



METHODIST COLLEGE
UNDERGRADUATE
NURSING
STUDENT HANDBOOK



Welcome to the Undergraduate Nursing Program

Dear Methodist College Nursing Students,

Welcome to the Nursing Programs at Methodist College! We are delighted that you are continuing your education with us and are excited about your contributions to the learning community at Methodist. This is a time to reflect, grow, and excel! Learning is driven by you own curiosity, desire for achievement, and commitment to personal growth.

The nursing faculty at Methodist College are invested in your success and view you as a partner in your own learning. We encourage you take advantage of your opportunity to learn from, and with, these scholars. Studying nursing is a growth producing experience; what you receive will be commensurate with the effort you invest.

Opportunities after graduation with your nursing degree may take you on a variety of exciting paths. You may find yourself practicing in a hospital, practicing in a community, school, or clinic setting. You may advance into a leadership position in a healthcare organization, or you may continue your studies! This nursing degree is your passport to a new level of opportunity, and we are delighted that you are at Methodist College!

The faculty, staff, and administration of Methodist College join us in wishing you the best as you develop your expertise in teaching, learning, scholarship, and leadership.

Sincerely,

Dr. Blanca Miller, Ph.D., RN

Dean of Nursing

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Handbook Table of Contents

Welcome to the Undergraduate Nursing Program	1
Methodist College General Information	4
CHARACTERISTICS & DEFINITIONS	4
Undergraduate Nursing Program Information.....	5
NURSING PROGRAM PHILOSOPHY	5
PERSON	5
ENVIRONMENT	5
HEALTH	5
NURSING	6
NURSING EDUCATION	6
UNDERGRADUATE NURSING PROGRAM OUTCOMES	6
ACCREDITATION.....	6
SIGMA HONOR SOCIETY	7
PROGRAM DESCRIPTIONS	7
HONOR CODE	7
CIVILITY STATEMENT	7
ACADEMIC DISHONESTY	8
CODE OF CONDUCT – EFFECTIVE JANUARY 2022 – SEE THE STUDENT HANDBOOK	8
HIPPA COMPLIANCE AND CONFIDENTIALITY	8
Academics	10
ADVISING MEETINGS	10
ATI (ASSESSMENT TECHNOLOGIES INSTITUTE) IN THE PRELICENSURE BSN AND MSNPL NURSING CURRICULUM	10
CLASS ATTENDANCE.....	11
PRESCRIBED PLANS OF STUDY	11
REQUESTS FOR LETTERS OF RECOMMENDATION	11
FACULTY COURSE/CLINICAL AND LAB EVALUATIONS	11
PROGRESS IN THE NURSING MAJOR.....	12
COURSE PROGRESS REPORTS.....	12
STUDENT EMPLOYMENT.....	12
Clinical Evaluations and Expectations.....	12
PROFESSIONAL APPEARANCE AND BEHAVIOR.....	13
NURSING STUDENT DRESS CODE	13
CLINICAL EVALUATION TOOL: STUDENTS IN THE TRADITIONAL PRELICENSURE, ACCELERATED PRELICENSURE, SECOND-DEGREE PRELICENSURE AND MASTER OF SCIENCE IN NURSING PRELICENSURE PROGRAMS	14
CLINICAL ABSENCE AND TARDINESS:.....	14
PROPER NOTIFICATION FOR CLINICAL LATENESS/ABSENCE	14

NURSING STUDENT EQUIPMENT REQUIREMENTS	15
NURSING STUDENT UNIFORM/EQUIPMENT VOUCHER INFORMATION	15
Admission Requirements	15
COURSE PREREQUISITES	15
UNDERGRADUATE ADMISSION PROCESS	15
NURSING CAS	15
UNDERGRADUATE ADMISSION CRITERIA TO THE COLLEGE.....	16
APPLICATION REQUIREMENTS FOR STUDENTS WITH EARNED COLLEGE CREDIT	16
MILITARY SERVICE MEMBERS	16
Program Requirements	16
HEALTH DOCUMENTATION REQUIREMENTS	17
HEALTH RECORDS REQUIRED BY THE STATE OF ILLINOIS	17
HEALTH RECORDS REQUIRED FOR STUDENTS ENROLLED IN ONLINE-ONLY PROGRAMS	17
HEALTH RECORDS REQUIRED FOR EACH PROGRAM	17
BACHELOR OF SCIENCE IN NURSING (BSN), ACCELERATED BSN, AND SECOND DEGREE BSN.....	17
NURSING ASSISTANT CERTIFICATE.....	18
HEALTH RECORDS COMPLIANCE	18
HEALTH RECORD EXEMPTIONS	18
DOCUMENTATION REQUIREMENTS AND SPECIFICATIONS.....	19
BSN: PRELICENSURE (TRADITIONAL PROGRAM)	21
FIRST DEGREE ACCELERATED PRELICENSURE BSN.....	22
SECOND DEGREE ACCELERATED PRELICENSURE BSN.....	23
RN TO BSN.....	23
COMMUNITY-BASED PRIMARY CARE CERTIFICATE	24
PRELICENSURE BSN COMMUNITY-BASED PRIMARY CARE CERTIFICATE	24
RN TO BSN COMMUNITY BASED PRIMARY CARE CERTIFICATE	25
Policies.....	27
ADDITIONAL POLICIES:	29
<i>Handbook Signature</i>	31
<i>HIPPA Compliance Signature Page</i>	31

Methodist College General Information

Program Sponsor:
Methodist College of UnityPoint Health
Accredited by:
Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604-1411
Phone: 800-621-7440/312-263-0456
www.hlcommission.org

CHARACTERISTICS & DEFINITIONS

Methodist College provides a high-quality education in nursing, health sciences, and human services through high quality programming and excellent clinical practice.

ORGANIZATION AND GOVERNANCE

Methodist College is a four-year college affiliated with UnityPoint Health-Central Illinois. It is governed by a Board of Directors, composed of 12 members who represent the Peoria area community.

MISSION STATEMENT

Provide quality educational programs that promote the holistic development of a diverse student population to become healthcare professionals. The college is also committed to civic engagement, community service, and to meeting the healthcare needs of the diverse population it serves.

OUR VISION

Methodist College will be the premier college of choice for excellence in Health Science and Human Service education within the Midwest.

METHODIST COLLEGE VALUES

Human Dignity: Unconditional respect for the inherent worth, uniqueness, and autonomy of individuals.

Integrity: Displaying strong moral character and acting in accordance with accepted standards of behavior and an appropriate code of ethics.

Inquiry: An active process of exploration and investigation that leads to understanding and construction of knowledge through one's life.

Social Justice: Acting in accordance with fair treatment regardless of gender, economic status, race, religion, ethnicity, age, citizenship, disability, or sexual orientation.

UNITYPOINT HEALTH VALUES (FOCUS)

F – Fostering Unity: Use the skills and abilities of each person to enable great teams. Collaborate across departments, facilities, business units, and regions.

O – Own the Moment: Connect with each person, treating them with courtesy, compassion, empathy, and respect. Enthusiastically engage in our work. Be accountable for our individual actions and our team performance. Take responsibility for solving problems, regardless of origin.

C – Champion Excellence: Commit to the best outcomes and highest quality. Have a relentless focus exceeding expectation. Believe in sharing our results, learning from our mistakes, and celebrating our successes.

U – Unity Point Health!

S – Seizing Opportunities: Embrace and promote innovation and transformation. Create partnerships that improve care delivery in our communities. Have the courage to challenge the status quo.

INSTITUTIONAL GOALS

- Create and support a positive, student-centered learning environment.
- Provide quality instruction and programs.
- Create quality student support services and programs.
- Recruit and retain a diverse, qualified workforce.
- Promote fiscal responsibility and accountability.
- Provide adequate resources to support institutional mission.
- Recruit and retain a qualified, diverse student body.
- Develop collaborative relationships for the benefit of the community.

Undergraduate Nursing Program Information

NURSING PROGRAM PHILOSOPHY

Methodist College prepares the baccalaureate graduate to practice as a professional nurse generalist, independently and collaboratively with other health professionals, to promote health, prevent disease, and to attain, maintain, or restore wellness. The comprehensive education program serves as a foundation for both holistic nursing practice and lifelong learning.

Members of Methodist College are guided by the values that enhance nursing care and nursing practice: Social Justice, Inquiry, Human Dignity, and Integrity. The philosophy guides faculty and nursing students in beliefs about major concepts in nursing and nursing education, the complexity of the healthcare environment, and the influence of external and internal systems on human functioning. The conceptual basis of the philosophy is further defined to provide clarity and to promote understanding as a cognitive model for educating professional nurses in the 21st century.

