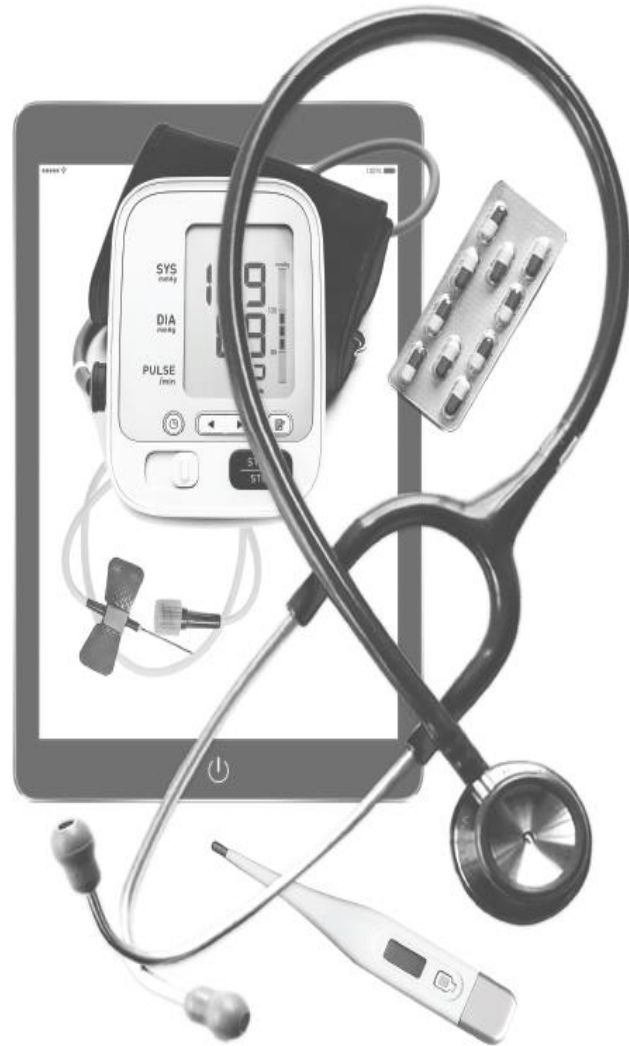


*Missouri State University-West Plains*

*Prospective Nursing Student  
ASN Pre-Admission Handbook*

**NURSING**



*2024-2025*

# *Division of Nursing and Allied Health*

## *Pre-Admission Information*

The Associate of Science in Nursing Degree Program (ASN) at Missouri State University-West Plains (MSU-WP) welcomes your interest in the nursing program. In response to your interest, this packet of information is provided for your review. It is your responsibility to make certain all information required for admission is provided to the appropriate office at MSU-WP in order to process your application in a complete and timely fashion.

There are specific application and admission requirements that must be met in order to enter the nursing program. This packet of information outlines the requirements that must be completed prior to consideration for program admission. The information contained in this packet is subject to change and will be updated as needed.

The ASN program is an INTENSE, and FAST-PACED academic program that takes two (2) to three (3) years to complete based on pre-requisite coursework that is required prior to application. Nursing students are expected to study at least 3 hours for each credit hour of the course. Testing is conducted at a very high cognitive level that mimics the NCLEX-RN licensure exam. This should be considered by all prospective students as it is often a shock to new students as to the difficulty of the exam.

The graduate will be prepared to act in the role of a Registered Nurse in a variety of healthcare settings. Clinical experiences are conducted in long-term, acute, and community-based settings for a diverse and well-rounded educational experience. Students should expect to be in clinical for 12 hours one day per week. Upon successful completion of the ASN program, the graduate is eligible to apply to take the NCLEX-RN Examination for Registered Nurses. It is important to note that successful completion of the program does not guarantee the graduate will be approved by the Missouri State Board of Nursing to sit for the exam. As outlined in the Missouri State Nursing Practice Act in Chapter 335.066, reasons outlined, may prevent a graduate from being granted permission to take the licensing exam.

The nursing program has pre-requisite and support course requirements. The courses must be successfully completed with a “C” grade or better in order to gain entry to and continue in the nursing program. Because of the intense rigor and pace of the nursing program, it is important to know that the program adheres to detailed policies for academic and professional behaviors. Details are available in this packet and online at [wp.missouristate.edu/nursing](http://wp.missouristate.edu/nursing).

Because of the limited number of available positions, acceptance into the nursing program is competitive; therefore, it is essential that applicants follow the Requirements for Admission outlined in this packet. All applicants who meet the admission criteria will receive a file review. Applicants whose file indicates the greatest potential for success (based on objective ranking score computation) in the nursing program will be selected.

MSU-WP and the ASN department do not discriminate based on race, color, national origin, sex, age, or handicap in the admission or access to or treatment of employment in its programs and activities.

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict non-discrimination policy regarding the treatment of individual faculty, staff, and students. In accordance with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, national origin (including ancestry, or any other subcategory of national origin recognized by applicable law), religion, sex (including marital status, family status, pregnancy, sexual orientation, gender identity, gender expression, or any other subcategory of sex recognized by applicable law), age, disability, veteran status, genetic information, or any other basis protected by applicable law in employment or any program or activity offered or sponsored by the University. Sex discrimination encompasses sexual harassment, which includes sexual violence, and is strictly prohibited by Title IX of the Education Amendments of 1972.

This policy shall not be interpreted in a manner that violates the legal rights of religious organizations or military organizations associated with the Armed Forces of the United States of America.

The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity/Affirmative Action/Minority/Female/Veterans/Disability/Sexual Orientation/Gender Identity employer. Inquiries concerning the complaint/grievance procedure related to sex discrimination, including sexual harassment and sexual assault, should be addressed to the [Title IX Coordinator](#), Carrington Hall 205, 901 S. National Ave., Springfield, Missouri 65897, [TitleIXCoordinator@MissouriState.edu](mailto:TitleIXCoordinator@MissouriState.edu), 417-836-4252, or to the Office for Civil Rights. All other inquiries concerning the grievance procedure, Affirmative Action Plan, or compliance with federal and state laws and guidelines should be addressed to the Equal Opportunity Officer, [Office for Institutional Equity and Compliance](#), Carrington Hall 205, Springfield MO 65897, [equity@missouristate.edu](mailto:equity@missouristate.edu), 417-836-4252, or to the Office for Civil Rights. (Res. Board Policies No. 70-11; Bd. Min. 10-28-11.)

Additionally, for more information on this subject at the West Plains campus, please contact our EO and Title IX Liaison, 128 Garfield, West Plains, Missouri 65775, (417) 255-7966.

### **Reasonable Accommodations**

Missouri State University provides reasonable accommodations that allow applicants, employees, or qualified individuals with disabilities to perform the essential functions of a position.

Reasonable accommodations will be made unless such accommodations have the end result of placing an undue burden because of costs, the individual with a disability shall be given the option of providing the accommodation themselves or paying for the portion of the cost that poses the undue hardship or burden.

