

**Associate Degree Nursing  
Student Handbook  
2017-2018**



**Moberly Area Community College  
101 College Avenue  
Moberly, MO 65270-1304**

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**ASSOCIATE DEGREE OF NURSING HANDBOOK**

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**Student E-mail:**

MACC Mail is the official student email system at MACC. Official college communication is sent via this email system. Students are responsible for checking their MACC Mail account regularly. Students may also receive notifications and reminders from MACC through the on-line learning platform. However, students should remain aware that the on-line learning platform messaging system and MACC Mail (student e-mail) system are two separate systems.

**ADA Statement**

Students who have disabilities that qualify under the Americans with Disabilities Act may register for assistance through the Office of Access and ADA Services. Students are invited to contact the Access Office to confidentially discuss disability information, academic accommodations, appropriate documentation and procedures. For more information, please call either the Moberly office at (660) 263-4100 x 11240 or the Columbia office at (573) 234-1067 x 12120, or visit our web page at <http://www.macc.edu/index.php/services/access-office>.

**Nondiscrimination Statement**

Moberly Area Community College is committed to a policy of nondiscrimination on the basis of race, color, national origin, gender, disability, age, marital or parental status, religion, genetics, ancestry, or veteran status in admissions, educational programs, activities, and employment. Inquiries concerning Section 504 of the Rehabilitation Act of 1973, which guarantees access to education regardless of disability, should be directed to: Coordinator of Access and ADA Services, 101 College Avenue, Moberly, MO 65270, 660-263-4110, ext. 11240. All other inquiries concerning nondiscrimination, including equal opportunity and Title IX, should be directed to Dr. Jackie Fischer, 101 College Avenue, Moberly, MO 65270, 660-263-4110, ext.11236.

MOBERLY AREA COMMUNITY COLLEGE  
ASSOCIATE DEGREE IN NURSING  
STUDENT HANDBOOK

Purpose of the Handbook:

This handbook is to provide, in one document, pertinent data, policies and procedures for students enrolled in the ADN and Accelerated Admissions Programs. It is also important that when the term ADN is used it refers to the traditional two-year ADN program. Policies that directly effect the Accelerated ADN students will be identified with this terminology. Otherwise, the policies will apply to all students. It is essential that students understand the information presented in this handbook to facilitate their progression through the ADN and/or Accelerated Programs. This handbook and the student's faculty advisor are excellent resources. The student handbook has been designed to be used in conjunction with the Moberly Area Community College Catalog.

Student Code of Conduct:

It shall be the responsibility of every student enrolled at Moberly Area Community College to support the academic integrity of the institution. This applies to personal honesty in all aspects of collegiate work, all student records and all contacts with faculty and staff. Academic dishonesty will not be tolerated.

It shall also be the responsibility of every student enrolled at Moberly Area Community College to be respectful of the rights of other students, staff, and instructors to create a safe, peaceful atmosphere conducive to the educational goals of an institution of higher learning. Rude or disruptive behavior will not be tolerated.

Student actions that do not adhere to the MACC Student Code of Conduct will be addressed according to College policies regarding academic dishonesty and disruptive behavior. Students who exhibit dishonest, disruptive, or disrespectful behavior risk suspension or expulsion from the institution.

Rev. 4/17

**ASSOCIATE DEGREE OF NURSING  
PROFESSIONAL FACULTY**

Ruth J. Jones, R.N..... Director of Nursing and Allied Health  
M.S.N, University of Missouri

Michelle Frey, R.N..... Assistant Director of Nursing and Allied Health  
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Susan Owen, R.N..... Instructor/Coordinator-AADN-Moberly, MO  
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**CLASSIFIED SUPPORT STAFF**

Shirley Bagwill..... Administrative Assistant for Allied Health  
Associate of Applied Science, Moberly Area Junior College

**MOBERLY AREA COMMUNITY COLLEGE  
ASSOCIATE DEGREE PROGRAM  
PHILOSOPHY**

The Nursing Program's Philosophy is derived from and based on the Moberly Area Community College Mission Statement. In keeping with this mission statement, the nursing program is dedicated to providing quality education to students to prepare them to function in a global society and be committed to life long learning. Specifically the nursing program was established to prepare qualified graduates to address the health care needs of this local and regional community.

The faculty of the nursing program of Moberly Area Community College believe that nursing is an interactive process which occurs between the nurse and client and is designed to promote and maintain health and/or to support the client during the illness experience. The faculty view nursing as collaboration among the client, his family and community, the nurse, and other members of the health care team, where mutually agreed upon client goals are established and addressed.

The faculty believe the art and science of nursing is grounded in the social and biological sciences and that a person is a biopsychosocial being who is unique and holistic in nature. The emphasis is on caring while supporting the psychosocial and physiological integrity of the client in a safe, effective care environment. Nurses use the nursing process, a critical thinking problem solving approach, to achieve positive client outcomes.

The faculty believe that within nursing the Associate Degree graduate functions in a variety of settings in three distinct roles; provider of care, manager of care, and member within the discipline. As a provider of care, the Associate Degree nurse utilizes the nursing process to assess, diagnose, plan, intervene, and evaluate care for groups of clients across the lifespan, drawing on a scientific knowledge base, employing critical thinking skills and sound communication abilities to provide therapeutic nursing interventions.

As a manager of care, the Associate Degree nurse organizes, prioritizes, collaborates and delegates. As a member within the discipline of nursing the Associate Degree graduate adheres to the ANA Standards of Practice and the Minimum Standards promulgated by the Missouri State Board of Nursing. Emphasis is placed on a commitment to lifelong learning, professional accountability, and practice within an ethical legal framework.

The faculty believes that the teaching learning process is a shared responsibility between students and faculty, in which both participants must take an active role. The faculty serve as role models and mentors, as well as provide information, direction, and guidance to students. Students bring to the learning process their unique cultures, and life experiences along with an attitude of commitment, motivation, and a desire to attain higher levels of achievement.

The faculty view themselves as facilitators of learning, working in partnership with the student to achieve program outcomes. Students learn to objectively evaluate their performance and set realistic goals for achievement. Faculty believes students bring a variety of valued experiences and learning styles to the educational program and therefore a variety of teaching methodologies are provided. The faculty espouses to the theories of Gagne and Bloom and have designed a curriculum that progresses from simple to complex. In this curriculum, students progress in competency from the novice to the entry-level practitioner.

Faculty also believe that the nursing curriculum should be dynamic and evolving, responding to national and local health care trends. A recognized challenge to be addressed is the move to providing health care services in the community to an aging and increasingly diverse population.

These programs are designed to qualify the graduate for the NCLEX-RN exam.

### **Program and Level Outcomes**

#### **Educational Outcomes/Behavioral Outcomes (semester level four/end of program)**

At the completion of the program, the graduate will:

##### ***In the Role of Provider:***

1. Demonstrate critical thinking and use the nursing process to arrive at clinical judgments at an entry level of practice to meet client health care needs.
2. Integrate communication skills at an entry level of practice to affect client care.
3. Provide therapeutic nursing interventions to groups of clients in a variety of settings at an entry level of practice.
4. Demonstrate safe and effective nursing skills at an entry level of practice.

##### ***In the Role of the Manager:***

5. Manage the care of groups of clients through organizing, prioritizing, collaborating, and delegating, while conserving and maximizing available resources at an entry level of practice.



***In the Member Role:***

6. Demonstrate accountability and integrity in nursing practices within an ethical legal framework at an entry level of practice.
7. Demonstrate realistic self-assessment and ongoing professional development with direction.

**Educational Outcomes /Behavioral Outcomes** (semester level one-four)

**Critical Thinking**

At the completion of the semester, the graduate will:

- Level 1. Demonstrate elements of critical thinking and use the nursing process with direction to arrive at clinical judgments to meet basic health care needs.
- Level 2. Demonstrate elements of critical thinking and use the nursing process with assistance to arrive at clinical judgments to meet health care needs.
- Level 3. Demonstrate elements of critical thinking and use the nursing process with guidance to arrive at clinical judgments to meet health care needs.
- Level 4. Demonstrate critical thinking and use the nursing process to arrive at clinical judgments at an entry level of practice to meet health care needs.

**Communication Ability**

At the completion of the semester, the graduate will:

- Level 1. Apply communication skills in client care with direction.
- Level 2. Apply communication skills in client care with assistance.
- Level 3. Apply communication skills in client care with guidance.
- Level 4. Integrate communication skills at an entry level of practice to affect client care.

**Therapeutic Nursing Intervention**

At the completion of the semester, the graduate will:

- Level 1. Provide basic nursing care to an individual client in selected settings with direction.

- Level 2. Provide intermediate level of care to one or two clients in selected settings with assistance.
- Level 3. Provide advanced nursing care to one or two clients in a variety of settings with guidance.
- Level 4. Provide therapeutic nursing interventions to groups of clients in a variety of settings at an entry level of practice.

**Member Role**

At the completion of the semester, the graduate will:

- Level 1. With direction, demonstrate accountability and integrity in basic nursing practice within an ethical legal framework.
- Level 2. With assistance, demonstrate accountability and integrity in nursing practice within an ethical legal framework.
- Level 3. With guidance, demonstrate accountability and integrity in nursing practice within an ethical and legal framework.
- Level 4. Demonstrate accountability and integrity in nursing practice within an ethical legal framework at an entry level of practice.

**Professional Role**

At the completion of the semester, the graduate will:

- Level 1. With direction make realistic self-assessment and ongoing professional development.
- Level 2. With assistance make realistic self-assessment and ongoing professional development.
- Level 3. With guidance make realistic self-assessment and ongoing professional development.
- Level 4. Demonstrate realistic self-assessment and ongoing professional development at entry level of practice.

### Program Description

This two-year Associate Degree Program in Nursing provides a combination of subject matter and clinical experiences designed to prepare a person to provide high-quality, safe, effective, patient-centered care to individuals or groups of individuals with well-defined health problems. The graduate of Moberly Area Community College's Associate Degree Nursing (ADN) Program functions as a manager of patient care under the direct or indirect supervision of a more experienced professional nurse and assumes some responsibility for guidance of the skilled, semi-skilled, and unskilled members of the nursing team.