PERSON

The person is made up of knowledge, skills, specialties, prior experiences and learned characteristics within five dimensions of being: Physiological, psychological, sociocultural, developmental, and spiritual. Person is defined over the course of the lifespan. The person is a holistic system consisting of interrelationships of all five dimensions interacting with the internal and external environments. Person also includes the family, friends, and groups in which the person is involved. The person participates in the coordination and performance of healthcare and healthcare education.

ENVIRONMENT

Florence Nightingale first established the significance of environmental factors in relation to health in the 1860's. The environment constitutes all internal and external conditions, circumstances and influences surrounding and affecting a person. The relationship between the person and the environment is ongoing and reciprocal. A client's interaction within a specific environment may have either positive or negative effects on the client's health and healthcare needs. Nursing takes place in a variety of settings: home care, community care, acute care and within the context of global healthcare concerns. Nursing professionals must understand the significance of internal and external environmental diversity as they care for each unique client and prioritize the client's needs for care. This may be accomplished through observation of cues, formulation, and evaluation of hypotheses, taking action, and evaluating the outcomes of nursing care.

HEALTH

Health is a dynamic state of well-being experience on a continuum ranging from optimal health to death. A reciprocal interaction exists between a person (family and associated groups) and the internal and external environments to produce a state of health. Health fluctuates across the person's lifespan from a state of optimal wellness when all needs are met to an alteration in health with unmet needs. Alterations in health are manifested within the five dimensions (physical, psychological, spiritual, developmental, and sociocultural).

NURSING

The faculty at Methodist College nursing is both a caring and learned profession that is an art and a science in which nurses recognize and analyze cues to prioritize client needs in order to make clinical decisions and evaluate outcomes (NCSBN Clinical Judgment Model, 2019).

The professional nurse is guided by a code of ethics and professional standards of practice. The roles for the nurse are derived from the discipline of nursing and include: 1) provider of care, 2) designer/manager/coordinator of care, 3) member of the profession, 4) lifelong learner. Within these roles, professional nursing includes being an educator, a communicator, and an advocate. Professional nursing development involves a commitment toward advancement of the body of knowledge within nursing and healthcare.

NURSING EDUCATION

Nursing education is a dynamic process that focuses on safe and effective culturally appropriate, and evidence-based client care. Critical analysis enables the learner to recognize meaningful cues to take appropriate actions in a variety of situations and to evaluate the outcomes. The student is a self-directed adult learner that is provided the opportunity to build knowledge, skills, and attitudes. The nursing curriculum at Methodist College prepares the professional nurse generalist to be a successful leader in providing holistic care, understanding the healthcare environment, and adapting to meeting the challenges of the world. The faculty serve as resources, facilitators, and mentors. Faculty feel that learning is best fostered in a discovery-based environment with collaboration between faculty and students that promotes mutual respect.

UNDERGRADUATE NURSING PROGRAM OUTCOMES

Upon completion of a Bachelor of Science in Nursing degree at Methodist College, students have mastered these four learning areas and associated key themes as defined in *The Essentials*™ *Core Competencies for Professional Nursing Education*®.

1. Enact the Professional Role in Nursing: Formation & cultivation of a sustainable professional nursing identity, accountability, perspective, collaborative disposition & commitment that reflects nursing's characteristics, norms & values (AACN Entry Level Essentials, 2021).
2. Providing Holistic Care: Integrate evidence-based practice in providing safe, effective, and culturally appropriate nursing care in partnership with a diverse clientele in order to promote health, prevent disease, and to attain, maintain, or restore wellness. Promotion of optimal client outcomes is best accomplished within an environment of respect, caring, and compassion.
3. Understanding the Healthcare Environment: Practice professional nursing in a variety of healthcare systems and contexts, responding to influences and determinants that impact delivery and outcomes of care within institutions, organizations, and agencies.
4. Adapt to Challenges in Healthcare: Practice professional nursing that embodies a spirit of, and commitment to, inquiry and community to continually improve nursing practice, client care, and health delivery systems.

ACCREDITATION

The baccalaureate degree program in nursing at Methodist College is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

STUDENT NURSING ORGANIZATIONS STUDENT NURSES' ASSOCIATION (SNA)

Methodist College SNA serves as the local chapter of the National Student Nurses' Association. There are a variety of opportunities for students to develop themselves as both leaders and future professional nurses. The SNA meets regularly throughout the academic year and invites new students to attend a meeting for an introduction to the SNA.

SIGMA HONOR SOCIETY

Sigma is the only worldwide International Honor Society of Nursing. Sigma promotes global health through nursing knowledge, scholarship, and a commitment to professional development. The Methodist College Phi Phi chapter is one of 486 existing Sigma chapters with members in more than 90 countries.

It is both an honor and a privilege to be a member of an organization that represents excellence in nursing. Membership is by invitation and is extended to baccalaureate prepared nursing students as they near program completion based on individual achievement and leadership abilities. For more about this outstanding organization and its support of the advancement of nursing, visit the website at <http://www.nursingsociety.org>.

PROGRAM DESCRIPTIONS

The Bachelor of Science in Nursing program was revised and will be implemented in the Spring 2022 semester. Students enrolled in the BSN prelicensure program prior to SP22 may be eligible to transfer in the revised curriculum.

HONOR CODE

**Methodist College
Department of Nursing
Honor Code**

As a nursing student at Methodist College, I will

- *Follow and honor the code of conduct as expressed in the Methodist Student Handbook.*
- *Be honest and trustworthy in all my interactions.*
- *Respect myself, instructors, colleagues, peers, and community members in all I do and speak.*
- *Act rationally and responsibility in all my educational endeavors and actions.*
- *Be accountable for my studies, clinical experiences, and outcomes.*

CIVILITY STATEMENT

Provision 1.5 Relationships with Colleagues and Others: Respect for persons extends to all with whom the nurse interacts. Nurses maintain professional, respectful, and caring relationships with colleagues and are committed to fair treatment, transparency, integrity-preserving compromise, and the best resolution of conflicts. American Nursing Association. 2015 Codes of Ethics for Nurses. Washington, D.C., DC: American Nurses Publishing. [Code of Ethics for Nurses With Interpretive Statements \(View Only for Members and Non-Members\) \(nursingworld.org\)](https://www.nursingworld.org/ethics)

The nurse creates an ethical environment and culture of civility and kindness treating colleagues, coworkers, employees, faculty, staff, students and others with dignity and respect. Failure to comply with the civility statement will result in a Code of Conduct violation.

ACADEMIC DISHONESTY

Students are expected to be honest in all academic work. A student's placement or submission of their name on any academic exercise shall be regarded as assurance that the work is a result of the student's own effort, thought, study and completion. Academic integrity violations can and will be subject to the Code of Conduct Policy at Methodist College as listed in the Methodist Student Handbook.

CODE OF CONDUCT – EFFECTIVE JANUARY 2022 – SEE THE STUDENT HANDBOOK

HIPPA COMPLIANCE AND CONFIDENTIALITY

Provision 3.1 Protection of the Rights of Privacy and Confidentiality: Nurses safeguard the right to privacy for individuals, families, and communities. Confidentiality pertains to the nondisclosure of personal information that has been communicated within the nurse-patient relationship. Central to that relationship is an element of trust and an expectation that personal information will not be divulged without consent. The nurse has a duty to maintain confidentiality of all patient information, both personal and clinical in the work setting and off duty in all venues, including social media or any other means of communication. Because of rapidly evolving communication technology and the porous nature of social media, nurses must maintain vigilance regarding postings, images, recordings, or commentary that intentionally or unintentionally breaches their obligation to maintain and protect patients' right to privacy and confidentiality. American Nursing Association. 2015 Codes of Ethics for Nurses. Washington, D.C., DC: American Nurses Publishing. [Code of Ethics for Nurses With Interpretive Statements \(View Only for Members and Non-Members\) \(nursingworld.org\)](#)

Health Insurance Portability and Accountability Act (HIPAA) is a federal law that helps ensure protected health information (PHI) remains private and secure. PHI includes a patient's personal, financial, and medical information in any form – spoken, written, electronic, video, and more.

Students and staff are expected to follow the policies regarding patient and student privacy. As a student at Methodist College, you are required to sign the HIPAA confidentiality agreement to ensure compliance and safeguard patient privacy and data. Please read below about PHI, the types of PHI, and HIPAA violations below before you sign the agreement.

What is PHI?

Protected Health Information (“PHI”) under HIPAA is defined as information that is received from, created, or received on behalf of Methodist College or its affiliated health care organizations and is information about an individual which relates to past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual.

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

- Names
- Social Security Numbers
- Telephone Numbers
- All specific geographic location information such as subdivisions smaller than a State, including street address, city, county, precinct, zip code, and their equivalent geocodes.