For more information contact: [Director of University/Community Programs](#)

## *Approval and Accreditation:*

The Associate of Science in Nursing degree program at MSU-WP is fully approved by:

- The Missouri State Board of Nursing  
The Missouri Department of Higher Education & Workforce Development

The ASN program at MSU-WP has ongoing continued accreditation by:

- Accreditation Commission for Education in Nursing, Inc. (ACEN).  
3390 Peachtree Rd. NE, Suite 1400  
Atlanta, GA 30326  
Phone: 404-975-5000  
Fax: 404-975-5020  
<http://www.acenuring.org>

MSU-WP is accredited by:

- The Higher Learning Commission of the North Central Association  
230 South LaSalle Street, Suite 7-500  
Chicago Illinois 60604-1411  
Phone: 800-621-7440 / 312-263-0456  
Fax: 312-263-7462  
<https://www.hlcommission.org>

### **CONTACT INFORMATION:**

Lisa Wade, MSN-NP-C  
Dean of Nursing and Allied Health  
Director of Nursing  
417-255-7970  
[LisaWade@Missouristate.edu](mailto:LisaWade@Missouristate.edu).

Lacey Campbell, MSN, RN  
Dept Chair of Nursing  
LPN to RN Program Coordinator  
417-255-7712  
[LaceyCampbell@Missouristate.edu](mailto:LaceyCampbell@Missouristate.edu)

Marcella Bean, AS  
Nursing Program Admin. Asst. III  
417-255-7739  
[MBean@Missouristate.edu](mailto:MBean@Missouristate.edu).

Jonathan Allen, BS  
Nursing Admissions Coordinator  
Academic Advisor  
417-255-7245  
[Jallen@MissouriState.edu](mailto:Jallen@MissouriState.edu)

# Associate of Science in Nursing Program Regular Track RN

## *Admission Requirements:*

The following criteria must be met in order to be eligible for acceptance into the MSU-WP ASN Program:

- Accepted as an MSU-WP student.
  - Students can apply online at [wp.missouristate.edu](http://wp.missouristate.edu)
  - Official transcripts for **ALL** previous learning institutions including high school must be submitted.
- Submit online Nursing Application in “My Grizzly Den.”
- Admission Exam- Nursing School Admission Exam taken once in the last 5 years.  
**(ATTENTION: On October 1<sup>st</sup>, the MSU West Plains nursing department will no longer be using the KAPLAN Nursing Admissions test and will be switching to the ATI TEAS test for subsequent application cycles starting November 1<sup>st</sup>, 2024.)**
  - Must take the exam prior to the application deadline.
  - May take the exam 2 times per cycle.
  - Must be scheduled with the MSU-WP testing center online or call 417-255-7943
  - If taken at another location, scores must be submitted to the nursing department by the application deadline
  - KAPLAN Nursing Admissions Exam: Applicants **must** achieve a composite score of 55 or higher to be eligible for admission, also with a minimum reading score of 64 (bonus points will be awarded for higher scores). NO requirements however points will also be awarded for a science score of 55 or higher and critical thinking 66 and higher.
  - ATI TEAS: Applicants **must** achieve a minimum of 58.7% for eligibility in the program. Applicants will earn rank score points for higher scores.
- Applicants must have a minimum cumulative GPA of 2.5 based on a minimum of 12. college hours. Bonus points may be awarded for a higher GPA.
- Applicant must be in good standing with MSU-WP
- Complete pre-requisite coursework with a “C” or greater.
  - Completion of BMS 110 by program start.
  - Placement into MTH 130 or higher by program start.
  - Completion of ENG 110 by program start.
- Admission is contingent upon completing a satisfactory background check, and negative drug screen.
- Any applicant who has been convicted of felonies and/or misdemeanors must discuss the matter with the Dean for Nursing and Allied Health.
- Students who have completed the Technical Certificate in Pre-Nursing with a 3.0 or higher will claim a protected seat in the ASN program.
- Students who have a current CNA Certification can submit a letter to the Associate Dean to request 6 credits (ALH 100 and ALH 105) toward the Technical Certificate in Pre-Nursing in place of taking the courses.

***\*\*Meeting the minimum requirements for admissions  
does not guarantee acceptance into the program\*\****

# LPN to RN Bridge Program

## *Admission Requirements:*

The following criteria must be met in order to be eligible for acceptance into the MSU-WP LPN to RN bridge program.

- Accepted as an MSU-WP student
  - Students can apply online at [wp.missouristate.edu](http://wp.missouristate.edu)
  - Official transcripts for “ALL” previous learning institutions including high school must be submitted.
- Submit online Nursing Applications in “My Grizzly Den”
- Admission Exam -KAPLAN Nursing School Admissions Exam taken once in the last 5 years.

**(ATTENTION: On October 1<sup>st</sup>, the MSU West Plains nursing department will no longer be using the KAPLAN Nursing Admissions test and will be switching to the ATI TEAS test for subsequent application cycles starting November 1<sup>st</sup>, 2024.)**

  - Must take the exam prior to the deadline of the application cycle year.
  - May take the exam 2 times per cycle.
  - Must be scheduled with the MSU-WP testing center online or call 417-255-7943
  - If taken at another location, scores must be submitted to the nursing department by the application deadline.
  - KAPLAN Nursing Admissions test: Applicant must achieve a composite score of 55 or higher to be eligible for admission and a minimum reading score of 64 (bonus points may be awarded for higher scores.)
  - ATI TEAS- ATI TEAS: Applicants **must** achieve a minimum of 58.7% for eligibility in the program. Applicants will earn rank score points for higher scores.
  - Applicants must have a minimum cumulative GPA 2.5 based on a minimum of 12 college hours. Bonus points may be awarded for higher a GPA.
- Applicant must be in good standing with MSU-WP
- Complete pre-requisite coursework with a “C” or greater.
  - (8 credits or transfer equivalent) Anatomy and Physiology I and II with lab.
  - Placement into MTH 130 or higher.
  - Completion of ENG 110 by program start.
  - Completion of PSY 121 by program start. (LPNs may begin the nursing program without PSY 121 if permission is obtained from the Nursing Department prior to the start of nursing courses)
- Admission is contingent upon completing a satisfactory background check, an active LPN license, and a negative drug screen.
- Applicants must have proof of IV training in LPN curriculum or submit proof of a separate IV training certification.
  - Any applicant who has been convicted of felonies and/or misdemeanors must discuss this matter with the Dean for Nursing and Allied Health.
  - Applicants admitted in the Spring have until February 28<sup>th</sup> and applicants admitted in Summer/Fall have until September 30<sup>th</sup> to successfully pass the NCLEX-PN. If the student is unsuccessful in passing the NCLEX-PN, the student will forfeit their position in the program.