This Accelerated Admissions Option for LPNs is designed for the Licensed Practical Nurse who wishes to advance his/her nursing education and licensure. This program combines the benefits of a real-time, web-based instructional delivery platform along with face-to-face lab and clinical experiences designed to prepare a person in one year to provide high-quality, safe, and effective patient-centered care to individuals or groups of individuals with well-defined health problems.

### Accreditation Status

This program is fully approved by the Missouri State Board of Nursing and is approved by the Coordinating Board of Higher Education and the Missouri Department of Elementary and Secondary Education. Graduates of MACC's ADN program will be eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

### Licensure Status

Upon successful completion of the Associate Degree in Nursing, graduates are eligible to apply to take the NCLEX-RN examination for licensure. The accurate completion of the application is the total responsibility of the student. Successful completion of the program does not guarantee eligibility to take the licensing exam. Satisfactory performance on this exam will qualify the student for licensure as a Registered Nurse. (See Chapter 335.011 to 335.096 of the Missouri Nurse Practice Act). A copy of this statute has been provided to each student upon entering the ADN program.

Students should read and be familiar with Section 335.066 "Refusal to issue or revocation of license, grounds for, hearing, how made" of the State of Missouri Nursing Practice Act; refer to **Appendix A**.

Students should be aware that any criminal conviction (excluding traffic violations), or evidence of alcohol or drug addiction, may disqualify a candidate from being eligible to write the licensure examination (state board examination). Any student who anticipates a problem in this area should contact the Director of the Associate Degree Nursing Program at once to discuss the possible effects such a matter could have on becoming licensed.

### Nursing Course Syllabi

Nursing course syllabi are available each semester on-line at [macc.edu](http://macc.edu) and in the Canvas course shell for each course. The syllabus is used as the basis for evaluating achievement in the course and includes objectives that students must achieve to be successful in the course. The faculty will outline expected levels of performance in each course at the start of the semester.

### Student Nurses Association

Students have the opportunity to become members of the Missouri Nursing Student Association (MoNSA). A membership fee provides local, state and national membership as well as a subscription to Imprint, the National Student Nurse Association's journal and the Nurses' Notes, the state newsletter. Participation in the national and state student nurse association gives nursing students a chance to have their voices heard in state legislatures, congress, nursing organizations and committees. Local officers are elected each fall. State officers are elected in the fall at the annual convention. Activities on the local level include monthly meetings with programs, a Nursing Career Day, and various community service projects. Members are encouraged to attend state and national conventions each year. All students are encouraged to become involved in the educational and social activities of SNA.

### Counseling and Guidance

Counselors are available to assist with educational, vocational, and personal concerns. The Student Assistance Program (SAP) is available at no charge to all MACC students by contacting 1-800-832-8302 or by contacting Student Affairs on the Moberly campus or at [www.macc.edu](http://www.macc.edu).

After acceptance into the Associate Degree Nursing Program, students are assigned a faculty advisor who will assist with educational planning and professional self-development.

### Job Placement

The college is a member of Statewide Job Placement Service. The Career and Placement Services Office provides students with instruction to enhance job seeking skills and assist in finding employment while attending college and/or upon completion of the program.

### Student Grievance Procedure

The student grievance procedure shall be according to the procedure amended and approved by the Board of Trustees. The purpose of this procedure is to resolve in a fair and equitable manner misunderstandings, disagreements, and questions that might arise. Refer to the College website located at [www.macc.edu](http://www.macc.edu). It is available within the area of Student Affairs by clicking on the MACC Student Handbook.

**POLICIES  
FOR  
ADN PROGRAM**

## ADMISSION PROCESS

### Admission Requirements for Two Year ADN Program:

Each prospective student must:

1. Complete all admission requirements for Moberly Area Community College.
2. A composite ACT score of 20 is required to apply. The ACT must be repeated if completed five years or more before the date of entry into the ADN program. Test dates are available from Student Affairs.
3. If the ACT math sub-score is 17 or below, an applicant must have taken and completed Fundamentals of Math successfully prior to admission into the program.
4. Submit official transcripts of high school, previous college and/or LPN education, if applicable to Student Affairs. It is the responsibility of the student to check on the status on their transcripts in Student Affairs.
5. Each prospective student must complete and return a notarized Revocation for Licensure form to the Allied Health office prior to or on **December 1 or March 15.**
6. Each prospective student must complete and return a notarized Essential Qualification form to the Allied Health office prior to or on **December 1 or March 15.**
7. Submit to and pass a criminal background check as well as the review of the Employee Disqualification List through the Department of Social Services, Division of Senior Services.
8. Each prospective student must complete and mail the notarized Caregiver Background Screening form to the Jefferson City, MO address on the back of the form prior to **December 1 or March 15.**
9. Three completed reference forms must be submitted. The individual score on each category must be no higher than a 2.0. These may not be completed by a personal friend or relative. **The reference forms will not be accepted if hand delivered. Reference forms should be mailed or faxed from the person providing the reference to the Allied Health office.** If a student has attended the MACC Associate Degree nursing program within the last two years, one of the reference forms must be obtained from the Director of Nursing and Allied Health. Obtain forms from the Allied Health office.
10. A cumulative grade point average of 2.7 from high school or college. All university or college coursework attempted will be considered when determining a student's cumulative grade point average unless the student requests a waiver of up to 12 credit hours of coursework that is older than five years for grades that are "D" or lower by filling out a Waiver Request form. Credit hours for general education coursework required for the ADN program cannot be waived from the GPA calculation. College transcript supersedes high school transcript.
11. Admission is contingent on maintaining a 2.7 cumulative grade point average.
12. A TOEFL score of 560 on the written exam or a score of 86 on the TOEFL IBT exam, or ACT English score of 20 or greater, or a C or better in English I for students for whom English is a second language.

Applications will be reviewed and selected without consideration of sex, age, handicap, race, creed, color, religion, natural origin, marital and parental status. Applicants whose records indicate the greatest potential for successful achievement in nursing will be selected for admission into the program. A weighted admission is utilized to select qualified candidates for acceptance into the Associate Degree Nursing Program. All applicants meeting admission criteria will go to the Associate Degree Admissions Committee for a competitive selection process.

Applicants are selected for admission into the program twice a year via a weighted admission process. Qualified applicants not admitted for the current academic year may be placed on an alternate list. If no position becomes available, these applicants must reapply for the next academic year.

In the event of an unusual situation concerning an applicant, an admissions committee will make the decision to accept or decline admission. The committee will consist of the, Vice-President for Instruction and Dean of Academic Affairs, the Dean of Career and Technical Education, the Dean of Student Affairs and Enrollment Management, the Director of Nursing and Allied Health Programs, three Nursing Faculty, a member of the science faculty, and a member of the health care community.

### Curriculum

The typical curriculum for the ADN student is a 5 semester sequence. Pre-nursing majors may take any of the academic support courses before being accepted into the ADN program. Nursing courses may be taken only after acceptance into the ADN program. Clinical nursing courses begin the first semester and continue through the final semester. **Completion of the clinical component is a requirement for the successful completion of the Associate Degree of Nursing program.**

A minimum of 75 credit hours is required for the Associate Degree in Nursing. Academic support courses must be completed concurrently or prior to completion of nursing course work. Following is a sample pattern for the two year degree program.

EDUCATIONAL PROGRAM	
Associate Degree in Nursing	
<b>FALL SEMESTER (Semester I)</b>	<b>CREDITS</b>
Composition I	3
General Psychology	3
Human Anatomy	4
Medication Administration	1
Fundamentals of Nursing	<u>6</u>
	17

<b>SPRING SEMESTER (Semester II)</b>	
Physiology	4
Public Speaking	3
Adult Health Nursing I	6
Mental Health Nursing	<u>4</u>
	17
<b>SUMMER SEMESTER (Semester III)</b>	
Composition II	3
College Algebra	3
Managing Intravenous Therapies	<u>1</u>
	7
<b>FALL SEMESTER (Semester IV)</b>	
Human Lifespan	3
Microbiology	4
Nursing Issues	3
Nursing of Women and Newborns	4
Child Health Nursing	<u>4</u>
	18
<b>SPRING SEMESTER (Semester V)</b>	
Sociology	3
American History or Functions and Policies of American Government	3
Adult Health Nursing II	<u>10</u>
	16

Students must pass with a "C" (78%) or above, in both the theory and clinical components of each nursing course. **In the educational program of study, the Associate Degree in Nursing NUR111 (Mental Health Nursing) is considered a co-requisite for Adult Health Nursing I as well as other prerequisites documented in the college catalog.**

**HYBRID ACCELERATED ADMISSIONS OPTION FOR LICENSED PRACTICAL NURSES  
INTO THE ASSOCIATE DEGREE NURSING PROGRAM**

Articulation between nursing programs facilitates the education of nurses with advanced preparation necessary to meet current and future nursing needs. The advanced placement of licensed practical nurses is an accelerated admission option to the Associate Degree Nursing (ADN) program that builds on the basic practical nursing education. This program is available at three campus locations: Moberly, Kirksville, and Mexico.



