



MID-AMERICA CHRISTIAN UNIVERSITY

DREAM **BIGGER.** DO **GREATER.**

Nursing Student Handbook

AAS Program

2025-2026

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Welcome from the Director of Nursing

We are committed to providing high-quality, affordable nursing education to a diverse undergraduate student population. Our program emphasizes a Christian worldview, leadership skills, and evidence-based practice to ensure safe, patient-centered care.

As a Christian-oriented program, we offer a low faculty-to-student ratio, enabling us to meet students' needs more effectively. We also collaborate with academic partners to expand student resources and support retention. Our clinical partnerships, which include both rural and urban sites in the Oklahoma City area, enhance students' opportunities to secure employment even before completing the program.

This handbook is an important resource for all students to read and reference throughout their academic journey. It outlines the current policies and procedures of Mid-America Christian University's Associate of Applied Science in Nursing Degree Program. If any policies change during the academic year, students will be notified electronically, and the handbook will be updated annually to reflect the most current information.

If you have any questions or concerns about these policies and procedures, please feel free to contact the Nursing Program.

Sincerely,

A handwritten signature in black ink that reads "Dr Sandra Medrano". The signature is written in a cursive, flowing style.

Sandra Medrano, PhD, CNE, RN

saundra.medrano@macu.edu

Office: (405) 692-3242

Accreditation and Approval

The Mid-America Christian University's (MACU) Nursing Program is approved by the Oklahoma Board of Nursing. Graduates of this program should be eligible to apply to write the National Council Licensure Examination (NCLEX) for registered nurses (RN) if the program is approved. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status or, if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of a/an:

1. Valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. Pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;
5. Approved deferred action status or
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the authority to deny a license, recognition, or certificate; issue a license, recognition, or certificate with conditions and/or an administrative penalty; or to issue and otherwise discipline a license, recognition, or certificate to an individual with a history of criminal background, disciplinary action on any professional or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time an application for licensure is made. Potential applicants to state-approved education programs with a criminal history may obtain a determination of eligibility for licensure or certification from the Oklahoma Board of Nursing for a fee. The determination of eligibility for licensure petition can be accessed at <http://nursing.ok.gov/initialdeterm.pdf>.

Oklahoma Board of Nursing (OBN)
Board of Nursing, P. O. Box 52926
Oklahoma City 73152
www.ok.gov/nursing
405.962.1800

Physical address: 2501 N. Lincoln Blvd., Ste. 207, Oklahoma City, OK 73105

School of Nursing Student Handbook

Mission Statement

It is the mission of Mid-America Christian University's School of Nursing to prepare student nurses for exceptional, compassionate care rooted in Christian values. We strive to foster a holistic approach to health and healing, emphasizing the dignity of every individual. Through academic excellence, ethical practice, and a commitment to service, we prepare our students to be transformative leaders in the healthcare field, embodying the love of Christ in every patient interaction.

Admission Requirements for AAS in Nursing Students

Application to the AAS must be submitted six weeks prior to the start date of the first cohort for which they plan to enroll. Applicants completing their final prerequisite science course are permitted to apply, but acceptance into the Nursing Program will be pending until all transcripts confirm a minimum passing grade of C.

1. Completed and signed MACU Admission Application.
2. All college transcripts or a high school transcript or equivalent if the applicant has less than 12 college hours.
3. Completed all required AAS Science courses with a minimum grade of C. Students currently enrolled in their last science course upon application understands the final grade of C or better will be verified prior to the start of the first day of the cohort applied.
4. Completed MACU Nursing Program Application.
5. Minimum cumulative GPA of 2.0 in all college-level courses.
6. Current (within three months) original Federal Background check. Note: A second Federal Background Check is required at the end of the program when applying to sit for the NCLEX-RN exam.
7. If English is not the student's first language, they must demonstrate English proficiency through an assessment such as the TOEFL (Test of English as a Foreign Language).

Advanced Standing Applicants:

1. Applicants who already hold an active LPN or Paramedic license may be admitted under Advanced Standing status with prior learning credit, allowing them to be placed directly into Nursing courses.
- 2.
3. Placement of Advanced Standing students depends on various factors, including but not limited to:
 - a. License status - Must submit evidence of a current and unencumbered LPN or Paramedic license and maintain this status throughout the program
 - b. NCLEX-PN - Must submit evidence of having received a passing score
 - c. Coursework - Must submit official transcripts showing successful completion of science and nursing coursework required for the Associate of Applied Science (AAS) in Nursing
4. In the event that Advanced Standing admittance cannot be granted, the student may enter the Traditional pathway but must complete another application to the program and will be considered along with all other applicants, following the program selection procedure.
5. Students transferring from another accredited program may be considered for admission to the Nursing Program under the following conditions:

- a. Provide official copies of transcripts from all colleges attended
- b. Meet the curricular requirements of the Nursing Program, including all prerequisite and corequisite courses for the nursing major courses for which the student is seeking transfer credit.
- c. An overall minimum cumulative grade point average of 2.0.
- d. Nursing courses were completed within one calendar year prior to the date of application.
- e. One letter of recommendation from a full-time faculty member at the prior institution's program is required. The letter must be addressed and sent directly to the Director of Nursing at MACU and must include a statement of recommendation for the student to continue progression at another nursing program.
- f. Placement testing to demonstrate knowledge and skills required for the Nursing course in which the student may be placed. Proficiency testing includes both theory and skills assessments. Theory assessment is equivalent to the final examination(s) in the course(s) for which transfer credit is sought. Skills demonstration is equivalent to the skills taught in the course(s) for which transfer credit is sought. The decision score is 76.5%, and the assessment can be taken only once.
- g. Transfer student applications are due six weeks prior to the beginning of the cohort in which the student is requesting admission. Requirements that must be met by the deadline are:
 - i. Admission to the College
 - ii. Letters of recommendation on file
 - iii. Meeting with the MACU nursing director for an interview, if necessary, and placement determination
 - iv. Successful demonstration of knowledge and skills as specified above
- h. If there are more qualified transfer applicants than there is space available, they will be ranked according to retention grade point average.
- i. If space is not available for the term of first choice, the qualified student may be considered for the next term the course is offered.
- j. Students who have failed two (2) nursing programs will not be eligible for admission.

Admission Preference Points

The AAS in the Nursing Program admits up to 24 students twice per year. Admission is a competitive process (see steps and preference points below).

Selection Process

Applicants to the Nursing Program are ranked by the highest number of earned preference points. After ranking by preference points for current certification/licensure, previous degree, and science grades, students are then ranked by the highest undergraduate cumulative GPA. Applicants not selected may reapply once all requirements are met and application is reopened for the next term.