**\*\*Meeting the minimum requirements for admissions  
does not guarantee acceptance into the program\*\***

## *Selection Process:*

- All application materials, entrance test results must be received by the nursing department admissions office no later than 5:00 pm on the application deadline (October 1st & March 1st) for consideration.
- If there are multiple applicants with the same cut/ranking score, the application date is used to determine ranking order for offers of admission.
- Qualified applicants not admitted due to lack of space in the program will be placed on an alternate list
  - The alternate list is ranked by the same standards listed previously.
  - Students will be selected from the alternate list as ranked students decline their offer of acceptance in that order
  - If no position becomes available for an alternate, they must re-apply for the nursing program for the next admission cycle.

## *Ranking Score Computation:*

- Cumulative GPA and Points awarded:
  - Minimum GPA of 2.5 based on a minimum of 12 college credit hours.
  - 2.51-2.99 GPA=10 points awarded
  - 3.0-3.49 GPA=15 points awarded
  - 3.5+ GPA=20 points awarded
- General Education Course Completion
  - All courses must be completed with a C or better.
  - Applicants who have completed BMS 267, by the application deadline will receive bonus points for the grade in the course.
    - A=3 points
    - B=2 points
    - C=1 point
- Applicants who have completed BMS 268 by the application deadline will receive bonus points for the grade in the course.
  - A=3 points
  - B=2 points
  - C=1 point
- Applicants who have completed BIO 210 by the application deadline will receive bonus points for the grade in the course
  - A=5 points
  - B=4 points
  - C=3 points

## *Kaplan Nursing School Admissions Exam*

- Minimum reading score of 64 is required.
- Minimum overall score of 55 is required.
- Bonus points will be awarded for an overall score of 60 or higher.
  - 60 - 63 = 10 points awarded
  - 64 – 71 = 15 points awarded
  - 72 – 80 = 20 points awarded
  - 81 + =25 points awarded
- Bonus points will be awarded for high scores in Kaplan Subsections:
  - Science sub score of 55+=2 points
  - Critical Thinking sub score of 66+=2 points
- To reserve a seat for the KAPLAN Admissions Exam, go to the website for the MSU-WP testing center and complete the 3-step process at [www.wp.missouristate.edu/testing/kaplan](http://www.wp.missouristate.edu/testing/kaplan) and pay online fee of (\$66.00). The testing center is in the lower level of Lybyer room 108 on the MSU-WP campus. Prep Books are available in the Garnett Library on loan or for purchase online.

## *ATI TEAS Entrance Exam*

**Starting November 1<sup>st</sup>, 2024**, the MSU West Plains Nursing Department will be using the ATI TEAS as the entrance exam for its nursing program. A minimum of 58.7% is required for eligibility into the program. Applicants will earn rank score points according to the table below.

ATI TEAS Score	Rank Score
58.7-69.9%	0 points
70-79.3%	10 points
80-91.3%	15 points
92-100%	20 points



## *Advanced Placement Credit:*

Nursing students who have completed practical nursing training from a technical center may have credit awarded upon presentation of a current LPN nursing license (NURSYS). The licensee must also be eligible for an unrestricted LPN license with no past discipline on the license according to NURSYS. LPN's who are admitted to the ASN Program and complete NUR 190 will be given credit for NUR 100 (7 credits), and NUR 101 (8 credits).

## *Standards for Licensure Application:*

Successful completion of the nursing program does not guarantee that the graduate will be allowed to take the NCLEX-RN licensure exam. The graduate must make application to and receive approval from the Missouri State Board of Nursing. There are circumstances for which the Missouri State Board of Nursing may refuse to allow the applicant to take the licensing exam. Refer to the Missouri Nurse Practice Act, Revised statute 335.066.

## *Program Costs:*

Please see the website for up to date program cost information:

[wp.missouristate.edu/nursing/costs](http://wp.missouristate.edu/nursing/costs)

Costs you may need to consider not included in these lists may include housing, car, fuel, babysitting, meals, phone expenses, etc.

## *Curriculum (Technical Certificate in Pre-Nursing):*

<b>Semester 1:</b>	<b>Credit Hours</b>
MTH 130 or higher (eligibility determined by placement test) or MTH 103 Intermediate Algebra.....	3
ENG 110* Writing I.....	3
BMS 110 Introduction to the Biomedical Sciences .....	4
ALH 100 Certified Nurse Assistant (Classroom)...	3
ALH 105 Certified Nurse Assistant (Clinical).....	3

Or current CNA certification

<b>Semester 2:</b>	
ALH 116 Medical Terminology .....	3
BMS 267* Human Anatomy .....	4
BMS 268* Human Physiology .....	4
PSY 121* Introductory Psychology .....	3

**\*Indicates nursing degree specific courses**

## *Curriculum (Regular Track of Associate of Science in Nursing):*

Associate of Science in Nursing (ASN) Degree Program is a 66-credit hour, selective admission program that consists of two academic years. Students who successfully complete the program may apply to the Missouri State Board of Nursing to determine eligibility to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Qualified Applicants to the ASN program may begin classes if ENG 110 Writing I, BMS 110 Introduction to the Biomedical Sciences, MTH 130 (or higher) placement, and PSY 121 Introductory Psychology have been successfully completed with a C grade or better. Applicants may begin the nursing program without PSY121 if permission is obtained from the Nursing Department prior to the start of nursing courses. The Nursing Department strongly urges students to complete any or all of the general education requirements (as indicated with an \*) of the ASN degree prior to the start of nursing courses.

### **Year 1-Semester 1 (15 credit hours)**

NUR 100-Fundamentals of Nursing (7)  
BMS 267-Human Anatomy (4) \*  
BMS 268-Human Physiology (4) \*  
PSY 121- Introductory Psychology (3) (with permission) \*

### **Year 1-Semester 2 (14 Credit Hours)**

NUR 101-Adult Medical – Surgical Nursing I (8)  
NUR 201-Mental Health Nursing (3)  
BIO 210-Elements of Microbiology (3) \*

### **Year 2-Semester 3 (12 Credit Hours)**

NUR 204- Adult Medical – Surgical Nursing II (9)  
NUR 202-Pharmacology (3)

### **Year 2-Semester 4 (15 Credit Hours)**

NUR 212-Nursing Care Across the Lifespan (9)  
NUR 220-Current Trends and Issues in Nursing (Capstone Requirement) (3)  
(3) credit hours of civics...  
    PLS 101-American Democracy and Citizenship (3)  
    HST 121 Survey of US History to 1877 (3) or HST 122 US History Since 1877 (3)

### **Credit Breakdown (66 hours for the ASN):**

10 hours of prerequisite Courses  
14 hours of General Education Courses and  
42 hours of Nursing Coursework

## *Curriculum (LPN to RN Bridge Track of Associate of Science in Nursing):*

The LPN to RN Track of the Associate of Science in Nursing (ASN) Degree Program is a 65-credit hour, selective admission program that consists of one summer\* and two semesters. Students who successfully complete the program may apply to the Missouri State Board of Nursing to determine eligibility to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

