

**Practical Nursing
Student Handbook
2017-2018**



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

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Student E-Mail

MACC Mail is the official student e-mail system at MACC. Official college communication is sent via this e-mail 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, 660-263-4100, ext. 11240. All other inquiries concerning nondiscrimination, including equal opportunity and Title IX, should be directed to Dr. Jackie Fischer, Dean of Academic Affairs, 101 College Avenue, Moberly, MO 65270, 660-263-4100, ext. 11236.

MOBERLY AREA COMMUNITY COLLEGE

PRACTICAL NURSING PROGRAM

STUDENT HANDBOOK

Purpose of the Handbook:

This handbook is designed to serve as a guide for student's understanding of the Practical Nursing Program. It outlines those rules and regulations which will govern the program. It also defines the duties and responsibilities of the student.

The purpose of this program is to help the student to develop the necessary skills of practical nursing and to provide the students with knowledge of related materials that are necessary to become a responsible member of the health care team. 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 the 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.

PN Handbook Revised 7/6/17

**PRACTICAL NURSING
PROFESSIONAL FACULTY**

Moberly Campus

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

Michelle Frey, R.N..... Assistant Director of Nursing and Allied Health Programs
M.S.N., University of Iowa

Terry Bichsel, R.N. Coordinator of Practical Nursing Program
Assistant Professor, B.S.N., Northeast Missouri State University

Anna Blackford, R.N.....Assistant Professor
B.S.N., University of Missouri-Columbia

Denesia Sullivan, R.N..... Assistant Professor
B.S.N., Northeast Missouri State University

CLASSIFIED SUPPORT STAFF

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

**PRACTICAL NURSING
PROFESSIONAL FACULTY**

Mexico Campus

(Position Vacant)..... Coordinator of Practical Nursing Program

Stephanie Julian, R.N..... Practical Nursing Instructor
B.S.N., Oklahoma Wesleyan University

CLASSIFIED SUPPORT STAFF

Holly WhitworthPractical Nursing/Medical Laboratory Technician Secretary
Associate of Applied Science, Moberly Area Community College

**MOBERLY AREA COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM**

Practical Nursing Program Philosophy

Definition of Nursing: Nursing is an art and science that promotes health maintenance throughout the lifespan. Nursing is a caring profession that requires specialized skills, attitudes, and behaviors that facilitate the therapeutic nurse/client relationship. Nursing employs caring behaviors to protect, promote, and optimize health, wellness, and quality of life for individuals, families, groups, and communities.

Person/Client: A person is a holistic being comprised of complex needs that includes physiological, psychological, and cultural components.

Environment: The environment encompasses all internal and external experiences affecting the client. The client's environment acknowledges the individual's responses to these forces in family and global community. The environment provides the foundation for both the client and the learner. The learning environment acknowledges the unique needs of the individual and facilitates the attainment of knowledge, skills, and critical thinking. The client environment acknowledges the individual's response to internal and external demands in the home, local, national, and international companies.

Health: Health is a fluid state along a wellness/illness continuum throughout the lifespan.

Nursing Education: Practical Nursing education is an organized program of learning processes designed to meet specific outcome objectives. It produces qualified individuals who possess the necessary knowledge, skills, and related clinical experiences that enable them to become competent practitioners of the profession.

Teaching/learning is a continuous process requiring active participation by both teacher and learner. Teaching is a systematic process that facilitates change through instruction, practice, and experiences proceeding from simple to complex. Learning is a lifelong process that promotes personal and professional development. The teacher assists learning through counseling, guiding, and challenging the student to reach their fullest potential. The student is responsible and accountable for self-direction, independent study, and self-evaluation. The institution provides resources to facilitate the learning process.

Conceptual framework of the Practical Nursing curriculum: The Practical Nursing faculty at Moberly Area Community College recognizes the nursing process as the foundation for nursing practice. The curriculum flows from the nursing process and interfaces with our philosophy of nursing education. The nursing process includes assessment, nursing diagnosis, planning, implementation, evaluation, and documentation of these five steps in the promotion of health, prevention of illness, and provision of quality care within the scope of the practical nurse.

The practical nursing core curriculum prepares the student to become a safe practitioner through instruction in fundamental skills, adult nursing, maternal/child nursing, medication administration, intravenous therapy, and personal and vocational concepts.

The secondary curriculum in the practical nursing program includes the integrated threads of pharmacology, diet therapy, cultural competence, and lifespan considerations in the application of the nursing process.

The Practical Nursing faculty at Moberly Area Community College is committed to a holistic approach to nursing care and education as reflected in the program philosophy.

Conceptual Framework matrix comparing program philosophy to curricular threads.

Philosophy Concept	Curricular Threads
Nursing	Nursing process, health promotion, communication, skill attainment
Person	Holistic client: physiologic, psychological, culturally competent care across the lifespan
Environment	Internal, external, institutional, community, and global environments
Health	Wellness, illness across the lifespan
Nursing Education	Knowledge and skill acquisition, progression from simple to complex, lifelong learning

Operational concepts and terms:

To provide for consistency in the application of terms throughout the curriculum, the faculty at Moberly Area Community College recognizes the following:

1. Across the lifespan: similar term: throughout the lifespan. Indicates application of age specific nursing care to clients from prenatal to death.
2. Cultural Competence: similar term: Culturally sensitive. Cultural competence recognizes the needs of clients from a variety of diverse backgrounds and social behaviors by delivering non-biased and appropriate care.
3. Holistic care: Use of the term holistic care implies recognition of the physical, emotional, spiritual, intellectual, and sociological needs of the client.
4. Nursing process: assessment, diagnosis, planning, implementing, evaluating, and documenting care of the client.
5. Plan of Care: The term plan of care is any written or verbal approach that organizes and prioritizes the needs of the client.
6. Role of the practical nurse: Practical Nursing is the application of holistic nursing care throughout the lifespan to include:
 - a. use of the nursing process
 - b. promotion, prevention, maintenance, and restoration of health
 - c. compassionate end of life cycle

- d. client advocacy
 - e. maintenance of legal and ethical standards
 - f. personal and interpersonal communication
 - g. lifelong learning and a commitment to excellence
7. Scope of the Practical Nurse: At Moberly Area Community College, the term “scope of the practical nurse” indicates adherence to the qualifications and limitations of the practical nurse as delineated in the Missouri Practice Act.

Terminal Objectives:

Upon completion of the Practical Nursing program, the graduate is prepared to:

1. Function within the practical nursing role as a contributing member of the health care team.
2. Utilize the nursing process to formulate client plans of care.
3. Function within the scope of the practical nurses as described in the Missouri Nurse Practice Act.
4. Prioritize nursing actions to meet the physiological, psychological, sociological, and cultural needs of the client.
5. Apply nursing skills in restorative, maintenance, and health promotion and end of life situations.
6. Demonstrate responsibility and accountability for personal and professional growth and a commitment to lifelong learning.
7. Apply cultural sensitive care in the local and global community.
8. Demonstrate appropriate communication techniques in interacting with clients and their support persons, colleagues, and other members of the health care team.
9. Provide safe, legal and ethical care in the practice setting.
10. Utilize leadership and management concepts within the practical nursing role.
11. Apply appropriate principles of teaching and learning with clients and families.
12. Complete the program requirements to become eligible for the NCLEX-PN exam.

