the nursing roles of member/advocate of the profession, communicator, educator, utilizer of research, life-long learner, collaborator, manager, and leader to meet current and emerging needs of individuals, families, groups, and populations in diverse, complex health care systems.
6. Integrate professional responsibility, accountability, standards, values, ethics, morals, and legal/political aspects into caring for the health of the public.

Revised March 2020

CURRICULUM COMPONENT REQUIREMENTS

All general education courses must be completed prior to taking the BS Nursing courses.

General Education

Anatomy and Physiology I and Lab (BIO 190/191)	4
Anatomy & Physiology II (BIO 198)	3
Microbiology and Lab (BIO 225/226)	4
Business Elective, 200 or higher	3
Principles of Chemistry (CHM 150)	3
Oral Communication (COM 205)	3
Human Difference (DVS 290 or Rel 285)	3
College Writing I (ENG 101)	3
College Writing II (ENG 102)	3
Writing in the Disciplines (ENG 380 fulfilled by NSG 430)	0
Contemporary Global Environmental Issues (ENV 305, ENV 308, GEO 110, REL 285)	3
College Algebra (MA 140/145 or higher)	3
Probability and Statistics (MTH 245)	3
Ethics (PHIL 301)	3
Human Growth and Development (PSY 260)	3
Social Science (ANT, PS, PSY, SOC)	3
Elective	2

Associate Degree Nursing

Fundamentals of Nursing and Clinicals (NSG 115)	9
Medical-Surgical Nursing and Clinicals (NSG 125)	5
Mental Health Nursing and Clinicals (NSG 130)	4
Obstetrics and Women's Health Nursing and Clinicals (NSG 212)	4
Pediatric Nursing and Clinical (NSG 215)	5
Advanced Medical-Surgical Nursing and Clinicals (NSG 225)	6
Synthesis and Integrative Practicum (NSG 230)	4

Bachelor of Science Nursing

Introduction to Professional Nursing (NSG 310)	3
Pathophysiology (NSG 330)	3
Health Assessment and Clinical Inference (NSG 340)	3
Pharmacology (NSG 360)	3
Teaching and Learning (NSG 390)	3
Adaptations for Mental Health (NSG 370)	3
Community Health Nursing (NSG 410)	3
Community Health Nursing Practicum (NSG 411)	1
Introduction to Evidence Based Research (NSG 430 fulfills ENG 380)	3
Trends and Issues in Nursing (NSG 440)	3
Nursing Leadership and Management (NSG 460)	4
Nursing Leadership and Management Practicum (NSG 461)	2

***Grade of "C" of higher in all courses required for graduation.**

COURSE DESCRIPTION

- NSG 310 Introduction to Professional Nursing:** This course provides an overview of concepts that introduce the student to the BSN nursing program and a professional level of nursing practice. Students will become familiar with two nursing best practice documents: the Essentials of Baccalaureate Education for Professional Nursing Practice (2008) and Recommended Baccalaureate Competencies and Curricular Guidelines for the Nursing Care of Older Adults (2010). The course includes an overview of nurse theorists, nursing research, patient safety, aging and cultural aspects, health policy, and informatics. In addition, the role of professional nursing in society and in the healthcare delivery system is discussed. A BSN leadership portfolio and development of a personal philosophy of nursing are initiated.
- NSG 330 Pathophysiology:** This course relates normal body functioning to physiologic changes that occur in specific diseases as well as the body's ability to compensate for these changes. Major health problems across the life span and ethnic variations are discussed. In view of an aging population, particular emphasis is placed on recognizing the geriatric syndromes experienced by older adults. Pre-requisites: Admission to the RN-BSN Program or permission of the Dean, School of Health Sciences.
- NSG 340 Health Assessment and Clinical Inference:** This course is designed to enhance the nurse's physical and psychosocial assessment skills using standardized assessment instruments for clients across the lifespan. The functional, cognitive, psychological, and social changes unique to older adults are highlighted. Students will begin to focus on the probability of pathological change and conditions of varying complexity. Clinical inferences are recorded using nursing diagnoses. Students are expected to participate as examiners and examinees and to independently obtain individuals for final assessment check offs. Prerequisites: Completion of BIO 190/191 and BIO 198/199 with a minimum grade of "C" and acceptance into the BSN program or consent of the Dean, School of Health Sciences.
- NSG 360 Pharmacology:** This course equips the student with an in-depth study of major categories of drugs. The focus is on pharmacodynamic and pharmacokinetic properties with an emphasis on the vital role the professional nurse plays in the clinical application of drug therapy across the lifespan. Pharmacokinetics of aging, issues of polypharmacy, and implications related to prescription, over-the-counter, and herbal medications as well as drug interactions will be examined. Additional content includes unique individual and cultural responses and patient education needs. Patient safety and the role of information technology are highlighted. Emphasis is placed on the importance of communication between nurses and members of the interprofessional team as patients transition between healthcare facilities and home. Pre-requisite: Admission to the RN-BSN Program or permission of the Dean, School of Health Sciences.
- NSG 370 Adaptations for Mental Health:** In this course the student begins to synthesize concepts from previous coursework with theories of adaptation. Gerontological nursing competencies, evidence-based practice and patient safety are underscored. Situational and maturational crises, stress, ethical considerations, and coping in relation to mental health are integral concepts for dialogue. Discussion focuses on high-risk diverse populations of individuals, families, and communities and their adaptive responses to critical and long term complex problems. Assignments include a presentation, book/movie analysis, and case study. Students will explore group dynamics by attending various types of support groups and will reflect on their experiences with journal writing.
- NSG 390 Teaching and Learning:** This course focuses on teaching/learning theories and strategies used by professional nurses to meet individual, family and community education needs. The nursing process provides a basis for planning, implementing, and evaluating teaching. The effectiveness of the baccalaureate nurse's teaching on patient readmissions, quality patient outcomes, and health care costs is emphasized. Students analyze content, reading levels, and quality of print, web and other materials and redesign resources as appropriate. In addition, students will examine the impact of aging and comorbid conditions on learning ability as well as age appropriate teaching strategies. A health promotion project allows students to practice and demonstrate teaching skills and techniques. Pre-requisite: Admission to the RN-BSN Program or permission of the Dean, School of Health Sciences.
- NSG 410 Community Health Nursing:** This senior level course focuses on public health issues in the local and wider global communities. Discussion is framed around nursing care of aggregates of the general population. Principles of epidemiology, community characteristics, and available health

services are utilized in conducting an extensive community assessment. Students will use research findings to design health promotion and illness prevention strategies in the delivery of care to the community. Students will analyze the effectiveness of community resources in caring for clients and their families across the lifespan to maximize function and maintain independence.