## ENTRANCE REQUIREMENTS:

1. Complete all admission requirements for Moberly Area Community College.
2. Complete all developmental courses including Intermediate Algebra prior to admission into the Accelerated Admissions Option Program.
3. Obtain a composite ACT score of 20 or above. The ACT must be repeated if completed five or more years before the first day of class.
4. Complete the NLN Challenge Exam with a score of 62% or greater before the first day of class.
5. Submit official transcripts of high school, GED transcript, previous college, and/or schools of nursing, to the Registrar of the Office of Student Affairs. It is the student's responsibility to check on the status of their transcripts in Student Affairs.
6. Complete and return a notarized Revocation for Licensure form to the Allied Health Office prior to or on **September 15**.
7. Complete and return a notarized Essential Qualifications form to the Allied Health office prior to or on **September 15**.
8. Submit to and pass a criminal background check as well as the review of the Employee Disqualification List through the Department of Health and Senior Services.
9. Submit three completed reference forms. The composite score of each must be no higher than 2.0. These may not be completed by a personal friend or relative. **The reference forms will not be accepted if hand delivered. Reference forms should be mailed or faxed from the person providing the reference to the Allied Health office.** Obtain from the Allied Health Office.
10. Provide proof of graduation with a minimum grade point average (GPA) of 2.7 or above from a state accredited program of Practical Nursing.
11. Provide a copy of a current undisciplined Missouri Practical Nursing license.
12. Have earned a "C" or higher grade in all required courses which are part of the ADN curriculum.
13. Have a cumulative 2.7 grade point average from high school or college. All university or college coursework attempted will be considered when determining a student's cumulative grade point average unless the student requests a waiver of up to 12 credit hours of coursework that is older than five years for grades that are "D" or lower by filling out a Waiver Request form. Credit hours for general education coursework required for the AADN program cannot be waived from the GPA calculation. College transcripts supersedes high school transcript.
14. Once accepted into the program, students must maintain a 2.7 cumulative grade point average.
15. Have a TOEFL score of 560 on the written exam or a score of 86 on the TOEFL IBT exam, or an ACT English score of 20 or greater, or a "C" or better in Composition I for students who English is a second language.

The above information will be received and evaluated by an admissions committee. Applicants whose records indicate the greatest potential for successful achievement in nursing will be selected. Please be reminded that these are minimum application criteria for the program and does not guarantee admission. Decisions of the Admissions Committee are final.

Prior to beginning the professional nursing sequence, 23 credit hours of general education coursework must be completed: including 17 credit hours of the following required courses and an additional 6 credit hours of college-level courses that pertain to the ADN curriculum.

### **Required Pre-Entry Courses**

Human Anatomy	4 credit hours
Physiology	4 credit hours
General Psychology	3 credit hours
Human Lifespan	3 credit hours
Composition I	3 credit hours

We suggest that the following required courses be taken to meet the remainder of the 23 required credit hours of coursework:

College Algebra	3 credit hours
Sociology	3 credit hours

Recommended course sequence for those admitted through the Hybrid LPN Accelerated Admission Option.

### **Spring Semester**

Mental Health	4 credit hours
Maternal Child Studies	4 credit hours
Microbiology	4 credit hours
Composition II	<u>3 credit hours</u>
TOTAL	15 credit hours

### **Summer Semester**

Adult Health I	6 credit hours
Professional Perspectives	3 credit hours
Managing Intravenous Therapies	1 credit hour
Public Speaking	<u>3 credit hours</u>
TOTAL	13 credit hours

### **Fall Semester**

Adult Nursing II	10 credit hours
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American History to 1865 or Functions & Policies of American Government	<u>3 credit hours</u>
TOTAL	13 credit hours

Fundamentals of Nursing advanced standing – (6 credit hours will be awarded after successful completion of Adult Health Nursing I.) The credit is granted based on licensure status of the Practical Nurse. Licensure signifies that the person is competent to practice safe, fundamental care.

Medication Administration advanced standing of 1 credit hour will be awarded after completion of Adult Health Nursing I. Maternal-Child Nursing advanced standing – (4 credit hours will be awarded upon successful completion of the NLN Challenge Exam and subsequent completion of Maternal-Child Nursing Studies.)

Physiology and Microbiology must be repeated if completed five years or more before the first nursing course date of the Virtual Accelerated ADN program.

Upon successful completion of the program, the student is eligible to apply to take the National Council for Licensure Examination for Registered Nurses. Missouri Nursing Practice Act, Section 335.066, provides additional criteria for eligibility to apply for licensure to practice nursing. Successful completion of the program does not guarantee eligibility to take the licensing exam. Satisfactory performance on this examination will qualify the student for licensure as a registered nurse.

The advanced placement policy provides a curriculum design that allows the student to build on the past accomplishments. It provides flexibility in meeting the academic requirements while concentrating the ADN nursing course sequence within a one-year period.

#### External Transfer Students

Transfer credits for courses other than nursing will be evaluated by the Registrar and reviewed by the Dean of Student Affairs and Enrollment Management. Transfer students must meet the entrance requirements established for all ADN students and will be admitted on a space available basis. Students wishing to transfer college credit must have a grade of "C" or above in each course that is required in the nursing program curriculum.

Transcripts of transfer students shall include:

1. Name and location of program
2. Date of admission and date of separation
3. Courses taken and hours/credits/units earned.

**Procedure:**

1. A written request is received from the individual to the Director of Nursing and Allied Health Programs.
2. The Director of Nursing and Allied Health requests from the student copies of all college transcripts, high school transcripts, and a letter of recommendation from the applicant's current Director of Nursing, and copies of their course syllabi for nursing courses taken at another institution.
3. The Director of Nursing and Allied Health forwards the transcripts to the Registrar for evaluation of academic coursework.
4. If the Director of Nursing and Allied Health recommends acceptance upon evaluating the nursing courses for content and credit hour(s) and upon reviewing the evaluation of the Registrar, he/she will provide this written evaluation to the Dean of Career and Technical Education.
5. The Dean of Career and Technical Education will then approve or disapprove this recommendation.
6. If the Dean of Career and Technical Education concurs with the recommendation of the Director of Nursing and Allied Health to accept this individual's coursework, then it is submitted for final approval.
7. Upon approval, the Dean of Career and Technical Education will direct the office of the Registrar to grant transfer credit for these courses.
8. If the student is not recommended for admission the Director of Nursing and Allied Health Programs will notify the student in writing.

Students desiring to enter the Associate Degree Nursing Program must have a grade of "C" or above in any nursing or academic course taken at another institution that they wish to transfer into Moberly Area Community College.

## **NURSING TRANSFER POLICY**

Transfer of a college level combined Anatomy and Physiology course of four or more credit hours that contained a lab component from an accredited institution will meet the Moberly Area Community College Associate Degree Nursing Program Anatomy requirement.

Physiology and Microbiology must be repeated if completed five years or more before the first class day of Fundamentals of Nursing or first nursing course date for the virtual Hybrid Accelerated ADN program. There is no time limit imposed on transferring acceptable Anatomy credit. Students transferring any credit of more than five years are encouraged to assess their present knowledge base in that subject area and initiate a self-study review program if indicated.

Nursing courses meeting the same course descriptions for Fundamentals of Nursing, Mental Health Nursing, Adult Health Nursing I, Child Health Nursing, and Nursing of Women and Newborns will be evaluated for transfer credit by the Associate Degree Nursing Department and a recommendation made to the Dean of Career and Technical Education. Nursing courses completed three years or more before the date of entry will not be accepted.

Students must meet the Constitution requirement as established by the Missouri Revised Statutes (RsMo 170.011.) MACC courses meeting this requirement include American History to 1865, Functions and Policies of American Government, and American Government. Students who transfer in courses from other institutions will have their transcripts evaluated in terms of this requirement. Transfer students who have not met the Constitution requirement will be referred to the Dean of Academic Affairs.

### Transfer and Readmission Policies

1. Transfer students from other nursing programs or students seeking readmission into the traditional ADN program after two semesters must pass the HESI exam(s) for each clinical course that was taken. The student who is seeking readmission into the AADN program must repeat the HESI exam(s) if out of the program for three semesters. These exams must be passed with a score of 850 to demonstrate requisite knowledge. If unsuccessful in passing the HESI exam(s) after two attempts the student must retake the required nursing course(s).
2. Medication Administration and Managing Intravenous Therapies are considered courses that address critical, clinical competencies. Any student seeking readmission will be required to repeat these courses if it has been more than two semesters since they were initially completed. However, a student who is out of the Associate Degree Nursing Program only one to two semesters would need to verify competency for the Medication Administration course by passing a HESI Medication exam with a score of 850. If the student does not pass the HESI exam, they will be required to repeat the Medication Administration course.

3. Student may be required to successfully demonstrate nursing skills in the laboratory setting to validate competency if they have been out of the program for two consecutive semesters.
4. If the students are unsuccessful in meeting the above requirements, they will be required to take the equivalent nursing course(s) provided by Moberly Area Community College.
5. Students who are readmitted who have failed one nursing course in their initial enrollment and then fail a second nursing course will be dismissed and ineligible to reapply a third time.

Transfer students must take Adult Health Nursing II at Moberly Area Community College plus at least one additional nursing course and meet the college residency requirement in order to be graduated from the Moberly Area Community College Associate Degree Nursing Program.

Transfer of CLEP credit or Advanced Placement tests for foundational courses such as Anatomy, Physiology, Microbiology, and General Psychology will not be accepted. CLEP credit for General Psychology prior to fall 2003 will be accepted.

Critical Skills:

Math (drug calculations) and Intravenous (IV) Therapy have been identified by the faculty as critical skills. Mastery of these skills is required to maintain student status within the ADN Program and progression into subsequent courses of study (see Appendix C). If the student has passed Managing Intravenous Therapies, but then is out of the Associate Degree Nursing Program three or more semesters at the time of readmission, the student must retake the Managing Intravenous Therapies course. If out for two semesters or less, the student must audit the Managing Intravenous Therapies course.

Confidentiality:

The patient's right to privacy must be judiciously protected by all members of the health care team (including, but not limited to, student nurses). This right of privacy is considered an inalienable human right. Patients trust members of the health care team to hold all information in strict confidence, to violate this trust is unethical. There is to be no discussion of patient information except to those who are directly concerned with the patient's care, refer to Appendix D.

