

# APPLICATION CHECK LIST

## Level I: McDonald County Campus

Before submitting your application to the Nursing Department please make sure you have all of the items listed below. Only return the pages that you have had to sign or fill out plus any documents requested. The remaining pages of the application packet is information for you to keep.

**YOUR APPLICATION WILL NOT BE PROCESSED IF ANYTHING IS MISSING.**

\_\_\_\_\_ **Signed Application for Admission**

\_\_\_\_\_ **\$40.00 non-refundable application fee** Cash, Check or Money Order made payable to Crowder College. *This is a separate fee from the application fee to Crowder College for college admission.*

\_\_\_\_\_ **Copy of all College transcripts MUST BE INCLUDED WITH APPLICATION.**  
(It can be an unofficial copy if you attend Crowder College or already have submitted an official copy to Crowder College)

\_\_\_\_\_ **Completed (3) reference forms from non relatives in sealed envelopes with signature of reference across the back seal of envelope**

\_\_\_\_\_ **Copy of ACT or (converted SAT), score of 19 or above (must include printout with application)**

\_\_\_\_\_ **Copy of any certifications or licenses (healthcare related)**

\_\_\_\_\_ **Copy of Active Certified Nursing Assistant or EMT Certification or Paramedic License required before prior to admission.**

\_\_\_\_\_ **Signed Criminal History Record Disclosure Consent**

\_\_\_\_\_ **Completed personal information form for Criminal Background Check**

\_\_\_\_\_ **Completed Mo VECHS WAIVER AGREEMENT AND STATEMENT**

\_\_\_\_\_ **Completed essay**

\_\_\_\_\_ **Completed Community Service (please include dates)**

\_\_\_\_\_ **Completed Family Care Safety Registry (Include printed report)**



To: Applicants of the Crowder College Level I ASN Program McDonald County Campus with BSN Articulation Track

From: Rachel Feagans, BSN, RN  
Nursing Program Coordinator, McDonald County

Date: October 15, 2017

RE: Program Application Materials

Enclosed are the program application materials you requested. Please read the information, requirements, and guidelines carefully. Any question answered in a false manner will result in the application being void and therefore not considered. **The required application materials must be submitted by February 15, 2018. Applications received after that date will not be considered.**

**The selection process takes several weeks. All applicants will be contacted by letter once selection is made.**

**To be considered for acceptance you must have:**

- **An official ACT composite score of 19 or above or equivalent SAT score, and a GPA of 2.75 or above. December 9, 2017** is the last national ACT test date that ACT can be taken and still receive the results before the nursing application deadline. You may go to [www.actstudent.org](http://www.actstudent.org) or contact Student Services for an ACT registration packet.
- **An Active Missouri Certified Nursing Assistant or EMT Certification or Paramedic License is required prior to admission.**
- **Completed the Family Care Safety Registry.** You may go to [www.dhss.mo.gov](http://www.dhss.mo.gov) website to register if you have not previously registered.

Anatomy & Physiology I **must be completed** before starting the nursing program in August. Anatomy & Physiology II is required before entering the second semester of nursing (Spring 2019). Microbiology is required before entering the third semester of nursing (Fall 2019).

Thank you for your interest in Crowder's Nursing Program. If you have any questions, don't hesitate to call our nursing department (McDonald County campus) at 417-226-6000 or email [nursingmcdonaldco@crowder.edu](mailto:nursingmcdonaldco@crowder.edu) I look forward to receiving your application.

Best Wishes

Rachel Feagans

Enclosure: Application

## PROCEDURE FOR APPLICATION

### Submit the following to the Nursing department:

- (a) a completed nursing application
- (b) official college transcripts
- (c) application fee of \$40 if paying by check, please make payable to Crowder College
- (d) official copy of ACT or SAT scores of 19 or above
- (e) signed Criminal Records Check form
- (f) copy of any certifications or license relating to the medical field
- (g) An Active Missouri Certified Nursing Assistant or EMT Certification or Paramedic license (required prior to admission).
- (h) Completed Family Care Safety Registry
- (i) Submit completed reference forms in sealed envelopes (3) from non-relatives

Applicants to the nursing program **must also** apply & receive acceptance to Crowder College. Apply online at [www.crowder.edu](http://www.crowder.edu) for a general college application.