NSG 411 Community Health Nursing Practicum: This course is the practicum component to NSG 410 Community Health Nursing and consists of 45 precepted hours with an experienced nurse in a community health setting. Practicum experiences occur in a variety of settings and focus on care of the family and vulnerable aggregates. Students will analyze the effectiveness of community resources for families and populations across the lifespan, maximizing health promotion and disease prevention. Co-requisite: NSG 410.

NSG 430 Introduction to Evidence Based Research: NSG 430 emphasizes the professional nurse's role in participating in, conducting, and integrating evidence into practice. This course introduces students to the use of evidence for advancement of best practices and prepares them to read and critically appraise research findings. Students will use the research process and outcome measures to apply quality and safety concepts in identified clinical problems. Assignments include critical analysis of research evidence and a systematic literature review as the initial components of the Capstone Project. Prerequisites: Completion of MA 245 with minimum grade of "C" or higher and admission to BSN Program or permission of Dean, Nursing and Health Sciences. This course must be completed immediately prior to the last semester of the program.

NSG 440 Trends and Issues in Professional Nursing: This course is designed to examine current issues and emerging trends relevant to professional nursing. Historical perspectives as well as futuristic considerations provide the framework of study. Students will analyze the impact of an aging society on the health care system and various geriatric care models. Emphasis is placed on the evolving roles of professional nurses in the healthcare system as they relate to legal, ethical, economic, political and social issues, healthcare policy, finance, and regulatory environments. Students will explore information management and the use of health-care technology.

NSG 460 Nursing Leadership and Management: This senior level course focuses on the leadership roles of the professional nurse. Emphasis is placed on leadership concepts, skills and decision making in the provision of high quality nursing care and healthcare team coordination. Various leadership models and change theories will be studied. The senior capstone project, which is completed in this course, serves as a culmination of the student's baccalaureate education and illustrates the values, knowledge, skills and attitudes of the professional nursing role. This project involves a review of the literature (completed in prior courses), development/implementation of project, a formal paper, and a presentation of the project to the college and the professional community.

NSG 461 Nursing Leadership and Management Practicum: This course is the practicum component to NSG 460 Nursing Leadership and Management and includes 90 precepted hours with an executive nurse leader. The practicum experience is designed to serve as the framework for the senior capstone project and to provide opportunities to develop and practice leadership skills in a variety of health care settings. Co-requisite: NSG 460.

PROGRAM ADMISSION REQUIREMENTS

Admission Criteria

For acceptance into the RN-BSN program, the student must meet the following criteria:

1. Be admitted to the University (unless continuing directly from the Midway Campus ADN program).
2. Submit official university and high school transcripts as required.
3. Must hold current and unencumbered registered nurse (RN) license in Kentucky or compact state.
4. Complete an admission interview with the director of the program or designee.
5. Submit a current resume.
6. Be a graduate of an ADN program from a regionally accredited institution or diploma program. Graduates of diploma nursing programs must complete the NLN Acceleration Challenge Exam and achieve a minimum score of 90 to have nursing courses converted to University credit hours. Cost of the NLN Acceleration Challenge Exam is the responsibility of the student.
7. Have a GPA of 2.5 on a 4.0 scale (2.0 on a 4.0 scale for Midway University ADN graduates).
8. Provide evidence of current clinical practice within the last five years via:
 - a. Graduation certificate from a school of nursing within the past two years
 - b. Work experience (preferred)
9. Provide evidence of satisfactory clinical performance. The Student Reference and Evaluation form must be received from the current employer or from nursing program faculty for applicants who have graduated within the last year.
10. Submit the following: evidence of immunizations or titer showing immunity for measles, mumps, rubella (MMR), Hepatitis B, Tdap; Varicella; Influenza; current negative tuberculin skin test or T-spot; current CPR certification; and evidence of health insurance prior to beginning practica rotations to meet the health criteria of clinical facilities.
11. Students must earn a C or better in all required general education and supporting courses.

After students complete RN-BSN admission criteria, students may be admitted to the University and granted an interview with the chairperson (or designee) of the RN-BSN program.

Program Requirements

1. The student is expected to provide transportation to practicum facilities.
2. The student is expected to satisfy all University requirements for graduation.
 - a. Students must complete a program plan with their advisor in the Self-Service software during their first semester. In each subsequent semester, students should check their progress with general education and Nursing course requirements in the Student Planning software.
 - b. It is the student's responsibility, in consultation with their advisor, to register for and successfully complete all courses needed to meet graduation requirements.
3. Students are encouraged to be employed in the health care setting while enrolled in classes.
4. A minimum grade of "C" is required in all nursing courses.
5. All graduation requirements for General Education must be completed prior to nursing courses (for 12-month curriculum plan) or prior to NSG 410 (for 24-month curriculum plan).
6. Provide the following: evidence of immunizations or immunity for hepatitis B, measles, mumps, rubella, and varicella; current negative tuberculin skin test; current Tdap and influenza immunization; current CPR certification; and evidence of health insurance prior to admission to NSG 310.
7. Technology requirements for online courses:
 - a. Minimum Hardware/Software Requirements for Moodle Courses
 - b. If your PC has been manufactured in the last 3-4 years, it should be sufficient to take an online course on the Moodle platform provided the minimum technical requirements below are met.

Firefox is the recommended browser for Moodle. Free browser download available at: www.mozilla.org

Requirement for	Minimum for PC (Microsoft)	Minimum for Apple MAC OS X
Operating System	Windows XP, Service Pack 3, Windows Vista Service Pack 2, Windows 7, all current updates installed	OS X 10.4.9 or later
Monitor Resolution	1024x768	1024x768
Processor	Pentium IV, 3.0 Ghz, equivalent or better. Recommended: Dual Core processor or better.	PowerPC G4 or Intel Dual Core Processor (or better)
Memory (RAM)	Minimum: 512 MB Recommended: 2 GB or more	Minimum: 512 MB Recommended: 2 GB or more
Hard Drive	60 Gigabyte or larger	60 Gigabyte or larger
Browser:	Mozilla Firefox 15 or later: http://www.firefox.com Internet Explorer: 9.0 or later	Mozilla Firefox 15 or later: http://www.firefox.com Safari 6 or later
Browser Settings	<input type="checkbox"/> JavaScript must be enabled <input type="checkbox"/> Cookies must be enabled <input type="checkbox"/> Pop-up blocker must be disabled.	<input type="checkbox"/> JavaScript must be enabled <input type="checkbox"/> Cookies must be enabled <input type="checkbox"/> Pop-up blocker must be disabled
Media Players	Java/JRE: http://java.sun.com/javase/downloads/index.jsp Adobe Flash Player: http://get.adobe.com/flashplayer/ Adobe Reader: http://get.adobe.com/reader	QuickTime: http://www.apple.com/quicktime/download Adobe Flash Player: http://get.adobe.com/flashplayer/ Adobe Reader: http://get.adobe.com/reader
Internet Access	Recommended: Broadband (DSL, cable, etc.). Dial up service is NOT recommended.	Recommended: Broadband (DSL, cable, etc.). Dial up service is NOT recommended.
Audio	Some courses may require a microphone and speakers (or headsets). Webcam is recommended.	Some courses may require a microphone and speakers (or headsets). Webcam is recommended.
Anti-virus	Make sure your anti-virus software is up to date!	Make sure your anti-virus software is up to date!
Office Suite	Microsoft Office 2007 or later	Office for MAC 2008 or later

*Students will also need the equipment to record themselves giving oral presentations and to post those presentations online.