Preference Points Scoring Form

Criteria (Official Documentation Required)	Possible Point Value	Points Earned
One Current Certification/Licensure	1	

Advanced Unlicensed Assistant (AUA); Certified Nursing Assistant (CNA); Registered Respiratory Therapist (RRT); Certified Respiratory Therapist (CRT); Certified Surgical Technician (CST); Certified Medical Assistant (CMA); Emergency Medical Technician (EMT); Licensed Practical Nurse (LPN)		
One Earned College Degree	2	
Science Course Grades (3+ credit hours) 1- 3 points applied per Science course* <ul style="list-style-type: none"> • A = 3 points • B = 2 points • C = 1 point *Applicable Sciences courses: <ul style="list-style-type: none"> • General Biology or Biology I with Lab • Human Anatomy or Anatomy and Physiology I • Human Physiology or Anatomy & Physiology II • General Chemistry I • Microbiology 	1-15	
Total Points Earned:		
Ranking by Total Points:		
Undergraduate Cumulative GPA (2.0 minimum):		
Admissions Ranking:		

Program Requirements

1. Applicants who are accepted into the Nursing Program and who do not enroll in the semester for which they are accepted forfeit their admission and must reapply.
2. Once selected for admission into the Nursing Program, a schedule will be provided to cohorts at orientation. The date and time of the orientation will be provided in the student's admission letter. Clinical dates and times are at the discretion of the local hospitals and therefore can change depending on their needs and preferences. Self-transportation is required to and from clinical sites.
3. Applicants who are accepted into the Nursing Program will be required to provide evidence of a current (within one month) negative urine drug screen See the Oklahoma Board of Nursing (510) Criminal History website for criminal offenses that may result in the inability to apply for licensure or result in denial or withdrawal of admission into the program and to view steps for completing a Petition for Initial Determination of Eligibility for Licensure or Certification through the Oklahoma Board of Nursing.

4. Following acceptance into MACU and the AAS in Nursing Program, the student must submit verification of the following at least six weeks prior to the start of the program. Details about submission will be provided at the Nursing Program Orientation.
 - a. Physical Examination: The student's physical examination must have been completed within the past three months, and they must have it completed prior to Orientation Day. Any change in health status may require a repeat physical examination.
 - b. Certification of CPR Red Cross or American Heart Association (AHA) training. Students must be CPR Certified prior to their first clinical.
 - c. Tdap vaccine: Documentation of vaccine within the last ten years must be kept current. Other vaccines, such as Dtap and Td, will not be accepted.
 - d. COVID-19 Vaccine series: Students who do not want to receive the COVID-19 vaccine series must request a medical exception or a religious exemption, which the clinical site must approve.
 - e. Hepatitis B Vaccine: Documentation of 2 or 3 Hepatitis B vaccines or a positive Hep. B titer. If students have neither of these, they must begin the Hep. B series. Dose 1 and Dose 2 must be dated at least 28 days apart. Dose 2 and Dose 3 must be dated at least 16 weeks apart.
 - f. Titers:
 - i. Positive Rubeola Titer: If negative or equivocal, proof of one post-titer Rubeola booster is required.
 - ii. Positive Varicella Titer: If negative or equivocal, proof of two post-titer Varicella boosters is required.
 - iii. Positive Mumps Titer: If negative or equivocal, proof of two post-titer Mumps boosters is required.
 - g. Influenza Vaccine: Due yearly, students who cannot receive an influenza vaccine must have documentation from a physician requesting this exception. Per hospital policy, if an exemption is granted the student will have to wear a face mask during all clinicals.
 - h. PPD: Students must provide written proof of a negative 2-step PPD. Each step must be completed one to three weeks apart from each other. PPD annual update will be required. Students who have a positive PPD must provide documentation of chest x-ray results and a TB Questionnaire. Proof of a negative chest x-ray and a TB Questionnaire must be completed annually.

Readmission

Students who leave the Nursing Program may re-enter no more than two times. Upon leaving the program, students can claim either an academic or personal reason for exiting the program. An academic reason may be used only once. Likewise, a personal reason may only be used once.

- Readmission into the Nursing Program is not guaranteed.
- Students requesting readmission into courses that have reached maximum enrollment may be denied the opportunity to re-enter that academic term.
- To request readmission, students must do the following no earlier than three months prior to the application deadline for the next cohort:
 - Submit to the Director of Nursing written correspondence stating their desire to be considered for readmission.
 - Submit updated compliance documentation (vaccinations, screenings, etc.) as outlined in the Nursing Program's admissions policies.
 - Follow readmission request requirements as stated in the [University Catalog](#).

- The Nursing Program admissions committee will review the petition for readmission along with supporting documents and make a recommendation to the Nursing Program director. An interview with the student may be required.
- A student who withdraws from the program before successfully completing courses at MACU and remains out of the program for less than one (1) calendar year may apply for readmission. If the student has remained out of the program for more than one calendar year, they must demonstrate readiness for the next course by completing a written test and having an evaluation of clinical performance. The testing will evaluate student knowledge and need for review.
- Students who remain out of the Nursing Program for more than two calendar years will not be considered for readmission.

Nursing Program Outcomes

MACU's Nursing Program will graduate students who can:

- Provide students with knowledge and skills necessary to provide safe patient-centered care as a registered nurse in a variety of healthcare settings.
- Instill in students the importance of professionalism, ethical behavior, and lifelong learning in the field of nursing.
- Guide students to develop scholarship for nursing practice, problem solving, interprofessional collaboration, and delegation skills necessary for effective nursing practice.

Learner Outcomes

PO1: Provide students with the knowledge and skills necessary to provide safe, patient-centered care as a registered nurse in a variety of healthcare settings.

PO1

1. Use evidence-based practice findings and clinical judgment to promote the quality and safety of patient care across the lifespan.
2. Provide safe patient-centered care, acknowledging individualized cultural considerations.
3. Educate patients and families, demonstrating respect for individual preferences, values, and needs.

PO2: Instill in students the importance of professionalism, ethical behavior, and lifelong learning in the field of nursing.

PO2

4. Demonstrate ethical nursing behaviors and accountability according to Christian values.
5. Demonstrate commitment to lifelong learning and professional growth.

PO3: Guide students to develop scholarship for nursing practice, problem-solving, interprofessional collaboration, and delegation skills necessary for effective nursing practice.

PO3

6. Collaborate and delegate within the scope of practice when working with interdisciplinary teams.
7. Utilize information technology to coordinate care and support decision making in the provision of person centered care.

AAS Nursing Program Goals

The AAS Nursing Program goals are indicators that reflect the extent to which the purposes of the program are achieved and by which program effectiveness is documented. They include:

1. 70% of the students enrolling in the nursing program will complete the program within 2 years.
2. 90% of graduates who seek employment within 6 to 12 months of graduation will be employed as a Registered Nurse.
3. At least 10% of graduates will be enrolled in a bachelor's degree program within one year of graduation.
4. 80% of graduates will report satisfaction with the AAS nursing program.

Academic Policies

Academic Standards

The academic standards for students follow the published guidelines in the University Catalog unless otherwise noted in this handbook.

Originality Review of Student Work

MACU uses plagiarism detection software to check all submitted work for originality. This system matches student work against work submitted to other universities across the country and around the world, as well as the content of most websites. The use of this tool gives instructors the ability to identify the originality of student work quickly. Additionally, MACU expects all students to uphold the university's Student Academic Honesty and Integrity Policy and the Attendance/Participation Policy as outlined in the University Catalog.