The qualified LPN may begin classes if BMS 267 Human Anatomy, BMS 268 Human Physiology, MTH 130 (or higher) placement, ENG 110 Writing I and PSY 121 Introductory Psychology have been completed. LPNs may begin the nursing program without PSY 121 if permission is obtained from the Nursing Department prior to the start of nursing courses. Qualified LPNs may receive 15 hours of Advanced Placement Credit for NUR 100 Fundamentals of Nursing and NUR 101 Nursing Systems for the Adult Client I. Transfer credit for other coursework will be evaluated by the admissions office. The Nursing Department strongly urges students to complete any or all of the general education requirements of the ASN degree prior to the start of nursing courses. Curriculum pathways for both options are below:

The LPN-RN Track Spring admission curriculum is as follows (with general education requirements needed) \*:

### **Year 1-Semester 1- Spring Term (15 Credit Hours)**

NUR 190-Transitions for the LPN-RN (3)  
NUR 201- Mental Health Nursing (3)  
NUR 212-Nursing Care Across the Lifespan (9)  
PSY 121- Introductory Psychology (if needed) (3)

### **Year 1- Semester 2-Summer Term (6 Credit Hours) \***

BIO 210-Elements of Microbiology (3)  
(3) credit hours of civics...  
    PLS 101-American Democracy and Citizenship (3)  
    HST 121 Survey of US History to 1877 (3)  
    HST 122 US History Since 1877 (3)

### **Year 1-Semester 3- Fall Term (15 Credit Hours)**

NUR 202-Pharmacology (3)  
NUR 204- Adult Medical – Surgical Nursing II (9)  
NUR 220-Current Trends and Issues in Nursing (Capstone Requirement) (3)

\*Indicates course of study and length of program for the student requiring ENG 110 or PSY 121

**OR:**

The LPN-RN Track Summer/Fall admission curriculum is as follows (with general education requirements needed) \*:

**Year 1- Semester 1-Summer Term (6 Credit Hours) \***

BIO 210-Elements of Microbiology (3)

(3) credit hours of civics...

PLS 101-American Democracy and Citizenship (3)

HST 121 Survey of US History to 1877 (3)

HST 122 US History Since 1877 (3)

**Year 1-Semester 2- Fall Term (15 Credit Hours)**

NUR 190-Transitions for the LPN-RN (3)

NUR 201- Mental Health Nursing (3)

NUR 212-Nursing Care Across the Lifespan (9)

PSY 121- Introductory Psychology (if needed) (3)

**Year 1-Semester 3- Spring Term (15 Credit Hours)**

NUR 202-Pharmacology (3)

NUR 204- Adult Medical – Surgical Nursing II (9)

NUR 220-Current Trends and Issues in Nursing (Capstone Requirement) (3)

\*Indicates course of study and length of program for the student requiring ENG 110 or PSY 121

**Credit Breakdown (65 hours for the ASN):**

**11 hours of prerequisite courses**

**9 hours of General Education Courses**

**15 hours of advanced placement nursing credit (NUR 100 and NUR 101)**

**30 hours of Nursing Courses**

# Nursing Student Health Verification Form

Students majoring in nursing have a **special responsibility** to follow infection control guidelines, for their own protection as well as that of clients and the general public they are/will be serving. The nursing faculty has adopted the following policies and procedures to meet clinical agency requirements. **Students are responsible for any incurred charges.** It is noted some series immunizations may be ongoing into the clinical experience. These must be reported as they occur (e.g., Hepatitis B). **Students will not be allowed to attend clinical until immunization records are complete.** **These clinical absences will be addressed by the clinical absence policy.**

The student **must complete** the immunization record for the following illnesses/immunizations (form included in the Handbook):

- Varicella (chicken pox)—2 dose series or proof of positive titer.
- Proof of Hepatitis B immunizations— (2 or 3 depending on type of vaccine) or titer.
- Diphtheria, pertussis, tetanus (T-Dap), Td booster, within last 10 years. **T-Dap booster recommended.**
- Measles, mumps, \*rubella (MMR)—Two (2) immunizations as a child or one (1) after 18<sup>th</sup> birthday.
- Proof of Rubella immunity is required by positive titer or immunization after 18<sup>th</sup> birthday.

**NOTE:** **If you have been pregnant within the last 5 years, you probably had a rubella titer. Please contact your obstetrician for your titer to avoid the cost of a second one. Include date and result numbers, if possible.**

- Influenza vaccine required.
- Covid-19
- Tuberculosis
  - **Initial Screening:** Students entering the nursing program must complete a tuberculin skin test (also known as Mantoux tuberculin skin test) or tuberculin blood test (interferon-gamma release assay – Ex: T-SPOT) prior to beginning classes; **OR** provide proof of negative result of a test listed above within the past 12 months, **unless positive.**
  - **Recurring Screening:** After initial screening is completed, students are required to complete a tuberculosis risk screening assessment/survey at the beginning of each subsequent semester throughout the nursing program.
  - **Documentation of follow-up for a positive skin test is required.**

A student with a positive reaction to the skin test is required to obtain an initial negative chest x-ray. Annual chest x-rays will be required if symptomatic (see Nursing Department Policy for T.B. Reactors). In the event of a pre-existing or temporary health condition, such as pregnancy, the student should submit a statement from a healthcare provider indicating the reasons for noncompliance.

Submission and ensuring current immunization status is the responsibility of the student. Students are required to submit proof of their immunizations and health records documents to the MSU-WP Nursing Department office. Documents can be dropped off at the MSU-WP nursing office located in Looney Hall, Office 104, mailed to Missouri State University- West Plains Nursing Department at 128 Garfield Ave. West Plains, MO 65775, or emailed to [WPnursing@MissouriState.edu](mailto:WPnursing@MissouriState.edu). Immunization status can and should be tracked prior to each clinical rotation by logging into Document Viewer inside of My Grizzly Den. See instructions below on how to access your Document Viewer. Deficient records are to be updated by the student or clinical participation will be delayed risking failure in the nursing program.

If a student desires to decline or be exempt from a specific vaccine, they must obtain approval from the specific clinical agency where they will be completing their rotations. The clinical coordinator will supply the exemption or declination forms for the clinical agency to the student and submit them for approval. Ultimately, the clinical agency has the authority to approve or deny any vaccine exemption or declination requests. Once the clinical agency has approved the vaccine exemption it must be submitted to the nursing department along with the other health record documents. This is important for documentation purposes, as it provides a record of the student's vaccination status and any approved exemptions or declinations. It also helps to ensure the nursing program remains in compliance with any requirements related to vaccination and immunization.