IMMUNIZATIONS AND REQUIREMENTS PRIOR TO PRACTICUM

All required immunizations, certifications, and other items listed below are to be submitted to the Nursing Office for students entering the RN-BSN Program. No student will be allowed to attend practicum until these requirements are met and appropriate documentation is on file in the Nursing Office. It is the student's responsibility to ensure those requirements remain current for the entirety of their BSN enrollment. The practicum absence policy is in the RN-BSN Student Handbook, which each student receives at the beginning of the NSG 310 course.

MMR (Measles (Rubeola), Mumps, and Rubella)

1. Official immunization record containing 2 documented MMR vaccination dates or;
2. Titer results showing positive immunity for each component of MMR

Varicella (Chicken Pox)

1. Official immunization record containing 2 documented varicella vaccination dates or;
2. Titer results showing positive immunity for varicella
 - Students may be required to provide titer results showing immunity to varicella before attending practicum rotations at particular facilities. These students will be notified at the time of practicum assignment, if documentation of a titer is not already on file.

Hepatitis B

1. Official immunization record containing dates of all vaccinations or;
2. Titer results showing positive immunity for Hepatitis B Surface Antibody or;
3. If a student does not wish to obtain the Hepatitis B vaccine or is not complete with the series, the Hepatitis B Waiver form should be signed and placed in the student's file. The form is available in the Nursing Office. Should the student complete the vaccine series or obtain a titer, it is the student's responsibility to submit documentation to the Nursing Office.

Tdap

1. Official immunization record containing date of vaccine.

TB skin test or T-Spot test

1. Students must retest and submit documentation annually.
2. Students testing positive for TB the first-time should be re-evaluated by chest x-ray and submit results. Documentation of symptom screening for TB performed by a primary healthcare provider must be submitted annually thereafter.

CPR

1. Infant, Child, and Adult Resuscitation are required for certification.
2. Acceptable certifications:
 - American Heart Association Basic Life Support for the Healthcare Provider
 - It is the student's responsibility to recertify and submit documentation prior to the expiration date provided on the front of the CPR card.

Influenza Vaccination

Most practicum sites, contracted with Midway University's Nursing Program, require employees and students to provide documentation of influenza vaccination during the flu season. Any deferments would need to be approved by the contracted site. Those who are not vaccinated will be required to wear a mask while on the unit during flu season. A copy of the vaccination should be provided to the Nursing Office.

HIPAA (Health Insurance Portability Accountability Act)

Students must complete and sign the “Midway University Nursing Students HIPAA Confidentiality Agreement”.

Student Health Insurance

Midway University requires students registering for internships, practicums, clinical and student teaching to purchase their own health insurance and provide evidence of current insurance card. A copy of the insurance card must be submitted to the Nursing Office prior to attending clinical rotation. See University Catalog at <http://www.midway.edu/academic-programs/University-catalog> for more information.

SELECTED UNIVERSITY POLICIES

Student Honor Code

Midway University is a community of leaders that expects integrity and honor from its members. I will show respect for my community by behaving with honesty, integrity and civility. As a responsibility to my Midway University community, I will show respect for:

- My classmates and faculty by maintain honesty in my academic work and refraining from cheating.
- My community and peers by maintaining integrity and honesty in my daily life.
- Faculty, staff and members of the administration by maintaining civility and refraining from disruptive and abusive language and behavior.

I will acknowledge responsibility and accept the consequences of my actions. In choosing Midway University, I pledge to uphold the principles of the Honor Code and will cherish and guard its tradition.

Student Conduct

Students at Midway University are considered responsible adults and are expected to maintain standards of conduct appropriate to the University community. Midway University, like other educational institutions, has established regulations for student behavior. The Student Code of Conduct and other important policies are listed in the Student Handbook, which can be found on the Midway University website at www.midway.edu/student-life/student-resources

Midway University supports the rights of its students and has established procedures to ensure the fair and equal treatment of students. The student disciplinary process found in the Student Handbook details the rights of students who have allegedly committed non-academic violations of the Student Code of Conduct. Information regarding academic infractions is located in the Academic Regulations section of the University Catalog.

Student Grievance Procedure

United States Code §1099b(a)(5)(1)(1999) and the United States Department of Education **Regulations[34 CFR Ch. VI. 602.26(b)(11.) and July 2002 at 602.16(a)(1)(ix)] requires accrediting agencies to evaluate an institution on specific indicators. One of those indicators is student complaints. An institution of higher education must keep a record of student complaints and resolution of complaints.**

Included in the Midway University catalog and the Student Handbook are policies and procedures for receipt of and response to student grievances or appeals in a variety of areas; for example, charges of academic dishonesty, grades, administrative withdrawals (suspensions, etc.), records content and access, discrimination, harassment, sexual harassment and assault, and disciplinary actions and procedures. These defined procedures should be utilized if they apply to a specific student grievance.

If a grievance is related to an area for which there are not defined procedures, students may take the following steps:

1. Whenever possible, the aggrieved student should first discuss the matter with the person or persons directly involved in an attempt to resolve the grievance through informal discussion.
2. If there is no resolution, the aggrieved student should discuss the matter with the supervisor to whom those directly involved report. The supervisor will attempt to mediate an informal resolution.
3. If there is no resolution, the aggrieved student should write a statement giving all pertinent information, sign and date the statement, and submit it to the Assistant Vice President for Student Affairs, either in person or by mail. An e-mail or a conversation does not constitute the submission of a grievance.
4. The Assistant Vice President for Student Affairs will determine which University administrators should handle the issue and work with that individual to ensure that the grievance is investigated

and, if the grievance is determined to be valid, that any appropriate actions to resolve the grievance are taken.

5. The Assistant Vice President for Student Affairs will maintain a record of all grievances addressed through this process.

Grade Appeal – See policy and process in University Catalog.