All nursing application materials are to be submitted to the **Nursing Department**, Crowder College, 194 College Road, Jane, MO 64856 if applying to McDonald County Campus. If you have questions, feel free to contact the nursing department office at 417-226-6000 for assistance.

### GUIDELINES TO DETERMINE ACCEPTANCE INTO THE PROGRAM

1. The applicant must be approved for admission to the college and will have completed the application requirements for nursing.
2. The applicant will have a high school diploma or G.E.D. certificate.
3. The applicant must be at least 19 years of age by completion of the program.
4. Requirements include:
  - A. Minimum cumulative grade point average of 2.75 or higher on the required core general education courses.
  - B. Achieve a grade of "C" or better in all degree required courses.
  - C. Achieve a composite score of 19 or higher on the ACT or equivalent SAT score. This "exam" must have been taken on a National Test Date or taken as a Residual at Crowder College. Residual tests at other institutions cannot be used.
  - D. An Active Missouri Certified Nursing Assistant or EMT Certification or Paramedic License or enrollment in a class that will be completed prior to beginning the nursing program.
  - E. Completed Anatomy and Physiology I before beginning the program in August with a "C" or higher.

**Note: All tattoos must be covered with clothing and not visible, tattoos on the hands and tattoos that cannot be covered must be removed. Failure to comply may result in dismissal from the program.**



III. Occupational Experience-list all employment within the past 5 years, start with last date of employment (employers may be contacted for references).

<u>Employer</u>	<u>Address</u>	<u>Type of Work</u>	<u>From</u>	<u>To</u>	<u>Phone #</u>

IV. I do hereby certify that the information provided on this application is complete and correct to the best of my knowledge under penalty of perjury.

V. I understand that any question answered in a false manner will result in the application being void and therefore not considered. I understand that I will not be considered for admission into the nursing program until I have completed the application process as outlined in the application information sheet.

\_\_\_\_\_  
Signature (written)

\_\_\_\_\_  
Signature (printed)

### **CROWDER COLLEGE NURSING PROGRAM CRIMINAL HISTORY RECORDS DISCLOSURE CONSENT**

As a requirement of the Crowder College Nursing Program application process, in response to the House Bill 1362, I consent to the release of my criminal history records to the Crowder College Nursing Program. The Crowder College Nursing Program will consider material contained in my criminal history solely for the purposes of determining my suitability for the position of student nurse for which I applied. I do not authorize release of information for any purposes beyond the program admission decision. I understand that a prior conviction may not necessarily disqualify me for admission into the program, but will be a factor which may be considered before acceptance into the program.

Signed: \_\_\_\_\_

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

Witness: \_\_\_\_\_

*This does not have to be notarized, just signed by an individual that has witnessed your signature.*

Are you on the disqualification list for the Department of Social Services? \_\_\_ Yes \_\_\_ No



**REQUEST FOR CRIMINAL RECORD CHECK**  
Crowder College McDonald County Campus Nursing Program

*~PLEASE PRINT OR TYPE~*

Name: \_\_\_\_\_  
Last First Middle

Maiden/Alias (if applicable): \_\_\_\_\_

Race: (please circle) American Indian/Alaskan Native Asian/Pacific Islander  
Black/African Hispanic/Latino  
Middle Eastern/East Indian White/Caucasian

Social Security No.: \_\_\_\_\_

Birthdate: \_\_\_\_\_  
month day year

Address: \_\_\_\_\_

If at current address less than 1 year list former address: \_\_\_\_\_

Are you a citizen of the United States? \_\_\_\_\_

I authorize the release of any criminal history record information to Crowder College Nursing Department.