- All elements of dates (except year) for dates directly related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89 and all elements of dates (including year) indicative of such age, except that such ages and elements may be aggregated in a single category of age 90 or older.
- Fax Numbers
- Electronic Mail Addresses
- Medical Record Numbers
- Health Plan Beneficiary Numbers
- Account Numbers
- Certificate/License Numbers
- Vehicle Identifiers, Serial Numbers, License Plate Numbers
- Device Identifiers and Serial Numbers
- Web Universal Resource Locators (URLs)
- Internet Protocol (IP) Address Numbers
- Biometric Identifiers (finger and voice prints)
- Full Face Photographic Images
- Any other unique Identifying Number, Characteristic, or Code

In addition to recognizing what information is to be protected under HIPAA, it is the responsibility of each individual student to recognize and refrain from any violation of the HIPAA compliance policy and report any observed violations to a faculty member, Department Chair, Dean of Nursing or by completing the Code of Conduct Initiation Form located online in the student handbook.

Below are examples of violations of the HIPAA policy:

- Use of patient identifiers in presentations or papers
- Copying patient records
- Leaving EPIC or other patient tracking systems open and unlocked
- Faxing information to an incorrect number
- Using electronic devices to capture, record, or share patient data or photos
- Talking about patients in inappropriate areas such as elevator, cafeteria, hallway, etc
- Sharing of passwords and usernames
- Accessing patient records without reason
- Inappropriate disclosure or sale of confidential information or PHI
- Discussing patient confidential information with unauthorized individuals

Any person may report an alleged violation to the Vice Chancellor of Academic Affairs using Code of Conduct Initiation Form (located online in the student handbook). The form must be filed within a reasonable period, defined as five (5) business days of the occurrence of, or becoming aware of the occurrence, of the alleged violation. All allegations will be treated as confidential.

[Student Signature Page for HIPAA](#)

Academics

ADVISING MEETINGS

All students are encouraged to meet with their academic advisor regarding scheduling and changes to plans of study. These meetings can be done virtually, in person or telephone. All communication will be done through the student's Methodist College email.

ATI (ASSESSMENT TECHNOLOGIES INSTITUTE) IN THE PRELICENSURE BSN AND MSNPL NURSING CURRICULUM

Methodist College uses a variety of the ATI® tutorials, quizzes, practice exams, and proctored exams to help students prepare for the NCLEX-RN examination. The integration of these products continues throughout the prelicensure nursing curriculum to facilitate student learning and contribute to assessment of student mastery of the content.

Methodist College has an ATI® Integration Plan, approved by Faculty, which is developed and revised as needed to be closely associated with the content of specified courses. The ATI® testing program incrementally evaluates content mastery throughout the curriculum, and Methodist College Faculty believes content mastery predicts NCLEX® success and the ATI® products and tests are valuable tools to prepare students for NCLEX® success and future practice.

Students can assess their own knowledge and tailor their further review of content areas by completing ATI® assignments and taking ATI® examinations. **Consistent** use of ATI® tutorials and testing integrated throughout nursing courses is expected to provide the student with the most benefit. Students are expected to complete assigned ATI® tutorials and learning modules as outlined in nursing course syllabus and course information.

Students are required to take all ATI® practice and proctored test(s) associated with nursing courses. In preparation for required ATI® proctored tests associated with specific clinical nursing courses, students will be required to complete non-proctored practice tests, consistent with instructions provided within the course syllabus.

Documentation of achievement and remediation on the practice tests will be required, as per course syllabus instructions, prior to taking the required proctored ATI® test. All practice tests may be taken more than once to gain more insight into the content, but only the first score will count towards the ATI® grade (consistent with instructions provided within the course instructions).

Remediation is the key to assuring you have gained all the content knowledge needed to be successful on your NCLEX licensing exam. Please review the rubric below. Following the guidelines provided, you are increasing your chances of success on the future NCLEX.

Grading Rubric Practice Assessments

Practice Assessments (Total points based on completion of Practice A and Practice B with remediation)	Six Point Total=Must complete all parts (Practice Assessment and Remediations) or zero points will be given*
Complete Practice Assessment A Remediation: <ul style="list-style-type: none">• Minimum of 1-hour in focused review.	Complete Practice Assessment B Remediation: <ul style="list-style-type: none">• Minimum of 1-hour in focused review.

<ul style="list-style-type: none"> • For each topic not reaching 70%, complete an active learning template which must be handwritten. • Take a post study quiz after the templates are submitted (if one is required). 	<ul style="list-style-type: none"> • For each topic not reaching 70%, complete an active learning template which must be handwritten. • Take a post study quiz after the templates are submitted (if one is required).
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**As stated above, the whole remediation plan must be completed, or the students lose all the points for the practice assessments. The proctor assessment totals will be added to these points for a total of 15 points for ATI. If there are no templates required for your score, you will be required to complete 5 templates (1 in each of the categories)*

Grading Rubric for Proctored Assessments

Level 3 = 6 points	Level 2 = 4 points	Level 1 = 2 points	Below Level 1 = 0 points
Remediation = 3 points <ul style="list-style-type: none"> • Minimum 1-hour focused review. • Complete a learning template for each category less than 70%. 	Remediation = 3 points <ul style="list-style-type: none"> • Minimum 2 hours focused review. • Complete a learning template for each category less than 70%. 	Remediation = 3 points <ul style="list-style-type: none"> • Minimum 3 hours focused review. • Complete a learning template for each category less than 70%. 	Remediation = 3 points <ul style="list-style-type: none"> • Minimum 4 hours focused review. • Complete a learning template for each category less than 70%.
15/15 Total	13/15 Total	11/15 Total	9/15 Total

CLASS ATTENDANCE

Students are expected to attend class and clinical which are based on the assumption that academic success is the main goal. Students are expected to participate in class activities, class discussions, clinical activities, and clinical discussions. Students are expected to complete all course and clinical assignments by due dates. Students unable to fulfill class and/or clinical requirements are encouraged to contact their assigned academic advisor and the director of academic advising.

PRESCRIBED PLANS OF STUDY

Upon admission to the nursing program students are expected to follow the prescribed plan of study under which the students were admitted. Deviation from the plan of study requires prior approval from the Dean of Nursing and the chair of nursing programs. Methodist College will not be held responsible for issues relating to time to degree completion or course availability for students who choose to deviate from their prescribed plan of study independently.

REQUESTS FOR LETTERS OF RECOMMENDATION

Students requesting a letter of recommendation from a faculty member must sign a FERPA waiver when requesting any verbal or written recommendation (even after graduation).

FACULTY COURSE/CLINICAL AND LAB EVALUATIONS

Toward the end of each semester, students will be asked to complete an online faculty course, clinical or lab evaluation form. These evaluations are sent to faculty for review and planning for the next semester after final semester grades are submitted to the office of records management and registration. Constructive feedback is expected and will be used to improve learning in the classroom, clinical, and lab experiences.

PROGRESS IN THE NURSING MAJOR

If a student does not pass a course with a C or higher and has not met the criteria for program dismissal the student's graduation date will be delayed. When this occurs, additional measures are required to assist the student with the goal of being successful in the program. Students will be required to meet one-on-one with their assigned advisor and the director of advising each semester prior to registration. Students will also be required to meet with the nursing coordinator either before or at the first week of the following semester to develop a plan for success. The nursing coordinator will follow up with students as needed. Students are expected to meet with the nursing coordinator as required.

Students out of sequence should be aware that due to course schedules and prerequisite restrictions, graduation will be delayed by one semester and in some cases by one year. Requests to complete nursing clinical courses that are blocked for other students in the nursing program that need it for the following semester will not be accommodated unless permission is granted from the Dean of Nursing and the prerequisite is met and there are available resources and space. Students requesting to complete a non-clinical nursing theory course will not be accommodated unless permission is granted from the Dean of Nursing and the prerequisite is met and there are available resources and space.

COURSE PROGRESS REPORTS

Course, clinical, and lab faculty are available to discuss student progress in nursing courses. Students will receive a course, clinical or lab progress report if there is indication students are not meeting the course outcomes and are not progressing successfully. Performance deficiency includes and is not limited to: Any time during the semester when the faculty member determines a student is in academic trouble, receive a score less than 77% on an exam, unsatisfactory clinical performance, pattern of behavior not consistent with clinical expectations, unsatisfactory lab performance, and suspension from clinical due to dangerous/unsafe behavior. Course progress reports are helpful to students so they can understand the seriousness of their academic situation and identify strategies to improve in their deficient areas. Students that receive a clinical progress report are responsible for contacting and setting up a meeting with the faculty member within one week from receiving the report. Student must review and complete the student area portion of the report. After meeting with the student to set up a plan the faculty member and student will sign the report. The faculty member will give a copy of the report to the student, the faculty member will retain a copy for their file and a copy will be given to the Chair of Nursing Programs or Graduate Program Coordinator based on program for placement in student's file.