Program Description

This 12 month certificate program in Practical Nursing provides a combination of subject matter and clinical experience to prepare an individual to work in a variety of structured health care environments. The graduate of Moberly Area Community College's Practical Nursing Program functions as a client care giver under the direction of a Registered Professional Nurse and/or Licensed Physician.

Approved Status

The Moberly Area Community College School of Practical Nursing is fully approved by the State Board of Nursing and the State Department of Education, Vocational Division. This program is fifty-two weeks in length.

Licensure by the Missouri State Board of Nursing

Upon successful completion of the program, the student is eligible to apply to take the National Council of Licensing Examination for Practical Nurses. MO 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 practical nurse.

Students should read and be familiar with section 335.066, "Refusal to issue or revocation of license, grounds for a hearing and how they are made," of the Missouri Nursing Practice Act. (See 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 Coordinator of the PN 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 in the Moberly Area Community College Bookstore or on Canvas on-line for the Practical Nursing Programs. Students are required to have a syllabus for each nursing course in which they are enrolled. Students should secure the syllabus prior to the first day of classes each semester. 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.

PN Student Nurse Association

Students are encouraged to become members of the Missouri State Association of Licensed Practical Nurses (MoSALPN).

A membership fee provides participation in the association, giving the nursing students a chance to have input into the state legislatures, nursing organizations, committees and education and social activities. Local officers are elected each fall. The "Broadcaster" is a state newsletter that is sent to each member of the organization.

Student Support Services

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

2. Housing: MACC Main campus provides a men and women's dorm. The office of Student Services maintains a list of rental properties on the main campus to assist those students who need accommodations. Off campus sites do not have these accommodations available to MACC students. Space availability is limited.
3. Counseling and Guidance: The faculty will schedule individual conferences periodically with each student concerning class work, clinical experience, and other problem areas. They are available, by appointment, for special counseling needs. Further counseling and guidance may be received through Student Services of Moberly Area Community College by student request or recommendation of the faculty. Refer to the Moberly Area Community College Student Handbook.

Counselors are available to assist with educational and vocational needs, and personal concerns. Student Services can be reached at (660) 263-4100, ext. 11270. The Student Assistance Program (SAP) is also available 24 hours a day, 7 days a week, to provide confidential services to students and families with personal or student/life balance issues. The phone number for the Student Assistant Program is (314) 845-8302/ (800) 832-8302 or also at www.macc.edu.

4. Parking: At the MACC Main campus, parking space is available in the student parking lot and in designated curbside parking areas surrounding the campus. Parking hangtags are available in Student Services. Fines are assessed and collected for parking in unauthorized area. Handicap parking is available to persons whom the hangtags/license has been issued. Student parking spaces are available at the Advanced Technology Center in Mexico, Missouri. No designation of spots for students excluding handicap parking at the Advanced Technology Center in Mexico, MO.
5. Student Records: A cumulative record will be kept on all students. These will be located in the Allied Health office. Moberly Area Community College Mexico Practical Nursing records are kept in the Nursing Administration Office.
6. Health Insurance: Each student is required to provide his/her own health insurance because clinical sites require proof as such for students participating in clinical experiences at their facility. Should a medical emergency arise, the College will call Emergency Medical Services if necessary. Any cost will be borne by the student.
7. Malpractice Insurance: Students are advised that they may be held personally responsible for acts of negligence while in clinical setting and judgments may be made against them in a court of law. Professional liability insurance is mandatory and Moberly Area Community College provides coverage for all currently enrolled students in the Practical Nursing program.

8. Library

An orientation is given to students on use of the library covering what on-line resources are available, and how to access and utilize these resources.

See the complete Crisis Management Plan at www.macc.edu under Services, Security and Crisis Management Plan.

9. Crisis Management Plan – Serious Illness or Injury (Moberly Campus)

1. Do not attempt to move the injured or ill person unless necessary for immediate safety.
2. Notify the Randolph County Ambulance by calling 8-911 from a campus phone, or 911 from a cell phone. Do not leave the person unattended if possible.
3. Contact the Security Department at ext. 11247 or 651-9011 as soon as possible.
4. The Dean of Student Services, 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 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 Vice-President of Finance.

Crisis Management Plan – Serious Illness or Injury (Mexico Campus)

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, x 11247).
4. The Dean of Student Services, ext. 11235, or his designee will notify the person(s) designated as emergency contacts on a student's application form. The Director of Personnel, ext. 11272 will make contact for employees.
5. College personnel or students caring for injured or ill persons should avoid exposure to blood and 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.

POLICIES FOR PN PROGRAM

Admission Process:

If applying to the Moberly PN program return forms to the Allied Health Office. If applying to the Mexico PN program, return forms to the Nursing Administration Office at ATC.

Pre-requisites: Successfully complete college level Human Anatomy/Lab with a “C” or above and Fundamentals of Math or equivalent or higher with a minimum grade of “C” or have a placement score for Intermediate Algebra or higher.

1. Application forms completed for Moberly Area Community College and the Practical Nursing program.
2. Official high school transcript or GED transcript, if applicable, on file in Student Services. **It is the student’s responsibility to check on the status of their transcripts in Student Services.**
3. Official college or university transcripts on file in Student Services. (This includes transcripts from any nursing schools attended if applicable.) **It is the student’s responsibility to check on the status of their transcripts in Student Services.**
4. A TEAS-V exam is required with a minimum score of 58% to apply.
5. MACC Accuplacer or ACT sub-scores (A current ACT within the last five years.) must be submitted prior to or on **June 1, 2017.**
6. Each prospective student must complete and return a notarized Essential Qualifications form prior to **June 1, 2017.**
7. Each prospective student must complete and return a notarized Revocation of Licensure form prior to **June 1, 2017.**
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 **June 1, 2017.** **The Caregiver Screening is excluded for the Mexico Practical Nursing Program.**
9. Submit to and pass a criminal background check. Complete the ‘Request for Criminal Record Check’ form, enclose a \$13.00 check or money order with this form. This should be made out to ‘State of Missouri, Criminal Record System’ and mailed to the Missouri State Highway Patrol, Criminal Records and Identification Division, Post Office Box 9500, Jefferson City, MO 65102. This may be completed on-line at www.machs.mshp.dps.mo.gov. and it will be a \$14.25 charge.
10. Submit to and pass the review of Employee Disqualification through the Department of Health and Senior Services. The Employee Disqualification will be checked by the Allied Health office or the Mexico Nursing Administration Office.
11. Three 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 the student has attended the MACC ADN program within the last two years, one of the references must be obtained from the Director of Nursing and Allied Health.**
12. A cumulative grade point average of 2.0 from high school or college. All university or college coursework attempted will be considered when determining a student’s cumulative grade point average. College transcripts supersedes high school transcript.
13. Admission is contingent on maintaining a 2.0 cumulative grade point average.

14. A TOEFL score of 560 on the written exam or a score of 86 on the TOEFL IBT exam, ACT English score of 20 or greater, or a C or better in Composition I for students for whom English is a second language.