Course Activity Make-Up Procedure

In the event a student fails to complete any coursework, lab, clinical, or simulation requirement, the student must make up the required work. This requires a signed Nursing Student Activity Make-Up Contract between the student and the instructor. Below are detailed policies regarding the agreement.

1. Any nursing faculty member may initiate a Nursing Student Activity Make-Up Contract with a student after discussion with the course lead faculty member and the Assistant Director when a student fails to meet the requirements of a nursing course. Makeups are not guaranteed.
2. The contract must be in writing, itemize student assignment(s) or performance assessment(s) to be completed, and specify a timeframe for completion, which may be no later than one week prior to the end date of the course.
3. Serious violations involving patient/client safety are **not** eligible for contract consideration and will result in dismissal from the program with no consideration for re-admission.
4. The faculty member and the Assistant Director reserve the right to determine if the makeup assignment will be the same as the one missed or if a new version of the assignment is required. In addition, the makeup assignment may be of equal or greater rigor than the original missed work. Makeups for clinicals, labs, and SIMs are not guaranteed.

Student Dismissal

Enrollment in the Nursing Program may be discontinued and denied readmission to the Nursing Program for any of the following:

- Violation of any MACU policy outlined in the University Catalog and/or Student Handbook
- Unauthorized possession of examinations
- Falsification of patient/client and/or agency records
- Dishonesty in any clinical situation which may or may not result in care that is less than acceptable to Nursing Faculty
- Charges and/or conviction of a felony or any violent offense
- Failure or refusal to cooperate with mandatory drug testing
- Failure to comply with the terms of a Nursing Student Activity Make-Up Contract
- Failure of a nursing course more than two times
- Submission of a non-negative Urine Drug Screen result
- A criminal conviction during the Nursing Program that makes the student ineligible to participate in patient/client nursing care. Positive results of a student criminal background check will be submitted to clinical agencies for clinical facility determination regarding the student's clinical attendance ability.
- At any point minimal physical qualifications and/or annual requirements are not met, the student may be withdrawn from the course.
- Any other conduct that is incompatible with professional behavior.

Evaluation Methods/Grading

- Nursing courses consist of theory, laboratory, simulation, and clinical components. A satisfactory performance standard of 74.5 (C) or better must be maintained in all components (theory, laboratory, simulation, exams, or clinical portions) of each nursing course. If a student has unsatisfactory performance in their theory, laboratory, simulation, or clinical, they will not receive a passing grade for the course.
- All scores and feedback on assignments are stored in the university-adopted learning management system; however, students are encouraged to maintain personal records of grades on all assignments.
- To question any grade assigned, the student must make an appointment with the instructor who assigned the grade within five days of receiving the grade.
- Information about an individual's grades will not be provided to anyone by phone or discussed among other students. Course grades are communicated in ways to protect student confidentiality through the MACU Portal, Watermark, or Canvas.
- Due dates for assignments and late submission policies are noted in the course syllabus and in the online classroom. All assignments must be turned in.
- Assignments are to be completed individually unless otherwise specified.
- Final grades will be rounded using 0.5% or higher rounded up and 0.4% or lower rounded down.

Late assignments

MACU academic standards and policies encourage an environment of accountability across the College of Adult and Graduate Studies. This late work policy supports the needs of students who find themselves in a delayed effort to complete assignments. This policy is meant to encourage students

to adhere to due dates and enable faculty to provide timely feedback to students. Students who anticipate submitting work after the due date are expected to contact their instructor as early as possible before the due date to discuss options and penalties.

Course Assignments: Assignments submitted after 11:59 p.m. Central Time on the due date are subject to a penalty of no more than 10 percentage points per week. Assignments submitted after the final day of the course will not be accepted and will, therefore, result in a grade of zero. Based on a student's extenuating circumstances, instructors have the authority to make exceptions to these penalties at their own discretion. Review the Incomplete Policy below for more information on accepting assignments after the conclusion of the course.

Discussions: Due to the interactive and timely nature of asynchronous discussions, late posts diminish the effectiveness of the discussion. Therefore, penalties of up to 5 percentage points per day will be applied to each discussion element (e.g., initial post, response to a peer, etc.) posted after the due date. For discussion elements posted after the full discussion period has ended, partial to no credit will be awarded. Penalties will be applied at the instructor's discretion.

Exception for late entry: If the student is admitted into the course late, the instructor will establish a new due date for that student's assignments. The adjusted due date is not to exceed seven days beyond the end of Week 1 of the course. Late-entering students who are granted this extended deadline will not receive a penalty for any late assignment submission or late discussion element post.

Incomplete Grades

An incomplete grade is not an alternative to a grade of F, and no student may be failing a course at the time an Incomplete is awarded. To receive an Incomplete, the student should have satisfactorily completed a substantial portion of the required coursework for the period of enrollment. The instructor will indicate to the student, and submit to the Office of the Registrar an approved Incomplete form, which states what must be done to complete the course and sets a time limit appropriate to the circumstances. However, the time allowed should not exceed six months. The student is fully responsible for completing the assigned work prior to the deadline. The grade will remain "Incomplete" unless a grade change is approved. Any grade of "Incomplete" will be computed the same as a grade of "F". A student who has received two or more I (incomplete) grades that have not been changed to passing grades normally will not be permitted to enroll for another period of enrollment without approval from the college dean.

Grading Scale

89.5 -100.....A

79.5-89.4.....B

74.5-79.4.....C

60.5-74.4.....D

60.4 and below.....F

To pass a Nursing course, the student must earn a 74.5 (C) or better on exams.

Exams

1. All exams will be given on the date noted in the course calendar.
2. Unit, final, and standardized testing exams will be administered in person. Students are required to make sure they arrange for and have the appropriate technology for accurate testing.
3. Students are responsible for downloading and installing a lockdown browser to personal devices to use for online standardized testing.
4. During the time of testing and test review, the student should bring only their vehicle key and laptop into the testing room. Instructors will provide all other necessary materials.
5. If the student cannot take the exam on the assigned date, they must notify the instructor as soon as possible before the exam. Failure to notify the instructor before the exam may result in a grade of "0."
6. In case of a missed exam, faculty may require documented evidence demonstrating the reason for the absence. Makeups are not guaranteed.
7. Exams will begin and end on time. Any late student must complete the exam within the initially allotted time.
8. Each unit exam's time limit is 1 hour and 30 minutes.
9. The comprehensive final exam time limit is 2 hours.
10. Faculty have five (5) calendar days to post exam scores and reserve the right to delay the posting of test results until all students have tested.
11. All students are required to complete the assigned standardized exams for all classes and complete the remediation necessary to earn a passing grade. All remediation must be completed within one (1) week of the exam date.
12. Failure to be present at the exam date and time without prior permission is not tolerated. Before returning to class, the student must meet with the professor to discuss whether a makeup opportunity will be allowed, the terms for the makeup, and whether a lower grade will be given—if the makeup is permitted, or if the student will receive a "0".