# HEALTH INFORMATION RECORD

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

Program: \_\_\_\_\_ Last 4 of SNN: XXX-XX-\_\_\_\_\_

## Health Record Verification Requirements

1. Documentation (photocopies) of the vaccination listed below **must** accompany this form.
2. For the protection of patients, students and employees, Missouri State University – West Plains requires that all students document the following data **PRIOR** to beginning clinical rotations. **Students will not be allowed to attend any clinical rotation at a healthcare facility without providing this information.**

## Varicella Immunity (submit proof of immunity using ONE of the two options listed below):

1. I have received the Varicella vaccine: Date vaccinated \_\_\_\_\_ (attach proof)
2. I have proof of a *positive* Varicella titer. (Attach proof of titer)

## Hepatitis B Vaccination (submit proof of immunity using ONE of the three options listed below):

1. Dates of Hepatitis B series vaccinations (attach proof of vaccination)

**Hep. B Vaccine #1**

**Hep. B Vaccine #2**

**Hep. B Vaccine #3**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Documentation of a *positive* titer: \_\_\_\_\_ (attach proof of titer)
3. Signed Declination (Hepatitis B Vaccine Form; see attachment) – Clinical sites have the right to refuse you entrance if you do not complete this series of vaccinations.

## Tetanus T-DAP: (Students **MUST** have had a tetanus booster within the last 10 years.)

Date verifying latest vaccination: \_\_\_\_\_ (attach proof)

## MMR (submit proof of immunity using ONE of the three options listed below):

1. Dates of two immunizations after 12 months of age (attach immunization record) or 1 after 18<sup>th</sup> birthday.

MMR #1: \_\_\_\_\_ MMR #2: \_\_\_\_\_

2. Documentation of the disease by physician (attach documentation)
3. Titer results indicating immunity to measles, mumps, and rubella (attach proof of titer)



## Tuberculin Test

1. A TB skin test completed (one-step or two-step skin test) within the last twelve (12) months. If unable to complete the TB skin test, Option 2 occurs.

TB test #1 date: \_\_\_\_\_ Result: \_\_\_\_\_

TB test #2 date: \_\_\_\_\_ Result: \_\_\_\_\_

2. A TB blood test completed in the past 12 months (QuantiFERON-TB Gold or T-SPOT)

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

3. If the student test positive on the TB skin test or TB blood test, the student must provide proof of negative chest x-ray within the last 12 months:

Date of X-ray \_\_\_\_\_ **AND**

Documentation of treatment advised: \_\_\_\_\_

## Yearly Influenza Vaccine:

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

## Covid-19

1. Documentation of name of vaccine (i.e., Pfizer, J & J, Moderna) and dates received.

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

Booster: Name: \_\_\_\_\_ Date: \_\_\_\_\_

2. Documentation of approved exemption from health care facility.

## CPR Requirements:

The Associate Degree Nursing program requires faculty and students to be currently certified at the Basic Life Support (BLS) level from the American Heart Association (AHA, 2021), or the BLS for Health Care Provider level from the American Red Cross (ARC, 2021). Proof of successful completion of the BLS course must be in the form of an official CPR card document issued by an authorized AHA or Red Cross Training Center. **Cards issued by private companies that state the course was “taught in accordance with AHA (or Red Cross) guidelines” are not sufficient evidence of course completion and will not satisfy this requirement.**

**\*\* (A CPR course will be offered for NUR 100 students at the expense of the student.) \*\***

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

Recertification date: (Month/year): \_\_\_\_\_

**I understand as a student at Missouri State University – West Plains Nursing program, that I am required to complete the above requirements before the first day of clinicals in the program. I certify the information documented above is true and correct, and to the best of my knowledge, and that this information can be used for processing my admission to the Nursing.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Nursing and Allied Health Representative Signature

\_\_\_\_\_  
Date

**MISSOURI STATE UNIVERSITY-WEST PLAINS**  
**ASSOCIATE OF SCIENCE IN NURSING DEGREE PROGRAM**

**INFORMED CONSENT AND RELEASE OF LIABILITY**  
**DRUG AND ALCOHOL TESTING**

I understand that as a student in the Missouri State University-West Plains Associate of Science in Nursing Program, a drug/alcohol test will be a condition of admission, progression, readmission, or transfer to the program, and may be requested at any time throughout the progression of the program. I understand that I may be responsible for the cost of the screening. I understand that the presence of certain drugs, alcohol, or controlled substances is grounds for immediate dismissal from the program. I further understand that I am not obligated to comply with this screening; however, refusal to consent or to pay for the screening will result in dismissal.

I hereby consent to have my urine tested for drugs and alcohol. I consent to a breath test for alcohol if required by policy.

I hereby release Missouri State University-West Plains and the Associate of Science in Nursing Degree Program from any liability from and against any claims, actions, or losses that arise out of the testing. I agree to the release of the test results to the Associate of Science in Nursing Degree Program of Missouri State University-West Plains.

I authorize Missouri State University-West Plains Associate of Science in Nursing Program to release drug test results to clinical agencies as needed to ensure my participation in clinical experiences.

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Student signature: \_\_\_\_\_

Date \_\_\_\_\_

## Substance Abuse and Drug Testing:

The Associate of Science in Nursing Program adheres to Missouri State University-West Plains Drug and Alcohol Abuse Program and the Drug-Free Schools and Communities Act Amendments of 1989.

The Missouri State University-WP Drug and Alcohol Abuse Program states:

“The unlawful possession, use, or distribution of alcohol is prohibited on University property and in conjunction with University activities.

Also prohibited is:

- 1) the unlawful or unauthorized use and/or possession of narcotics, drugs, drug paraphernalia, and/or other chemicals,
- 2) the distribution and/or sale of alcoholic beverages, except as officially authorized by the Board of Governors or its delegate, in accordance with state law, and
- 3) the unlawful or unauthorized distribution and/or sale of narcotics, drugs, and/or chemicals.”

Violations of this policy can result in disciplinary action up to and including dismissal for students and referral for prosecution. Violations of this policy by students will be considered a violation of the University disciplinary code, which may result in dismissal, suspension, or imposition of a lesser sanction. Sanctions may also include referrals for appropriate rehabilitation. ([www.wp.missouristate.edu/StudentLife/drug.htm](http://www.wp.missouristate.edu/StudentLife/drug.htm))

Offers of acceptance to the Associate of Science in Nursing Program are made as conditional offers. The conditions include satisfactory completion of pre-nursing courses, a satisfactory criminal background check, and a negative drug, and/or controlled substance test. Student acknowledgement/consent forms to be tested for the presence of drugs, alcohol, and other controlled substances will be signed when a conditional offer of admission to the nursing program is made. An applicant or current nursing student who refuses to authorize and pay for testing or who tests positive for drugs or controlled substances will not receive a final offer of admission or will be removed from the nursing program.

To ensure compliance with the Drug Free Schools and Communities Act Amendments of 1989, nursing students will be tested:

1. As a condition of admission or transfer to the nursing education program, or readmission to the program if the student has been out of the program for more than 12 months.
2. Upon reasonable suspicion and cost will be at the expense of the student.
3. Or as a random screen at the expense of the nursing program.