Course Progress Reports will be available for review by appropriate faculty members and administration employed by Methodist College. Student concerns about dispositions and functions may be discussed with appropriate faculty members and administration. Any report that is the result of a clinical suspension or serious conduct may result in program dismissal.

STUDENT EMPLOYMENT

Methodist College recognizes the need for students to be employed while in the nursing program. It is recommended that students are aware of the rigorous demands of the nursing program. Students are encouraged to consider the number of hours committed to employment and the number of credit hours registered for each semester. The nursing program does not schedule anything around work schedules.

Clinical Evaluations and Expectations

PROFESSIONAL APPEARANCE AND BEHAVIOR

Nurses are to have a professional appearance and behavior. It is the student's responsibility to develop and maintain a professional appearance and behavior in all professional, clinical, and classroom settings. Personal appearance and behavior is a reflection of the student, Methodist College and the nursing profession.

NURSING STUDENT DRESS CODE

Students will follow the dress code (required uniform) when participating in clinical experiences, lab days, or if asked to do so for official college functions. See individual course syllabi for modification of the dress code. The required uniform will not be worn when working as an employee or when attending social events.

Cell phones are not part of the dress code (required uniform). Cell phones will not be used for personal communication whether it is by texting or conversation during any clinical activity where students are representing Methodist College, except when students are on break or lunch/dinner break. Cell phones will be kept on silent mode in backpacks and stored in the designated breakroom area until clinical is completed. If a family emergency arises the student is responsible for discussing a communication plan for a family member to reach the student with the faculty member and preceptor. The exception to this policy is in internship or mental health and population health clinical experiences because students are not on the same unit or at the same clinical site as faculty. Faculty and students may need to reach each other throughout the clinical day. Clinical site cell phone policies must be adhered to. Students will not use the cell phone camera or other application without faculty approval.

Professional appearance is essential when representing Methodist College during community appearances, hospital clinical rotations, and attendance in the Simulation Center and the Clinical Practice Center for clinical/laboratory purposes. The Methodist College name badge must include both first name and must be worn in a visible area above the waist during all clinical, lab, and community experiences. Should there be any exceptions to this dress code policy, students will be notified by the clinical instructor prior to the clinical experience. Professional appearance is required of all Methodist College students.

- Scrubs are to be worn during select community appearances, hospital clinical rotations, and in the Simulation Centers.
- Scrubs should be hunter green – MC logo on the top.
- Nursing & MSN also need a white or green lab coat (blazer style jacket) with the MC emblem embroidered on the left side.
- Students need clean, mostly all-white shoes with a closed heel and toe. No sandals, flip-flops, or similar styles are permitted.
- Students need to purchase a uniform for health assessment. Check with your instructor for more specific course requirements.
- Students must wear a name badge in a visible area above the waist.
- For clinical and community experiences not requiring scrubs: clean, pressed, professional, modest attire that reveals no cleavage or midriff and not form fitting is required.
- No shorts, jeans, or open sandals, or no flip-flops for clinical settings.
- Business casual is required in some clinical rotations at the discretion of the clinical instructor
- Students will be sent home from clinical experiences if not dressed appropriately.

Students can purchase scrubs and lab coats from the campus store, near the entrance of Methodist College.

Students can also call Sam Harris Uniforms (309) 673-5961 to order uniforms. Visit www.sharrisuniforms.com.

CLINICAL EVALUATION TOOL: STUDENTS IN THE TRADITIONAL PRELICENSURE, ACCELERATED PRELICENSURE, SECOND-DEGREE PRELICENSURE AND MASTER OF SCIENCE IN NURSING PRELICENSURE PROGRAMS

Students will be evaluated in all clinical courses at midterm and at the end of the semester according to the course objectives and the QSEN competencies of the knowledge, skills and attitudes that are associated with the objectives. The clinical evaluation tool is used by clinical faculty to provide feedback to students on their clinical progress. During the midterm evaluation clinical faculty will provide students with feedback on what course objectives and knowledge, skills and attitudes students need to improve on and develop a plan with the student. Students must receive a satisfactory in all areas of the clinical evaluation tool during their final evaluation. Clinical faculty will provide feedback on areas students need to continue to work on in the next clinical rotation. The Graduate Program Coordinator or the Chair of Nursing Programs will be notified by clinical faculty if a student is at risk for failing clinical so a plan can be made with the student.

Each clinical evaluation tool is course specific. Faculty will orient students to the clinical evaluation tool for the course students are enrolled in at the beginning of the semester. Clinical faculty will provide a final copy of the clinical evaluation tool to students at the end of the semester once the final evaluations are completed. **Students must make a copy of the final evaluation comments** and give it to their assigned clinical faculty the following semester so an individual plan can be made to continue working on goals and areas that need improvement. **A copy of the final evaluation will be placed in the student's academic file in the Office of Records Management and Registration.**

CLINICAL ABSENCE AND TARDINESS:

Absenteeism, *including late arrivals and early leaves*, resulting in 15% of missed clinical time per semester (for 8-week courses 1 clinical day can be missed. For 16-week courses 2 clinical days can be missed), will cause the student to receive an unsatisfactory and a failing course grade. If a student misses clinical time, the student will be required to complete a makeup experience of a date and time when an instructor is available to provide appropriate supervision within two weeks of missed date. Any clinical time missed WILL be documented on the student's clinical evaluation tool regardless of assignment completion. The missed clinical time will be counted towards the percentage of absences.

The faculty recognize that, although each course builds upon the previous course, the clinical experiences may differ. Therefore, absences within each semester stand alone and do not accumulate during the program.

Tardiness, if a student is more than 15 minutes late for clinical experience, the student will be sent home and will receive a zero for the day. It is the responsibility of the student to inform the instructor as soon as possible if an emergency arises.

PROPER NOTIFICATION FOR CLINICAL LATENESS/ABSENCE

Failing to use proper notification procedures ("no call – no show") for clinical absence/tardiness will be cause for administrative action. A pattern of this unprofessional behavior may result in course failure.

Note: Asking a classmate to inform the instructor that you will be late or absent does NOT constitute proper notification.

Absences related to the Bereavement policy will not count toward clinical absences, although they will need to be made up. Please refer to the Bereavement policy in the student handbook for information on completion of missed coursework and clinical.

ADDITIONAL CIRCUMSTANCES

To maintain patient safety, the faculty may dismiss the student from the clinical area with instructions to remedy the problem if the student is not prepared for the clinical experience. Such dismissal will be documented as an absence.

NURSING STUDENT EQUIPMENT REQUIREMENTS

- Professional grade stethoscope | Preferred vendor: MDF
- Pupil Gauge Penlight
- Pocket Pal
- Bandage Scissor
- Watch
- Blood Pressure Cuff
- Mostly White closed back shoes
- Students will need equipment for health assessment course and all clinical courses.
- Limited equipment items are available for purchase in the Campus Store
- Order your instruments online at: www.mdfinstruments.com/methodist

NURSING STUDENT UNIFORM/EQUIPMENT VOUCHER INFORMATION

- Students can purchase a specific dollar amount of scrubs/lab coats and medical equipment in the Methodist College Campus Store and apply it to your Methodist College account and pay it like any other tuition and fee.
- There are different equipment bundles for nursing students.
- New students will receive an email with this information before the first day of classes.

Admission Requirements

All College documents contain current pertinent information. Methodist College reserves the right to make changes as necessary, including changes in requirements, programs, policies, and fees.

COURSE PREREQUISITES

Course prerequisites and co-requisites in effect at the time of publication are printed in the college catalog. However, prerequisites and co-requisites may change over time and do not depend on the catalog year. The registration system will enforce prerequisites and co-requisites in effect at the time of registration.

UNDERGRADUATE ADMISSION PROCESS

The process for applying for admission to an undergraduate program at Methodist College is as follows:

1. Submission of a complete application for admission and application fee;
2. Submission of official transcripts (see Transcript Requirements section below);
3. Submission of official SAT score (school code 1503) or ACT scores (school code 1078) **not required for students who have earned 30 or more college-level credits;*
4. Proof of graduation from a state-approved high school program (Diploma or GED Certificate) **not required for students who have earned a college degree (associate or higher);*
5. Students who are home schooled or from a school that is not accredited by the Illinois Board of Higher Education will be required to submit transcripts from the organization/program through which they obtained their materials for homeschooling.

NURSING CAS

Applicants can also submit applications through NursingCAS (www.nursingCAS.org)

1. Individuals completing their applications through NursingCAS need to complete the application per the NursingCAS instructions.
2. If updates or materials are sent to NursingCAS after the initial submission of the application, please notify Methodist College Admissions, admissions@methodistcol.edu.