Examination Process Expectations

Students will be required to uphold the following expectations prior to and while taking the examination:

1. Students are expected to arrive at the examination 15 minutes early. Those who arrive late after the examination has started may be dismissed and take the exam at another time if permitted.
2. Students will be required to remove items such as ball caps, smartwatches, and any other electronic device or article of clothing that may impact testing based on faculty discretion.

3. Students are required to enter the classroom, computer lab, or testing center with a pencil and keys to their vehicle.
4. Cell phones can be placed at the phone table or left in their vehicle.
5. If the examination includes math questions, the faculty will administer paper and calculators prior to examination administration.
6. Students are not allowed to bring any food or drinks into the examination area. This includes containers such as water bottles or coffee mugs.
7. Students who use their cell phones, make inappropriate gestures to other students, speak to other students, or refuse to comply with any of the requirements above will not be allowed to take the examination. If any violations occur while taking the exam, the student may be dismissed and given a 0 for that exam attempt.
8. The examination may be taken via pencil and paper or online.
9. After the examination is complete, the student must submit the sheet of paper and calculator given by the instructor with their name prior to exiting the room.
10. Instructors will not discuss the examination questions until all students have had an opportunity to take the exam. Students who take the examination on a different date from the scheduled date may be given an alternate examination.

Lab and Clinical Requirements

Background Checks for Clinical Sites

Clinical sites require background checks on each student to protect patients and the general public. Contracts with all clinical sites require students to have a background check performed. MACU reserves the right to require repeat background checks if needed. Per clinical contracts, MACU will allow the dissemination of self-disclosure information, background check results, and conviction records to clinical training sites, whether in or outside the state of Oklahoma, as deemed necessary by the school.

Conviction/criminal history records are reviewed as they relate to the content and nature of the curriculum and the safety and security of patients and the public.

In addition, please be aware that the clinical sites reserve the right to refuse placement of any student. If the student cannot meet the clinical requirements, it will result in the student not being allowed to progress in the program.

Insurance Policy for Nursing Students

All nursing students enrolled in clinical courses at Mid-America Christian University (MACU) are required to maintain adequate liability insurance coverage. This coverage protects students against potential risks during clinical experiences in various healthcare settings. The insurance fee will be charged to students by the Mid-America Christian University and will be clearly itemized in the tuition and fee schedule. MACU will ensure that the coverage provided meets industry standards and protects students adequately during their clinical placements.

In addition to liability insurance, all nursing students are required to maintain individual health insurance throughout their enrollment in the program. This requirement ensures that students are financially protected from the costs associated with any illness or injury that may occur during clinical experiences or on-campus

activities. Students will be responsible for obtaining and maintaining their health insurance policy and must provide proof of coverage upon request.

Financial Responsibility for Illness or Injury

Students are fully responsible for all medical expenses related to any illness or injury, regardless of whether it occurs on MACU premises, during off-campus activities, or at clinical sites. This includes costs associated with emergency care, transportation, hospitalization, and other medical services. MACU strongly recommends that students confirm their health insurance coverage is adequate to cover these potential expenses.

Emergency Care Protocols

In the event of an illness or injury during a clinical experience, the clinical agency may provide emergency or minor treatment as necessary. MACU has established standardized emergency care protocols with all clinical partners to ensure students receive prompt and appropriate care. However, students remain responsible for all expenses incurred from such treatment, including any transportation or hospitalization fees.

Legal and Ethical Compliance

This policy complies with all applicable state and federal laws, including HIPAA regulations to protect student health information and OSHA guidelines to promote safety in clinical environments. Nursing students will receive training on how to protect themselves and others in clinical settings to reduce the risk of injury or exposure to hazardous conditions.

Fee Transparency

The liability insurance fee will be clearly communicated to students in the tuition and fee schedule. Students will be notified about this fee at the time of enrollment and annually before the start of the academic year. Any updates to the insurance requirements or associated fees will be communicated to students electronically.

Clinical Guidelines

1. Students will need to attend shift reports and begin to establish professional rapport with healthcare personnel in attendance.
2. No use of tobacco products, e-cigarettes, or vapor products is allowed during clinical, lab, or simulation experiences.
3. Students must obtain permission from the assigned faculty or preceptor to leave the facility.
4. Students are allowed a total of one hour for break during a nine (9) hour clinical. However, patient care responsibilities must always be considered first.
5. Students must notify all staff associated with the patient/client(s) (i.e., RN, LPN, NA, PCA) of what level of care they will be providing (i.e., total patient care except medications, total patient care with medications and IVs).
6. Clinical documentation will be completed electronically and can be completed in the clinical setting. If internet access is not available while in the clinical setting, use paper clinical forms and complete them electronically after internet access is established after the clinical day.
7. Students will notify the instructor and assigned nurse immediately if a mistake is made.
8. Students will review the drug book or hospital drug reference for the essential information for each medication they will administer before giving. Specifically note side effects, drug interactions, and nursing interventions. Students are responsible for being prepared to discuss these with their instructor.

9. Before leaving the patient/client care area, a report must be given to the assigned nurse, and it is the student's responsibility to complete all required clinical assignments.
10. It is the student's responsibility to notify instructors of a change in health status as soon as it is known.
2 A physician release form is required before attending clinical.

Lab/Simulation Guidelines

1. Supplies will be provided to students using the lab. Students may request additional supplies for practice from the nursing faculty.
2. Students are required to report any incidents that occur in the Simulation Lab or Clinical to an instructor immediately. The student and instructor must complete a facility Clinical Incident Report before leaving the SIMs Lab or Clinical.
3. The student is responsible for informing faculty before all learning experiences of a known latex sensitivity/allergy.
4. The student will complete a Simulation evaluation form after every Simulation experience.

Skills Performance Checklist

1. Each student will maintain a Skills Performance Checklist throughout all of the nursing courses at MACU. This checklist will serve as documentation that all skills have been completed satisfactorily. Students are required to keep this form during enrollment in the Nursing Program.
2. The student is responsible for ensuring the clinical instructor signs skills demonstrated in the lab.
3. Skills may only be performed in the clinical setting if the skill has been documented as checked off by faculty. Skills marked with an asterisk (*) must also be checked off by an instructor in the clinical setting before performing the skills independently.