Any student who tests positive for a drug or controlled substance must be able to verify that it was obtained legally and legitimately. If an initial drug or controlled substance test is positive, a second test on the same specimen will be performed to confirm the initial result. If an alcohol test is positive, a second test will be performed to confirm the initial result. Any confirmed alcohol result of 0.02 or greater will be considered positive. A positive test result on the confirming test for drugs or alcohol will result in dismissal from the nursing program.

Any student dismissed following a positive drug, controlled substance, or alcohol test will be removed from all nursing courses. A grade of “W” will be transcribed if prior to the last day to drop or withdraw date. A grade of “F” will be transcribed if the student is removed from courses following the University's last day to drop or withdraw date.

Students in clinical agencies are subject to the policies of Missouri State University-West Plains and must also abide by the policies of the agency in which they are practicing as a student nurse. A student may be required to have alcohol or drug testing alone or in combination. Any student who refuses to submit to initial or subsequent testing will be dismissed from the nursing program.

The Associate Dean of Nursing/Allied Health must authorize reasonable suspicion testing on a student before such a test is administered. In the absence of the Director, the Dean, or designated administrator may authorize a test. Reasonable suspicion may include, but not be limited to accidents and injuries caused by human error, unusual or serious violations of rules, secured drug supply disappearance, irrational or extreme behavior, or unusual inattention or personal behavior, such as smelling of alcoholic beverages.

Students must abide by the terms of the above policy and must report any conviction under a criminal drug or alcohol statute for violations occurring on or off university premises. A conviction must be reported within five (5) days after the conviction. Students convicted of involvement in a criminal drug or alcohol offense will be dismissed from the nursing program.

Dismissed students will be considered for readmission one time. Dismissed students will be eligible for consideration of readmission to the nursing program upon successful completion and documented evidence of treatment remedying the rationale for dismissal.

ORIGINAL ADOPTION DATE: 04/98  
REVIEWED/REVISED: 07/20

### *Medical Marijuana Policy:*

The National Council State Boards of Nursing published The NCSBN National Nursing Guidelines for Medical Marijuana in Volume 9 of the July Supplement to the Journal of Nursing Regulation. Based on the United States federal government's classification of cannabis as a Schedule I Controlled Substance, students within the nursing program would not be eligible to obtain or take cannabis or marijuana for personal use. Physicians cannot prescribe medical marijuana even with the State legislation that allows a physician to recommend medical marijuana within Missouri.

Nursing students accepted to the nursing program cannot continue in the program with any substance abuse violation which includes marijuana or cannabis. Students who test positive for marijuana or any other Schedule I controlled substance will be dismissed from the nursing program.

Students dismissed from the nursing program for this reason do have the option to reapply (based on the Nursing Program Readmission Policy) and may be considered for readmission. All nursing students will have substance abuse screening throughout the program and any student may be randomly tested at any given time.

## ASN Program Information:

## Nursing Program Standards and Graduate Outcomes:

### **NURSING PROGRAM STANDARDS**

1. Communication
2. Critical Reasoning
3. Health Information Management/Evidence-Based Practice
4. Valuing Professional Accountability
5. Culturally Conscious Nursing Care

### **END OF PROGRAM STUDENT LEARNING OUTCOMES**

Upon completion of the program, the graduate will:

- 1) Demonstrate the ability to provide a safe, effective care environment (including safely administering medications) for persons experiencing health deviations throughout the life cycle
- 2) Demonstrate the ability to utilize clinical reasoning to coordinate and manage patient care within legal, ethical, and moral standards
- 3) Implement effective verbal and nonverbal communication for the promotion of psychosocial integrity of individuals from a variety of cultural backgrounds
- 4) Reduce risk potential and assist patients in adaptations that affect one's health
- 5) Utilize various information systems for problem solving, decision making, and improving quality of patient care.
- 6) Recognize and integrate evidence-based practice as best practice for guiding clinical practice

## Nursing Student Progression:

Failure to achieve at least a “C” grade on exams in a nursing course demonstrates a lack of mastery of a significant amount of material, impairs the ability of the student to care for patients in the clinical setting, and jeopardizes the student’s ability to pass the NCLEX-RN. Therefore, a student must achieve a mean grade of 78% or better on tests in nursing courses before other grades (papers, case studies, class entry assignments, etc.) will be added to the final grade calculation. (If a student does not achieve the required 78% test grade average, the student will receive the mean test score earned in the course either a “D” or “F”).

To receive credit toward graduation for a course, the student must earn at least a 78% on the testing component of the course, at least a “C” grade on the overall theory component of the course (testing plus other graded assignments), pass the clinical component of the course, and successfully complete all requirements of the course. In order to progress through the sequence of nursing courses, students must attain a final grade of at least “C” in all nursing courses.

To graduate with an Associate of Science in Nursing Degree, students must pass all nursing courses and support courses with a “C” or better.

If any student is proving to be unsuccessful in a nursing course, it will be the responsibility of the student to meet with the instructor to develop a remediation plan. Remediations may include but are not limited to, tutoring, simulation, extra clinical time, outside work, webinars, and online case studies.

<b>GRADING SCALE</b>	
<b>PERCENTAGE</b>	<b>GRADE</b>
91-100%	A
84-90%	B
78-83%	C
72-77%	D
less than 72%	F

## Nursing Program Attendance Policy

Because class attendance and course grades are demonstrably and positively related, the University expects students to attend all class sessions of courses in which they are enrolled. This is especially true for nursing courses. In addition, the faculty feels that students arriving late to class cause a disruption in class and an unprofessional habit that will not be tolerated by employers. Students need to be aware that poor attendance may affect their financial aid. All instructors are required to track attendance for this reason.

Please review the attendance policy for Missouri State University-West Plains  
<http://wp.missouristate.edu/catalog/policy-attendance.htm>

**ATTENDANCE POLICY-CLINICAL:** Because of its intrinsic value, the **entire clinical experience must be completed** to receive a passing grade for the course. Clinical time is counted in hours, not days. Students **must** notify their clinical instructor if they are unable to attend a clinical experience. The student should call his/her instructor prior to the starting time for clinical (no e-mail). Students should not leave messages with clinical facility personnel or other students. If unable to reach the clinical instructor, the student should notify the nursing office at 417-255-7245. Voice messages can be left at this number 24 hours a day.

Clinical experiences are required to meet the objectives of the nursing courses. Clinical facilities have agreed to allow students the opportunity to apply skills and knowledge and expect students to conduct themselves in a professional manner.