TRANSCRIPT REQUIREMENTS:

Based on their educational history, students have different requirements in regards to what official transcripts are needed to complete an admissions application. Official transcripts are defined as being delivered via a secure electronic provider (such as Parchment) or in a sealed envelope received directly from the educational institution. A transcript turned in by a student is only considered official if it is still in the sealed envelope provided by the educational institution.

1. Students who have earned less than 30 college-level credit hours must submit:
 - a. Official transcripts from all high school programs attended
 - b. Official transcripts from all colleges attended
 - c. An official copy of an ACT or SAT score (either via their official high school transcript or an official ACT/SAT transcript)
2. Students who have earned 30 or more college-level credit hours, but haven't yet earned a college degree (associate or higher) must submit:
 - a. Proof of graduation from a high school program (this can be unofficial or official)
 - b. Official transcripts from all colleges attended
3. Students who have earned a college degree (associate or higher) must submit:
 - a. Official transcripts from all colleges attended

UNDERGRADUATE ADMISSION CRITERIA TO THE COLLEGE

Methodist College conducts a holistic assessment of each student's academic portfolio. The following criteria are used in assessment of admission status:

1. High school grade point average minimum of 2.5 (on a 4.0-point scale) *
2. Minimum ACT score of 19 or SAT score of 980
3. Students who have earned college credit must have a GPA of 2.0 or greater (on a 4.0 scale) *
4. Demonstrated readiness or ability to successfully complete college-level coursework as demonstrated through high school grade point average, college grade point average, and SAT/ACT scores.

** Different criteria may be required for other programs. See the program information in the Catalog.*

APPLICATION REQUIREMENTS FOR STUDENTS WITH EARNED COLLEGE CREDIT

Methodist College affords students the opportunity to transfer credits from another accredited college or university. The following criteria are required for admission:

1. An applicant with earned college credits must hold a cumulative GPA of 2.0 (on a 4.0-point scale). This GPA is calculated from an average of all post-secondary work completed.
2. Transfer students must provide official transcripts from each college or university attended. Students who have been academically dismissed from another college/university may not be eligible for admission to Methodist College pending further evaluation by the department.

** Different criteria may be required for other programs. See the program information in the Catalog.*

MILITARY SERVICE MEMBERS

Military Service Members interested in attending Methodist College should speak with their Education Services Officer (ESO) or counselor within their Military Service prior to enrolling at Methodist College.

Program Requirements

All students prior to enrollment in an academic program at Methodist College are required complete and file the following with the Office of Admissions:

1. DCFS (Department of Children & Family Services) background check*
2. Criminal background check*
3. Fingerprinting

*A background check that reveals a misdemeanor or felony conviction may affect the student's admission or enrollment status.

HEALTH DOCUMENTATION REQUIREMENTS

HEALTH RECORDS REQUIRED BY THE STATE OF ILLINOIS

All newly admitted and re-admitted students to Methodist College are required to provide proof of immunity for tetanus, diphtheria, pertussis, measles, mumps, rubella, and meningitis. Documentation of immunity must be completed and submitted by the first day of a student's incoming semester. If the student is unsure of their semester's starting date, please consult the Methodist College academic calendar.

1. Measles, Mumps, & Rubella (MMR)- two doses
2. Tetanus, Diphtheria, and Pertussis (Tdap)- must be renewed every ten years
3. Meningococcal- for students born after 1995

HEALTH RECORDS REQUIRED FOR STUDENTS ENROLLED IN ONLINE-ONLY PROGRAMS

Students who are enrolled in strictly online programs or in programs solely involving study/practice outside of a classroom setting are exempt from these immunization requirements.

If a student in an online program is engaging in a practicum or field placement experience, they must meet the requirements of the agency if applicable.

HEALTH RECORDS REQUIRED FOR EACH PROGRAM

Methodist College is committed to providing a safe environment that protects the health of students, patients, healthcare workers, visitors, and the communities we serve. Recognizing the serious consequences that COVID-19 can have, compliance with the COVID-19 vaccination program outlined within this policy is required of all Methodist College students. This requirement for all Methodist College students aligns with our parent company, UnityPoint Health.

All students are required to complete and submit the Acknowledgement of Receipt and Acceptance of the [COVID-19 Vaccination Policy](#). The form clearly states the policy, the timeline for vaccination, and the consequences for not being vaccinated and submitting records by stated deadlines.

This policy applies to all current and newly enrolled students, even those in online programs or taking online classes for the semester regardless of their residency location. This policy includes all booster doses, as recommended by the manufacturer.

Medical and religious exemptions are available as well as a deferral for pregnant women.

In addition to the immunizations required by the State of Illinois, there are health requirements specific to programs of study.

BACHELOR OF SCIENCE IN NURSING (BSN), ACCELERATED BSN, AND SECOND DEGREE BSN

Required upon admission:

1. State of Illinois requirements
2. Department of Child and Family Services Background Check
3. Fingerprint Background Check (conducted at New Student Orientation or at another designated time before the end of the first week of class)
4. Hepatitis B (three doses)
5. 2-step tuberculin skin test (TB) - followed by annually 1-step (TB)
6. Varicella (two doses, titer, or had disease)
7. Urine Drug Screen (at least 5-panel)
8. Seasonal Influenza Vaccine (to be completed annually)

Required for clinical and/or internship:

1. Tuberculosis screening with negative results (to be completed annually).
2. CPR Certification (Basic Life Support for Healthcare Providers via the American Red Cross, the American Heart Association, or Methodist College).

NURSING ASSISTANT CERTIFICATE

Required upon admission:

1. State of Illinois requirements
2. Hepatitis B (three doses)
3. 2-step tuberculin skin test (TB)
4. Urine Drug Screen (at least 5-panel) Department of Child and Family Services Background Check
5. Fingerprint Background Check (conducted at New Student Orientation)

HEALTH RECORDS COMPLIANCE

It is each student's responsibility to verify they are compliant with the health record policy and up-to-date with all immunizations and clinical/internship requirements.

Before the beginning of each semester, students are required to turn in updated records for any expiring immunization or requirement that will occur within said semester.

1. Fall semesters: students who have health requirements expiring *any time* throughout the fall semester must submit updated records.
2. Spring semesters: students who have health requirements expiring *any time* throughout the spring semester must submit updated records.
3. Summer semesters: students who have health requirements expiring *any time* throughout the summer semester must submit updated records.

Failure to remain compliant with the health records policy will result in one or more of the following:

1. Registration hold
2. Immediate removal from classes and/or
3. Inability to attend clinical/internship

Students who are dropped from their courses will only be able to add classes up to the add/drop dates as stated in the Academic Calendar and only once they become compliant with all health records requirements.

HEALTH RECORD EXEMPTIONS

Students can request an exemption from required immunization(s) or health record(s) for the following reasons:

1. Exemption due to a medical condition

2. Exemption due to religious beliefs

Students requesting an exemption must obtain the Health Requirement Exemption Form from the Health Records Clerk. Submitted forms will be reviewed and verified within two business days of receipt.

For medical exemptions:

1. The form must be completed and submitted with documentation from a healthcare provider verifying the immunization(s) cannot be administered due to health reasons.

For religious exemptions:

1. The form must be completed and submitted with a signed statement detailing the student's objection to the immunization(s) on religious grounds
2. The objection must set forth the specific religious belief that conflicts with the immunization(s)
3. The religious objection may be personal and need not be directed by the tenets of an established religious organization
4. General philosophical or moral reluctance to allow immunizations **will not** provide a sufficient basis for an exemption

Students who are granted an exemption must complete titers for the exempted immunization(s). If the titer reveals a nonimmune result the student must either receive the vaccination or complete a declination form. If a non-immune, nonvaccinated student is exposed to a disease, the student is required to sit out of their clinical/internship for the duration of the disease's incubation period.

There are specific clinical experiences in the nursing program that require an annual one-step TB test for students to participate in those rotations. Completing this clinical experience is mandatory to successfully complete that clinical rotation. Students are encouraged to communicate with their instructor as needed regarding this clinical requirement.

DOCUMENTATION REQUIREMENTS AND SPECIFICATIONS

See current college catalog for documentation requirements and specifications.

MALPRACTICE INSURANCE

See current college catalog for malpractice insurance information.

DEPARTMENT OF CHILD AND FAMILY SERVICES (DCFS) BACKGROUND CHECK

See current college catalog for Department of Child and Family Services (DCFS) Background Check requirements.

FINGERPRINT BACKGROUND CHECK

See current college catalog for Fingerprint Background Check requirements.

OUT-OF-STATE ONLINE STUDENTS IN PROGRAMS REQUIRING A BACKGROUND CHECK

See current college catalog for Out-Of-State Online Students in Programs Requiring a Background Check requirements.