Dress Code

1. MACU uniforms are to be worn at clinical, simulation, labs and any other activities or school functions designated by the faculty.
2. The uniform should be clean, in good condition, fit appropriately, and include a black scrub top, black scrub pants, or skirt no shorter than 2 inches above the knee. The black scrub top must have a MACU Nursing Program patch permanently sewn onto the right sleeve.
3. For warmth, students may wear a white lab jacket with a MACU Nursing Program patch or a short- or long-sleeved black shirt underneath the uniform top. **Note:** Students are not allowed to wear any jackets or coats on top of the uniforms.
4. The MACU nursing photo name tag must be worn with a badge clip (no lanyards r/t safety and infection control) at clinical/lab/simulation experiences. Name tags must be clean and free of clutter (e.g., jewelry, pins, and stickers) and must be visible and worn above the waistline (between the head and heart).
5. Socks (required with scrubs) and shoes must be clean without tears or stains and must completely cover the foot and heel. No open-toed shoes, open backs, or shoes that contain open holes (Crocs). Keep in mind to wear shoes that provide a safe and secure footing.
6. A watch with a second hand, bandage scissors, penlight, black pen, and stethoscope are required at clinical, skills labs, and simulation experience.
7. Make-up must be used in moderation to create a natural appearance.
8. Hair must be clean, neat, away from the face and off the neck collar, and maintained in a manner that a sterile field will not be contaminated. All hair must be in a natural hair color.

9. Students have the option to wear a hair covering for religious reasons or a head covering in compliance with the facility dress code.
10. Sideburns, beards, or mustaches must be clean, neat, and well-groomed. Facial hair should be groomed appropriately for mask-wearing and fittings as necessary.
11. Jewelry is best not worn at all for hygienic purposes. If worn, the jewelry should include one small ring on one finger only (consider the risk of cross-contamination, frequent hand-washing, and possible injury to patients) and a pair of small stud earrings worn in the earlobe. No multiple ear-piercing jewelry. No other visible body piercing jewelry is allowed including tongue rings or studs.
12. Tattoos should not be visible. Visible tattoos must be covered entirely with clothing, make-up, or Band-Aid at all times during clinical, skills lab, and simulation experiences when wearing the MACU Nursing uniform.
13. In accordance with the Centers for Disease Control recommendations for direct patient care, nails should be clean, neat, and trimmed with length not to extend greater than $\frac{1}{4}$ inch beyond the level of the fingertip. Only clear polish is allowed. If polish is worn, it cannot be chipped, cracked, or peeled. Nail ornaments/enhancements, artificial fingernails, acrylic extenders, gel, and shellac will never be worn to clinical, skills lab, and simulation experiences.
14. Undergarments should be worn in a non-visible manner.
15. No scented perfume, cologne, shaving lotion, lotions, or fragrances may be used. Students must be clean and free of offensive odors. Overall, cleanliness and personal hygiene practices are required.

Physical Requirements to Provide Patient Care

To successfully progress through the nursing curriculum and function as a practicing nurse upon graduation, students admitted to the Nursing Program must be able to demonstrate, with or without reasonable accommodations, the following:

1. Visual acuity, such as is needed in the accurate preparation and administration of medications and for the observation necessary for patient/client assessment and nursing care.
2. Auditory perception to receive verbal communication from patient/clients and members of the health team (even if wearing a mask) and to assess the health needs of people through the use of monitoring devices such as stethoscopes, intravenous infusion pumps, cardiac monitors, fire alarms, etc.
3. Gross and fine motor coordination to respond promptly and to implement the skills required in meeting patient/client healthcare needs safely and the physical strength to assist in moving and turning patients. These include, but are not limited to, manipulation of and moving equipment and performance of CPR.
4. Intellectual function: cognitive, psychological, and emotional stability to plan, implement, and provide safe care for patients/clients.
5. Physical strength to assist in lifting and positioning patients and medical equipment.
6. MACU fully subscribes to all principles and requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 for qualified disabled individuals.
7. Any student experiencing a change in health status (surgical procedure, pregnancy, delivery, disabling illness, etc.) must submit a completed form: Release to Return to Clinical Activity completed by a Health Care Provider (HCP). This form documents any restrictions/accommodations that the student requires to meet the physical requirements to attend and participate in clinical experiences.
8. The form Release to Return to Clinical Activity is available in this handbook or from the Nursing Office.

9. An individual denied admission or continuance in the program due to the inability to perform certain activities has the right to appeal any decision made. A complete copy of the Grievance Procedure may be obtained from the University Catalog.

Standard Precautions Policy

MACU's Nursing Program believes students and faculty deserve to be protected from all foreseeable hazards in the care of patients/clients. Efforts are consistently undertaken to provide students with the most up-to-date information on the increasing threat of infectious diseases.

1. Standard precautions will be used consistently for ALL patients/clients, regardless of diagnosis.
2. Nursing students will routinely use appropriate gloves, gowns, goggles, and masks to prevent exposure when in contact with blood or other body fluids is anticipated.
3. Standard precautions are to include the following procedures:
 - a. Gloves will be worn for handling blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures.
 - b. Gloves will be changed after contact with each patient/client.
 - c. Masks and protective eyewear or face shields will be worn during procedures that are likely to generate droplets or sprays of blood or body fluids to provide protection for mucous membranes of the mouth, nose, and eyes.
 - d. Gowns or aprons will be worn as necessary to prevent contamination of clothing and protect the skin from blood and body fluid exposure.
 - e. Hands and other skin surfaces will be washed immediately and thoroughly if contaminated with blood or other body fluids.
 - f. Students should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during disposal of used needles and when handling sharp instruments after procedures. To prevent needle-stick injuries, needles will not be recapped, purposely bent, or broken by hand. After use, disposable syringes and needles, scalpel blades, and other sharp items will be placed in puncture-resistant biohazard containers for disposal.
 - g. To minimize direct contact transmission, CPR mouth shields, resuscitation bags, or other ventilation devices will be available for use in areas in which the need for mouth-to-mouth resuscitation is predictable.
4. Nursing students with particular health problems may be exempted from providing care to patients/clients with suspected or diagnosed communicable diseases. Students must provide the Release to Return to Clinical Activity form identifying specific limitations regarding patient/client care during clinical.
5. Students and faculty will abide by clinical agency/facility policy.

Clinical Policies

1. 100% clinical attendance is required.
2. **Absences:** If a student is absent, the student must notify the appropriate instructor prior to the scheduled activity. Makeups may be provided only if an opening and instructor are available.

3. Any student who has been absent due to illness, surgery, pregnancy, delivery, or injury must present a doctor's release to return to school. The instructor reserves the right to make the final decision to allow the student to return to clinical.
4. **Tardies:** If a student anticipates being late, they must notify their instructor immediately. Students who arrive at clinical after the scheduled time without the instructor's permission may be subject to dismissal from the clinical site and will be required to make up the clinical.
5. In the event a student reports for clinical unprepared, the student will not be allowed to provide care, will be sent home, and will be counted as absent.
6. All students must be enrolled and maintain enrollment in the clinical management website designated by the State of Oklahoma. Failure to enroll will lead to the inability to be present at clinical, which will result in failure of clinical.
7. Students are responsible for reliable transportation needed to get to clinical in a timely manner. They are advised to leave in an adequate amount of time to get to clinical on time despite unexpected transportation issues.
8. Failure to attend clinical due to transportation issues may result in being unable to make up the clinical day.