Policy against Unlawful Discrimination and Harassment

It is the policy of Midway University to maintain a work and academic environment that is free of harassment and discriminatory actions based on race, color, religion, national or ethnic origin, marital status, sex, age, disability, or any other category protected by law. Unlawful discrimination and harassment by officers, managers, faculty, supervisors, employees, students, advisors, vendors, and contractors will not be tolerated.

This policy and procedures are applicable and available to faculty, staff, students, and any third parties with a relationship, contractual or otherwise, to Midway University. Notwithstanding any provision of University policy that may suggest otherwise, allegations and reports of sexual misconduct (i.e., sexual harassment, sexual assault, domestic violence, dating violence, stalking and sexual exploitation) will be addressed and should be reported pursuant to the University's Sexual Misconduct Policy. All other forms of unlawful harassment and discrimination will be addressed and should be reported pursuant to this policy.

Further, retaliation against an individual who has complained about unlawful discrimination or harassment, or retaliation against individual for cooperating with an investigation of a complaint of unlawful discrimination or harassment, will not be tolerated.

Persons who violate this policy will be subject to disciplinary action up to and including termination of employment, expulsions and/or termination of the contractual relationship, if one exists.

1. Definitions of Unlawful Discrimination and Harassment:
 - a. Unlawful Discrimination—Unlawful discrimination is strictly prohibited by the University and will not be tolerated. Treating an employee or student differently in the terms or conditions of his or her employment or education on the basis of the employee's or student's race, color, religion, national or ethnic origin, marital status, sex, age, disability, or any other category protected by law constitutes unlawful discrimination.
 - b. Harassment—Harassment is any action, oral or written expression, repeated or persistent series of actions, or expressions that are reasonably perceived as creating an intimidating, offensive, hostile or demeaning educational, employment or University living environment for a student or University employee. A hostile environment is one that unreasonably interferes with an individual's ability to participate in all and any aspects of academic, professional or residential life.
2. Retaliation: It is a violation of this policy to retaliate against a person who has complained about unlawful discrimination or harassment, or for assisting, participating or cooperating in an investigation or grievance of a complaint hereunder.
3. Wrongful Allegations: It is a violation of this policy to bring a knowingly false complaint under this policy. However, failure to prove a claim of unlawful discrimination or harassment does not alone constitute proof of a false and/or malicious accusation.
4. Educational Setting: The academic setting is distinct in the workplace, and the University will maintain and encourage academic freedom. Academic curriculum and pedagogical goals that serve legitimate and reasonable educational purposes do not, in and of themselves, constitute unlawful discrimination or harassment. Those participating in the educational setting bear a responsibility to balance their professional academic responsibilities and academic freedoms with a consideration of the reasonable

sensitivities of other participants. Nothing contained in this policy shall be construed to limit the legitimate and reasonable academic responsibilities and academic freedoms of the University's professional educators.

5. Procedures for Addressing Complaints of Unlawful Discrimination and Harassment

Anyone who believes he/she has been subjected to discrimination or harassment in violation of this policy should immediately report those concerns to the Director of Human Resources, the Assistant Vice President of Student Affairs, instructor, chair, dean or any other member of the administration with whom you feel comfortable in making such a report. No one is required to make a complaint to the person who is the subject of the complaint. The report should be in writing. If the initial report is oral, the person to whom the report was made shall inform the complainant of the right to file a written complaint through these procedures. There is no established time frame for filing a complaint; however, individuals are urged to file a complaint as soon as possible after the alleged event or offending act or behavior.

All students and employees should bring to the University's attention any indication of unlawful discrimination or harassment and to report promptly any act or event that is believed to be a violation of this policy so that the matter can be investigated promptly and appropriate corrective action taken, if warranted. Complaints or reports shall be directed to the Director of Human Resources, Marrs Hall, 512 E. Stephens St., Midway, KY 40347, 859.846.5784.

The Director of Human Resources or her/his designee is responsible for accepting and processing discrimination and harassment complaints under this policy. Instructors, chairs, deans, supervisors and other members of the administration should notify the Director of Human Resources when they receive or otherwise become aware of complaints. To the extent permissible and practicable all complaints shall be treated confidentially and will be investigated by the University in an impartial, prompt, and responsible manner.

Each complaint of unlawful discrimination or harassment must be evaluated on a case-by-case basis impartially with reference to the pertinent circumstances. If appropriate, a complaint may be resolved informally. Informal resolutions may be reached by direct communication between the individuals involved or with the help of mediation of a third party. However, such a strategy may be inappropriate when the conduct is severe or when the person responsible for the alleged behavior holds a position of authority. At either Complainant's or Respondent's request any complaint will be removed from an informal resolution process to a formal investigation.

Other complaints will be conducted as formal investigations, including but not necessarily limited to interviews of the Complainant, the Respondent, and witnesses, and review of documents. The rights of both parties are considered in conducting the investigation. Both parties have the right to present witnesses and other evidence on his/her behalf. Both the complainant and the respondent will be notified of the outcome of the investigation and the basis for the decision either orally or in writing. Absent extraordinary circumstances, the investigation will be completed and the parties notified of the results within 15 working days from the date the written complaint is received by the Director of Human Resources. In the event of extraordinary circumstances (to be defined by the Director of Human Resources but to include but not limited to situations with a large number of witnesses or evidence to review, non-cooperation from one or more parties or witnesses), the Complainant and Respondent shall be informed in writing of the need for an extension of time to complete the investigation not to exceed an additional 15 working days, the reasons for an extension of time, and the amount of time needed. In determining whether conduct constitutes a violation of the University's Policy Against Unlawful Discrimination and Harassment, University officials will look at the record as a whole and at all of the circumstances of the situation. The Director of Human Resources or her/his designee, shall conduct the impartial formal investigation and make recommendations for appropriate corrective action and discipline as necessary to the Assistant Vice President of Student Affairs where the Respondent is a student and to the Vice President for Academic Affairs where the Respondent is an employee or a third

party who is not an employee or student of the University. Either the Assistant Vice President of Student Affairs or the Vice President for Academic Affairs shall decide appropriate corrective action and discipline as necessary. If a violation of this policy is found, Midway will take steps to prevent further unlawful harassment and/or discrimination.

Members of the University community are also advised that behavior that does not rise to the level of unlawful discrimination or harassment may nonetheless be unprofessional, inappropriate or disruptive in the workplace, classroom, or residence halls and could warrant appropriate corrective action and discipline.

Members of the University community are expected to cooperate in investigations by designated University officials of alleged unlawful discrimination or harassment. Student complaints of unlawful discrimination or harassment by other students may also be covered by certain provisions of Code of Student Conduct contained in the Midway University Student Handbook and may be referred to the Assistant Vice President of Student Affairs or the Student Judiciary Board for final resolution and disciplinary action, if warranted. More complete information concerning the student judicial process, rights of the student who is the subject of the complaint, rights of the student bringing forward the complaint, and possible sanctions can be found in the Code of Student Conduct section of the Midway University Student Handbook.