COST PER SEMESTER

Cost:

**Cost is per credit hour**

<u>Academic Courses</u>	<b>MACC District Residents</b>	<b>Other Missouri Residents</b>	<b>Other US Residents</b>	<b>International Students</b>
Regular	\$90.00	\$147.00	\$200.00	\$213.00
Internet	\$120.00	\$177.00	\$230.00	\$243.00
Hybrid	\$104.00	\$161.00	\$214.00	\$227.00
<u>Allied Health Courses</u>				
Regular	\$100.00	\$157.00	\$210.00	\$223.00
Internet	\$130.00	\$187.00	\$240.00	\$253.00
Hybrid	\$114.00	\$171.00	\$224.00	\$237.00

**A fee of \$75.00 will be charged during late registration.**

- \*ADN Clinical Fee: **\$110.00** per credit hour, additional fee for each nursing course.
  - Pinning Fee: \$40.00 and is due at beginning of the student's final semester.
  - Student Activity Fee: \$10.00 per credit hour.
  - Technology Fees \$10.00 per credit hour.
- This does not include lab fees, textbooks, or personal expenses.

**Costs are subject to change by the Moberly Area Community College Board of Trustees without notice.**

Additional Expenses:

In addition to the cost of tuition and fees, each student should anticipate expending an extra \$1,800 on items specific to the nursing program which include:

- |   |                         |
|---|-------------------------|
| Complete set of scrubs                            | Bandage Scissors        |
| Books   | Sleeve emblem           |
| Drug Screenings                                   | Pen light               |
| Watch with second hand                            | Graduation pin          |
| National League for Nursing Exam                  | Photo for State Boards  |
| Stethoscope                                       | State Board Exam Fee(s) |
| Name pin  | Pinning fee             |
| Criminal background check                         | USB Headsets            |
| Standardized Exams (Costs are subject to change.) |                         |
| NCLEX-RN Review                                   |                         |

Educational workshops which are a part of clinical experience are required each semester. Workshop fees range from free to **\$100.00**.

HESI standardized exams and the NCLEX-RN Review are required components of the nursing curriculum. HESI exams are administered throughout each nursing course and a HESI exit exam is given upon completion of the entire nursing program. The purpose of the NCLEX-RN Review and the utilization of standardized testing is to assist in evaluating the learning outcomes and to assess the student's readiness to take the licensure exam.

Students are also expected to provide their own transportation to and from the college and to and from places of clinical experience and educational workshops.

Refund Policy:

Tuition and fees may be refunded according to the following policy based on a 16 week semester. Refunds for other course offerings will be prorated accordingly. Refunds are done after the add/drop period of each semester as the credit appears

- 100% refund: Official withdrawal initiated by the student through the Office of the Dean of Student Affairs within the first week of classes for regular fall and spring 16-week semesters or the equivalent ratio of regularly scheduled two-, four-, or eight-week sessions;
- 50% refund: Official withdrawal initiated by the student through the Office of the Dean of Student Affairs within the second week of classes for regular fall and spring 16-week semesters or the equivalent ratio of regularly scheduled two-, four-, or eight-week sessions.
- No refund: Withdrawals after the first two weeks of classes for regular fall and spring 16-week semesters or the equivalent ratio of regularly scheduled two-, four-, or eight-week sessions;
- Students unable to begin classes after they have enrolled must officially withdraw from class to be eligible for a reduction of tuition and fees charged;
- Refunds for students called to military service are authorized on an individual basis by the President of the College;
- Refunds will not be given for business and industry courses and adult and community education courses;
- An international student who has not yet enrolled in classes will be eligible for a 100% refund of the \$1,200 deposit upon his/her release of the I-20 which the College provided to the student. If the student is unable to obtain the original I-20 document, a signed statement by the student declaring his/her intent not to enroll at Moberly Area Community College will be required. Upon receipt of this letter (declaration of intent) the College will provide a



100% refund of the student's deposit. The declaration of intent will be forwarded to Immigration and Naturalization Service (NS) in order to change his/her visa status. An international student who has enrolled in classes is subject to the refund policy as stated in the catalog. Additionally, these students should be approved by the Dean of Student Affairs prior to dropping any or all courses registered for that semester.

- If a student receives financial aid from federal Title IV programs (Federal Pell, Federal SEOG, Federal Stafford Loans) and withdraws from all classes prior to completing 60% of the enrollment period, he or she may be required to return federal Title IV funds. Under the Reauthorization of the Higher Education Amendments of 1998, the amount of a student's federal aid is adjusted, based on the length of time that a student is enrolled. Students will be required to repay aid they have received that exceeds the adjusted federal aid amount.
- In the event of extreme, extenuating circumstances and with proper written documentation, a partial or total refund may be granted to a student beyond the standard refund terms. Such refund requests must be submitted in writing with proper written documentation to the Business Office and will be reviewed by the President of the College and a determination made on a case-by-case basis.

#### Financial Aid

Financial assistance at Moberly Area Community College is available in the forms of grants, loans, work study, and scholarships or a combination of these. Financial aid refers to all forms of financial assistance granted to the student through the institution.

Most types of financial aid are awarded on an academic year basis; students need to apply for financial aid annually.

Students applying for Financial Aid should complete the form for Family Application for Federal Student Aid (FASFA) which is available at Moberly Area Community College's Financial Aid Office.

#### Other Possible Resources

GAMM  
Pell Grants  
Veteran's Benefits  
Departmental scholarships  
Robert T. Stafford Student Loan  
College Work Study Program (CWSP)  
Workforce Innovation and Opportunity Act (WIOA)  
Mikesell Scholarship  
Mallett Scholarship

Moberly Regional Medical Center Loan Forgiveness Program  
Breaking Traditions  
Fern Swetnam Scholarship  
Christine Burger Foundation Award

Malpractice Insurance:

Professional liability insurance is provided through the College's general insurance policy. This insurance is currently provided at no charge and is limited to coverage as specified in the insurance policy. In the event the cost of this coverage was to increase, or another college insurance provider used, the student may be required to reimburse the college for any increased premiums. This coverage does not preclude a student from obtaining additional coverage if desired.

(See Appendix F).

This insurance only provides coverage for the student while performing in the student role. Policy coverage and student insurance statement of understanding will be distributed at the beginning of the semester.

Attendance:

Students are expected to attend all classes and clinical practice. Students absent for reasons beyond their control, such as, verified personal illness or family illness and/or death can make up classwork. If so many classes are missed due to extenuating circumstances that the instructor feels the student can not catch up, a written report will be sent to the Director of Nursing and Allied Health. When 20% of clinical practicum is missed, the instructors believe that students can not catch up and a clinical grade of Incomplete will be issued until such time as the clinical objectives/experiences have been successfully met. The completion of the clinical practicum will be done at the student's expense. A letter to the Director of Nursing and Allied Health Programs will outline the extent of clinical absences and the schedule for clinical completion as agreed upon by both student and instructor. Upon Approval by the Director of Nursing and Allied Health the student and instructor will implement the make-up clinical plan and provide documentation of completion to the Director.

Any student who misses two consecutive weeks of class during a regular 16-week semester or the equivalent ratio of class time during a shorter session will be dropped from that class unless acceptable justification is supplied. Additionally, any student who misses more than one-fourth of the entire number of in-seat class meetings in a regular 16-week semester or the equivalent proportion of class time during a shorter session, may be dropped from that class by the instructor if, in the opinion of the instructor, the students does not have reasonable opportunity to succeed in the class. A student's attendance rate will be calculated based upon the first day of the semester (not the student's date of enrollment in the course.)

Student attendance must be defined in a different manner for online, hybrid, and virtual courses. Student attendance in these courses is defined as active participation in the course. Online, virtual, and hybrid courses will, at the minimum, have weekly mechanisms for student participation, such as any or all of the following methods:

- a. Completion of quizzes or exams
- b. Submission of assignments
- c. Participation in threaded discussions
- d. Communication with the instructor

A student who does not participate in an online, hybrid, or virtual course for two consecutive weeks will be dropped by the instructor unless acceptable justification is supplied. An instructor must complete and file the appropriate forms to drop the student within one week following the student's violation of the attendance policy. As with ground courses, a student's attendance rate in online courses will also be calculated based upon the first day of the semester. If a student does not demonstrate active participation in the online course within the first two weeks (or the equivalent proportion of class time during a short session), the student will be dropped as "never attended." Simply logging into an online class does not constitute active participation. Students should be aware that their dropping a course and their last date of attendance in the course may impact their financial aid.

#### The Use of Social Media

Distribution of sensitive and confidential information is protected under HIPPA and FERPA whether discussed through traditional communication channels or through social media. Also note that students' must adhere to the MACC Social Media Policy as approved by the Board of Trustees.

Social media includes text, images, audio and video communicated through such tools as: blogs, Twitter, social networks such as Facebook, professional networks such as LinkedIn, video sharing such as YouTube, audio sharing such as podcasts, photo sharing such as Flickr, and any other internet-based social media application similar in purpose or function.

Use of social media is prohibited while performing direct patient care activities. As a nursing student, you must recognize that you have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.

Do not post confidential or proprietary information about MACC, clinical facilities, patients/clients, or others with whom one has contact in the role of a MACC nursing student.

Patient privacy must be maintained in all communications. Do not disclose information that may be used to identify patients or their health condition(s). (Remember: De-identified information may be recognized by patients, their families, or their employers.)

All social media policies set forth by MACC and Clinical sites will be strictly enforced. HIPPA guidelines must be followed at all times. Ultimately, you have sole responsibility for what you post. Promptly report any identified breach of confidentiality or privacy.

Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information.

Violations of patient/client privacy with an electronic device will be subject to HIPPA procedures/guidelines and consequences in accordance of federal laws as stated in the Associate Degree Nursing Student Handbook, Appendix D.

Adapted from: White Paper: A Nurse's Guide to the Use of Social Media, August 2011.  
[www.ncbsn.org](http://www.ncbsn.org)

#### Evaluation:

Evaluation is an ongoing process included in all areas of the nursing program, to assist the student and the instructor in identifying the student's growth. It is hoped that the evaluation process will be viewed by the student as a means of continually improving her/his ability to give professional care.

Examinations are given throughout the semester and a comprehensive final examination is given during the final week of the semester. Feedback on the exam is given as quickly as possible in order to clarify responses and to assist the student in using the exam as a positive learning experience. If desired, the individual may review this final exam by requesting to do so with the instructor.