Please be reminded that these are minimum admission criteria for the program and does not guarantee admission.

Admission Process

Applications will be reviewed and selected without consideration of sex, age, handicap, race, creed, color, religion, natural origin, marital or parental status. There will be advanced placement given for state CNA certification within the Practical Nursing program but not for CMT, EMT, Paramedic, or other health related credentialing at this time.

A weighted admission process is utilized to select qualified candidates for acceptance into the Practical Nursing Program. Students earning at least 10.5 points on the MACC Practical Nursing Admission Process Score Sheet and meeting all other minimum admission requirements will be automatically admitted, pending seat availability. In the event there are more students scoring 10.5 points or greater than available seats, students with the highest points will be admitted. Those students not meeting automatic admission criteria will go to the Practical Nursing Admissions Committee for a competitive selection process.

Students are selected for admission into the program via a weighted admission process. Applicants whose records indicate the greatest potential for successful achievement will be admitted to the program. Qualified applicants not admitted for the current academic year will 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 Dean of Career and Technical Education, the Dean of Student Affairs and Enrollment Management, the Director of Nursing and Allied Health Programs, the Practical Nursing Coordinator, Nursing faculty, and three members of the health care community. Decisions of the Admission Committee are final.

Late Admission

The last day for regular admission into the Practical Nursing Program is five (5) school days after the established entrance date of the program.

Curriculum

The typical curriculum for the Practical Nursing Student is a three semester sequence. A minimum of 51 credit hours is required for the certificate program in Practical Nursing. Nursing courses may be taken only after acceptance into the Practical Nursing 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 Practical Nursing program.

Fall Semester

The student spends the first seventeen weeks in the classroom, nursing laboratory, and four half days in the clinical area. Classroom instruction (lecture, power points, and group discussion), instruction in laboratory procedures, demonstration and return demonstration, field trips, and guest lecture are methods used in teaching. Films, DVDs, videos, anatomical charts and torso are used as teaching aids.

Spring/Summer Semesters

The last thirty-four weeks of the program are focused on classroom instruction and clinical practice. Two days per week of clinical for 7-8 hour days are spent in the clinical setting. Clinical experience in the administration of medications is obtained in Nursing Care of Adult I & II, Nursing Care of Children, and Maternal Newborn Nursing courses. The emphasis in the clinical area is on learning experiences and continuity of client care.

Following is an example of the course sequence for this program's curriculum.

PRACTICAL NURSING PROGRAM

Recommended Course Sequence

Pre-requisites: Successfully complete college level Human Anatomy/Lab with a “C” or above and Fundamentals of Math or equivalent or higher with a minimum grade of “C” or have a placement score for Intermediate Algebra or higher.

<u>FALL SEMESTER</u>		CREDITS
PNC 120	Foundations of Nursing I (8 weeks)	3
PNC 128	Foundations of Nursing II (8 weeks)	6
PNC 103	Basic Nutrition	2
PNC 110	Personal and Vocational Concepts I	1
PNC 125	Medication Administration	2
BIO 209	*Physiology	<u>4</u>
		18
<u>SPRING SEMESTER</u>		
PNC 111	Nursing Care of Adults I	11
PNC 123	Nursing Care of Children	<u>4</u>
		15

SUMMER SEMESTER

PNC 122	Nursing Care of Adults II	10
PNC 113	Maternal Newborn Nursing	4
PNC 126	Mental Health Nursing	2
PNC 114	Personal and Vocational Concepts II	<u>2</u>
		18

Total Program Credit Hours: 51

*This is a College course which must have a required lab. "C" or above grade has to be achieved. Students must maintain a letter grade of "C" (78%) or above in each nursing class and clinical component to continue in the program. Should a student in the PN program fail a required support course (College Physiology) the student will be dropped from the Practical Nursing program.

There is a clinical fee assessed per credit hour for each nursing course with a lab or clinical component.

There will be advanced placement given for state CNA certification for the Practical Nursing program but not for CMT, EMT, Paramedics, or other health-related credential

Course descriptions are located in every syllabus, in the Moberly Area Community College catalog, and on the MACC website at www.macc.edu. (Click on Student Services, then college catalog, course descriptions, then PNC –Practical Nursing.)

IV Therapy:

IV therapy is a minimum standard for the Practical Nursing Program. Course competencies and a written exam in intravenous therapy must be passed in Nursing Care of Adults I during the spring semester of the program in order to meet the requirements. Students must pass the IV Therapy exam with at least a (C) 78% in order to meet the minimum standards for IV Therapy and progress in the nursing program. Students will only have one attempt to pass this exam. If the IV Therapy exam is not passed with a (C) 78%, the student will be dropped from the Practical Nursing Program with a theory grade of withdraw unsatisfactorily-(WU) for the Nursing Care of Adults I course and will be awarded a No Credit-(NC) for the clinical component of the course. A student who is unsuccessful in IV Therapy will not be allowed to continue in the Practical Nursing Program.

Upon successful completion of the IV Therapy written exam, students must demonstrate proficiency in intravenous insertion in the lab. If a student is unsuccessful in performing the intravenous insertion skill on the first attempt, a second attempt will be granted. If a student fails to demonstrate proficiency on the second attempt, the student will be dropped from the Practical Nursing Program with a theory grade of withdraw unsatisfactorily-(WU) and a clinical grade of fail-(F) and will not be allowed to continue in the Practical Nursing Program. **(See Appendix H, IV Therapy form for student signature.)**

Grading System:

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

1. Theory Courses:

A grade of "C" (78%) must be earned in each theory course. The grade for a theory course will be determined by the following scale:

Unit exams	65%
Quizzes, homework, etc.	10%
Final	<u>25%</u>
	100%

2. Courses with a lab and/or clinical component:

Unit exams	65%
Quizzes, homework, etc.	10%
Final	<u>25%</u>
	100%
Clinical and/or lab	Pass/Fail
Clinical Grades: Clinical Performance Evaluations	78%
Nursing Care Plans & ObservationExp.	78%

Clinical is graded on a pass/fail basis and must be passed to receive a grade in the course. In order to pass clinical, a student must have a score of "C" or 78% of the total clinical points possible in clinical performance and in written clinical assignments. Clinical performance is evaluated each week when completing patient care using the "Clinical Performance Evaluation Tool." In order to pass clinical performance, each student must accumulate an average score of 78% from the various performance areas. Completion of the clinical component is a requirement for successful completion of the Practical Nursing Program.

Students must pass clinical with a "C" 78% in each of the identified areas to receive a P (pass) for the clinical portion of the course. An "F" (fail) will be assigned to any clinical total below "C" 78%. Clinical grades will not be added to theory grades.

Students must receive a P (pass) in clinical in addition to "C" 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.

3. Grading scale as follows:

A - 92 -100

B - 83 - 91

C - 78 - 82

D - 66 - 77

F - 65 and below

Failure to maintain a “C” (78%) average in each course will result in dismissal from the program. Mid-term grades will be provided each semester. Once accepted into the Practical Nursing Program, students must maintain a 2.0 cumulative grade point average to remain in the program.