6. Confidentiality

The University will make reasonable efforts to keep all information relating to complaints under this policy confidential on a need-to-know basis, to the extent consistent with the University's legal obligations, its need to investigate allegations, and its need to take corrective and/or disciplinary actions. All participants in the grievance process or any investigation of any allegation hereunder shall respect the confidentiality of the process and violation of confidentiality on a need-to-know basis is a violation of this policy.

7. Corrective and/or Disciplinary Action

In the event that the investigation reveals that unlawful discrimination or harassment, or other inappropriate or unprofessional conduct (even if not unlawful) has occurred, further action will be taken, including corrective and/or disciplinary action, up to and including termination or expulsion in accordance with appropriate University procedures. If a violation of this policy is found, Midway will take steps to prevent further unlawful discrimination and/or harassment.

8. State and Federal Agencies

In addition to the above, employees or students who believe they may have been subjected to unlawful discrimination or harassment, may file a formal complaint with government agencies. Using the University's complaint process does not prohibit an employee or student from filing a complaint with these agencies.

U. S. Department/Program of Education
Office for Civil Rights
Philadelphia Office
100 Penn Square East, Suite 515
The Wanamaker Building
Philadelphia, PA 19104-3326
(215) 596-6787
TDD: (215) 596-6794

Kentucky Commission on Human Rights
332 W. Broadway, 7th Floor
Louisville, KY 40202
Phone: (502) 595-4024

Toll-free: (800) 292-5566
TDD: (502) 595-4084

U.S. Equal Employment Opportunity Commission
1801 L. Street, N.W.
Washington, D.C. 20507
(800) 669-4000

Sexual Misconduct Policy

Midway University is committed to creating and maintaining a community where all persons who participate in University programs and activities can work and learn together in an atmosphere free of sexual misconduct. Therefore, the University will not tolerate sexual misconduct as defined in this policy. Such acts are prohibited by University policy, as well as state and federal law. Persons whom the University determines more likely than not have violated this policy are subject to penalties up to and including dismissal or separation from the University, regardless of whether they are also facing criminal or civil charges before a government agency or court of law.

This policy applies to all University students, faculty and staff, as well as third parties who interact with the University community, and all University-sponsored programs, events and activities, regardless of where the alleged sexual misconduct occurs. Gender discrimination that is not covered by this policy should be addressed through the University's other policies on discrimination.

The complete Sexual Misconduct Policy can be found in the Midway University Student Handbook and on the Midway University website: <http://www.midway.edu/non-discrimination-policy/>

Disabilities and Academic Adjustments Policy

If you have a disability that may interfere with your learning, testing, or assignment completion in this course, you may be eligible to receive an academic accommodation to help provide you with an equal opportunity to participate in and benefit from this course. Please contact Sarah Mudd, Assistant Vice President for Student Affairs, who will advise you on appropriate documentation, determine reasonable adjustments, and notify me of any accommodation for which you are eligible.

Once you have been approved for an academic accommodation through the Office of Student Affairs, please discuss with me its appropriate implementation in this course. Documentation must meet the guidelines specified by university policy, and no one else can be notified of your disability or accommodation without your written consent. This process must be repeated for every semester you are enrolled at Midway University and wish to receive an accommodation. Academic accommodations are intended to "level the playing field" so that students with disabilities can demonstrate their true abilities in their courses. Changes cannot be made to grades earned before a student has requested an accommodation, so please attend to this early in the semester.

POLICIES SPECIFIC TO THE RN-BSN PROGRAM

- 1.0 12-month/24-month tracks:** The BS Nursing program may be completed in a 12-month track or 24-month track.
- 1.1 Change of Name or Address:** It is the student's responsibility to keep the nursing office, University registrar, IT (for email), business office and financial aid office abreast of current address, phone number, and name changes. If you should change any of the above, notify the Registrar (859-846-5340) and Nursing Office (859-846-5332) immediately. You may miss important student information if your records are not current.
- 1.2 E-mail Address:** All Midway University RN-BSN students are responsible for obtaining a Midway University e-mail address and keeping the Nursing Office apprised of that address. Students are expected to check their e-mails at least daily for time-sensitive information and communication from the University or their instructor. All email communication will be through Midway University email with Midway University email addresses.
- 1.3 Recent Graduates:** Recent Associate Degree graduates planning to enter the RN-BSN program are encouraged to:
- indicate intentions to enter the RN-BSN program at least one month prior to entrance.
 - complete NCLEX successfully prior to admission to RN-BSN program.
- 2.0 Transfer of Credit:** A maximum of 32 hours of nursing credit will be accepted from nursing programs accredited by CCNE, ACEN, or CNEA. A maximum total of 84 credit hours may be transferred from accredited institutions (see University catalog for further details). Final determinations will be made by the chairperson of the Nursing program, following consultation with the registrar.
- 3.0 Class and Practicum Credit Hour Ratio:**
- Class:** The ratio of clock hours to credit hours is 50 minutes: 1 credit hour. For each credit hour enrolled the student is expected to spend one 50-minute hour per week in online classroom.
- Practicum:** The ratio of clock hours to credit hours is 3:1. Three 60 minute practicum hours are equivalent to one credit hour. For example, NSG 461 Nursing Leadership Practicum is a two-credit hour course. For these two (2) practicum hours the student spends six 60-minute hours per week in the practicum setting.
- 4.0 Expenses:** In addition to tuition and fees, additional expenses related to nursing courses may be incurred. The nursing faculty makes every attempt to keep these costs to a minimum.
- 4.1 Name Badge:** A name badge (your name, RN, Midway University BSN nursing student) is provided by Midway University. Replacement pins may be purchased through the nursing office (approximate cost \$15.00 payable in advance).
- 4.2 White Lab Coat:** To be purchased independently by the student (\$25-\$50).
- 4.3 Books:** The cost of textbooks ranges from \$30 to \$225 per semester. Textbooks may be ordered through Akademos Marketplace (found on the Midway.edu website) or vendor of student's choice. The current edition of the **APA Publication Manual** is required for all RN-BSN courses.
- 4.4 Poster:** Presentation of a professional research poster is required in NSG 430. Printing costs range from \$75 - \$100.
- 4.5 Equipment:** NSG 340, Health Assessment and Clinical Inference requires the following:
- Penlight (\$5-\$10)
 - Measuring tape (\$5-\$10)
 - Double-head stethoscope with diaphragm and bell (\$40-\$100)
 - Clear six-inch ruler marked in centimeters (\$5-\$10)
- 4.6 Transportation:** Students provide their own transportation to practicum sites.
- 4.7 Background check and Urine Drug Screen:** Some facilities may require. Cost, \$107.00
- 4.8 BSN Nursing Pin:** Graduating seniors may purchase this pin to wear after graduation. The cost of the pin varies according to current market prices.
- 4.9 Graduation Fees:** There is a \$100.00 fee per diploma.