#### Remediation

##### **Academic:**

1. If a student receives less than a 78% on any unit exam, they will be required to do remediation activities.
2. This remediation assignment will be determined by the individual faculty member and must be completed before the next exam.

**Clinical:**

1. When a student receives a failing score on any of the seven indicators on the Clinical Evaluation Tool one or two times, they will be required to do the remediation activities in the lab.
2. This remediation assignment and due date will be determined by the designated faculty member.

Student Instructor Conferences:

Conferences are to be scheduled as often as either the student or the instructor feels that they are necessary.

The purpose of the conference is to (1) guide the student's progress in meeting the course objectives by reviewing written nursing process reports for assigned patients, and (2) enable the student to gain insight into his/her needs related to clinical functioning.

Student Evaluation by Instructors:

The provision of nursing care is evaluated on a continual basis through:

1. A review by the student and the instructor of the nursing care planned by the student prior to giving care.
2. Student-Instructor conference in the clinical setting and/or during a conference arranged by either instructor or student.
3. Directed supervision of nursing care and use of anecdotal notes which are shared with the student during student-instructor conferences. Participation in clinical conferences is evaluated not only for quantity but also the quality of presentation by the students.

Evaluation Submitted by Each Student:

1. Course Evaluation--submitted at the end of each course.
2. Self-Evaluation--**will be required** throughout each semester. The course objectives are utilized as a basis for assessing progress at the conclusion of the course. A review of what is helping and hindering the student clinically is especially helpful for student-instructor conferences. This will assist students to see what will benefit them most and allow the faculty to help them attain the highest level of practice possible in relation to their potential.

Uniform/Personal Appearance:

1. Students must wear appropriate foundation garments. Students shall purchase uniforms of the college's choice. Skirts should be at least knee length to maintain a professional appearance. Neutral colored hose or white hose may be worn when wearing a skirt.
2. MACC uniform must be worn at all clinical sites.
3. Uniform pants must be of proper length and purchased from the designated uniform company.
4. Any visible clothing worn under the uniform must be white, grey, black or wine/burgundy in color.
5. A name badge shall be worn at all times on clinical units.
6. Students are required to be in uniform in the clinical facilities. A thigh length lab coat must be worn over dress clothes when visiting clinical areas for interviewing patients and nursing process report preparation. Students will not be allowed on clinical units in street clothes without a lab coat and name pin.
7. Professional attire is required; therefore, no denim clothing of any sort will be allowed in clinical settings.
8. Hair must be of a style which is bacteriologically safe for patient care and appropriate for the profession. Hair should be of a natural color, (**not green, purple, etc**).
9. No open-back, open-toed sling type clogs or **cloth** tennis shoes will be acceptable as duty shoes for the safety of the student. **Shoes must be clean and in good repair.**
10. NO PERFUME—Students may wear plain rings and a single pair of small stud earrings in the earlobes but no other visible body piercing. If the student has ear gauges, these discs should be in the earlobe and be of one solid color, without print or dangling pieces. Nails should be short and manicured with no artificial nails or nail polish for the safety and well-being of the patient.
11. Students must comply with the assigned clinical facilities' dress codes.
12. If students do not comply with the assigned facilities dress code, and policies or procedures, the college is not obligated to provide alternate learning experiences.

### Transportation to the Clinical Area:

It is the students' responsibility to provide their own transportation to the clinical area. Scheduled continuing education programs (i.e. workshops, seminars, etc.) are considered part of clinical and are required as scheduled by the instructor.

### Clinical Practice

Students are assigned to perform clinical practicums, negotiated through Moberly Area Community College, in a variety of health care settings. Should students fail the required background screenings; the students will be unable to complete the clinical component of their educational process. Consequently, they will be unable to complete the Associate Degree in Nursing Program at Moberly Area Community College.

## **Moberly Area Community College Allied Health Division**

### **Positive Criminal Background Checks and Urine Drug Screen Reporting Policies**

If the Allied Health Division at Moberly Area Community College has any student with a positive Criminal Background Check and or Urine Drug Screen, the following reporting system will be utilized to report the results to clinical sites and to students.

1. All Allied health students must sign the “Release of Information” form so this information may be released to the clinical facilities. A copy of this form will be in the student’s file in the appropriate allied health office.
2. If a positive urine drug screen is found on any allied health student, the student must provide the program with a copy of the prescription verifying the medication prescribed and a written letter from the physician who prescribed the medication verifying why the student is taking the medication. This documentation must be kept for the student’s file.
3. If no prescription and/or letter from the physician is obtained by the student, or an illegal drug is found in their urine drug screen, a student will be immediately dismissed from the program in which they are enrolled.
4. For positive criminal background checks and urine drug screens, documentation will be submitted to the appropriate clinical sites stating the student’s name and what the current issue is at the beginning of each semester.
5. A letter will be written and a copy provided to the student notifying him/her of the positive results. The student will also be notified if any of the clinical sites deny him/her clinical privileges. The student will be dismissed from the program in which they are enrolled at any time if admission to a clinical site is denied.

6. The appropriate allied health admissions committee may accept or decline any student who has a positive criminal background check prior to the beginning of the program. If a crime is committed during the time in which the student is enrolled, the situation will be evaluated by the Director of Nursing and Allied Health Programs and the Dean of Career and Technical Education. The Dean of Career and Technical Education will confer with the President's Council to obtain a final decision.
7. Moberly Area Community College reserves the right, at the College's expense, to drug or alcohol test any student enrolled in MACC Allied Health programs. Students refusing to abide by this policy will be immediately dismissed from the program in which they are enrolled.
8. A dilute urine drug specimen is not acceptable and will require retesting.
9. A urine drug screen will need to be done annually at the student's expense.

### Clinical Cancellations

Clinical may be canceled by the clinical instructor in consultation with the Director of Nursing and Allied Health due to inclement weather, illness, or other circumstances. The plan for make-up clinical will be made jointly. The instructor will attempt to notify the students in a timely manner.

### Basic Life Support

Students admitted to the ADN Program must be trained and certified in Basic Life Support (BLS) for health care providers prior to the first clinical experience. Students must maintain recertification throughout the nursing program. Students must be certified in:

- Adult: obstructed airway, one and two man BLS
- Child: obstructed airway, BLS
- Infant: obstructed airway, BLS

Various medical facilities in the area frequently offer BLS sessions for health professionals, as does the American Heart Association, and the American Red Cross, or call the County office.

### Student Health Insurance

Students in nursing have a special responsibility to follow good health practices, for their own protection as well as that of patients and the general public they serve. It is recommended that all nursing students carry health insurance. Should a medical emergency arise, the college will call upon external resources and any cost will be borne by the student. The faculty has adopted the following procedures to maintain and promote good health practices among nursing students.



### Immunization and Infection Control Policies

An initial two-step tuberculin skin test or chest x-ray, physical examination and general history are required prior to enrollment in the student's first clinical course.

Incoming students who are classified as international students must have documentation of their immunizations prior to clinical rotations. In the absence of such documentation, the student will be required to take the necessary vaccinations as required of all students enrolling into the ADN program. An intradermal tuberculin skin test or chest x-ray may be required if a positive reaction has been documented.

### T-dap or TD

If the TD is older than two years, a T-dap is required to attend clinical.

### Hepatitis B Vaccine

Prior to clinical rotations, students and faculty will have received either all three doses of Hepatitis B vaccine, began the three series immunization, or have a positive Hepatitis B titer.

### Varicella

The student must provide documentation of two vaccines one month apart or dated results of a positive immune varicella titer prior to clinical rotations.

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

Prior to clinical rotations, the student must provide documentation of two MMR immunizations, at least one after 1980, or dated results of a positive titer for all three infections: measles, mumps, and rubella.

### Tuberculosis

A negative tuberculin skin test within the last 12 months is required to attend clinical. If the tuberculin skin test is positive, a negative chest x-ray must be obtained.

In the event a clinical site requests an additional immunization, the student will be required to comply with the policies of that facility.

Failure to comply with health program requirements will result in the students being withdrawn from all clinical courses. Entry into agencies for clinical practice will be prohibited unless the ADN Program has the above information on file before the first clinical experience. Clinical agreements with our agencies clearly state that faculty will not assign students who do not have documented proof of immunity against rubella and absence of tuberculosis.

All students will be instructed in the prevention of HIV transmission prior to any clinical. (Refer to Appendix B).

### Influenza:

Vaccination against the influenza virus is to be completed annually and is required prior to doing any clinical in an assigned facility.

### Hospital Testing and Evaluation

Clinical facilities may request criminal background checks and/or drug screens for nursing students doing clinical practica in their facilities. The student will bear the cost of this diagnostic tool and must pass the screening prior to being allowed in the clinical area. Also note that clinical facilities who have a reasonable and articulated belief that a student is using or in possession of drugs, controlled substances, or alcohol may request random drug testing.

The student who refuses to comply with the agency's request will not be allowed to do clinical practicums in said facility. Other disciplinary action may ensue and this information will be presented to the Director of Nursing and Allied Health and the Dean of Career and Technical Education.

Moberly Area Community College will require a criminal background investigation on prospective and admitted students as required in Sections 610.120; 43.530 and 660.317 RsMo., HB1362, (Appendix H). MACC will also make an inquiry to the Department of Social Services: Division of Senior Services, to investigate whether the student is listed on the "Employee Disqualification List" as required in Section 660.315 RsMo. The student background investigations will be performed in order to insure student eligibility to participate in clinical or observation experiences required for success within particular program curriculum. Students will also complete a form to allow release of background information and drug screen test results. (See Appendix H).

### Student Cell Phone Use

**NO Cell Phones.** Cell phones and electronic devices are not allowed on clinical units. It is preferred that no cell phone be brought into the clinical site, however, if you are concerned about the safety of leaving the phone in your car, you may turn it off and leave it in the conference room. This policy includes all observation and preceptor clinical experiences as well.