Signature \_\_\_\_\_  
Date



Missouri State Highway Patrol  
Criminal Justice Information Services Division (MSHP-CJISD)

**WAIVER AGREEMENT AND STATEMENT**  
Missouri VECHS Program  
Missouri Volunteer and Employee Criminal History Service (MOVECHS)

Pursuant to the National Child Protection Act, as amended by the Volunteers for Children Act (NCPA/VCA), this form must be completed and signed by every current or prospective applicant for whom fingerprint-based criminal history records are requested by an Authorized Recipient (AR).

I, the undersigned, hereby authorize Crowder College  
*Name of Authorized Recipient (AR)*

to submit a set of my fingerprints to the MSHP-CJISD and Federal Bureau of Investigation (FBI) for the purpose of accessing and reviewing state and national criminal history records that may pertain to me. I understand that I would be able to receive any Missouri record from the MSHP-CJISD, and any national criminal history record from the FBI pursuant to 28 CFR Sections 16.30-34, and that I could then freely disclose any such information to whomever I chose. By signing this Waiver Agreement and Statement, it is my intent to authorize the dissemination of any Missouri and national criminal history record that may pertain to me to the AR.

I understand that, until the criminal history background check is completed, the AR may choose to deny me unsupervised access to children, the elderly, or individuals with disabilities. I further understand that, upon request, the AR may provide me a copy of the criminal history background report, if any, received on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before a final decision is made.

\_\_\_\_\_

**Yes, I have** (OR)  **No, I have not** been convicted of or plead guilty to a crime.

If yes, please describe the crime(s) and the particulars: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Printed Name: \_\_\_\_\_

\_\_\_\_\_

The AR may share/disseminate my criminal history record information with other authorized recipients only after confirming that the recipient has a signed user agreement on file with the MSHP-CJISD and the dissemination is in accordance with state and federal law.

**Yes**  **No**

\_\_\_\_\_

ORI/OCA or MACHS Number: V07300002

***This document must be retained by the AR and is subject to audit by the MSHP-CJISD and FBI.***



**Please write or type a brief essay telling us why we should choose you to attend the Crowder College Nursing Program (what will you bring to our program?)**

**Please list and describe below any community service that you have done in the last 5 years (please include date).**

*If application is missing any of the following it will not be processed.*

**Insert copies of all Licensures and Certifications**

**Insert copy of Family Care Safety Registry (not the registration page but the completed results page)**

**Insert copies of all college transcripts including ACT/SAT converted scores**

**Insert the 3 completed reference forms from non-relatives in sealed envelopes with signature across the back seal of envelope.**

**BE SURE AND WRITE YOUR NAME AT THE TOP OF THE REFERENCE FORM AND SELECT EITHER CONFIDENTIAL OR NON-CONFIDENTIAL**

**WE DO NOT REQUIRE ANY ADDITIONAL LETTERS OF REFERENCE.**

# **CROWDER COLLEGE**

## **ASN Program**

### **PHILOSOPHY**

The focus of nursing is man. Man is a composite being, a biopsychosocial being who interacts with the environment along a developmental continuum. The individual moves along the continuum by a gradual change from one developmental stage to another; therefore, change is inherent to life. The aspects of man are not additive, but instead collaborate to form the whole. Man is unique and each experiences and interprets life from his own perspective. Man has intrinsic value and worth as a person. Man is an open system interacting with the environment and other systems. Man identifies goals, selects means by which to achieve those goals, and is accountable for those choices.

The development of man includes physical, intellectual, emotional, spiritual, and social components and their inter-relationships. Man functions within and interacts with a social system. Society provides an organization of behaviors and practices developed to maintain values. Society is composed of individuals, families, other small groups, and community systems. The environment includes the physical, interpersonal (including social), and economic circumstances in which man lives. There is constant interaction between man's internal and external environments.