4.10 Emergency Medical Care: During the educational program, the student is required to attend practicum in a variety of settings within the community. Should medical treatment become necessary, during a practicum, the clinical agencies may be willing to provide emergency care, or to ensure the student is transported to a site where emergency care can be provided. The student must accept the financial responsibility for such care and transportation.

*Students must provide evidence of health insurance prior to attending practicum.

5.0 Tuition Structure: RN-BSN students are assessed tuition based on the number of credits for which they register.

5.1 Financial Aid: Students may be eligible for financial aid at various levels. Information is available through the financial aid office.

5.2 University: Information regarding Institutional Scholarships and Grants is available in the University Catalog in the Financial Assistance section.

5.3 Federal and State: (KHEAA Guaranteed Student Loan, Pell Grants, Scholarships, etc.) Students are encouraged to complete a Free Application for Federal Student Aid (FAFSA) as early as possible after income tax forms are completed January through April. Information from this source is used at the State, Federal, and University level to determine eligibility for financial assistance packages.

5.4 Private Foundations: Consult public libraries for reference sources for financial assistance/higher education through private organizations, foundations, civic groups, women's and professional organizations (e.g. KNA, ANA, AORN, KLN, etc.).

6.0 Liability Insurance: It is strongly encouraged that students be covered by malpractice insurance prior to entering practicum courses (\$60 - \$100).

7.0 Dress Code: When in the practicum setting, students may wear lab coats as appropriate and the official name pin identifying the individual as a registered nurse and BSN student of Midway University. If the clinical agency designates a specific student dress code this must be followed. Lab coats are to be provided by the student, and name pins are provided through the nursing office. Students are expected to project a professional image as students of Midway University. Attire under the lab coat should be appropriate to the setting (e.g. scrubs may be worn in the trauma or critical care areas). **Blue jeans are not acceptable in the practicum area.**

8.0 Attendance: It is expected that all students attend scheduled course and practicum experiences. In addition to the general policies stated here, specific course policies concerning class and practicum attendance are listed in the respective course syllabi.

8.1 Practicum Attendance: Practicum attendance is mandatory. Students are required to keep a log documenting their practicum hours. Since there is some flexibility in practicum scheduling between the student and the facilitator, **students are required to make-up all missed practicum time.**

The faculty teaching the course and the facilitator must approve of practicum time changes prior to the student altering his/her schedule.

9.0 Written Assignments: All assignments must follow current APA style, 6th edition. All assignments are to be turned in on or before the assigned time. Late assignments may be penalized. Unless otherwise determined by faculty, written assignments must be typewritten.

10.0 Grading: A grade of "C" or better is required in all courses required for the RN-BSN Program. Courses with grades below "C" must be repeated. Practicum courses with grades below "C" must be repeated and a grade of "C" or better achieved before the student is allowed to continue to the next practicum course. A grade of "C" or better is required in all courses to continue in the program.

10.1 Grading Scale:

91 - 100	=	A
83 - 90	=	B
75 - 82	=	C
70 - 74	=	D
69 and below	=	F

- 10.2 Practicum:** Practicum is graded on a pass/fail basis. Students must earn a grade of pass in practicum.
- 10.3 Progression:** After admission into the Midway University RN-BSN Program, a student who earns a grade below C in any two nursing courses (or who earns below a C in the same course twice) will be dismissed from the program.
- 11.0 Exams:** Policies concerning makeup exams are determined by the course professor and will be included in each course syllabus. If a student must be absent for an exam, it is the responsibility of the student to inform the professor of the reason for the absence. **All students must install XProctor software on computer for exam security.**
- 12.0 Evaluations:** Evaluation methods of class content will be determined by the respective professor of that course and will appear on the course syllabus. Practicum evaluations will be an integral part of courses and conferences will be mutually arranged between student and professor. Student evaluations of faculty will follow established protocol of Midway University
- 13.0 Learning assistance:** Learning assistance is available through several campus services.
- 13.1 Student Development Center:** (Midway Campus): Assistance for all students is available on an individual basis through the office of Student Development. The Center is located in the Library; Room 110 the phone number is 859-846-6227.
- 14.0 Leadership Portfolio:** The RN-BSN Nursing Portfolio provides students an opportunity to reflect on their academic experiences and synthesize their learning and accomplishments. It provides a means for documenting professional skills and knowledge. It can serve as a supplement during job interviews and back up resume.
- 15.0 Senior Capstone Project:** The senior project is designed to be a culmination of the student's baccalaureate education with demonstration of the integration of liberal education and the discipline of professional nursing. Students will submit a typewritten document containing all aspects of their project to the NSG 460 course coordinator. A date will be scheduled for the students to present their senior projects to the University community, clinical agency representatives and RN-BSN nursing faculty. This project is a component of the capstone course of the program, NSG 460, Nursing Leadership and Management.
- 16.0 Extracurricular Activities:** Student participation in all aspects of the program is encouraged.
- 16.1 Student Government Association (SGA):** All students enrolled at Midway University are members of SGA and are encouraged to become active members by attending meetings. Elections are held throughout the year for representative positions. SGA meetings are held regularly and student attendance is encouraged and welcomed. SGA serves as the “umbrella” association for all student organizations.

The Student Affairs staff works with SGA officers to ensure student representation and voice within the institution. SGA is the organization that serves as an intermediary for the consideration of University challenges that are of vital interest to both students and the faculty and staff. SGA strives to develop principles of democratic self-government, while encouraging and promoting cooperation between faculty, staff, administration, and students.

- 16.2 Midway Association of Nursing Students (MANS):** Midway Association of Nursing Students is a constituent of the National Association of Nursing Students (NSNA). The mission of NSNA is to facilitate the development of future nurse leaders who will advocate for high quality, affordable, evidenced based healthcare and will contribute to advancement in nursing education.

Membership in MANS is open to all pre-nursing and nursing students. Members pay annual dues and are encouraged to actively participate.

- 16.3 Student Representatives:** At the beginning of each academic year students within the RN-BSN Program nominate classmates to be Student Representatives. The nominees are voted on by all members of the program. The Student Representatives attend monthly Nursing Faculty Meetings in person or via phone or video chat to present concerns, compliments and recommendations regarding RN-BSN courses and program. The

representatives in turn take information and announcements from faculty to their classmates.

16.4 Gamma Beta Phi: Gamma Beta Phi is a national honor society that promotes scholarship, high intellectual standards, community service, and the integration of academic work with other phases of campus life. Students are invited to become members based on academic performance. An induction ceremony is held each semester for new members.