**NO PICTURES** can be taken at clinical sites and facilities. Students and faculty must not take photos or videos of patients on personal devices, including cell phones. The policies of the facility should be followed for taking photographs or videos of patients for treatment or other legitimate purposes using facility provided devices. (Adopted from NCSBN Guide to the Use of Social Media. [https://www.ncsbn\\_SocialMedia.pdf](https://www.ncsbn_SocialMedia.pdf).)

### Student Clinical Absence/Tardiness

Students are to notify their instructor and the clinical site prior to the start of the clinical shift if they are unable to attend clinical or will be late to clinical. If the clinical absence is due to extenuating circumstances, students will make plans for make-up clinical with their instructor. An instance of no call, no show for any clinical experience may not be made up and constitutes a zero for the clinical day.

A student will be dismissed from the clinical setting if the student does not have the required care plan for his or her assigned patient or is not in proper attire. This dismissal constitutes a clinical absence for that day and clinical paperwork and clinical performance may not be able to be made up.

This decision will be determined by the clinical instructor and the Director of Nursing and Allied Health.

### Clinical Practicums

Clinical rotations can be changed at the discretion of the nursing faculty to assist the student in meeting the clinical objectives of the particular nursing course.

### Employment Policy:

It is recommended that full-time student nurses be employed for no more than 16 hours per week. The faculty recommends employment between the first and second year (summer) at a health care facility to provide additional experience. Several area hospitals offer internship programs for students.

### Crisis Management Plan- Serious Illness or Injury

1. Do not attempt to move the injured or ill person unless necessary for immediate safety.
2. Notify the local Ambulance by calling 911. Do not leave the person unattended if possible.
3. Contact the site director and Security Department as soon as possible (800-622-2070 x11247).
4. The Dean of Student Affairs, ext. 11235, or designee will notify the person(s) designated as emergency contacts on a student's application form. The Director of Personnel, ext. 11272, will make the contacts for employees.
5. College personnel or students caring for injured or ill persons should avoid exposure to blood or other body fluids, unless wearing protective latex gloves.
6. Security should complete an accident/injury report and submit a copy to the Director of Finance.

### Academic Standards for ADN Students:

Effective summer 2008, the college will no longer identifies withdrawals on college transcripts as either (WU) "withdraw unsatisfactorily" or (WS) "withdraw satisfactorily." It simply states (W) "withdrawal." The Division of Allied Health will retain the WS and WU designations. Students who drop before midterm will have the following designation placed on their record:

(WS) withdraw satisfactorily. Students who drop after midterm will have one of the following designations placed on their record: (WS) withdraw satisfactorily or (WU) withdraw unsatisfactorily. Withdraw satisfactorily is defined as withdrawing from a nursing course while maintaining a passing grade of 78% in both theory and clinical. Withdraw unsatisfactorily is defined as withdrawing from a nursing course while not maintaining a passing grade of 78% in either/or the theory or clinical portion of the course. This is considered failing. For record keeping purposes a (WU) or (WS) will be stated on grade sheets submitted to the Registrar. Faculty will also document a (WU) or (WS) on the drop slip provided to Student Affairs and a copy will be retained in the students' file in the Allied Health Office.

1. A grade of "C" must be earned in each required course. Seventy-eight percent is the minimal "C" grade in the ADN Program nursing courses.
2. The grading scale is:  
100 - 92% = A  
83 - 91% = B  
78 - 82% = C  
66 - 77% = D  
65% & below = F
3. Clinical is graded on a pass/fail basis and must be passed for a grade in the course. For evaluation of Clinical, the instructor will utilize:
  1. Clinical Objectives
  2. Post-conference participation
  3. Anecdotal notes
  4. Nursing process reportsIn order to pass clinicals, students must have a score of 78% of total clinical points possible in clinical performance, and in written clinical assignments. Completion of the clinical component is a requirement for successful completion of the Associate Degree of Nursing program.  
To pass the Clinical, the student must demonstrate:
  1. Understanding of content and its application to practice.
  2. Application of the nursing process.
  3. Safe conduct with patients and environment.

All records of a confidential nature either paper or electronic will be maintained in the student's file.

Examinations:

All examinations will be carefully monitored. The proctor will remain in the room to answer any possible questions of the student. Students will remain in the room until they turn in their examinations.

If a student misses a scheduled exam, there will be an upfront deduction of 10% of the total points possible on the exam unless extreme, extenuating circumstances prevail. If a second test is missed in the course, a retake may be taken but there will be an upfront 20% reduction of total possible exam points unless extreme, extenuating circumstances exist. In the case of extreme, extenuating circumstances, the student may petition faculty with proper documentation to waive the point deduction.

HESI exams are administered for comprehensive assessment of the student's ability to master nursing concepts. These exams are required for each nursing course.

Grading System:

The requirements for continuation in the ADN Program are as follows:

The nursing faculty has agreed that all nursing class grades will be derived in the following manner:

Theory Grades	Unit Exams:	60%
	Final Exam:	30%
	Other:	<u>10%</u>
	(Bib cards, quizzes, term papers, etc.)	
	Total:	100%
Clinical Grades:	Performance:	78%
	Nursing Care Plans: and Observation	78%

Students must pass clinical with a 78% in written work and 78% in each of the clinical performance objectives in order to receive a P (pass) for the clinical portion of the course. An F (fail) will be assigned to any clinical total below 78%. Clinical grades will not be added to theory grades.

Students must receive a pass in clinical in addition to 78% of the points possible in the theory portion of the course to pass the nursing course. Clinical grades and theory grades are independent of one another. In the case of clinical failure, the theory grade will be assigned as no credit (N/C). In the case of a grade less than 78% in theory, a failing grade will be assigned and a grade of no credit (N/C) will be assigned for the clinical portion of the course.

Competency Evaluation:

Simulation may be used for high stake testing/evaluation and the session may be video-taped. The decision to video-tape the session is at the discretion of the instructor.

Academic Dishonesty

The instructor or person accusing a student of academic dishonesty will report it to the Director of the nursing program. The Director will investigate the matter. If it is determined that the incident warrants further action, the guidelines in the Moberly Area Community College Student Handbook will be followed for dealing with students accused of being academically dishonest.

A student who has committed an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance. Thus, academic dishonesty is not only a basis for disciplinary action but is also relevant to the evaluation of the student's level of performance. Academic standards require that students do not cheat, or knowingly assist another to do so. Other unacceptable behavior includes but is not limited to plagiarism, which is the submission of someone else's work as your own, and the unauthorized access to or changing of grades or examinations. All phones must be off and out of sight during exams. Any cell phone visible during an exam could constitute academic dishonesty.

### DISMISSAL POLICY

Academic dismissal is the discontinuance of the student from the nursing program. This can be immediate pursuant to or after failure to satisfactorily complete a probationary period depending on the act. Failure (D or F) or WU (withdraw unsatisfactory) in a nursing course is an automatic academic dismissal from the program. Students receiving a grade of less than "C" in a nursing course may, if readmission is approved, repeat that course one time. Students who receive a grade of "D or F" or "WU" (withdraw unsatisfactory) in two (2) nursing courses or in the same nursing course two (2) times will be academically dismissed from the program without consideration for readmission.

Other reasons for dismissal include but are not limited to:

1. Unprofessional conduct or any act derogatory to the morals or standing of those engaged in the care of the sick.
2. Negligent act or irresponsibility which results in serious or potentially serious harm to the patient.
3. Illegal use or possession of drugs or controlled substances that are known to have mind-altering effects upon the human body, or that impair one's ability to safely perform.
4. Inappropriate use of drugs or alcohol.
5. Conviction of felony or crime.
6. Guilty of fraud, deceit, or omission of information that could affect the application process in gaining admission into the Associate Degree Program.
7. Breach of confidentiality of patient information.

8. Any of the probationary items on which a student does not show immediate and sustained improvement.
9. Academic dishonesty.
10. Negligent act or irresponsibility which **may** result in serious or potentially serious harm to the patient.

In the event that said readmission would cause the school to exceed its limits by more than one student, permission from the State Board of Nursing must be obtained prior to admission.

Students who have been dismissed for the above stated reasons (1-10) will be dismissed from the Associate Degree Nursing program and may be dismissed from other programs in the Division of Allied Health at Moberly Area Community College without consideration for readmission.

Recommendation for dismissal will be made to the Director of Nursing and Allied Health and the Dean of Career and Technical Education by the Associate Degree Nursing faculty. The recommendation will be taken to the President's Administrative Council for action. The student may appeal any action under the due process of the institution.

#### Readmission:

Students who drop or are dismissed from the ADN Nursing Program because of a failure in a nursing course must submit a written request for readmission to the Director of Nursing and Allied Health Programs. The request will be evaluated by the ADN Admissions Committee based on the recommendations from the faculty and probability of success.

There are several factors and reasons which would cause a student to drop, or be dropped, from the ADN Program. Students who fail or drop from the Fundamentals of Nursing course will follow the general admission process (through the Admissions Committee). One of the three references must be from a faculty member.

#### Readmission Guidelines

- Students seeking re-entry into all other nursing courses must submit a written request for readmission to the Director of the Program.
- Students who fail or drop Mental Health Nursing or Maternal Child Studies while enrolled as a student in the Accelerated Admissions Option Program will follow the general admission process through the Admissions Committee.
- With recommendations of the faculty, the request will be evaluated by the Admissions Committee and readmission will be granted on a space available basis.
- Students who receive a grade of less than "C" in a nursing course may, after readmission is approved, repeat that course one time.

- Students who receive a grade of "D", "F", or "WU" (withdraw unsatisfactory) in two (2) nursing courses or in the same nursing course 2 times will be dismissed from the program without consideration for readmission.
- Students previously dismissed from the generic ADN program for the specific reason of academic failure in two nursing courses may request readmission under the Accelerated Admissions Option for LPNs.
- If a student drops/fails a course that is a prerequisite for the next nursing course in the program's sequence, the student will be dropped from the program and will not be considered for readmission until the prerequisite course has been successfully completed.