Health is a dynamic state that involves the physical, intellectual, emotional, spiritual, and social well being of the individual. Health is achieved through goal directed behavior, competent self-care, and satisfying relationships with others while maintaining the flexibility to adapt to varying situations in the internal and external environments. Health and illness are not opposites, but are interrelated concepts. A person has neither absolute wellness nor illness, but is in an ever-changing state of being, ranging from high-level wellness to illness as he moves through time and the environment from birth to death. Manifestations of health may be seen in the presence of illness.

Nursing is a caring professional discipline utilizing a theoretical base and is concerned with the quality of the health of individuals, groups, families, and communities. Nursing focuses on the promotion and maintenance of optimum health. It is a process that includes judgments and actions aimed toward promotion and/or restoration of abilities, harmony and vitality in human systems. This process is implemented through a collaborative nurse-client relationship in which communication is used to identify goals and to select means to attain those goals.

Learning is a life-long process. Teaching-learning is a dynamic collaborative process that results in behavioral changes involving cognitive, affective, and motor skills. The instructor functions as a facilitator to assist the student to meet the objectives. The learner participates responsibly and actively in the learning process. Effective education provides for differences in individual needs, interests, and abilities.

Clear reciprocal communication is essential for learning to occur. Education provides opportunity for cooperative evaluation. This instructor evaluates the student based on program and course objectives. Students are given the opportunity for self, faculty, and program evaluation.

Nursing education provides the setting for learners to acquire knowledge, skills, and attitudes with a theoretical base in the physical, biological, and behavioral sciences. Nurses and students in nursing programs have a right to career mobility within the profession of nursing. Educational institutions must assume responsibility for facilitating the educational advancement of nurses in an orderly fashion with minimal repetition of previous learning experiences and acquired skills.

The faculty subscribes to the roles of the Associate Degree graduate nurse as established by the Council of Associate Degree Programs of the National League for Nursing; provider of care, manager of care, and member within the discipline of nursing. The Associate Degree graduate practices collaboratively and interdependently with the more experienced professional nurse and with other members of the health care team. The ADN graduate coordinates care for a group of clients knowing the legal parameters of their practice. The ADN graduate demonstrates a commitment to professional growth, continuous learning, and self-development. The ADN graduate demonstrates the ability to document electronically.

**SELECTION PROCESS  
For Nursing Students  
Crowder College, All campus locations**

1. **Applicant files are reviewed for submission of required application materials (See PROCEDURE FOR APPLICATION).**
2. **Applicants will be selected for admission based on the following criteria as submitted with the application packet:**
  - a) **ACT scores or equivalent SAT score**
  - b) **Grade Point Average**
  - c) **An Active Certified Nursing Assistant or EMT Certification or Paramedic license (required prior to admission).**
  - d) **GED Scores (if applicable)**
  - e) **Reference Scores/ Sciences Completed/College Degrees/Work Experience/Community Service**

**TRANSFER POLICY**

**Transfer students may be accepted at the end of the first semester of the nursing program pending space available. Transfer students must have:**

1. **A composite ACT score of 19 or higher.**
2. **A GPA of 2.75 or higher on the required general education courses.**
3. **Transcripts showing achievement of a “C” or better in courses equivalent to Nursing Concepts I, Clinical I and Nursing Interventions I (syllabi may be requested from equivalent courses).**
4. **Letter from Director of nursing program regarding status of withdrawal or reason for transfer.**
5. **Sign a Release of Information form for previous school records.**
6. **Successful completion with a grade “C” or better in courses equivalent to: Anatomy and Physiology I and II.**
7. **Active CNA or EMT certification, or Paramedic license is required**

**The student will be asked to:**

1. **Complete transfer application**
2. **Submit a \$40.00 application fee.**
3. **Submit official copies of college transcript.**
4. **Submit an official copy of ACT scores or equivalent SAT or Compass score.**
5. **Submit an official copy of high school diploma or GED.**
6. **Submit three references that can be contacted.**
7. **Take a fundamentals and dosage calculation exam and score a passing grade.**