Academic Standards for PN Students:

Effective summer 2008, the college 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 placed on grade sheets submitted to the Registrar. Faculty will also document a (WU) or (WS) on the drop slip provided to Student Services and a copy will be retained in the student’s file in the Allied Health Office. If a student fails the IV therapy content in Nursing Care of Adults I, they will receive a “WU” withdraw unsatisfactory.

Exams/Presentations:

4. A. All exams will be scheduled and announced at least two days prior to the examination. All students are expected to take any and all scheduled exams on the day and time they are administered. If a student’s absence occurs on the day of the exam, there will be an up-front deduction of 10 percent from the total points possible on the exam unless extreme, extenuating circumstances prevail. An additional 10 percent of the total points possible will be deducted for each additional business day the exam is not completed. If the exam is not taken within one business week, of the original scheduled exam date, the student will earn a zero (0) for the

exam. It is the student's responsibility to complete the petition form requesting an extension the day the student returns and submit it to the Practical Nursing instructor whose exam was missed.

B. Classroom presentations for a major grade must be presented at the scheduled time unless there are extreme extenuating circumstances. No alternate assignment will be given instead of the presentation. The presentation will be made up on a date determined by the instructor if it is an extreme, extenuating circumstance only.

C. Class Remediation:

1. If a student receives less than a 78% for a unit exam in any nursing course, the student will be required to complete remediation activities.
2. The student will be required to meet with the Practical Nursing faculty member of the related nursing course.
3. The remediation assignment will be determined by the individual Practical Nursing faculty member.
4. The meeting and remediation must be completed before the next unit exam of the nursing course or the student will not be allowed to take the next scheduled unit exam in that nursing course.
5. This may result in percent deductions or a zero on the next scheduled unit exam.

D. Clinical Remediation:

1. When a student obtains a Needs Improvement "NI" on any of the indicators used on the "Clinical Performance Evaluation" form they will be required to complete remediation.
2. This remediation and due date will be determined by the designated Practical Nursing faculty member.
3. Complete the remediation form found in the clinical packet of paperwork.

Test Question Challenge:

If an exam question is challenged by the student, it will only be considered if presented in the following format:

- A. The student's petition must be in writing and submitted within two class days of the exam review.
- B. The students must explain why the exam answer is not the best choice.
- C. The students must provide a rationale on why they think their answer is the best option.

D. Relevant resources must be cited.

If a petition is submitted to challenge an exam question, this does not guarantee that the faculty will change the answer, throw the question out, or accept multiple answers. This decision will be made within the domain of the faculty member's academic freedom.

Exams, Projects, Clinical Paperwork and Homework:

A. The students will have one week from the date the grade is received to challenge the points earned.

B. Grades for assignments that are worth exam points and clinical paperwork can be challenged within the context of these guidelines.

C. The challenge must be submitted in a written format.

D. The faculty reserves the right to determine if points will or will not be awarded.

E. If the student waits beyond the one (1) week time frame, the challenge to the grade will not be accepted unless under extreme, extenuating circumstances.

F. If the student wishes to appeal the course grade, the student must follow the College's grade appeal process.

5. Quizzes:

A quiz may be given at any time. It may be announced or unannounced. Quizzes that are missed may not be made up and a grade of "0" will be given. If the student is absent or late for class and a quiz has already been initiated by all members present, the student will receive a grade of "0" for that quiz.

6. Homework, lab or clinical written assignments:

All assignments are due in their entirety on the assigned date and time. No late homework assignments will be accepted. Extreme, extenuating circumstances will be evaluated by the PN Faculty, PN Coordinator, and the Director of Nursing and Allied Health.

For extreme, extenuating circumstances it may be warranted, but not limited to the following:

1. illness of self or immediate family that requires urgent medical care, hospitalization or emergency treatment. The student will provide documentation or a physician's excuse to verify illness.

2. any absence necessitated by the death of an immediate family member will require documentation. Bereavement leave is only granted for up to three (3)

consecutive days. Immediate family includes: (step) parents, mother/father, mother/father-law, brother/sister, brother/sister in-law, (step) siblings, (step) children, (step) grandchildren, spouse, significant other, domestic partner, (step) grandparents, and legal guardians.

3. court appearances.

7. Academic Dishonesty:

The instructor or person accusing a student of academic dishonesty will report it to the Coordinator of the nursing program. The Coordinator will investigate the matter. If it is determined that the incident warrants further action, the guidelines in the Moberly Area Community College Policy 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 plagiarism, which is the submitting of someone else's work as your own, and the unauthorized access to or changing of grades or examinations, and the use of electronic equipment. The submitting/performing of essentially the same single piece of work for credit in different classes is considered to be dishonest unless all faculty members involved has agreed, in advance, to the specific instance.

Cost:

Cost per credit hour:

<u>Academic Courses</u>	MACC District Residents	Other Missouri Residents	Other US Residents	International Students
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.

PN Clinical Fee: \$90.00 per credit hour and additional fee for each nursing course.

Pinning Fee: \$40.00 due at the end of student's final semester.
Student Activity Fee: \$10.00 per credit hour.
Technology Fee: \$10.00 per credit hour.

(This does not include lab fees, text books, 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 additional \$1,000-\$1,800 on the following required items specific to nursing. These include:

Nursing Pin	Nursing Shoes
Complete Set of Scrubs	SD Card
Name Pin	Immunizations
Bandage Scissors	Books
Standardized Exams (HESI)	Pinning Fee
Seminar Fee	Pen Light
Watch with Second Hand	Stethoscope
Criminal record check	Physical Exam
Drug Screen	Photo for State Board
State Board Exam Application Fee(s)	USB Headsets
Gait Belt	Blood Pressure Cuff
NCLEX Review	

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

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. Transportation issues are not extenuating circumstances and will result in an absence.

HESI standardized exams and the NCLEX-PN Live Review are required components of the nursing curriculum. HESI standardized exams are administered upon completion of selected nursing course and a HESI exit exam is given upon completion of the entire nursing program. The purpose of the NCLEX-PN Live 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.

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.

- 100% refund: Official withdrawal initiated by the student through the Office of the Dean of Student Services 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 Services 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 Services 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 will be reviewed by the President of the College and a determination made on a case-by-case basis.

CRITERIA FOR TRANSFER

Students are accepted in the Practical Nursing Program as a transfer student on an individual basis if a position is available. The following information is needed to determine the student's standing:

1. A written request is received from the individual to the Practical Nursing Coordinator.
2. Official transcripts from high school, GED, colleges or universities attended.
3. Syllabus with course objectives, outlines, and content for all nursing courses taken.
4. Letters of recommendation from the Director of the student's previous nursing program and two instructors.
5. Meet admission requirements of MACC Practical nursing program.
6. Transfer students shall meet all criteria of other students in the program, and a planned program shall be set up for the students to enable them to fulfill the same requirements for graduation as all other students in that class. This information should be entered on the ensuing State Board report after admission. In the event, that said transfer would cause the school to exceed their limits by more than one student, permission from the State Board of Nursing must be obtained prior to admission.
7. Nursing courses are acceptable for up to two years. There is no limit imposed on transferring Anatomy credit. Physiology credit is acceptable up to 5 years. To obtain credit, a "C" or above grade must be achieved.
8. Transfer of CLEP or Advanced Placement tests for foundational courses such as Anatomy and Physiology will not be accepted.
9. Students who desire to transfer credits obtained from the MACC Associate Degree Nursing program and other nursing programs to the Practical Nursing program can obtain credit for the following:

If a student is applying for the PN program at MACC and has been in the ADN program at MACC within the last two years, and has taken NUR 101- Fundamentals of Nursing (6 credit hours) and obtained a "C -78%" or above grade and passed the lab/ clinical, the student may take the PNC 120 (3 credit hours) and PNC 128 (6 credit hours) final exams. If the student passes the Foundation finals with a "C-78%" they will be awarded 3 hours of standing credit for the Practical Nursing program.