### Progression

- The nursing courses follow a structured sequence. Nursing courses must be taken in the proper order and they must be completed within the expected time frame.
- Associate Degree Nursing (ADN) students have four semesters and a summer session to complete the degree requirements. Virtual Accelerated ADN students have two semesters and a summer session to complete their degree requirements.
- If the required coursework is not completed within the expected time frame, the student will be dropped from the program.
- Students may request readmission when they are able to complete the prescribed courses within the expected time frame.

Former Moberly Area Community College students who were academically unsuccessful and eligible for readmission will receive priority for readmission over external transfer students.

1. Transfer students from other nursing programs or students seeking readmission into the traditional program after two semesters must pass the HESI exam(s) for each clinical course. The student who is seeking readmission into the AADN program must repeat the HESI exam(s) after three semesters. These exams must be passed with a score of 850 to demonstrate requisite knowledge. If unsuccessful in passing the HESI exam(s) after two attempts the student must retake the required nursing course(s).
2. Medication Administration and Managing Intravenous Therapies are considered courses that address critical, clinical competencies. Any student seeking readmission will be required to repeat these courses if it has been more than two semesters since they were initially completed. However, a student who is out of the Associate Degree Nursing Program only one to two semesters would need to verify competency for the Medication Administration course by passing a HESI Medication exam with a score of 850. If the student does not pass the HESI exam, they will be required to repeat the Medication Administration course.



3. Successfully complete core fundamental nursing skills in the laboratory setting to demonstrate competency if they have been out of the program for two consecutive semesters.
4. If the students are unsuccessful in meeting the above requirements, they will be required to take the equivalent nursing course(s) provided by Moberly Area Community College.
5. Students who are readmitted who have failed one nursing course in their initial enrollment and then fail a second nursing course will be dismissed and ineligible to apply a third time.

Final Summary for Graduating Students:

The Final Summary is the accumulation of evaluations received from all nursing classes, refer to Appendix H. It is the form that is retained in the official school record. All other evaluations and reports are destroyed five years after graduation.

Written Assignments:

Students are expected to turn in all written assignments on the designated dates and time as identified by the faculty member and documented in the syllabus. Late work will be evaluated by the Director of Nursing and Allied Health and the faculty. The Director of Nursing and Allied Health upon evaluation will make the final decision. In the event the situation does not meet the criteria for extreme extenuating circumstances, a grade of "0" (zero) will be given.

Extreme extenuating circumstances are warranted by, but not limited to the following:

1. illness of self or immediate family that requires hospitalization or emergency treatment.
2. death in the immediate family
3. court appearances

When possible the student will provide written documentation and verbal notification to the faculty member in advance of the date and time that the assignment is due.

Written Work:

On clinical paperwork a student may redo one paper in an attempt to get 78%. In order to redo one paper an initial paper must have been submitted and received a grade below 78% Resubmitted papers will receive not more than 78% and must be resubmitted within **7 calendar** days to the clinical instructor.

Usage of Clinical Laboratory:

The clinical lab is available to students for additional psychomotor practice and must be done with faculty present. Equipment and other clinical supplies such as syringes, needles, catheters, or any other devices are not to be removed from the clinical laboratory. The clinical lab area is monitored and students violating this policy may be subject to further disciplinary action. The college will not be held liable for students performing procedures outside the premises of the college's clinical laboratory setting.

**APPENDIX A**

**REVOCAATION OF LICENSURE FORM**

**MOBERLY AREA COMMUNITY COLLEGE  
STATE OF MISSOURI NURSING PRACTICE ACT**

**NOTICE TO APPLICANTS FOR ADMISSION TO NURSING PROGRAMS**

**Read carefully and this must be signed, notarized, and returned with your nursing program application.**

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 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 any 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 the intent to defraud, for payment pursuant to the provisions of chapter 208 or chapter 630, or for payment from the 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 the 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.

#### **NOTICE**

**Any applicant who has been convicted of felonies and/or misdemeanors, imprisoned, on probation, on parole, or received a Suspended Imposition of Sentence (SIS) must discuss this matter with the Coordinator of Practical Nursing/Director of Nursing and Allied Health Programs.**

**Additional applicant concerns related to other offenses or the eligibility to be licensed must be discussed with the Coordinator of Practical Nursing/Director of Nursing and Allied Health Programs**

#### **RECEIPT AND ACKNOWLEDGMENT**

The undersigned applicant to Moberly Area Community College nursing program hereby acknowledges receiving, reading, and understanding a copy of this notice that the Missouri State

Board of Nursing may refuse to issue any certificate of registration, authority, permit or license require to practice nursing in the State of Missouri for the causes set out in Section 335.066, RsMo, which are subject to amendment from time to time by the State of Missouri.

The applicant understands that completion of a MACC nursing program does not mean that the Missouri State Board of Nursing or any other similar board will issue to the applicant a certificate of registration, authority, permit or license.

Signature of applicant \_\_\_\_\_

Dated: \_\_\_\_\_

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_ day of \_\_\_\_\_, 20<sub>2</sub>, before me, \_\_\_\_\_ a Notary Public in and for said state, personally appeared \_\_\_\_\_, known to me be the person who executed the within instrument and acknowledged to me that \_\_\_\_\_ executed the same for the purposes therein stated.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal the day and year last above written.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_



## **APPENDIX B**

# **RECOMMENDATION FOR PREVENTION OF HIV TRANSMISSION AND HEPATITIS B**

**MOBERLY AREA COMMUNITY COLLEGE  
DIVISION OF NURSING AND ALLIED HEALTH**

All Nursing and Allied Health students will utilize the following policies regarding exposure to blood borne pathogens in conjunction with the policies of the individual clinical agencies regarding blood borne pathogens:

1. Universal standard precautions shall be observed to prevent contact with blood or other potentially infectious materials (including the following body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva, and any body fluid that is visibly contaminated with blood, and in all situations where it is difficult or impossible to differentiate between body fluids; and any unfixed tissue or organ from a human (living or dead) by all students in both laboratory and clinical settings. Consider all (patients') blood and body fluids to be contaminated.
2. Use extreme caution when handling needles, scalpels, and other sharp instruments (sharps) during procedures and when handling them after procedures are completed. Dispose of sharps in an approved puncture-proof container that is located as close as practical to the work area. Recapping, bending, breaking, and shearing of needles/sharps is strictly prohibited in clinical settings and college laboratory.
3. Broken glassware which may be contaminated shall not be picked up by hand. It shall be cleaned up using mechanical means, i.e., dustpan and brush or tongs.
4. Always wash hands before and after (patient) contact and if contaminated with blood or body fluids. Wash hands after glove removal. Gloves do not replace hand washing techniques.
5. Students must utilize all personal protective equipment such as, but not limited to, gloves, gowns, laboratory coats, face shields or masks and eye protection, and mouthpieces, resuscitation bags, pocket masks and other ventilation devices. All protective equipment shall be removed prior to leaving the work area, and placed in the appropriately designed area or container for storage, washing, decontamination or disposal.
6. Wear gloves when handling or touching blood, body fluids, body tissue, mucous membranes, non-intact skin, or contaminated equipment and supplies. Wear gloves when performing venipuncture and other blood access treatments or procedures. Change gloves after each patient contact.
7. All procedures involving blood and other potentially infectious materials shall be performed in such a manner as to minimize splashing, spattering, and generation of droplets of these substances.
8. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

9. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is reasonable likelihood of exposure to infectious material.
10. Individuals with open lesions (injury or wound) or dermatitis (skin rash) should keep the area covered to avoid direct contact with patients, supplies and equipment until healed.
11. Clean blood and body fluid spills with agency disinfectant or a 10 percent solution of sodium hypochlorite (household bleach).

## **EXPOSURE PROCEDURE**

### **POTENTIAL Exposure to Blood-Borne Pathogens**

1. Adhere to Universal Precautions
2. Report needle sticks, splashes, and contamination by wounds or body fluids to instructors and other appropriate personnel at the clinical facility site.
3. Document what the incident was, how it occurred, and the resident source involved.
4. Area should be cleaned well with soap and water. Mucous membranes should be flushed with water. Immediate evaluation must be performed by a qualified healthcare professional.
5. The residual source should be tested for Hepatitis B Surface Antigen (HBsAG) and Human Immunodeficiency Virus Antibody (HIV) only after providing counseling regarding this testing and obtaining consent for such testing.
6. The student should be counseled regarding his/her risk of Hepatitis B and HIV and offered testing for HIV. The student shall not be tested until he/she has been counseled and has given consent for HIV testing. The recommended testing schedule for HIV testing of a student post blood exposure is as follows:
  - a. Time of the incident
  - b. Six weeks post incident
  - c. Twelve weeks post incident
  - d. Six months post incident

**\*Recognize that all costs for the testing will be borne by the student.**

7. If the source resident (patient) is positive for HBsAG, the student should be treated in the following manner:

- a. If the student has received the Hepatitis B vaccine series, he/she should be tested for Hepatitis B Surface Antibody (HBsAG). If adequate levels are in the blood, no further treatment is needed. If inadequate levels are in the blood, the student should receive another dose of the vaccine and one dose of HBIG.
- b. If the student has not received the Hepatitis B vaccine, the series should be started at this time and one dose of HBIG given also.

**\*Note:** HBIG should be given within seven (7) days to be effective.

8. If the source resident (patient) is negative for HBsAG), and the worker has not been vaccinated, use this opportunity to start the vaccine series.
9. If the source resident refuses or is unable to give consent to be tested, the patient should be evaluated via medical history for risk factors to Hepatitis B. Based upon this history HBIG may be recommended. If the student has not received the Hepatitis B vaccine series, it should be started.
10. If the resident source is found to be HIV negative, no further follow up of the student is recommended.
11. If the resident source is found to be HIV positive, is unable to give consent, or refuses to be tested, the student should be encouraged to be tested for HIV on the previously stated schedule, and should be instructed to report any febrile illness occurring within the first twelve weeks of the incident. Symptoms of a febrile illness include:
  - a. fever
  - b.rash
  - c.enlarged lymph glands
12. If the source of the splash or puncture wound is unknown, each case should be evaluated on an individual basis. The student should be offered HIV testing on the previously described schedule.
13. Careful attention should be given to record keeping regarding the incident and any testing to provide and protect the confidentiality of both the resident and student member.
14. **Costs incurred for testing and/or immunization are the responsibility of the student.**

Reference: Guidelines for Prevention of Transmission of Human Immunodeficiency Virus and Hepatitis B Virus to Health Care and Public Safety Workers- Morbidity and Mortality

Weekly Report--U.S. Department of Health and Human Services--Public Health Service--Centers for Disease Control-June 23, 1989/Vol 38/No. S6.