Clinical Makeup

1. Students who need to make up a clinical should schedule the makeup with their clinical instructor. See the Course Activity Make-Up Procedure section for more information.
2. Any missed clinical requires a make-up clinical arranged between the student and the clinical instructor.
3. Students are allowed a maximum of one makeup clinical per course. Students must provide documentation of an illness (self or child), family death, or any other extenuating circumstance.
4. Makeup clinicals must be completed on the day assigned. A clinical makeup day not completed on the assigned day may not be rescheduled and may result in failure of the course.

Lab/Simulation Attendance

1. Attendance in lab and simulation is required and a part of the course credit hours.
2. Students are to arrive on time for lab and simulation experiences.
3. Students must enter the simulation on time. If they arrive late, they must wait to enter during the first break.
4. If extenuating circumstances cause a student to miss a lab or simulation, the student must notify the professor prior to the scheduled time.
5. A lab absence will require a student to schedule a makeup lab as soon as possible with their professor. Students are not allowed to perform the skill during their clinical experience until they have demonstrated skill competency in the campus nursing lab. See the Course Activity Make-Up Procedure section for more information.

Technology, Electronic Device Use, and Social Networking

With the advent of electronic devices, a large amount of nursing, healthcare, and productivity software has been developed. Studies have shown that students who use electronic devices in the clinical setting are more successful and are not as anxious about their experiences. The use of electronic devices in the clinical setting provides the student with readily available and up-to-date information. Therefore, the student may use an electronic device as a resource during clinical experiences as per facility policy. Compliance must be ensured

with the Health Insurance Portability and Accountability Act (HIPPA). Students using electronic devices or audio devices in the classroom are required to abide by the same guidelines. Students must request permission and receive approval from faculty to record lectures using an electronic or audio device.

Social networking has allowed people across the world to have unprecedented access to immediate updates on another person's location, situation, and commentary. However, this open access can also put the individual at a personal risk. People can be stalked, employers can search potential candidates, and people may unintentionally violate privacy rules.

1. Clinical information received via technology should de-identify patient/client information prior to submitting any clinical paperwork.
2. Refrain from posting any commentary about clinical situations, patients/clients, or any information listed above in any social networking venue, regardless of privacy settings.
3. Remove/do not record the following data:
 - a. Patient/Patient Name
 - b. Any contact numbers
 - c. Social Security number
 - d. Medical record number
 - e. Health plan beneficiary number
 - f. Vehicle identifiers and serial number
 - g. Device identifiers and serial numbers
 - h. Universal resource locators (URL's)
 - i. Internet protocol (IP) address numbers
 - j. Biometric identifiers, including finger and voice prints
 - k. Audio or video recordings
 - l. Any other unique identifying number, characteristic, code, etc.

Violation of this policy is considered a privacy violation and subject to disciplinary action, including dismissal from the Nursing Program.

Confidentiality

Patient/Client records in clinical settings are confidential as required by federal and state law and by professional ethics. Therefore, it is the responsibility of each student in the Nursing Program to maintain complete and total confidentiality regarding all patient/client information that is collected, analyzed, filed, or stored.

Every person, professional and nonprofessional, who obtains information from a patient's/client's record that is receiving medical, dental, or related health services is engaged in privileged communication. Privileged communication belongs to the patient/client and cannot be waived by anyone else. Oklahoma statutory law has expanded the common law scope of confidential communication to include consultation or communication with healthcare professionals on a need-to-know basis.

In general, no patient/client records or information therein should be released or discussed without the written consent of the patient/client or by a valid court order.

1. However, in most cases, patient/client information may be shared appropriately on a need-to-know basis with the professionals rendering healthcare in a clinical facility without written consent.
2. No printed material concerning patients/clients should be removed from the clinical facility.
3. Patient/Client data stored in computer electronic health record systems in clinical facilities and/or any MACU system available to printers and/or networked computers is confidential. Access is protected by responsible usage of passwords and user IDs.
 - a. Passwords and user IDs are confidential and should not be shared with anyone, including peers, supervisors, or instructors.
 - b. Computers should not be left unattended without first signing off, especially if patient/client information is on the screen.
 - c. Each user is responsible for protecting the integrity and the security of all confidential data in all electronic health record systems and that all entries are the responsibility of the individual identified by the password.
4. Information is a valuable asset to be shared appropriately when necessary and to be protected at all other times. Access to patient/client records should be limited to those who have a need to know as necessitated by the performance of required job duties.
5. Any incident of failure to maintain confidentiality with patient/client information will be carefully reviewed by administrative staff and faculty and will result in disciplinary action.
6. No assignments or other documentation containing any information regarding a patient, family, faculty member, clinical facility, or student will be saved or left on any open-access desktop or hard drive.

HIPAA

1. The MACU Nursing Program requires all students to appropriately safeguard the protected health information of patients in accordance with applicable provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
2. Students may use and disclose protected health information solely for educational purposes, using appropriate safeguards to prevent the use or disclosure of the information other than for educational purposes.

Program Progression

Nursing courses are offered in sequence. Successful completion of the previous nursing course is required to progress to the following nursing course in sequence. Nursing courses are divided into theory/laboratory/clinical/simulation components. A satisfactory performance standard must be maintained in all components of each nursing course. Students must successfully complete the Nursing major area courses required for the AAS Nursing within three years. The period begins with the start date of the first nursing course unless the student is an LPN/Paramedic who will begin with Med Surg 1 A.

Please refer to the [University Catalog](#) for more information on satisfactory academic progress at MACU.

Program Governance

A student representative from each cohort is invited to a faculty meeting every semester. Students are also encouraged to reach out to nursing faculty or the program director with feedback, suggestions, or concerns.

NCLEX-RN Application

Applications for licensing may be completed at <https://pay.apps.ok.gov/nursing/licensing/app/index.php>.

Applicants with a History of Arrest or Disciplinary Action

- Go to <http://www.ok.gov/nursing>
- Click on the Forms/Application Instructions tile.
- Under General Forms and Information, select Applicants with History of Arrest or Disciplinary Action: Information.

Single State Licensure by NCLEX Exam

Use this application if:

- You have **not** previously applied for Licensure by Examination at the same licensure level in Oklahoma.
- If you have applied before and received a **non-passing** notification, submit the "Rewrite the Licensure Exam" application instead.
- You are **not** licensed at the same level in another state, U.S. territory, or country, and have never held a license at the same level in Oklahoma.
- You want to take the NCLEX for **initial licensure** in Oklahoma and apply for a **single-state license**.
- You were educated in a nursing program approved by a U.S. state or territory board of nursing.

If you haven't graduated from an LPN or RN program and need to apply through equivalent education, first complete the "Request for Evaluation of Practical Nurse Equivalency Eligibility" found under **Other Applications** in your Nurse Portal, and get approval from the Board before submitting this application.

Steps to Apply:

1. Visit www.ok.gov/nursing.
2. Click on the **Forms/Applications** tile.
3. Scroll to NCLEX and select **Licensure by Examination (RN and LPN): Application Instructions for First-Time NCLEX Testers**.
4. Visit www.ncsbn.org/nclex-application-and-registration.htm.
 - **Application Fee:** \$85
 - **MACU RN AAS Program Code:** US24410800.