NUR 111 Mental Health Nursing (4 credit hours) will substitute for two credit hours of PNC 126 Mental Health.

In order to receive credit for Medication Administration (2 credit hours for the

Practical Nursing program) the content must include the following: math calculations, percutaneous, parenteral, enteral, oral routes of medications, NG tube meds, NG feedings, laws, safety of medication administration, rules, 6 rights, history of medication administration, site drugs, pharmacokinetics, and intravenous therapy in order to meet the course requirements of PNC 125 Medication Administration for the Practical Nursing program. Medication Administration final for the Practical Nursing program at MACC will have to be passed with a 78% or above. The above courses must have a grade of “C” or better and not be over two years old at the date of entry into the Practical Nursing Program.

Criteria for Readmission:

Students who receive a grade of “D”, “F”, or “WU” (withdraw unsatisfactory) in two nursing courses or in the same nursing course two times will be dismissed from the program without consideration for readmission. Students receiving a grade below “C” (78%) in a nursing course may, after readmission is approved, repeat that course one time. Failure to achieve a grade of “C” (78%) the second time will result in dismissal from the program without consideration for readmission.

Students who fail or drop from the first semester nursing courses or science courses must begin the initial admission process through application. A student seeking readmission after being out of the program for two years must reapply as a new student. The student must submit a written request for readmission to the Practical Nursing Coordinator. The request will be evaluated by the PN Admissions Committee based on the recommendations from faculty and the probability of success.

Applicants must provide all of the following items upon seeking readmission:

1. Current MACC and Practical Nursing applications.
2. Notarized Essential Qualifications form and Revocation of Licensure form.
3. Submit to and pass a current criminal background check.
4. Submit to and pass a Caregiver screening.
5. Submit a written request for readmission to the PN Coordinator.
6. Submit to and pass a urine drug screen. (To be completed after readmission is approved and prior to the start of their clinical practicum.)

The Practical Nursing Coordinator will obtain recommendations from the Practical Nursing faculty prior to readmission. After submission of all required forms and documentation, the readmission information will be reviewed by the Admissions Committee. If the decision for readmission is approved, it can only be granted on a space available basis.

If a student is seeking readmission for the fall semester of the PN program, the student may take Physiology concurrent with the start of the nursing courses for that semester if a grade of “C” or better was received in Anatomy. Physiology credit is only acceptable up to 5 years.

In order to obtain final approval for readmission into the PN program, the student must display

current skills and nursing knowledge. All of the listed requirements below need to be completed at least one month prior to the beginning of the requested semester.

- 1.) Students must pass with a minimum of 78% on the comprehensive final exams from all previously completed courses with a clinical/lab component (Foundations of Nursing I & II, Medication Administration, Nursing Care of Children, Nursing Care of Adults I/II, Maternal Newborn Nursing, and IV Therapy). If the student passes these exams then validation of skills will occur. If a student is unsuccessful in passing any of the comprehensive finals, the course(s) will have to be repeated.
- 2.) Videos covering nursing skills and knowledge are available from the Allied Health office in C-12 or in the Nursing Administration Office in the Advanced Technology Center in Mexico, MO. The PN Coordinator may require these videos to be viewed prior to readmission. This will be done on the student's own time at the college.
- 3.) Students will demonstrate proficiency of the following skills under the direction of the Practical Nursing faculty. If the student does not demonstrate mastery on the first attempt on one or more of the following skills, they will not be allowed readmission into the Practical Nursing Program. The time must be scheduled with the Practical Nursing Coordinator.
 - a. Sterile dressing changes
 - b. Sterile catheterization (both male and female)
 - c. Vital signs
 - d. Medication administration: Parenteral, Percutaneous, and Enteral methods. Math review required.
 - e. Head to Toe Physical Assessment
- 4.) Students' CPR certification and physical must be current and in their files in the Allied Health Office in C-12 or in the Nursing Administration office at the Advanced Technology Center in Mexico, MO. The CPR, physical form, current TB test, Varicella and Rubella blood titers, urine drug screen, and immunizations need to be completed prior to beginning school. If the above are not in the student's file, they will not be allowed to attend lab/clinical.
- 5.) Students must obtain and review the most current Practical Nursing Student Handbook. The forms in the appendices of the handbook must be signed and returned to the Practical Nursing Coordinator.
- 6.) Students must have their previous competency skills checklist available or purchase a new form from the bookstore at Moberly Area Community College or in the Resource Center at the Advanced Technology Center in Mexico, MO. This checklist is required and must be available for the beginning of the semester.
- 7.) In the event readmission would cause the school to exceed its limits by more than one student, permission from the State Board of Nursing must be obtained.

Probation Policies:

Probation is the status given to a student during which time deficiencies must be removed or corrected. Probation is warranted by, but not limited to, the following:

1. Clinical action which may be dangerous to client welfare.
2. Non-professional conduct.
Non-professional conduct includes but is not limited to the following:
 - a. Inappropriate verbal and/or nonverbal behavior to clients, staff, peers, or faculty.
 - b. Failure to maintain client confidentiality.
 - c. Failure to stay within the boundaries of clinical practice for a student enrolled in a Practical Nursing Program.
 - d. Dishonesty, prevarication, or falsifying information related to any aspect of the Practical Nursing Program.
 - e. Disruptive classroom behavior that inhibits the learning process will be disciplined according to the policy outlined in the MACC Student Code of Conduct.
3. Violation of written or oral instructions.
4. Continued negligence or lack of responsibility.
5. Absenteeism and tardiness.
6. Academic Dishonesty for first offense; however grievous the incidents could result in additional sanctions.

Recommendation for probation will be made by the faculty, Coordinator and Director of Nursing and Allied Health Programs to the Dean of Career and Technical Education. If a student fails to show immediate and sustained improvement, dismissal from the program will follow.

Dismissal Policy:

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. Dismissal is warranted by, but not limited to, the following:

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 may result in serious or potentially serious harm to the client.
3. Illegal use, or possession of drugs, or controlled substances that are known to have mind-altering or function-altering effects upon the human body, or that impairs one's ability to safely perform.
4. Inappropriate use of drugs or alcohol.
5. Conviction of felony or crime.
6. Guilty of fraud, deceit, misrepresentation or omission of information that could affect the application process in gaining admission into the Practical Nursing Program.
7. Breach of confidentiality of client information.
8. Academic dishonesty.