- It is the student's responsibility to arrive on time and be present for the entire clinical experience.
- If the student is anticipating arriving late or being absent from clinical, the student must notify the clinical instructor/preceptor, as described in the course syllabi. Except in the case of an extreme emergency, a lack of proper notification will result in an unexcused absence and possible clinical and course failure.
- It is the responsibility of the student to contact the clinical coordinator and clinical instructor to schedule clinical make-up time.
- Arriving late for a clinical rotation will result in disciplinary action. Clinical lateness or absence may be subject to make-up at the discretion of the clinical instructor. Being late or absent from clinical may involve disciplinary action.
- Campus Labs and Simulation Days are considered clinical and absence policy stands.
- No Call/No Show results in appearing before Nursing Faculty Organization for disciplinary action. A No Call/No Show results in a (U) or Unmet for the clinical day.
- Anytime a faculty member deems clinical absences or clinical rescheduling to be excessive, the student must appear before NFO to discuss progression in the nursing program.

Clinical Absences will be sanctioned as in the clinical failure policy (see weekly clinical evaluation).



**335.066. Denial, revocation, or suspension of license, grounds for, civil immunity for providing information — complaint procedures.**

1. The board may refuse to issue or reinstate any certificate of registration or authority, permit or license required pursuant to this chapter 335.066 for one or any combination of causes stated in subsection 2 of this section or the board may, as a condition to issuing or reinstating any such permit or license, require a person to submit himself or herself for identification, intervention, treatment, or monitoring by the intervention program and alternative program as provided in section 335.067. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621.

2. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621 against any holder of any certificate of registration or authority, permit or license required by sections 335.011 to 335.096 or any person who has failed to renew or has surrendered his or her certificate of registration or authority, permit or license for any one or any combination of the following causes:

(1) Use or unlawful possession of any controlled substance, as defined in chapter 195, by the federal government, or by the department of health and senior services by regulation, regardless of impairment, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096. A blood alcohol content of .08 shall create a presumption of impairment.

(2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated pursuant to sections 335.011 to 335.096, for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;

(3) Use of fraud, deception, misrepresentation, or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096.

(4) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception, or misrepresentation.

(5) Incompetency, gross negligence, or repeated negligence in the performance of the functions or duties of any profession licensed or regulated by this chapter\*. For the purposes of this subdivision, "repeated negligence" means the failure, on more than one occasion, to use that degree of skill and learning ordinarily used under the same or similar circumstances by the member of the applicant's or licensee's profession.

(6) Misconduct, fraud, misrepresentation, dishonesty, unethical conduct, or unprofessional conduct in the performance of the functions or duties of any profession licensed or regulated by this chapter, including, but not limited to, the following:

- (a) Willfully and continually overcharging or overtreating patients; or charging for visits which did not occur unless the services were contracted for in advance, or for services which were not rendered or documented in the patient's records.
- (b) Attempting, directly or indirectly, by way of intimidation, coercion, or deception, to obtain or retain a patient or discourage the use of a second opinion or consultation.
- (c) Willfully and continually performing inappropriate or unnecessary treatment, diagnostic tests, or nursing services.
- (d) Delegating professional responsibilities to a person who is not qualified by training, skill, competency, age, experience, or licensure to perform such responsibilities.
- (e) Performing nursing services beyond the authorized scope of practice for which the individual is licensed in this state.
- (f) Exercising influence within a nurse-patient relationship for purposes of engaging a patient in sexual activity.
- (g) Being listed on any state or federal sexual offender registry.
- (h) Failure of any applicant or licensee to cooperate with the board during any investigation.
- (i) Failure to comply with any subpoena or subpoena duces tecum from the board or an order of the board.
- (j) Failure to timely pay license renewal fees specified in this chapter.
- (k) Violating a probation agreement, order, or other settlement agreement with this board or any other licensing agency.
- (l) Failing to inform the board of the nurse's current residence within thirty days of changing residence.
- (m) Any other conduct that is unethical or unprofessional involving a minor.
- (n) A departure from or failure to conform to nursing standards.
- (o) Failure to establish, maintain, or communicate professional boundaries with the patient. A nurse may provide health care services to a person with whom the nurse has a personal relationship as long as the nurse otherwise meets the standards of the profession.
- (p) Violating the confidentiality or privacy rights of the patient, resident, or client.

- (q) Failing to assess, accurately document, or report the status of a patient, resident, or client, or falsely assessing, documenting, or reporting the status of a patient, resident, or client.
  - (r) Intentionally or negligently causing physical or emotional harm to a patient, resident, or client.
  - (s) Failing to furnish appropriate details of a patient's, client's, or resident's nursing needs to succeeding nurses legally qualified to provide continuing nursing services to a patient, client, or resident.
- (7) Violation of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096, or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096.
- (8) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school.
- (9) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state.
- (10) A person is finally adjudged insane or incompetent by a court of competent jurisdiction.
- (11) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096.
- (12) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact.
- (13) Violation of any professional trust or confidence.
- (14) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed.
- (15) Violation of the drug laws or rules and regulations of this state, any other state or the federal government.
- (16) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency.
- (17) Failure to successfully complete the intervention or alternative program for substance use disorder.
- (18) Knowingly making or causing to be made a false statement or misrepresentation of a material fact, with intent to defraud, for payment pursuant to the provisions of chapter

208 or chapter 630, or for payment from Title XVIII or Title XIX of the federal Medicare program.

(19) Failure or refusal to properly guard against contagious, infectious, or communicable diseases or the spread thereof; maintaining an unsanitary office or performing professional services under unsanitary conditions; or failure to report the existence of an unsanitary condition in the office of a physician or in any health care facility to the board, in writing, within thirty days after the discovery thereof.

(20) A pattern of personal use or consumption of any controlled substance or any substance which requires a prescription unless it is prescribed, dispensed, or administered by a provider who is authorized by law to do so or a pattern of abuse of any prescription medication.

(21) Habitual intoxication or dependence on alcohol, evidence of which may include more than one alcohol-related enforcement contact as defined by section 302.525.

(22) Failure to comply with a treatment program or an aftercare program entered into as part of a board order, settlement agreement, or licensee's professional health program.

(23) Failure to submit to a drug or alcohol screening when requested by an employer or by the board. Failure to submit to a drug or alcohol screening shall create the presumption that the test would have been positive for a drug for which the individual did not have a prescription in a drug screening or positive for alcohol in an alcohol screening.

(24) Adjudged by a court in need of a guardian or conservator, or both, obtaining a guardian or conservator, or both, and who has not been restored to capacity.

(25) Diversion or attempting to divert any medication, controlled substance, or medical supplies.

(26) Failure to answer, failure to disclose, or failure to fully provide all information requested on any application or renewal for a license. This includes disclosing all pleas of guilt or findings of guilt in a case where the imposition of sentence was suspended, whether or not the case is now confidential.

(27) Physical or mental illness, including but not limited to deterioration through the aging process or loss of motor skill, or disability that impairs the licensee's ability to practice the profession with reasonable judgment, skill, or safety. This does not include temporary illness which is expected to resolve within a short period of time.

(28) Any conduct that constitutes a serious danger to the health, safety, or welfare of a patient or the public.

3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621. Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section, for disciplinary action are met, the board may, singly or in combination, censure or place the person named in the complaint on probation on such terms and conditions as the board deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license, certificate, or permit.