## ASSOCIATE OF SCIENCE IN NURSING

### General Information

1. The Crowder College Nursing Program is fully approved by the Missouri State Board of Nursing and has been granted initial accreditation by the Accreditation Commission for Education in Nursing (ACEN).
2. Crowder College is an Equal Opportunity/Affirmative Action educational/employment institution and is nondiscriminatory relative to race, religion, color, national origin, sex, age, and qualified disabled. Crowder College is committed to providing educational opportunities to all qualified students regardless of their economic or social status. The Director of Human Resources, Newton Hall, coordinates compliance efforts with federal and state EO rules and regulations. Coordinator, Office of Disability Services, McDonald Hall, is designated for the Americans with Disabilities Act as it pertains to students.
3. Graduation from the nursing program does NOT guarantee eligibility to take the licensure exam. Eligibility is determined on an individual basis by the State Board of Nursing based on the Missouri Nursing Practice Act section 335.066 (1-14).
4. To apply to take the NCLEX-RN (licensure exam), the applicant must be at least 19 years of age and have successfully completed the basic professional curriculum in an approved school of nursing.
5. The following services are available to nursing students: guidance and counseling, full service library, job placement, academic advisement, academic resource center, tutoring, student organizations, computer labs, residence halls, and financial assistance including grants, scholarships, and work-study opportunities.
6. Students who withdraw may be eligible for refunds if they have followed official procedures. If the student has paid college costs and officially withdraws, tuition will be refunded according to the Crowder College refund policy after all charges have been applied to the account. If college costs have been partially or fully paid by financial aid, the refund will be returned to that financial aid source first. Any remainder will be returned to the student.
7. Curriculum Plan: See attached suggested curriculum plan.
8. Approximate costs are attached.

**Nevada & McDonald County  
Curriculum Plan - Level I-Non LPN  
(Freshman)**

**Pre-Requisites: Anatomy & Physiology I (BIO 152) -5 credit hours**

**Active Missouri CNA or EMT certification or Paramedic License**

All general education courses must be completed by both Level I and Level II students.

<b><u>Fall Semester</u></b>	<b><u>Hours</u></b>
College Orientation .....	1
*Anatomy & Physiology II .....	5
Approved Math Course .....	3
Nursing Interventions I ADN169 .....	3
Nursing Concepts I ADN163 .....	3
Clinical I ADN 167 .....	1
<b>TOTAL .....</b>	<b>16</b>

<b><u>Spring Semester</u></b>	<b><u>Hours</u></b>
*Microbiology 220 .....	5
General Psychology 101 .....	3
Nursing Interventions II ADN 170 .....	4
Family Development ADN 172 .....	2
Clinical II ADN177 .....	3
<b>TOTAL .....</b>	<b>17</b>

<b><u>Fall Semester</u></b>	<b><u>Hours</u></b>
Nursing Interventions III ADN 260 .....	4
Nursing Concepts II ADN 263 .....	2
Clinical III ADN 267 .....	3
Chemistry 104 or 111 .....	5
Communication 104 .....	3
<b>TOTAL .....</b>	<b>17</b>

<b><u>Spring Semester</u></b>	<b><u>Hours</u></b>
Nursing Interventions IV ADN 279 .....	3
Psychosocial Nursing ADN 272 .....	2
Clinical IV ADN 277 .....	3
English 101 .....	3
History 106 or Political Science 103 .....	3
Humanities Elective .....	3
<b>TOTAL .....</b>	<b>17</b>

**TOTAL HOURS .....** **72**

\*Prerequisites required

**Approximate Cost List: Level I Students**  
**Neosho-McDonald County (in-district) – Nevada-Cassville (out-of-district)**

**Nursing Degree (excluding 39 hours of General Education Courses) approximate costs are listed below and are subject to change. The following cost list is for the Nursing program only.**