9. Any of the probationary items on which a student does not show immediate and sustained improvement.

Students who have been dismissed for the above stated reasons (1-9) will be dismissed from the Practical Nursing program and may not be eligible for admission into other programs in the Division of Allied Health at Moberly Area Community College.

Recommendation for dismissal will be made to the Director of Nursing and Allied Health Programs and the Dean of Career and Technical Education by the Practical Nursing Faculty and Coordinator. 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.

Attendance/Tardiness:

Attendance is mandatory for all nursing classes, laboratory and/or clinical, field trips, workshops, and seminars. Refusal to participate in scheduled activities will be considered an absence. Any student who misses two (2) consecutive weeks of class during a regular sixteen (16) week semester or the equivalent proportion of class time during a shorter session will be dropped from that class by the instructor unless justification is supplied. Additionally, any student who misses more than one-fourth of the entire number of in-seat class meetings in a regular sixteen (16) week semester or the equivalent proportion of class during a shorter session may be dropped from that class by the instructor, if in the opinion of the instructor, the student 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 on-line, hybrid, or virtual courses. Student attendance in these courses is defined as active participation in the course. Online, hybrid, and virtual courses will at minimum, have weekly mechanisms for student participation such as any of the following methods:

1. Completion of quizzes or exams.
2. Submission of assignments.
3. Participation of threaded discussions.
4. Communication with instructor.

A student who does not participate in an on-line, hybrid, or virtual course for two (2) consecutive weeks will be dropped by the instructor unless acceptable justification is supplied. As with ground courses, a student's attendance rate in on-line, hybrid, or virtual classes will be calculated based on the first day of the semester. If a student does not demonstrate active participation in the entire course within the first two (2) weeks, (or the equivalent proportion of class time during a short session) the student will be dropped as "never attended." Students should be aware that their dropping a course and their last date of attendance in their course may affect their financial aid.

Any absence requires notification by phone to the Allied Health Office at Moberly (1-660-263-4100,

ext. 11250) or the Advanced Technology Center at Mexico (1-573-582-0817, ext.13619) to a member of the Practical Nursing faculty prior to the scheduled start of class.

Any tardiness will count as one (1) hour absence. This includes breaks during and between classes.

Prior notification is mandatory for all scheduled appointments. Any absence of three (3) consecutive days due to illness will require a written statement from a physician. A physician's release will be required to return to class or clinical. If a student is absent for a total of five (5) consecutive days the student must meet with the faculty concerning excessive absences.

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.

Clinical Attendance:

Clinical tardiness or absences will not be tolerated.

- A. When 10% of the clinical practicum is missed for any nursing course, the student may be dropped from the program unless extreme, extenuating circumstances exist.
- B. At the clinical instructor's discretion, a student may be dismissed from the clinical setting if the student does not demonstrate the following:
 1. Completion of required clinical paperwork assignments for his or her assigned client.
 2. Adherence to the clinical dress code.
 3. Timeliness to clinical assignment and/or submission of report on assigned client.
- C. Any incidence of "no call" or "no show" will be evaluated by the PN Coordinator and the Director of Nursing and Allied Health Programs.
- D. Any circumstances identified in item B or C will constitute a clinical absence for that day. Clinical paperwork and clinical performance may be made up only under extreme extenuating circumstances. The student could receive a "0" for the day.
- E. If any clinical absence occurs in any nursing course, there will be a clinical make-up day at the PN faculty's discretion possibly on a Saturday towards the end of the specific semester, or one alternate clinical experience may be given at the discretion of the Practical Nursing Coordinator and instructor. The absence will be evaluated to determine if it meets the conditions for extreme, extenuating circumstances.
- F. The student is responsible for contacting the clinical agency for absences. The student must contact and speak directly to the clinical instructor prior to beginning of the clinical rotation for any absences.

Clinical Cancellations:

Clinical may be canceled by the clinical instructor in consultation with the Coordinator of Practical Nursing 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.

Clinical Practicums:

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 Practical 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 at the beginning of each semester stating the student’s name and information related to the current situation.
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 may 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.

Leave of Absence:

There will be no leave of absence granted.

Vacations and Holidays:

Vacations and holidays are scheduled according to the dates determined by the faculty and administration of Moberly Area Community College. Holidays observed include Labor Day, Columbus Day, Thanksgiving, Christmas, New Year's Day, Martin Luther King Day, President's Day, Easter, Memorial Day, and Independence Day. Spring break (March – one week) and a summer break (one week, July 2 –9, 2018 will be observed for this academic year). Classes will not be in session the week of Thanksgiving (November 20-24, 2017.)

Employment Policy:

It is recommended that full-time student nurses be employed for no more than 16 hours per week.

Confidential Information:

The student will learn throughout the program that information obtained about clients is confidential. This confidential information includes client records, photos, and videos. The student has both a moral and legal obligation to share this information only with other personnel who are caring for the client. The student may have occasion to read a client's past medical record. These are located in the Medical Records Department. The student must have permission from the instructor before going into this department. Records may not be removed from the department at any time. Copies cannot be made of any part of the client's medical record. Availability of this department may vary from agency to agency. Any student who violates confidentiality will be subject to probation or dismissal. A confidentiality statement will be signed and placed in the student's file.

Smoking Policy:

Smoking will not be permitted at any Moberly Area Community College premise. See MACC Smoking Policy.

Food and Drink Policy:

Light snacks and bottled water are allowed in the classroom. Drinks or food are not allowed in the

computer rooms or around computers.

Personal Electronic Data Devices:

Technological devices may only be used if they can assist in the student's academic success. Anyone not using a device for this purpose will result in having the device turned off, and having it confiscated at the time. The device will be returned to the student at the end of the scheduled day. Cell phones must be off and out of sight during class time and exams unless a potential emergency situation exists. Exceptions may be made at the discretion of the instructor.

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 You Tube, audio sharing such as Podcasts, photo sharing such as Flickr, and any other internet-based social media application similar in purpose of 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 Practical Nursing Student Handbook, Appendix C.

Adapted from: White Paper: A Nurse's Guide to the Use of Social Media, August 2011.
www.ncsbn.org.

Basic Life Support:

Students admitted to the PN program must be trained and certified in Basic Life Support (BLS) for the health care providers prior to the start of the school year. Students must maintain BLS throughout the nursing program. A copy of the current card will be placed in individual student files in the Allied Health Office or the Nursing Administration Office in Mexico, MO.

Various medical facilities in the area frequently offer BLS sessions for health care professionals.

Immunization and Infection Control Policies:

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 all the necessary vaccinations as required of all students enrolling in the Practical Nursing program.

Hepatitis B Vaccine:

Prior to the start of the school year, 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.

Tuberculin Testing:

An initial two step tuberculin skin test is required prior to the start of the school year. Current health care workers with documentation of two consecutive negative yearly TB tests will be acceptable. A chest x-ray must be obtained if a positive reaction has been documented.

Physical Exam:

A physical examination and general history are required prior to the start of the school year.

T-dap or TD:

If the TD is older than two years a T-dap is required prior to the start of the school year.

Influenza Vaccination:

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

Measles, Mumps, and Rubella (MMR):

Prior to the start of the school year, 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.