Multistate Licensure by NCLEX Exam

Use this form if:

- You are applying to take the NCLEX and are **not** licensed at the same level in another state, U.S. territory, or country.
- You were educated in a nursing program approved by a member board jurisdiction in the United States or a U.S. territory.
- You wish to apply for a **multistate license**.
- You declare **Oklahoma** as your primary state of residence (see the "Declaration of Primary State of Residence" section in the application instructions).
- You have **not** previously held a license at the same level in Oklahoma.

PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION.

Steps to Apply:

1. Visit www.ok.gov/nursing.
2. Click on the **Forms/Applications** tile.
3. Scroll to NCLEX and select **Multistate Licensure by Examination: Application Instructions for First-Time Testers**.
4. Visit www.ncsbn.org/nclex-application-and-registration.htm.
 - **Application Fee:** \$150

Appendix: Student Forms

This appendix contains the following forms for use in the program.

General Forms Index:

- Oath of Confidentiality
- Release of Information
- Agreement for Simulation Lab
- Authorization for Photography and Recording of Simulation Sessions
- Hepatitis B Vaccination Waiver
- Photo/Video Release Form

Evaluation Forms



Oath of Confidentiality

NAME: _____

STUDENT ID: _____

I, _____, understand that any patient/family information to which I have access, either through records, direct contact, or caregiver/student conferences, is privileged and shall be held in strict confidence.

I will ensure the privacy of all information by documenting only on appropriate procedural forms, which will be kept secure according to agency policy. When such information is included in written assignments, I will ensure that the information is written in such a way as to prevent any connection with specific patients/families.

I further agree to abide by all policies and procedures of the agency to which I am assigned with utmost concern for the privacy, security, and well-being of the patients/families I am privileged to visit.

I understand that the Mid-America Christian University Student Handbook is available to me in Canvas. I understand that I am responsible for reading and adhering to the policies in this handbook and any updated policies posted on the Mid-America Christian University Nursing Program's web page and attached as an addendum to course syllabi.

Student Signature

Date



Release of Information

STUDENT NAME: _____

This form is an authorization to release the student's clinical requirement information to healthcare clinical facilities with which Mid-America Christian University's Nursing Program has a clinical contract or agreement. This release will be in effect until the student's last clinical date in the Nursing Program.

The information release includes:

- Name
- Immunization records
- TB skin test or chest X-ray results
- Date of Basic Life Support/Healthcare Provider course
- Background Check, criminal and sex offender reports, results of Urine Drug Screen

You will be notified if the healthcare facility denies you participation in the clinical rotation due to content in the information release.

Clinical facility contract settlement:

"In the event such authorization and release are not given by the student, the student shall be disqualified from participation at the clinical facility. The results of the clinical requirement information must be satisfactory to the healthcare clinical facility."

I hereby authorize Mid-America Christian University Nursing Program to release the information above to the healthcare facilities for clinical rotations.

Student Signature

Date



Agreement for Simulation Lab

STUDENT NAME: _____

As a patron of the Simulation Lab, I understand the significance of confidentiality with respect to information concerning simulated patients and fellow students. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality. I agree to report any violations of confidentiality that I become aware of to my facilitator or instructor.

I understand and agree to adhere to the following guidelines:

- All patient information is confidential, and any inappropriate viewing, discussion, or disclosure of this information is a violation of Mid-America Christian University Nursing Program policy.
- This information is privileged and confidential regardless of format: electronic, written, overheard, or observed.
- I may view, use, disclose, or copy information only as it relates to the performance of my educational duties. Any inappropriate viewing, discussion, or disclosure of this information is a violation of policy and may be a violation of HIPAA.
- No food or drinks are allowed in the Simulation Lab.
- The Simulation Lab is a learning environment. All scenarios, regardless of their outcome, should be treated in a professional manner. Professional behavior and respect are expected toward the patient in the scenario, students and faculty. Situations simulated in the lab are to be used as a learning tool and not to be used for the humiliation of fellow students.
- The simulation mannequins are to be used with respect and be treated as if they were live patients.
- When moving or turning the simulator mannequin, I will always support the head.
- No written material, electronic material, or parts of the mannequin are to be removed from the lab.
- No hospital supplies (medications, needles, linens, etc.) are to be removed from the lab.
- I will not manipulate or remove any cords or connections from any of the equipment or the simulator mannequin unless instructed to do so by the Simulation Lab specialist (i.e., IV lines, etc.).
- Pens, markers, and other permanent writing instruments are NOT allowed in the Simulation lab except where designated (i.e., whiteboard dry-erase marker). These things are to be left outside the lab with other belongings. These items will permanently stain the skin of the simulator mannequin. Pencils are used for documentation purposes but are not to be used directly on the simulator.
- Nothing other than the supplied lubrication spray is to be used to lubricate equipment.
- I will complete/review any preparation materials that my instructor has provided prior to the start of the simulation.

I have read the listed expectations and agree to follow them at all times when using the simulator mannequin. Non-adherence to these expectations may constitute dismissal from the Simulation Lab.

Student Signature

Date



Authorization for Photography and Recording of Simulation Sessions

I, _____ hereby grant to Mid-America Christian University and its legal representatives and assignees the irrevocable and unrestricted rights to photograph and record clinical labs and simulation sessions throughout my enrollment in the college and to use the photographs or recordings in the review and evaluation of the performance of the clinical groups and individuals. In addition, I give permission for the use of this recording in the education of current and future faculty and staff on the implementation of labs and simulation in clinical education, with the understanding that these recordings will not be used for presentations outside Mid-America Christian University without the express consent of the participants. I hereby release Mid-America Christian University and its legal representatives and assignees from all claims and liability relating to the use of these photographs and recordings.

SIGNATURE: _____

PRINTED NAME: _____

DATE: _____



Hepatitis B Vaccination Waiver

Student Full Name: _____

Address _____

(City)

(State)

(Zip-Code)

Telephone: _____ Date of Birth: ____/____/____

The student named above is scheduled to receive the Hepatitis B vaccine or titer on the following dates:

1st Dose: _____

2nd Dose: _____

3rd Dose: _____

Titer: _____

Print Name of healthcare provider: _____

Signature of healthcare provider: _____

Student Signature: _____

Voluntary Declination or Medical Reasoning

I understand that due to my exposure to blood or other potential infections exposure to blood or other infectious materials that I may be at risk for acquiring a Hepatitis B virus (HBV) infection. I understand that, if required for the clinical setting, I must receive a vaccination at that time, or I may be unable to attend clinical rotations and successfully progress in the Nursing Program. I decline the Hepatitis B vaccine at this time. I understand that by declining the vaccine, I may continue to be at risk, and it may hinder my progression in the program.

Student Signature: _____

If the declination for the HBV vaccine is due to medical reasons, list them below, along with the healthcare provider's signature:

Print Name of healthcare provider: _____

Signature of healthcare provider: _____



Photo/Video Release Form

Photo Release for 18 and over: I hereby grant to Mid-America Christian University Nursing and its legal representatives and assigns the irrevocable and unrestricted rights to use and publish photographs/video footage of my image, or in which I might be included, for editorial trade, advertising, and any other purpose and in any manner and medium; to alter the same without restrictions; and to copyright the same. I hereby release Mid-America Christian University and its legal representatives and assigns from all claims and liability relating to said photography/video footage.