NURSING STUDENT INCIDENT: MEDICATION ERROR OR STUDENT INJURY

Students who have incurred an incident, medication error, or needle stick exposure will be treated according to Methodist hospital and the college protocol.

STUDENT MEDICATION ERROR:

If a student commits a medication error, the student shall notify the instructor. The instructor will assist the student in completing the appropriate paperwork necessary to report the nature of the error. The student and instructor will complete the agency paperwork per agency policy. Failure to notify the instructor of a medication error may result in the student's dismissal from the program. The faculty member should notify the Dean of Nursing immediately if the incident/error is a sentinel event.

The student and faculty member will complete the Methodist College Student Incident/ Medication Error form (forms available on the "I" drive and in Faculty copy room). The form should be given to the Dean of Nursing within 24 hours.

STUDENT INJURY:

Students who sustain an injury during class or clinical time shall report the injury to their instructor. Students who sustain a needle stick will report to the Emergency Department of the hospital within two hours of the injury (as per hospital protocol). Medical expenses related to treatment of injury, including needle stick injuries, are the financial obligation of the student. The instructor will assist the student in completing the appropriate paperwork necessary to report the nature of the error. The faculty member should notify the Dean of Nursing immediately if the incident/error is a sentinel event.

The student and faculty member will complete the Methodist College Student Incident/ Medication Error form in duplicate (forms available on the "I" drive and in the faculty copy room). The form should be given to the Dean of Nursing within 24 hours.

ALL medical expenses related to treatment of any injury are the financial obligation of the student. The student seeking treatment should submit related medical bills to their own insurance company.

Degree Requirements

UPPER DIVISION PROGRESSION REQUIREMENTS

Prelicensure Nursing Program Progression Requirements: All baccalaureate prelicensure nursing majors must meet upper-level progression requirements specific in the Nursing Upper Division Progression Policy to be eligible to progress to upper-level courses.

- A student who does not successfully complete Dimensions of Holistic Nursing, N2416, will not progress in further nursing courses. The following statements are applied to determine progression or dismissal. The requirements for upper-level progression are as follows:
 - a. Cumulative Methodist College GPA of 2.0 or greater at the end of the N2416 semester.
 - b. Satisfactory completion of all required nursing courses in the lower level (N2313, N2314, N2416, N3313, & N3393G) and all specified core LENSES/General Education courses (MAT101, MAT201, ENG101, ENG201, BIO205, BIO201 and BIO201) with a C or better.
- For the new nursing curriculum beginning Spring 2022, students who do not successfully complete N2416 Dimensions of Holistic Nursing will be required to repeat the course.
 - a. Students enrolling in N2416 for the second time must complete all components of the course and meet the 2.0 cumulative GPA upon completion of the course or the student will be dismissed from the undergraduate prelicensure nursing program.

The nursing curriculum may be completed on a part-time basis; all pre-and corequisites apply. The College determines what courses will be offered in the summer term and no courses are guaranteed to be offered.

Students earn a Bachelor of Science in Nursing degree once the following requirements are met.

BSN: PRELICENSURE, FIRST DEGREE ACCELERATED BSN, BSN NURSING SECOND DEGREE ACCELERATED, AND RN-BSN PROGRAM STRUCTURE

See college catalog for current program structures.

BSN: PRELICENSURE (TRADITIONAL PROGRAM)

GENERAL INFORMATION

The BSN: Prelicensure (traditional) program is designed for anyone who is interested in earning a Bachelor of Science in nursing degree. Courses for this degree have been developed to prepare the BSN registered nurse to fulfill standards set forth by The Essentials™ Core Competencies for Professional Nursing Education®.

The BSN: Prelicensure (traditional) degree is a traditional college degree. The student enrolls in this program at Methodist College and takes both the LENSES/General Education and nursing courses required for the degree.

Initially upon entry, the student will take more LENSES/General Education courses than nursing courses; however, they will also take nursing courses. As the student progresses to the junior level of study, they will be taking more nursing courses than LENSES/General Education courses. Upon completion of the required credits, the Bachelor of Science in Nursing degree will be awarded and the graduate will then be qualified to sit for the state licensing exam known as the NCLEX-RN. Upon passing this exam, the graduate will be licensed as a Registered Nurse (RN).

Students may enter this program directly from high school or as transfer students. Students with college credits will have those credits evaluated as to their transferability into the Methodist College BSN program. The student will then be

placed in the program accordingly. Completion of this BSN program is contingent on credit hours completed per semester and/or number of transfer credits applied and sequencing of clinical courses.

Students entering or transferring into this program will be able to attend full time or part time.

Courses are offered in multiple formats including online, blended, and standard.

- If attending full time – the degree may be completed in eight consecutive semesters, including summers.
- If attending part time – the student may take up to seven years to complete the degree.

FIRST DEGREE ACCELERATED PRELICENSURE BSN

GENERAL INFORMATION

The First Degree Accelerated Prelicensure BSN program (120 cumulative credit hours) is designed for anyone who is interested in earning a Bachelor of Science in Nursing degree that has completed all prerequisite LENSES/General Education courses. This program is available to students new to Methodist College who meet the academic requirements noted below. Current students can request a major change to the First Degree Accelerated program after successfully completing N2416 Dimensions of Holistic Nursing or N3416 Health Alterations in Nursing Practice. Admission to this program is not granted to students who have progressed further in their nursing degree plan of study. The nursing curriculum for this degree has been developed to prepare the BSN registered nurse to fulfill standards set forth by *The Essentials of Baccalaureate Education for Professional Nursing Practice*[®].

Courses in the First Degree Accelerated Prelicensure BSN program are offered primarily Monday through Friday during the fall and spring semesters. Summer semester courses are offered online, blended, and in-seat on Saturday and/or Sundays and clinical experiences are also on Saturday and/or Sunday. Students entering this program may complete the BSN degree program in five semesters, including summers with full-time enrollment status.

Students must maintain a cumulative GPA of 3.0 each semester of this program. If a student's cumulative GPA falls below a 3.0, the student will have one semester to achieve the 3.0 requirement. If unable to achieve a 3.0 GPA, the student will have the opportunity to submit a change of major application and continue the BSN program in the standard Prelicensure program. Students will not be able to move back into the First Degree Accelerated program.

- Students must have a minimum GPA of 3.0 (on a 4.0-point scale) prior to enrollment in the first degree accelerated program.
- Students will complete required credits of nursing and health science courses.
- Prior to beginning the first degree accelerated program students must have completed all prerequisite LENSES/General Education courses.
- Academic progression: Students will maintain a cumulative GPA of 3.0.
- If a student's GPA falls below 3.0 GPA in any semester, students will have one semester to achieve the required cumulative 3.0 GPA.
- Students may choose to return to the Prelicensure program if unable to maintain a 3.0 GPA.
- During the summer semester, students will enroll in the Second Degree Accelerated Prelicensure courses to enable program completion in five semesters.
- Students will meet the requirements for Service Learning and Volunteerism.
- Students will be required to progress to upper-level nursing courses following the Nursing Program Progression Requirements listed above.

GENERAL APPLICATION REQUIREMENTS

- Minimum GPA of 3.0 (on a 4.0-point scale)
- Submission of a complete application for admission and application fee
- Submission of official transcripts from each college and university attended
- Completion of all prerequisite LENSES/General Education level courses

SECOND DEGREE ACCELERATED PRELICENSURE BSN

GENERAL INFORMATION

The Second Degree Accelerated Prelicensure BSN program (120 cumulative credit hours) is designed for anyone who is interested in earning a Bachelor of Science in Nursing degree that has already completed a Bachelor of Arts or science degree and has completed all required prerequisite courses. Courses for this degree have been developed to prepare the BSN registered nurse to fulfill standards set forth by The Essentials™ Core Competencies for Professional Nursing Education®.

All courses in the Second-Degree program are offered online and during weekend hours. Second Degree students may need to complete other degree requirements that are offered in multiple formats, i.e., blended, online, and/or in-seat.

Students entering or transferring into this program will be able to attend full-time or part-time.

Courses are offered in multiple formats including online, blended, and standard.

- If attending full-time – the degree may be completed in four consecutive semesters, including summers.
- If attending part-time – the student may take up to seven years to complete the degree.

GENERAL APPLICATION REQUIREMENTS

Minimum GPA of 2.0 (on a 4.0-point scale)

- Submission of a complete application for admission and application fee
- Submission of official transcripts from each college and university attended
- Proof of completion of a bachelor's degree

Prior to beginning 200-level nursing courses in the Second-Degree program, the following courses must be completed:

- Anatomy and Physiology I or equivalent – 4 credit hours
- Anatomy and Physiology II or equivalent – 4 credit hours
- Microbiology or equivalent – 4 credit hours

RN TO BSN

GENERAL INFORMATION

The RN to BSN program (120 cumulative credit hours) is designed for anyone who is interested in earning a Bachelor of Science in Nursing degree that has already completed an associate's degree in nursing or a diploma degree in nursing and holds a current registered nurse license. Courses for this degree have been developed to prepare the BSN registered nurse to fulfill standards set forth by *The Essentials™ Core Competencies for Professional Nursing Education®*.