**Fall 2018**

\$ 735.00	Tuition in-district (\$1148.00 out of district \$1561.00 international) Nursing courses only.
150.00	Clinical Fee
126 .00	Technology/Facility Use Fee (\$18.00 per credit hour)
400. 00	Course Fee (includes drug screen, malpractice, student nurse association fee, Kaplan fee, lab supplies, simulation fee)
70.00	Uniforms (must have 1 uniform, 1 white lab coat)
45.00	White Shoes
50.00	Watch with Second Hand
150.00	Supplies
10.00	Clinical ID and Patch
15.00	White Hosiery/Socks
950.00	Books
300.00	Physical & Immunizations (Hepatitis B vaccine, Varicella Vaccine, MMR and/or titers, Flu, TB)
<u>100.00</u>	Miscellaneous
<b>\$3101.00</b>	<b>\$3,514.00 (out-of-district) \$3927.00 (international)</b>

**Spring 2019**

\$ 945.00	Tuition in-district (\$1476.00 out of district \$2007.00 international) Nursing courses only.
500.00	Clinical Fee
162.00	Technology/Facility Use Fee (\$18.00 per credit hour)
400.00	Course Fee (includes drug screen, lab supplies, simulation fee)
150.00	Supplies
500.00	Books
<u>100.00</u>	Miscellaneous
<b>\$2757.00</b>	<b>\$3,288.00 (out-of-district) \$3819.00 (international)</b>

**Fall 2019**

\$ 945.00	Tuition in-district (\$1476.00 out of district \$2007.00 international) Nursing courses only.
500.00	Clinical Fee
162.00	Technology/Facility Use Fee (\$18.00 per credit hour)
500.00	Course Fee (includes drug screen, malpractice, student nurse association fee, Kaplan fee, lab supplies, simulation fee)
150.00	Supplies
300.00	Books
<u>100.00</u>	Miscellaneous
<b>\$2657.00</b>	<b>\$3,188.00 (out-of-district) \$3719.00 (international)</b>

**Spring 2020**

\$ 840.00	Tuition in-district, (\$1312.00 out-of-district \$1784.00 international) Nursing courses only
500.00	Clinical Fee
144.00	Technology/Facility Use Fee (\$18.00 per credit hour)
150.00	Books
900.00	Course Fee (includes drug screen, Kaplan fee, lab supplies, and simulation fee)
100.00	Miscellaneous
200.00	NCLEX-RN Fee
45.00	State Board Licensure Fee (subject to change)
55.00	Fingerprinting
<u>35.00</u>	Graduation Fee
<b>\$2969.00</b>	<b>\$3441.00 (out-of-district) \$3913.00 (international)</b>

**Total approximate cost of program: \$11,484 In District, \$13,431.00 Out-of-District, \$15,378 International (nursing only-does not include general education courses). In-district charges apply to property-tax paying residents of Newton and McDonald Counties (they pay taxes that support Crowder College). All other Missouri residents pay out-of district charges. Tuition increases are subject to change**



## STUDENT LEARNING OUTCOMES

Upon completion of the Associate Degree of Science Nursing Program, the graduate will demonstrate the ability to:

1. Utilize current nursing knowledge as a basis for evidenced based practice.
2. Apply the nursing process in the assessment, planning, implementation, and evaluation of nursing care.
3. Plan nursing care recognizing the developmental, cultural & spiritual needs of the client, prioritizing actions accordingly
4. Synthesize knowledge from nursing and the physical, biological, and behavioral sciences as a foundation for clinical judgment.
5. Demonstrate competency in the performance of clinical nursing techniques and functions by providing safe & effective care.
6. Develop effective interpersonal relationships with the client and their significant others and extended families.
7. Utilize principles of learning to provide health instruction which will meet the needs of the client.
8. Utilize community resources to promote continuity of care.
9. Develop effective interpersonal relationships and communicate effectively with members of the health care team.
10. The ASN graduate demonstrates the ability to accurately communicate in the verbal, written and electronic formats.
11. Assume accountability for his/her own standard of care, acts, and clinical judgments.
12. Assume responsibility for self-direction and continuing personal and professional growth.
13. Practice within the ethical and legal framework of the registered nurse as outlined in the ANA Code of Ethics, the Standards of Practice, and the Missouri Nursing Practice Act.