Varicella:

The student must provide documentation of two vaccines at least one month apart or dated results of a positive immune varicella titer prior to the start of the school year.

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 PN program has the above information on file before the first day of class. Clinical agreements with our agencies clearly state that faculty will not assign students who do not have documented proof of immunities. In the event a clinical site requests a different immunization, the student will be required to comply with the policies of that facility.

Hospital Testing and Evaluation:

Clinical facilities may request criminal background checks and/or drug screens for nursing students doing clinical practicums 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 screening. The student who refuses to comply with the agency's request will not be allowed to do clinical practicum 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. MACC will also make inquiry to the Department of Social Services: Division of Aging, 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 observation experiences required for success within particular program curriculum. Students will also complete a form to allow the release of background information and drug screen test results. (See Appendix F.)

Classroom Dress Code:

The following classroom dress code will be followed so dress and grooming does not interfere with the educational process.

1. Pajamas and house shoes will not be allowed.
2. Pants must be worn at the hips or above; boxers/underwear/undergarments cannot be exposed.
3. Tops/shirts must completely cover the torso and cleavage at all times. Spaghetti straps are not allowed. Bra straps may not be exposed.
4. Skirts and shorts must be worn at an appropriate length. Hemlines must reach the end of the fingertips when arms are fully extended downward.
5. Articles of clothing that cause excessive maintenance problems, such as cleats on boots, shoes that scratch floors, and trousers with metal rivets that scratch furniture and chairs are unacceptable.
6. Footwear is required.
7. Clothing may not advertise alcohol, tobacco, or drug products or be printed with inappropriate language.

Students not complying with this dress code policy for the classroom shall be the subject of

the following:

1. Students will be directed to abide by the above dress code to remain in class.
2. Students with subsequent violations will be dismissed from class with an unexcused absence.
3. Chronic offenses will result in further disciplinary action or probation.

This policy is not limited to the above and the administration reserves the right to make future decisions about what is considered appropriate dress.

Clinical Dress Code:

Any student who violates the following general instructions will be dismissed from clinical experience. This dismissal will count as an unexcused absence.

All students are to be clean, neat, and appropriately groomed:

1. Appropriate hygienic measures.
2. Hair:
 - a. Male students will keep beard and/or mustache neatly trimmed and clean to allow for appropriate fit of face masks, face shields and/or N95 respirators.
 - b. No brightly colored or flowered clips will be used in the hair.
 - c. Hair must be of a style which is bacteriologically safe for client care and appropriate for the profession. Hair should be of a natural color, not green, purple, etc.
 - d. Male/female students will wear their hair either short or “up” to clear the collar.
 - e. Male/female student’s hair will be clean and neatly combed.
3. Female students will limit the use of makeup to a minimum.
4. Perfumed products will not be worn.
5. Fingernails will be no longer than the fingertips. Nail polish should not be worn. No artificial nails.
6. No open-back, open-toed sling type clogs, sandals, or cloth tennis shoes will be acceptable in the hospital or observation experience for the safety of the student. Shoes must be a solid neutral color, clean and in good repair.
7. All students will wear solid colored socks that cover the ankles and coordinate with the MACC nursing scrubs.
8. All students will wear name pins and a wrist watch with a second hand.
9. The only jewelry permissible is a wedding band and a single pair of small stud

earrings in the ear lobes only. Body piercing jewelry is not permitted in the clinical area. If the student has ear gauges, these discs should be in the earlobes and be of one solid color without print or dangling pieces.

10. A freshly laundered, wrinkle-free complete set of scrubs that are not tattered or torn will be worn to and from the clinical area. Scrub pants should be hemmed and not dragging the floor. Students in the obstetric clinical area will follow hospital policy regarding the dress code in that area. Students must also wear appropriate foundation garments, including a solid white, grey, black or wine/burgundy t-shirt or undershirt.
11. Scrubs will be free of smoke smell while in the clinical area. No smoking is permitted on the clinical premises or during clinical hours. Students must abide by the hospital policy.
12. In any experience requiring professional attire, no strapless or backless tops or dresses/garments exposing lower abdomen or back, or garments revealing any tattoos or body piercing will be permitted.
13. In addition, the student must conform to the assigned clinical facility dress code.
14. If students do not comply with the assigned facility's dress code, and policies or procedures, the college is not obligated to provide alternate learning experiences.

Other Clinical Policies:

1. **NO Cell Phones.** Cell phones should not be on, used, or carried during the clinical experience. 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.
2. **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 Use of Social Media https://www.ncsbn.org/NCSBN_SocialMedia.pdf)
3. No chewing gum is allowed in the clinical setting.

Graduation:

All students in the Practical Nursing Program will be required to complete an application for graduation. Participation in the Moberly Area Community College Commencement Ceremony in May is optional.

Upon satisfactory completion of the requirements of the Practical Nursing Program, students will receive a school pin at the pinning ceremony. The student must purchase the school pin.

Students who have not completed the requirements and must make up assignments or classes missed may participate in the pinning ceremony upon recommendation of the Coordinator and approval from the Dean of Career and Technical Education.

Student Due Process Grievance Procedure:

The purpose of the student grievance procedure is to resolve in a fair and equitable manner misunderstandings, disagreements, and questions that might arise. The Student Grievance Procedure is on file in the Office of Student Services and may be obtained upon request. It is also available on the college website at www.macc.edu.

Structure:

1. Definition:

Student Grievance: a claim or allegation that a student has been mistreated in some aspect of the educational plan at Moberly Area Community College.

2. Purpose: The purpose of this procedure is to secure solutions to alleged grievances.

3. Time Limits: All limits herein will consist of session/work days except when a grievance is submitted on or after May 1. After May 1, time limits will include weekends, as well as work days, so that the matter may be resolved before the close of College or as soon as possible thereafter. The number of days indicated at each step should be considered maximum, and every effort should be made to expedite the process. If the next step is not initiated by the student within the time limits established, the grievance will be considered to be resolved. However, when mutually agreed upon, the time limits may be extended.

4. Representation: A student who asserts a grievance has the right to present such grievance for settlement in the manner provided in the grievance procedure. Such student has the option to proceed without representation or with a representative at any step of the grievance procedure.

5. Cooperation: The administration will cooperate with the student in the investigation of any grievance.

6. Released Time: The investigation or processing of a grievance should be accomplished without interference to a student's required classes, but should the administration, in the processing of any grievance, require that a student be released from required classes, this release is to be made without penalty.

Procedure:

Step I

The student will, within three session days from the alleged occurrence, discuss such grievance or complaint with the Dean of Student Services. The Dean of Student Services will document the date of such discussion in an appropriate record book or memorandum of record. The Dean of Student Services may, upon this initial contact, resolve the problem with the student.

Step II

If the grievance is not resolved within five days after presentation in Step I, then the aggrieved person may present the grievance, in writing, to the person designated by the President within five days following Step I meeting. The student will request a conference with the person designated by the President and the appropriate dean to discuss the problem.

Conclusions reached will be provided to the student in writing within five days after the meeting. The person designated by the President will provide the student in writing within five days the conclusions reached in regard to the grievance.