All courses in the RN to BSN program are offered in the online environment. RN to BSN students may need to complete other degree requirements that are offered in multiple formats, i.e., blended, online, and/or in-seat.

Students entering this program will be able to attend full time or part time and courses are offered in multiple formats including online, blended, and standard:

- If attending full time – the degree may be completed in three consecutive semesters, including summers.
- If attending part time – the student may take up to seven years to complete the degree.

GENERAL APPLICATION REQUIREMENTS

- Cumulative GPA of 2.0 or greater on the last 30 hours of college credits.
- Must hold a current, valid license to practice as a registered nurse (RN).

COMMUNITY-BASED PRIMARY CARE CERTIFICATE

Methodist College offers two certificates embedded within the nursing curriculum that allows students to focus on serving the healthcare needs of the population in the community setting. One of these pathways is for individuals at the prelicensure level, meaning students enrolled in the BSN: Prelicensure, BSN: Accelerated Prelicensure, or BSN: Second Degree programs. The other is designed for licensed nurses working to complete their baccalaureate degree in the BSN: Professional Nurses (RN to BSN) program.

PRELICENSURE BSN COMMUNITY-BASED PRIMARY CARE CERTIFICATE

The PL BSN CBPC Certificate will prepare prelicensure nursing students to deliver community-based primary care in interdisciplinary teams through a longitudinal program comprised of nursing courses designed to emphasize population health, community health, health promotion, and epidemiology.

The PL BSN CBPC Certificate program consists of 13 credit hours of didactic and practical experience. The certificate includes two courses currently embedded in the BSN curriculum **and** two additional courses that can be used to complete the program requirements for six credits of LENSES/General Educational courses at the 300 level. Enhancements to existing courses and design of new courses are based on the Council on Linkages Between Academia and Public Health Practice's "Core Competencies for Public Health Professionals" and competencies identified by the American Academy of Ambulatory Care Nursing (AAACN, 2017).

Program Outcomes

Upon completion of this Certificate program, the student will be able to:

- Identify diverse population health needs.
- Identify contributing factors that affect health outcomes.
- Describe programs and services provided by government and non-government organizations to improve community health.
- Develop patient teaching material to help improve health outcomes and behavioral changes.
- Critically analyze population health data to determine a population's health and identify relevant interventions.
- Integrate evidence-based research findings, community resources and cultural competence in planning, implementing, and evaluating population(s)-centered care.
- Critically analyze the impact of environment and lifestyle on the health of populations.
- Describe how healthcare policy influences the health delivery and care of a population.
- Analyze the use of ethical decision-making process and the role of social justice in relationship to population healthcare issues.
- Apply concepts of disaster preparedness, management, and response.
- Demonstrate a commitment to personal integration of professional values, attitudes, and expectations to improve the health of diverse populations.
- Use effective leadership skills to promote quality healthcare outcomes for a specific population.
- Apply epidemiological methods to basic and clinical sciences as well as the use of findings from investigation and analyses to generate policy.

Admission Requirements

1. Full-time enrollment status in Methodist College BSN program.
2. Cumulative GPA of 2.5 or greater at the completion of N232.
3. Satisfactory completion of all lower division nursing courses and all specified core LENSES/General Education courses.
4. Submission of an online application to the PL BSN CBPC Certificate Program.

Program Requirements

1. N120 Concepts of Health and Healthcare (2 credit hours)- Embedded in prelicensure BSN curricula

2. N421 Population Health in Nursing (5 credit hours)- Embedded in prelicensure BSN curricula
3. PH300 Epidemiology (3 credit hours)- Can be used to satisfy an upper division LENSES/General Education requirement
4. N393 Nursing Topics: Community-Based Primary Care (3 credit hours)- Can be used to satisfy the Nursing Topics requirement in the BSN: Prelicensure program

Grading Scale for Nursing Courses (N120, N421, & N393)

A = 93 – 100%
 B = 85 – 92%
 C = 77 – 84%
 D = 69 – 76%
 F = 68% and below

Grading Scale for General Education Course (PH300)

90-100% A
 80-89% B
 70-79% C
 60-69% D
 0-59% F

RN TO BSN COMMUNITY BASED PRIMARY CARE CERTIFICATE

The RN to BSN Community-Based Primary Care Certificate was created to provide professional nurses the knowledge and skills needed to practice safe and effective primary healthcare in the community setting. Students will take a series of three courses focused on health promotion and disease prevention, epidemiology, and evidence-informed strategies to promote the best outcomes for clients served in local communities. Students will also learn how to access and interpret relevant data to guide scholarly projects congruent with the Quad Council of Public Health Nursing Organization’s Tier 1 core competencies for public health nurses.

The RN to BSN Community-Based Primary Care Certificate can be completed alone or can be embedded in a student’s current academic plan toward completion of the Bachelor of Science in Nursing (BSN).

The RN to BSN Community-Based Primary Care Certificate program consists of 11 credit hours. Students can maintain either full-time or part-time status.

PROGRAM OUTCOMES

Upon completion of the RN to BSN Community-Based Primary Care Certificate program the student will be able to:

1. Identify the determinants of health and illness of individuals and families using multiple sources of data.
2. Integrate evidenced-based research findings, community resources and cultural competence in planning, implementing, and evaluating outcomes of populations-centered care.
3. Critically analyze the impact of environment and lifestyle on self-management of non-communicable diseases (NCD).
4. Describe how the World Health Organization’s three elements of health promotion i.e. good governance, health literacy and healthy cities are impacted by creating purposeful partnerships between legislators and nursing professionals.
5. Analyze health promotion models to facilitate best outcomes for disparate populations in the U.S.
6. Demonstrate Tier 1 core competencies using eight skillset domains (Quad Council) through practicum immersion experience and scholarly projects.
7. Communicate in a culturally responsive manner using a variety of modalities (written, verbal, social media).
8. Apply epidemiological methods to basic and clinical sciences as well as the use of findings from investigation and analyses to generate policy.
9. Integrate skills such as quantitative reasoning, inquiry and problem analysis, deductive and inductive reasoning, creating generalizations and teamwork.

ADMISSION REQUIREMENTS

General Admission Requirements for Students Currently Enrolled in a Baccalaureate Program at Methodist College:

- Submission of an online application for admission to the RN to BSN Community-Based Primary Care Certificate program.

General Admission requirements for working professionals enrolling in the RN to BSN Community-Based Primary Care Certificate Program:

- Submission of a complete application for admission and application fee;
- Submission of official transcripts from each high school, college/university attended;
- Proof of high school completion or GED equivalent; and
- Demonstrated readiness or ability to successfully complete college-level coursework as demonstrated through high school grade point average, college grade point average and ACT or SAT scores.
- Proof of unencumbered RN licensure.

PROGRAM REQUIREMENTS

1. N455 Population Health and Nursing Practice Course and Practicum (5 credit hours).
2. PH300 Epidemiology (3 credit hours)
3. N393 Nursing Topics: Health Promotion and Disease Prevention in Community Healthcare Setting (3 credit hours)

Grading Scale for Nursing Courses (N455 and N393)

A = 93 – 100%
 B = 85 – 92%
 C = 77 – 84%
 D = 69 – 76%
 F = 68% and below

Grading Scale for General Education Course (PH300)

90-100% A
 80-89% B
 70-79% C
 60-69% D
 0-59% F

Policies

TESTING GUIDELINES FOR STUDENTS IN THE TRADITIONAL PRELICENSURE, ACCELERATED PRELICENSURE, SECOND DEGREE PRELICENSURE AND MASTER OF SCIENCE GENERALIST PRELICENSURE

Methodist College follows the National Council of State Boards of Nursing (NCSBN) Examination Candidate Rules which allows students to prepare for the NCLEX-RN exam by testing an environment consistent with the NCLEX-RN exam. Students must abide by the following guidelines:

1. **All electronic devices (cell/mobile/smart phones, smart watches, MP3 players, fitness bands, jump drives, cameras, etc.) must be turned off or be on silent mode** and placed in student bag/backpack, bags/purses/wallets/watches (smart watches must be placed in student bag/backpack, coats/hats, medical aids/devices).
2. Food or drink, gum/candy, lip balm, and scarves/gloves must be placed in student bag/backpack. Mints are allowed.
3. All student bags/backpacks will be placed in the front of the classroom. Students can retrieve their bag/backpack once their instructor checks to ensure their exam has uploaded.
4. Blank paper will be provided when necessary. If a student wishes to use a blank piece of paper, prior permission must be given by the instructor at least 24 hours prior to the exam.
5. Students who refuse to follow the guidelines will not be allowed to test and will meet with the chair of nursing programs or graduate program coordinator. <https://www.ncsbn.org/1268.htm> <https://www.ncsbn.org/1219.htm>