## Required Functional Abilities

In order to complete the Crowder College Nursing Program, the student must be able to demonstrate the following:

- 1. Fine and Gross Motor Skills:**  
Sufficient to move freely, maintain balance. Manipulate small objects, lift 25 lbs, move 50 lbs, and demonstrate appropriate body strength.
- 2. Visual Acuity:**  
Sufficient to accurately see close objects within 20 inches away and distant objects up to 20 feet.
- 3. Auditory Abilities:**  
Sufficient to hear faint sounds of various pitches and tones.
- 4. Physical Stamina:**  
Sufficient to perform nursing care for 12 hours.
- 5. Intact:**  
Sensory functions necessary for physical assessment.
- 6. Reading:**  
Ability at 10<sup>th</sup> grade level or above and demonstrate math abilities sufficient to perform dosage calculations.
- 7. Demonstrate Empathy:**  
Emotional stability sufficient to handle stress. Demonstrate accountability and responsibility and provide emotional support to clients.
- 8. Analytical Thinking:**  
Purposeful outcome directed thinking that aims to make decisions based on sound evidence or critical thinking analytical skills in the use of nursing process.
- 9. Therapeutic Relations:**  
Establish therapeutic relationships with clients, peers and interdisciplinary team members.
- 10. Communicate Effectively:**  
In oral and written modes.

# Missouri Revised Statutes

## Chapter 335

### Section 335.066.1

August 28, 2016

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

[335.066](#). 1. The board may refuse to issue or reinstate any certificate of registration or authority, permit or license required pursuant to chapter 335 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 rehabilitation by the impaired nurse 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, 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;

(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 chapter 335. 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;

(m) Any other conduct that is unethical or unprofessional involving a minor;

(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 impaired nurse program;
- (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 unless it is prescribed, dispensed, or administered by a provider who is authorized by law to do so;
- (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.

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 relicensure. Relicensure 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.



# CROWDER COLLEGE NURSING PROGRAM

## Reference Questionnaire

Please complete this reference form, which pertains to: \_\_\_\_\_  
 (Applicant Name)

The applicant has chosen this to be a confidential \_\_\_\_\_, non-confidential \_\_\_\_\_ reference.  
 An honest and complete opinion will be most helpful. Please return this completed form as soon as possible.

- How long have you known this individual and in what capacity?
- From your experience with this individual please rate him/her in the following areas as they pertain to the practice of nursing.

	Very Strong evidence skill is present  4	Strong evidence skill is present  3	Some evidence skill is present  2	Insufficient evidence for or against skill  1	Strong evidence skill is not present  0
Communication					
Coping					
Commitment to Task					
Conflict Management					
Problem-Solving					
Organization & Planning					
Grooming					
Punctuality					

3. Would you recommend this person for the nursing program? Yes \_\_\_\_\_ No \_\_\_\_\_

4. Additional Comments: (use back if necessary)

Date: \_\_\_\_\_ Signature/Title: \_\_\_\_\_

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<b>Coping</b>					
<b>Commitment to Task</b>					
<b>Conflict Management</b>					
<b>Problem-Solving</b>					
<b>Organization &amp; Planning</b>					
<b>Grooming</b>					
<b>Punctuality</b>					

3. Would you recommend this person for the nursing program?    Yes \_\_\_\_\_ No \_\_\_\_\_

4. Additional Comments: (use back if necessary)

Date: \_\_\_\_\_ Signature/Title: \_\_\_\_\_

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Grooming					
Punctuality					

3. Would you recommend this person for the nursing program? Yes \_\_\_\_\_ No \_\_\_\_\_

4. Additional Comments: (use back if necessary)

Date: \_\_\_\_\_ Signature/Title: \_\_\_\_\_