4. For any hearing before the full board, the board shall cause the notice of the hearing to be served upon such licensee in person or by certified mail to the licensee at the licensee's last known address. If service cannot be accomplished in person or by certified mail, notice by publication as described in subsection 3 of section 506.160 shall be allowed; any representative of the board is authorized to act as a court or judge would in that section; any employee of the board is authorized to act as a clerk would in that section.

5. An individual whose license has been revoked shall wait one year from the date of revocation to apply for re-licensure. Re-licensure shall be at the discretion of the board after compliance with all the requirements of sections 335.011 to 335.096 relative to the licensing of an applicant for the first time.

6. The board may notify the proper licensing authority of any other state concerning the final disciplinary action determined by the board on a license in which the person whose license was suspended or revoked was also licensed of the suspension or revocation.

7. Any person, organization, association, or corporation who reports or provides information to the board of nursing pursuant to the provisions of sections 335.011 to 335.259\*\* and who does so in good faith shall not be subject to an action for civil damages as a result thereof.

8. The board may apply to the administrative hearing commission for an emergency suspension or restriction of a license for the following causes:

(1) Engaging in sexual conduct as defined in section 566.010, with a patient who is not the licensee's spouse, regardless of whether the patient consented.

(2) Engaging in sexual misconduct with a minor or person the licensee believes to be a minor. "Sexual misconduct" means any conduct of a sexual nature which would be illegal under state or federal law.

(3) Possession of a controlled substance in violation of chapter 195 or any state or federal law, rule, or regulation, excluding record-keeping violations.

(4) Use of a controlled substance without a valid prescription.

(5) The licensee is adjudicated incapacitated or disabled by a court of competent jurisdiction.

(6) Habitual intoxication or dependence upon alcohol or controlled substances or failure to comply with a treatment or aftercare program entered into pursuant to a board order, settlement agreement, or as part of the licensee's professional health program.

(7) A report from a board-approved facility or a professional health program stating the licensee is not fit to practice. For purposes of this section, a licensee is deemed to have waived all objections to the admissibility of testimony from the provider of the examination and admissibility of the examination reports. The licensee shall sign all necessary releases for the board to obtain and use the examination during a hearing; or

(8) Any conduct for which the board may discipline that constitutes a serious danger to the health, safety, or welfare of a patient or the public.

9. The board shall submit existing affidavits and existing certified court records together with a complaint alleging the facts in support of the board's request for an emergency suspension or restriction to the administrative hearing commission and shall supply the administrative hearing commission with the last home or business addresses on file with the board for the licensee. Within one business day of the filing of the complaint, the administrative hearing commission shall return a service packet to the board. The service packet shall include the board's complaint and any affidavits or records the board intends to rely on that have been filed with the administrative hearing commission. The service packet may contain other information in the discretion of the administrative hearing commission. Within twenty-four hours of receiving the packet, the board shall either personally serve the licensee or leave a copy of the service packet at all of the licensee's current addresses on file with the board. Prior to the hearing, the licensee may file affidavits and certified court records for consideration by the administrative hearing commission.

10. Within five days of the board's filing of the complaint, the administrative hearing commission shall review the information submitted by the board and the licensee and shall determine based on that information if probable cause exists pursuant to subsection 8 of this section and shall issue its findings of fact and conclusions of law. If the administrative hearing commission finds that there is probable cause, the administrative hearing commission shall enter the order requested by the board. The order shall be effective upon personal service or by leaving a copy at all of the licensee's current addresses on file with the board.

11. (1) The administrative hearing commission shall hold a hearing within forty-five days of the board's filing of the complaint to determine if cause for discipline exists. The administrative hearing commission may grant a request for a continuance but shall in any event hold the hearing within one hundred twenty days of the board's initial filing. The board shall be granted leave to amend its complaint if it is more than thirty days prior to the hearing. If less than thirty days, the board may be granted leave to amend if public safety requires.

(2) If no cause for discipline exists, the administrative hearing commission shall issue findings of fact, conclusions of law, and an order terminating the emergency suspension or restriction.

(3) If cause for discipline exists, the administrative hearing commission shall issue findings of fact and conclusions of law and order the emergency suspension or restriction to remain in full force and effect pending a disciplinary hearing before the board. The board shall hold a hearing following the certification of the record by the administrative hearing commission and may impose any discipline otherwise authorized by state law.

12. Any action under this section shall be in addition to and not in lieu of any discipline otherwise in the board's power to impose and may be brought concurrently with other actions.

13. If the administrative hearing commission does not find probable cause and does not grant the emergency suspension or restriction, the board shall remove all reference to such emergency suspension or restriction from its public records. Records relating to the suspension or restriction shall be maintained in the board's files. The board or licensee may use such records in the course of any litigation to which they are both parties. Additionally, such records may be released upon a specific, written request of the licensee.

14. If the administrative hearing commission grants temporary authority to the board to restrict or suspend the nurse's license, such temporary authority of the board shall become final authority if there is no request by the nurse for a full hearing within thirty days of the preliminary hearing. The administrative hearing commission shall, if requested by the nurse named in the complaint, set a date to hold a full hearing under the provisions of chapter 621 regarding the activities alleged in the initial complaint filed by the board.

15. If the administrative hearing commission refuses to grant temporary authority to the board or restrict or suspend the nurse's license under subsection 8 of this section, such dismissal shall not bar the board from initiating a subsequent disciplinary action on the same grounds.

16. (1) The board may initiate a hearing before the board for discipline of any licensee's license or certificate upon receipt of one of the following:

(a) Certified court records of a finding of guilt or plea of guilty or nolo contendere in a criminal prosecution under the laws of any state or of the United States for any offense involving the qualifications, functions, or duties of any profession licensed or regulated under this chapter, for any offense involving fraud, dishonesty, or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed.

(b) Evidence of final disciplinary action against the licensee's license, certification, or registration issued by any other state, by any other agency or entity of this state or any other state, or the United States or its territories, or any other country.

(c) Evidence of certified court records finding the licensee has been judged incapacitated or disabled under Missouri law or under the laws of any other state or of the United States or its territories.

(2) The board shall provide the licensee not less than ten days' notice of any hearing held pursuant to chapter 536.

(3) Upon a finding that cause exists to discipline a licensee's license, the board may impose any discipline otherwise available.

—

(L. 1975 S.B. 108 § 12, A.L. 1981 S.B. 16, A.L. 1995 S.B. 452, A.L. 1999 H.B. 343, A.L. 2007 H.B. 780 merged with S.B. 308, A.L. 2013 H.B. 315, A.L. 2018 H.B. 1719)

\*Words "chapter 335" appear in original rolls.

\*\*Section 335.259 was repealed by S.B. 52, 1993.

(MISSOURI STATE BOARD OF NURSING- THE NURSING PRACTICE ACT,  
CHAPTER 335)