Faculty will provide exam reviews following exams in a timely manner. Faculty will let students know at the beginning of the semester whether exam reviews will be in class or by individual or appointment. Students have two weeks after the exam to schedule an individual review with a faculty member unless other arrangements have been made. During exam reviews desk/tabletop will be cleared of any items other than the student computer if applicable. Faculty may allow a single blank piece of paper and pen/pencil, which will be communicated to students by faculty. Students may not reproduce exams in anyway. Students are allowed to write down concepts and faculty will check what is written down before the student leaves the classroom. No cell phones or other electronic devices are allowed during exam reviews. Exam reviews to prepare for exams including the final exam are at the discretion of faculty. If faculty allow students to review exams to prepare for the final exam faculty will directly monitor the review sessions. Students and faculty are expected to be civil during exam reviews, incivility will not be tolerated. Faculty will terminate exam reviews at any time or ask disruptive students to leave the review. Students who are disruptive may not be allowed to attend future exam reviews, which will be at the discretion of faculty.

ADMINISTRATION OF EXAMS POLICY

1. All Exams will be given inseat or in the testing center.
2. Download your exam before the start of the exam. Failure to do so may result in a possible essay exam. Continued patterned of not downloading your exams, will result in a meeting with the Dean of Nursing.
3. Exams are scheduled to start on time. No late entry.
4. Missed exams will be taken in the testing center and will be in the form of essay.
5. Students must provide documentation for missing a scheduled exam.
6. It is the responsibility of the student to notify the instructor if they will miss the exam prior to the start of the exam. Failure to do so may result in a zero.

DISMISSAL POLICY

Students are dismissed from the nursing program when a grade of less than a C in any two nursing courses occurs or a grade of less than a C twice for the same course. Students must maintain a GPA of 2.0 cumulative during the nursing program. Students dismissed the reasons indicated above may reapply for readmission to the nursing program with no guarantee for readmission. Dismissal may also be based on serious conduct or clinical suspension.

READMISSION TO THE NURSING PROGRAM REQUIREMENTS AND CRITERIA

Prior to readmission a student must have a cumulative GPA of 2.0 or higher to be considered in “good standing” and a cumulative GPA of 2.3 or higher in the following courses: BIO205-A&P I, BIO2006-A&P II, and BIO201-Microbiology. No readmission will be reviewed if the student does not meet these criteria. Additionally, students that have completed N2416, N3313, N3323, N3416, N3413, N3423 or in the curriculum being taught out N232, N313, N361, N371, N372 will have a greater chance of readmission consideration, although not guaranteed, than those who have not successfully completed those courses.

PROCESS FOR READMISSION

In addition to the above requirements, a formal interview and two letters of faculty support will be required for readmission consideration. The first letter must be obtained from a faculty member teaching a theory course that the student has participated in, and the second must be from a faculty member teaching a clinical course that the student has participated in.

Students must also submit a written response to the following questions:

1. What specific situation or event contributed to the pitfall of progression in the nursing program?
2. What examples of evidence can you provide showing you have had success in the nursing program?
3. Reflecting on your prior experience in the nursing program and in reviewing feedback from faculty/staff what could, and would you have done differently? How will you use that experience to be successful if readmitted?
4. What specific action plan and support services will you be implementing to ensure you will be successful? What additional resources will you need?
5. Why is it important to you to be readmitted into the nursing program?

Upon submission of all required documents to the Office of Records Management and Registration, students will be contacted within 10 business days to arrange for an interview. Readmission timeframes vary by semester and is the student’s responsibility to contact the college for specific information. The student must be in good academic standing with the college to be readmitted to the nursing program.

The Readmission Committee will review the application for readmission and make a determination about the student’s potential to be successful if readmitted. The committee will also review prerequisite course grades, science grades (A&P I, A&P II, Microbiology), nursing course grades, clinical performance, course progress reports, ATI scores, college sanctions, letters of faculty support, and answers to responses to questions and student interview. Students dismissed for ethical violations inconsistent with the values of the professional nurse or for reasons that may disqualify them from obtaining licensure as a registered nurse will not be readmitted. If the Readmission Committee cannot reach consensus, the readmission application will be reviewed by the Dean of Nursing. The decision of the Readmission Committee is final.

READMISSION COMMITTEE – ACADEMIC DISMISSAL GUIDE

The following points will guide the Readmission Committee in making a readmission decision:
Readmission application following academic dismissal from the nursing program:

1. Application must include a statement from the student that reflects on the student's role in the factors that contributed to academic dismissal.
2. The committee will only consider substantial external reasons that impacted the ability to be successful such as a family crisis or medical issue, etc.
3. The student must identify a specific plan to address factors that contributed to dismissal from the nursing program.
4. The student must be in good standing with the college to be readmitted to the nursing program.
5. The student must participate in college support services such as meeting with the academic enhancement specialist, attending tutoring, faculty consultation.

Recommendations will be made by the Readmission Committee. Student must comply with those recommendations. Failure to do so will result in dismissal from the nursing program.

READMISSION COMMITTEE – NON-ACADEMIC DISMISSAL GUIDE

Readmission application following non-academic dismissal from the college:

1. Application must include a statement from the student that reflects on the student's role in the factors that contributed to academic dismissal.
2. The student must identify a specific and quantified plan that contributed dismissal from the college.
3. Students dismissed for ethical violations inconsistent with the values of the professional nurse or for reasons that may disqualify them from obtaining licensure as a registered nurse will not be readmitted,
4. The student must be in good standing with the college to be readmitted to the nursing program,
5. The student must identify resources needed to be successful in the nursing program if readmitted.

READMISSION COMMITTEE – WITHDRAWAL GUIDE

Readmission application following withdrawal from the nursing program or college:

1. Application must include a statement from the student that reflects on the student's role in the factors that contributed to the separation from the nursing program and/or college.
2. The application must include a thorough summary of factors that contributed to a decision to return to the nursing program.
3. The student must be in good standing with the college to be readmitted to the nursing program.
4. The student must identify resources needed to be successful in the nursing program if readmitted.

READMISSION REQUIREMENTS

Upon readmission, students will be required to complete a criminal background check and drug test within a designated timeframe from a college approved vendor with satisfactory results obtained prior to enrollment of nursing courses. The costs of these are the responsibility of the student. Students may be required to complete ATI testing and lab proficiency testing prior to readmission. If readmitted, failure to adhere to any requirements will result in the inability to enroll in coursework and the rescinding of the readmission. Students readmitted under this policy shall be considered to be under Nursing Probation until such time as they achieve Good Standing.

ADDITIONAL POLICIES:

For additional policies and procedures, refer to the Methodist College Catalog and the Methodist College Student Handbook. Both can be found at <https://www.methodistcol.edu/academic-calendar-andcatalog.aspx>.

*Methodist College Undergraduate
Nursing Program Handbook*

By my signature, I certify that I have read and understand the Methodist College Undergraduate Nursing Handbook and the Code of Conduct located in the Methodist College Handbook. I am committed to demonstrating the skills and abilities detailed within.

Printed Student Name: _____

Student Signature: _____

Date: _____

Methodist College
HIPAA Compliance Signature Page

I have read and understand the HIPAA Compliance Statement in the Nursing Student Handbook and the HIPAA Regulations as it applies to patient/client privacy issues.

I understand that Methodist College and its affiliated health care organizations have a legal and ethical responsibility to maintain and protect the privacy and confidentiality of protected health information (PHI) and to safeguard the privacy of patient, student, Methodist College, and its affiliated health care organizations' information.

I understand that violation of this Agreement may result in disciplinary action up to and including termination of my affiliation with Methodist College and/or suspension, restriction, or loss of privileges in accordance with college policies and procedures in accordance with the Code of Conduct process, as well as potential personal civil and criminal legal penalties.

I am aware that Methodist College and its affiliated health care organizations reserves and intends to exercise the right to review, audit, intercept, access, and act upon inappropriate use of computer systems at any time, with or without user notice.

I am aware that I am not to photograph a patient or share patient data identifiers on any phone, email, electronic device, flash drives, or social media platforms.

I understand I am to report any observed violations to my faculty, department chair, Dean of Nursing, or by completing the Code of Conduct Initiation Form located online in the student handbook.

I have read the above agreement and agree to comply with all its terms as a condition of my affiliation with Methodist College.

Student Name: _____

Student Signature: _____

Date: _____