Student Name (Printed): _____

Student Signature: _____

Date: _____

Photo Release for under 18: I hereby grant to Mid-America Christian University and its legal representatives and assigns the irrevocable and unrestricted rights to use and publish photographs/video footage of my child, or in which my child might be included, for editorial trade, advertising, and any other purpose and in any manner and medium; to alter the same without restrictions; and to copyright the same. I hereby release Mid-America Christian University and its legal representatives and assigns from all claims and liability relating to said photography/video footage.

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____



NESA Clinical Facility Evaluation Form

Student Name: _____ Date: _____

1. Course number & title for which this clinical was assigned: _____

2. Clinical Experience Location:

- ☐ The Children's Center
- ☐ INTEGRIS Health Southwest Medical Center
- ☐ Integris Edmond
- ☐ Integris Baptist
- ☐ Daily Living Center
- ☐ SSM Health

3. The clinical facility staff was willing to work with students. (Choose one)

Strongly Agree

Somewhat Agree

Do not Agree

4. The clinical staff were positive role models. (Choose one)

Strongly Agree

Somewhat Agree

Do not Agree

5. The clinical staff exemplified ethical principles valued in the nursing profession. (Choose one)

Strongly Agree

Somewhat Agree

Do not Agree

6. The staff demonstrated nursing values of respect, empathy, and safety towards patients. (Choose one)

Strongly Agree

Somewhat Agree

Do not Agree

7. The clinical staff embodied professionalism in all forms of communication and interactions with patients and students. (Choose one)

Strongly Agree

Somewhat Agree

Do not Agree

8. The clinical staff modeled positive teamwork to facilitate in nursing student's learning opportunities and experiences. (Choose one)

Strongly Agree

Somewhat Agree

Do not Agree

9. The clinical staff willingly provided opportunities to enhance my skills and knowledge. (Choose one)

Strongly Agree

Somewhat Agree

Do not Agree

10. The clinical staff willingly provided opportunities to enhance my skills and knowledge.

Strongly Agree

Somewhat Agree

Do not Agree

11. I was able to achieve my learning objectives at this clinical facility.

Strongly Agree

Somewhat Agree

Do not Agree

12. I was able to achieve my learning objectives at this clinical facility.

Strongly Agree

Somewhat Agree

Do not Agree

13. Overall, I am satisfied with this facility as a learning environment for nursing students..

Strongly Agree

Somewhat Agree

Do not Agree

14. Which staff member from this facility would you recommend to future nursing students?

15. Why do you recommend this staff member?

16. Which staff member from this facility would you NOT recommend to future nursing students?

17. Why do you NOT recommend this staff member?



Student Evaluation of Nursing Faculty

Instructions: Please rate the following statements about your faculty instructor using the scale below:

Scale:

- 1 – Strongly Disagree
- 2 – Disagree
- 3 – Neutral
- 4 – Agree
- 5 – Strongly Agree

Category / Statement	1	2	3	4	5
Explains concepts and content clearly					
Encourages critical thinking and student engagement					
Uses appropriate examples to clarify complex ideas					
Provides a safe and respectful learning environment					

Demonstrates clinical competence and professionalism					
Offers timely, constructive feedback					
Is approachable and available when students need help					
Communicates instructions and expectations clearly					
Keeps class/clinical activities organized and on schedule					
Aligns course content with learning objectives					
Encourages student success and provides helpful resources					
Demonstrates sensitivity to different learning needs					

Open-Ended Comments (Optional):

1. What are this instructor's strengths?
2. What could this instructor do to improve your learning experience?



Student Evaluation of Clinical Adjunct Faculty

Student: _____ Agency: _____

Below is a series of statements referring to your precepted experience. Indicate your response to each statement by circling the appropriate number.

SA: 5=Strongly Agree/Excellent

A: 4=Agree/Good

N: 3=Neutral/Fair

**D: 2=Disagree/Needs
Improvement**

SD: 1=Strongly Disagree/Poor

	SA	A	N	D	SD
The adjunct faculty had a clear understanding of his/her role. Comments:	5	4	3	2	1
The adjunct faculty was an effective clinical role model. Comments:	5	4	3	2	1
The adjunct faculty was open in sharing and communicating his/her expertise and perceptions. Comments:	5	4	3	2	1

The adjunct faculty provided adequate time to the student. Comments:	5	4	3	2	1
---	---	---	---	---	---

The adjunct faculty encouraged the student to think critically and to apply clinical judgement. Comments:	5	4	3	2	1
The adjunct faculty experience helped the student develop skills that will prepare him/her for a career in nursing. Comments:	5	4	3	2	1

Would you recommend this person to be an adjunct faculty in the future?

☐ Yes ☐ No

Why or why not?

Other comments:

Date: _____

Facility/Unit



Nursing Student Activity Make-Up Contract

STUDENT NAME: _____

At Mid-America Christian University (MACU), nursing is more than a profession—it is a calling to serve others with excellence, compassion, and Christ-centered care. As outlined in the Student Nursing Handbook, any full- or part-time nursing faculty member may initiate this Nursing Student Activity Make-Up Contract in the faculty student's interest of upholding the Nursing Program's policies.

This contract is used to outline the requirements needed for making up any missed coursework, lab, clinical, or simulation activities as discussed and agreed upon between the student and the course faculty member.

Expected Make-Up Standards of Evaluation for NURS _____

Circle One: Coursework Lab Clinical Simulation

Initiating Missing Assignment: _____ Original Due Date: _____
Assignment(s) to be Submitted:

❖
❖
❖

Performance Assessment(s) to be Completed:

❖
❖
❖

By signing this contract, the student acknowledges the following:

- I have read the Nursing Student Handbook's sections on Course Activity Make-Up Procedure and Clinical, Lab, and Simulation Policies.
- I have met with the course faculty lead to discuss the make-up requirements.
- I agree to complete the itemized student assignments and/or performance assessments set forth within this contract and acknowledge that failure to comply is grounds for dismissal from the course.

- I understand that only one additional assignment can be completed per course and will not be accepted late.
- I understand that the due date for completion is _____ by 11:59 pm.

Student Signature: _____

Faculty Name:_____

Student ID: _____

Faculty Signature: _____

Date:_____

Date:_____



Lab/Clinical Incident Report

Date of report: _____

Person filing report: _____

Date of incident: _____ Time of incident: _____

Location of incident: _____

Name of person involved: _____

Address: _____

Phone: _____

Email: _____

Describe incident: _____

Was anyone injured? Yes ___ No ___

If yes, describe the injuries and actions taken:

Were there witnesses to the incident? Yes ___ No ___

If yes, enter witness(es) names and contact information: _____

Signature of person filing report: _____

Reviewed by/Date: _____