Step III

If the grievance is not resolved in Step II, then the aggrieved person may present the grievance, in writing, to the President of the College, within five days following the receipt of the Step II answer. The President will arrange for a hearing with the aggrieved person within five days of the receipt of such written grievance. Each party will have the right to include in the presentation such witnesses as such party deems necessary to develop the facts pertinent to the grievance. Upon conclusion of the hearing, the President will provide a written decision to the aggrieved person within five days.

Step IV

Should the grievance not be resolved in Step III, the aggrieved person may file a written appeal of the decision of the President of the College to the President of the Board of Trustees within 15 days after the receipt of the Step III decision. Within 15 days of the receipt of the request for appeal, the Board of Trustees will grant the aggrieved person a hearing, if requested.

The Board of Trustees will render a decision and will inform the aggrieved person in writing of its determination within 15 days of the date of the hearing of the grievance. In the event that a hearing is not requested by the aggrieved person, the Board of Trustees will consider the grievance resolved.

Special Note

Administrative decisions that become the subject of a grievance will not be stayed pending the processing of the grievance, except with the written consent of the Board of the President.

Nothing in this grievance procedure will preclude a student from discussing any complaint or grievance with an instructor or an administrator at mutually agreeable times in an attempt to resolve any complaint or grievance prior to filing of a formal grievance, as long as the solution is not inconsistent with this policy. Neither will any matter set forth herein curtail communication among any persons throughout the College system.

This grievance procedure will not be construed in any way to limit the rights of any student under the law.

APPENDIX A

STATE OF MISSOURI NURSING PRACTICE ACT SECTION 335.066

**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 or 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_, 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 AND HEPATITIS TRANSMISSION

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

Recommendation for Prevention of HIV and Hepatitis Transmission

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 possible to the work area. Recapping, bending, breaking, and shearing of needles/sharps is strictly prohibited in clinical settings and the 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 technique.
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 or 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 or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, 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 needlesticks, 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 consent obtained 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
 7. If the source resident (client) 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 (client) 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 client 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 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 Works - 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
HIV (AIDS VIRUS) STATEMENT**

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

STUDENT SIGNATURE

DATE

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 occupations 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.

Prior to clinical rotations, students and faculty will have received either all three doses of "Hepatitis B" vaccine or begin the series.

Student Signature: _____ Date: _____

APPENDIX C

CONFIDENTIALITY

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

I have a responsibility to protect client data. I understand that any information of data compiled for educational studies may not include or reflect client identity, or any information that could identify the client. I must hold in strict confidence all client information obtained while enrolled as a student nurse in the Practical 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.

DATE

STUDENT SIGNATURE

APPENDIX D

STATEMENT OF UNDERSTANDING

**MOBERLY AREA COMMUNITY COLLEGE
STATEMENT OF UNDERSTANDING**

I, _____, have read, received, and understood the Moberly Area Community College Practical Nursing Student Handbook. I have had an opportunity to ask questions and seek clarification as of the date indicated below.

DATE

STUDENT SIGNATURE

APPENDIX E

INSURANCE POLICY FORM

**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.

This insurance is provided for 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.

Student Name

Date

APPENDIX F

RELEASE OF INFORMATION FORM

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

FULL NAME _____

MAIDEN/ALIAS NAME _____

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 to 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 "Inspector 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 last 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 G

IMAGE RELEASE FORM

Moberly Area Community College Image Release Form

I, (please print) _____

give **MOBERLY AREA COMMUNITY COLLEGE** the absolute right and permission to use my image(s) whether photo or video, in its promotional materials and publicity efforts. I understand that the image(s) may be used in a publication, print advertisement, direct-mail piece, digital media, or other form of electronic media (e.g. video, CD-ROM, Internet, World Wide Web), or other form of promotion. I release the College, the photographer, their offices, employees, agents, and designees from liability for any violation of any personal or proprietary right I may have in connection with such use.

Signature: _____

Student ID _____

Email _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Date: _____

Obscure personal identifying characteristics when possible.

APPENDIX H

INTRAVENOUS THERAPY

Moberly Area Community College
Intravenous Therapy

IV therapy is a Minimum Standard as required by the Missouri State Board of Nursing for all Practical Nursing programs, Intravenous Infusion Treatment Administration, Section 20 CSR 2200-6.060.

Students must pass the intravenous therapy written exam and the clinical component in the Nursing Care of Adults I course during the spring semester. Students must pass the written exam with a seventy-eight percent (78%) and pass the clinical competencies to be successful. If unsuccessful, the student will be dropped from the nursing program and assigned a grade of (WU) withdraw unsatisfactory for the Nursing Care of Adults I course.

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.

Student Signature

Date

APPENDIX I

SIMULATION LABORATORY CONFIDENTIALITY AGREEMENT

**Moberly Area Community College
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 J

TAPE RECORDING AGREEMENT

**MOBERLY AREA COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM
Tape Recording Agreement**

I understand that, as a student enrolled in this course (_____), I have the right to tape record my class lectures for use in my personal studies *only*. I realize that lectures taped for this reason *may not* be shared with other people *without* the written consent of the lecturer. I also understand that tape-recorded lectures *may not* be used in any way against the faculty member, other lecturers, or students whose classroom comments are taped as part of the class activity.

I am aware that the information contained in the tape recorded lectures is protected under federal copyright laws and *may not* be published or quoted *without* the express consent of the lecturer and *without* giving proper identification and credit to the lecturer. I agree to abide by these guidelines with regard to any lectures I tape while enrolled as a student in this course.

Signature of Student _____ Date _____

Signature of Lecturer: _____ Date _____

Signature of Lecturer: _____ Date _____

Signature of Lecturer: _____ Date _____

APPENDIX K

FINAL SUMMARY

MOBERLY AREA COMMUNITY COLLEGE
 PRACTICAL NURSING PROGRAM
 FINAL SUMMARY FOR GRADUATING STUDENTS

Student Name _____ Date of Graduation _____

	Below Average	Average	Above Average	Comments
I. PERSONAL CHARACTERISTICS				
Attitude				
Dependability				
Initiative				
Appearance				
Adaptability				
Attendance				
Interpersonal Relationships				
II. NURSING SKILLS				
Identifies commonly occurring nursing problems such as maintenance of O ₂ , nutrition, elimination, etc.				
Selects appropriate nursing actions including listening, observing, feeding, etc.				
Provides care for the individual's total needs within the scope of practice of the practical nurse.				
Provides care to relieve pain and discomfort and promote safety including: Physical hygiene, maintenance of body alignment, and avoid adding to client stress.				
Adjusts nursing plans to the client as an individual.				

FINAL SUMMARY FOR GRADUATING STUDENTS

Student Name _____ Date of Graduation _____

	Below Average	Average	Above Average	Comments
Help the client toward independence by assisting the client to help themselves when they are ready				
Supports nursing personnel and family in helping client to do for themselves which may include informal teaching				
Demonstrates ability to carry out procedures completely and accurately				
Demonstrates aspects of critical thinking prior to formulating a clinical decision				
Demonstrates the ability to communicate effectively with the client and their family, fellow students, instructors, and employees of cooperating health agencies.				

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 _____

Faculty Member _____

Date _____

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