Reference: OSHA: Meeting the New Requirements. Quality America, 1992.

**MOBERLY AREA COMMUNITY COLLEGE  
DIVISION OF NURSING AND ALLIED HEALTH**

**HEPATITIS B VACCINATION POLICY**

In accordance with clinical facility policies and Occupational Safety and Health Administration (OSHA) regulations (Federal Register, Vol.56, No.235) the following policy is set forth for all nursing, medical laboratory and emergency medical services students:

All students in MACC's above listed health occupation programs are technically considered to be included in "high risk" categories of occupational exposure to blood borne pathogens by OSHA. OSHA defines "high risk" as having a minimum of one exposure to blood/blood pathogens per month and strongly recommends that all health care workers in high risk categories be vaccinated against Hepatitis B. Although the OSHA regulations address health care employers and workers, they do not include students in any part of the directive.

**MOBERLY AREA COMMUNITY COLLEGE**

## **HIV (AIDS VIRUS) STATEMENT**

I have received information and recommendations for prevention of HIV (AIDS Virus) transmission.

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

\_\_\_\_\_ Date

**APPENDIX C**

**CRITICAL SKILLS**

**MOBERLY AREA COMMUNITY COLLEGE  
DOSAGE CALCULATION - CRITICAL SKILL**

Dosage calculation has been identified as a critical skill by the faculty. The Medication Administration course must be passed with a 78% before administering medication in the clinical area in Fundamentals of Nursing.

Successful completion of the Medication Administration course is necessary for continuation in both the Fundamentals of Nursing course and the ADN program. The student must pass this course in order to continue in the Associate Degree Nursing program. Medication Administration may only be taken one time per calendar year. The student who is unsuccessful in the Medication Administration course must reapply to the nursing program the next year.

I have read the above statement and understand the contents. I have had an opportunity to ask questions relevant to the above statement as of the date indicated below.

---

Date

---

Student Signature



## IV THERAPY

IV therapy has been identified as a critical skill by the faculty.

Students must pass Managing Intravenous Therapies before they enter the clinical area of Nursing of Women and Newborns, Child Health Nursing, and Adult Health Nursing II in the Associate Degree program. Students in the Accelerated Associate Degree program must pass Managing Intravenous Therapies before they enter the clinical area of Adult Health Nursing II. Students must pass the theory portion of the course as well as the skills demonstration to pass the Managing Intravenous Therapies course.

The skills demonstration must be passed within the assigned lab hours. These guidelines apply to all students at all times.

**Taking the IV Therapy certification examination does not meet this critical skill requirement.**

I have read and understand the above statement. I have had an opportunity to ask questions relevant to the above statement as of the date indicated below.

---

Date

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Student Signature

**APPENDIX D**

**CONFIDENTIALITY**

**MOBERLY AREA COMMUNITY COLLEGE  
ADN PROGRAM  
CONFIDENTIALITY STATEMENT**

I have a responsibility to protect patient data. I understand that any information of data compiled for educational studies may not include or reflect patient identity, or any information that could identify the patient. I must hold in strict confidence all patient information obtained while enrolled as a student nurse in the Associate Degree Nursing Program at Moberly Area Community College.

I further understand that HIPAA (Health Insurance Portability and Accountability Act) federal legislation governs the confidentiality of health care practitioners, and nursing students who are expected to comply with these rules. Failure to comply and/or wrongful disclosure of information may subject the individual to civil and criminal penalties as prescribed by law, including fines up to \$1.5 million and imprisonment. Any breach in confidentiality may result in dismissal from the program.

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Date

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Student Signature

# **APPENDIX E**

## **STATEMENT OF STUDENT UNDERSTANDING**

MOBERLY AREA COMMUNITY COLLEGE  
STATEMENT OF STUDENT UNDERSTANDING

I, \_\_\_\_\_ have received, read, and understand the Moberly Area Community College  
Student Name  
the Associate Degree Nursing Program Student Handbook. I have had an opportunity to ask  
questions and seek clarification as of the date indicated below.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

**APPENDIX F**

**INSURANCE POLICY STATEMENT**

**MOBERLY AREA COMMUNITY COLLEGE  
STUDENT INSURANCE AGREEMENT**

I, \_\_\_\_\_, understand that professional liability insurance for student nurses is provided for me through the College's general insurance policy maintained with the Missouri United School Insurance Council and have received a description of that coverage.

The insurance is provided to me at no charge and is limited to coverage as specified in the M.U.S.I.C. insurance policy. This coverage does not preclude me from obtaining additional coverage that I may desire.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

# **APPENDIX G**

## **SIMULATION LABORATORY CONFIDENTIALITY AGREEMENT**



## **Simulation Laboratory Confidentiality Agreement**

**As a nursing student at Moberly Area Community College, I will be participating in clinical laboratory simulations. I understand the content of these simulations needs to be kept confidential to uphold the integrity of the learning experience for myself and fellow students in all nursing programs.**

**I agree to maintain the following guidelines:**

- 1. I accept that simulation is part of my clinical learning experience.**
- 2. The simulation lab is considered a safe place to apply what I have learned in the classroom to a simulated patient situation. I will practice skills such as professionalism, communication, delegation, team work, and critical thinking in this environment.**
- 3. I will treat the manikins and equipment in the simulation lab with the utmost respect and professionalism. The simulators should be treated as if they are live patients.**
- 4. I will maintain a strict patient and peer confidentiality. This includes the scenario, my fellow students' performance, and debriefing discussion.**
- 5. Inappropriate disclosure or discussion of the simulation experience will be considered academic dishonesty and will result in disciplinary action according to the academic dishonesty policy in the MACC student handbook.**
- 6. I agree to report any violations of confidentiality to an instructor or lab coordinator.**
- 7. I acknowledge that photographs and/or video may be taken during my simulations. These may be used in debriefing and/or for other MACC purposes.**

**I understand the above statements and have had all the questions regarding this agreement answered satisfactorily. This agreement is valid during the duration of my student nurse career at Moberly Area Community College.**

**Student Signature:** \_\_\_\_\_

**Student Printed Name:** \_\_\_\_\_

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

**APPENDIX H**

**RELEASE OF INFORMATION**

**MOBERLY AREA COMMUNITY COLLEGE  
RELEASE OF INFORMATION FORM**

FULL NAME: \_\_\_\_\_

MAIDEN/ALIAS NAME(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_ SEX: MALE: \_\_\_\_ FEMALE: \_\_\_\_ RACE: \_\_\_\_\_

I authorize Moberly Area Community College to request and obtain a copy of my criminal background as provided in section 610.120 RSMo and make an inquiry to the Department of Social Services regarding the "Employee Disqualification List" as provided in section 660.315. I also authorize Moberly Area Community College to request and obtain a copy of my drug screen results, a Division of Family Services background check regarding child abuse or neglect, a background check with the Office of AInspector General, and a Caregiver screening check regarding abuse to mental health clients. I also realize additional background screenings may be requested by the clinical sites affiliated with Moberly Area Community College. I also realize I must provide a criminal background check for each state I have lived in within the past 10 years.

I further authorize Moberly Area Community College to provide the necessary documentation of all the above stated data and self-reported information to individual clinical affiliates. This information is to verify my eligibility to participate in the clinical experience.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_

DATE: \_\_\_\_\_

**APPENDIX I**

**IMAGE RELEASE FORM**

# Moberly Area Community College Image Release Form

I, (please print) \_\_\_\_\_

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Signature: \_\_\_\_\_

Student ID: \_\_\_\_\_

Email: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Date: \_\_\_\_\_

Obscure personal identifying characteristics when possible.

**APPENDIX J**

**FINAL SUMMARY**

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

FINAL SUMMARY FOR GRADUATING STUDENTS

I. Personal Characteristics	Unacceptable (1)	Average (2)	Superior (3)	Excellent (4)	Comments
Dependability					
Initiative					
Appearance					
Adaptability					
Attendance					
Interpersonal Relationships					
II. Utilizations of the Nursing Process to Meet Individual Needs					
1. Identifies commonly occurring nursing problems such as maintenance of oxygen, nutrition, elimination, etc.					
2. Selects appropriate nursing actions including listening, observing, feeding, etc.					
3. Provides continuous care for the individual's total needs including referral to other team members and health agencies.					
4. Provides care to relieve pain/discomfort and promote safety including measures of physical hygiene, maintenance of body alignment, keeping channels of communication open and avoiding adding to patient stress.					
5. Adjusts nursing plans to the patient as an individual.					

6. Helps the patient toward independence by assisting the patient to help himself when he is ready.					
7. Supports nursing personnel and family in helping patient to do for himself that which he can may include informal teaching.					
8. Helps patient adjust to limitations and emotional problems by creating an environment where patient is free to focus on his problems; makes referrals when indicated.					
III. Functions in the Role of the Technical Nurse					
1. functions as a member of the nursing care team; guides and directs other team members with less education and experience.					
2. Exhibits proficiency in the perceptive, cognitive, and technical skills related to health care.					

Other comments:

I hereby authorize release of this information to 3rd parties by my signature on this form.

Student \_\_\_\_\_

Date \_\_\_\_\_

Faculty member \_\_\_\_\_

Date \_\_\_\_\_

Faculty member \_\_\_\_\_

Date \_\_\_\_\_

**\*Score each category and give a brief comment as supporting evidence if indicated. Scoring: 1=Unacceptable  
2=Average 3=Superior (Above Average) 4=Excellent**





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