17.0 Recognition of Student Achievement

17.1 Pinning Ceremony: Graduating ADN and RN-BSN students are honored and receive their Midway University Nursing Pin at a Pinning Ceremony in May of their graduation year. Attendance at this event is expected. Note: a substitute pin will be used for graduates who did not order a pin.

17.2 Honors Program: Outstanding ac students are recognized by the University community. All RN-BSN students who have earned a minimum of 48 hours in Midway University classrooms are eligible for participation in Honors Program.

17.3 BSN Professional Excellence Award: Recognition of outstanding professional achievements.

17.4 Dean's List: Recognition of outstanding academic achievement based on GPA for the current semester.

Jury Duty

A. It is a students' civic responsibility to serve as jurors. However, due to the concern that extended absences could negatively impact successful achievement of course outcomes, the School will provide documentation requesting postponement of jury duty. Students who receive a jury summons should take it to the Dean of Health Sciences as soon as received, and request a letter asking for a postponement of jury duty until after graduation. The letter requesting postponement of jury duty is not a guarantee that students will be excused from jury duty, as students must follow-up with the local, state or federal agency that issued the summons for jury duty. Make-up for missed time is handled in accordance with program attendance policies.

FACT SHEET

**RN-BSN Completion Program
Midway University**

	Midway Campus
Dean, School of Health Sciences	Dr. Faith Garrett (859) 846-5335 faith.garrett@midway.edu
RN-BSN Director	Dr. Nancy Barnum (859) 846-5331 nbarnum@midway.edu
Nursing Administrative Assistant	Mrs. Phyllis Puckett (859) 846-5332 papuckett@midway.edu
Nursing Office Fax	(859) 846-5876

ADMINISTRATIVE OFFICE DIRECTORY

Academic Affairs	846-5778/6055
Business Office	846-5402
Campus Health Clinic	846-5418
Communication Center	846-5857
Enrollment Services	888-956-4392
Financial Aid.....	846-5410
Food Service	846-5380
HELP Desk	help@midway.edu or 846-4357
Information Systems	846-5781
Library	846-5316
Nursing Office	846-5332
Nursing Lab	846-5746
President’s Office.....	846-5310/5311
Registrar	846-5340/5341/5725
Security	846-5449
Student Affairs	846-5390/5391
Student Center Lobby	846-5385
Student Development Center	846-6227

EMERGENCY NUMBERS = 911

Ambulance	873-8161
Doctor	846-4445
Fire Department	846-4100
Hospital	873-3111
Police	873-7374
Post Office	846-4115
Sheriff	873-3119

APPENDIX

CONSENT TO COPY IMMUNIZATION SECTION OF HEALTH FORM

(BSN Student File Copy)

Please read carefully before signing.

The immunization records reviewed and copied will be used by the RN-BSN Program to verify your immunizations that are required for practicums. We are only interested in the immunization records and this information will be held in strict confidence. Please sign both portions of consent form (one for BSN student file and one for campus nurse.)
Thank you!

TO BE COMPLETED BY STUDENT (If Midway ADN Graduate):

This is to certify that I, _____, authorize the
(student name – please print)

Midway University campus nurse to release my immunization records which are listed on the University health form or in the ADN student file to the RN-BSN Program Chair so that I may be approved to enter the practicum setting.

Signature: _____ Date: _____

EMERGENCY MEDICAL CARE

During the educational program, the student is required to attend practica in a variety of settings within the community. Should medical treatment become necessary, during a practicum, the clinical agencies may be willing to provide emergency care, or to ensure the student is transported to a site where emergency care can be provided. The student must accept the financial responsibility for such care and transportation.

Students must provide evidence of health insurance prior to attending practicum.

This form must be signed and retained in the student's file in the Nursing Office prior to the student beginning practicum courses.

I accept the financial responsibility for any emergency medical care provided while in clinical practice as a Midway University RN-BSN nursing student.

Print Name

Signature of Student

Date_____

AUTHORIZATION FOR RELEASE OF INFORMATION

The regulatory and accrediting bodies of the Accreditation Commission for Education in Nursing, Inc. (ACEN) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) periodically review the Baccalaureate Nursing Program. A component of this review process includes the inspection and review of nursing students' educational work such as papers, projects, and tests. Written consent of the student is required for such review. No information shall be released from a student's record without written permission of the student.

I, _____, give my consent for
(student name - print)

site visitors from regulatory and accrediting bodies to inspect and review my educational works.

Signature of Student

Date _____

STUDENT FILE CHECKLIST

Name: _____

_____ Interview _____ Date _____ Director or designee

_____ College/University Transcripts

_____ Resume

_____ Student Reference and Evaluation Form

_____ BSN Acceptance Letter

_____ BSN Curriculum Worksheet

_____ NLN Acceleration Challenge Exam Score (*Diploma Graduates Only*)

_____ Application to Midway University

_____ Midway University Acceptance Letter

_____ College/University GPA: _____

IMMUNIZATIONS AND REQUIRED DOCUMENTATION

_____ MMR

_____ Hepatitis B Documentation or Signed Waiver

_____ Varicella (Chicken Pox Vaccine)

_____ Tdap _____ Exp. Date _____ Exp. Date

_____ Influenza Vaccine _____ Exp. Date _____ Exp. Date _____ Exp. Date

_____ TB Skin Test _____ Exp. Date _____ Exp. Date _____ Exp. Date

_____ CPR Certification _____ Exp. Date _____ Exp. Date _____ Exp. Date

_____ RN License _____ Exp. Date _____ Exp. Date _____ Exp. Date

_____ HIPAA Training & Test _____ Date

_____ Health Insurance Letter

Revised 3/2020

Office of the Registrar	BACHELOR of SCIENCE DEGREE	Student Name
MIDWAY UNIVERSITY Midway, Kentucky 40347		
(859) 846-5340		ID #
Major: Nursing RN-BSN		

GENERAL EDUCATION/SUPPORTING REQUIREMENTS

	code	No.	Course Title	REQ.	GRADE	TAKEN	TRANS	BALANCE
*	BIO	190/191	ANATOMY & PHYSIOLOGY I and LAB	4				
*	BIO	198	ANATOMY & PHYSIOLOGY II	3				
*	BIO	225/226	MICROBIOLOGY AND LAB	4				
*	BUS	2XX	BUSINESS ELECTIVE, 200 LEVEL OR HIGHER	3				
*	CHM	150	PRINCIPLES of CHEMISTRY	3				
*	DVS	290	HUMAN DIFFERENCE	3				
*	ENG	101	COLLEGE WRITING I	3				
*	ENG	102	COLLEGE WRITING II	3				
*	ENG	380	WRITING IN THE DISCIPLINES (Fulfilled by NSG 430)	0				
*	ENV	XXX	CONTEMPORARY GLOBAL/ENV ISSUES (Can substitute with BIO 305, ENV 201 or GEO 110, REL 285)	3				
*	HUM	XXX	HUMANITIES (ART, MUS, HIS (101, 102, 140 OR 141), HUM, PHIL, REL, Literature, Theater)	3				
*	MTH	140	COLLEGE ALGEBRA	3				
*	MTH	245	PROBABILITY and STATISTICS	3				
*	PHIL	301	ETHICS	3				
*	PSY	260	HUMAN GROWTH and DEVELOPMENT	3				
*	SS	XXX	SOCIAL SCIENCE (ANT, PS, PSY, SOC)	3				
*	XXX	XXX	ELECTIVE	2				
			Sub-Total General Education>>	49				

BSN NURSING REQUIREMENTS

	code	No.	Course Title	REQ.	GRADE	TAKEN	TRANS	BALANCE
*	NSG	310	INTRO TO PROFESSIONAL NURSING	3				
*	NSG	330	PATHOPHYSIOLOGY	3				
*	NSG	340	HEALTH ASSESSMENT & CLINICAL INFERENCE	3				
*	NSG	360	PHARMACOLOGY	3				
*	NSG	370	ADAPATIONS FOR MENTAL HEALTH	3				
*	NSG	390	TEACHING AND LEARNING	3				
*	NSG	410	COMMUNITY HEALTH NURSING	3				
*	NSG	411	COMMUNITY HEALTH NURSING PRACTICUM	1				
*	NSG	430	INTRO TO EVIDENCE-BASED RESEARCH (Fulfills ENG 3XX)	3				
*	NSG	440	TRENDS AND ISSUES PROF NURSING	3				
*	NSG	460	NURSING LEADERSHIP AND MANAGEMENT	4				
*	NSG	461	NSG LEADERSHIP & MANAGEMENT PRACTICUM	2				
			Sub-Total RN-BSN Nursing>>	34				

TOTAL HOURS REQUIRED FOR DEGREE>>	120				
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*grade of 'C' or higher required for graduation.

Prepared by:	
Today's date:	

Maximum number of hours accepted in transfer toward this degree = 80

12-MONTH CURRICULUM PLAN

Fall Semester

Module 1			Module 2		
Course #	Course Name	Credit Hrs	Course #	Course Name	Credit Hrs
310	Intro to Professional Nursing	3	340	Health Assessment	3
330	Pathophysiology (Full Semester)				3
360	Pharmacology (Full Semester)				3

Spring Semester

Module 3			Module 4		
Course #	Course Name	Credit Hrs	Course #	Course Name	Credit Hrs
370	Adaptations for Mental Health	3	410	Community Health Nursing	3
390	Teaching and Learning	3	411	Community Health Nursing Practicum	1
			440	Trends and Issues	2
430	Intro to Evidence-Based Research (Full Semester)				3

Summer Term—10 Weeks

Course #	Course Name	Credit Hrs
460	Nursing Leadership and Management	4
461	Nursing Leadership and Management Practicum	2

Rev 2/2017

24-MONTH CURRICULUM PLAN

First Year, Fall Semester

Module 1			Module 2		
Course #	Course Name	Credit Hrs	Course #	Course Name	Credit Hrs
310	Intro to Professional Nursing	3	340	Health Assessment	3

First Year, Spring Semester

Module 3			Module 4		
Course #	Course Name	Credit Hrs	Course #	Course Name	Credit Hrs
370	Adaptations for Mental Health	3	440	Trends and Issues	2

Second Year, Fall Semester

Module 1			Module 2		
Course #	Course Name	Credit Hrs	Course #	Course Name	Credit Hrs
330	Pathophysiology (Full Semester)				3
360	Pharmacology (Full Semester)				3

Second Year, Spring Semester

Module 3			Module 4		
Course #	Course Name	Credit Hrs	Course #	Course Name	Credit Hrs
430	Intro to Evidence-Based Research (Full Semester)				3
390	Teaching and Learning	3	410	Community Health Nursing	3
			411	Community Health Practicum	1

Summer Term—10 Weeks

Course #	Course Name	Credit Hrs
460	Nursing Leadership and Management	4
461	Nursing Leadership and Management Practicum	2

Rev 2/2017

LEADERSHIP PORTFOLIO

The purpose of the Midway University BSN Leadership Portfolio is to demonstrate the student's development of leadership skills and potential. Students begin to establish the portfolio in NSG 310: Introduction to Professional Nursing and add to it throughout their academic careers. Assistance with the portfolio should be sought through the student's academic advisor. Portfolios are to be taken to each advising session. The portfolio will be submitted during NSG 460, the BSN capstone course, as part of college graduation requirements. The BSN portfolio is very similar to the clinical ladder that is utilized at many of the area hospitals to demonstrate a nurse's leadership ability. Therefore, students are encouraged to take their portfolio to interviews for career advancement or graduate school.

Cover Page: On front with name

Section 1 – *Professional Synopsis*

- Resume
- References
- Personal Philosophy of Nursing Paper (completed in NSG 460)
- Professional organizations (memberships, offices held, committee work)

Section 2 – *Continuing Education*

- CEU certificates and list of non-CEU classes

Section 3 – *Professional Accomplishments and Awards*

- Career ladder, promotions
- Citations from employer, community groups, professional associations, service awards

Section 4 – *Scholarship and Academic Accomplishments*

- Professional publications and presentations
- BSN capstone paper and presentation (completed in NSG 460)

Section 5 – *Community Service Projects and Volunteer Activities*

- Service Projects
- NSG 410 Community Education Project
- Volunteer Activities

BSN Leadership Portfolio for _____ (student name) has been successfully completed and reviewed on _____ (date).

Comments:

Student

Advisor or NSG 460 Faculty

HANDBOOK ACKNOWLEDGEMENT FORM

The Student Handbook outlines the Nursing Program and your responsibilities as a student.

Please read the handbook; sign, date, and return this receipt to the Nursing administrative office for placement in your student file.

I have read and understand the Midway University Student Handbook effective for the 2018-2019 academic year.

Print Name

Student Signature

Date



MIDWAY UNIVERSITY

STUDENT DEMOGRAPHIC SHEET

Full Name: _____
(First, Middle, Last) (Maiden)

Address: _____
(Street, Route, PO Box, Apt.)

(City, State, Zip)

Phone: _____
(Home) (Cell) (Work)

Calling Instructions: _____

Email Address: _____

Can the above information be shared with classmates: Yes: No:

Emergency Contact: _____
(Name and Relationship)

(Street, Route, PO Box, Apt.)

(City, State, Zip)

Phone: _____
(Home) (Cell) (Work)