

Practical Nursing Student Handbook

2021-2022



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

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**MOBERLY AREA COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM**

STUDENT HANDBOOK

2021 - 2022

Revised 04.20.21

MACC Student Communication

Please refer to the RedBook Enrollment Guide regarding email and canvas conversations.

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 non-discrimination on the basis of race, color, national origin, gender, sexual orientation, disability, age, marital or parental status, religion, genetics, ancestry, or veteran status, in admission, educational programs, activities and employment. All inquiries concerning nondiscrimination, including equal opportunity and Title IX, should be directed to the Title IX Coordinator: Cheryl Lybarger, Director of Health Sciences, 101 College Avenue, Moberly, MO 65270 (660) 263-4100, ext. 11369. Inquiries concerning Section 504 of the Rehabilitation Act of 1973, which guarantees access to education regardless of disability, should be directed to: Stacy Donald, Director Office of Access and ADA Services, Moberly Area Community College, Columbia Higher Education Center, Room 119, 601 Business Loop 70 West L-2, Columbia, MO 65203 (573) 234-1067, ext. 12120

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.

Student Conduct Policy:

MACC expects students to conduct themselves in an appropriate, ethical, and legal manner at all times. Students are also prohibited from engaging in any form of sexual harassment or sexual misconduct. Students who exhibit rude or disruptive behavior may be dropped from one or all of their classes, placed on probation, or suspended for a period of time determined by the Vice President for Instruction, Dean of Student Affairs & Enrollment Management, Dean of Academic Affairs, Dean of Workforce Development and Technical Education or Dean of Health Sciences.

Please refer to the Student Conduct Policy in the College Catalog for additional information.

PRACTICAL NURSING PROFESSIONAL FACULTY Moberly Campus

Michelle Frey, R.N. Dean of Health Sciences M.S.N.,
University of Iowa

Cheryl Lybarger, R.N. Director of Health Sciences
B.S.N., Hannibal LaGrange
College

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

Anna Blackford, R.N. Practical Nursing Faculty
Associate Professor, MSN-Ed., Central Methodist University

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

CLASSIFIED SUPPORT STAFF

Sidney Neeb Administrative Assistant for Health Sciences
Associate of Arts, Moberly Area Community College

Mark Chambers Health Sciences Advisor
B.S.E., Northeast Missouri State University
M.S.L., Stephens College

**PRACTICAL NURSING
PROFESSIONAL FACULTY
Mexico Campus**

Stacey O'Neal, R.N. Coordinator of Practical Nursing Program
B.S.N., University of Central Missouri

Micheal Coats, R.N. Practical Nursing Faculty
B.S.N., University of Missouri

Amy Hilderman, R.N. Practical Nursing Faculty
MSN-Ed., University of Central Missouri

CLASSIFIED SUPPORT STAFF

Tanna Whitworth Health Sciences Administrative Assistant A.A.,
Moberly Area Community College

PRACTICAL NURSING PROFESSIONAL FACULTY Columbia Campus

Julie Kiefer, R.N.	Coordinator of Practical Nursing Program MSN-ACM, CNL, Central Methodist University
Monica Duemmel, R.N.	Practical Nursing Faculty M.S., University of Central Missouri
Karen Davis, R.N.	Practical Nursing Faculty M.S.N., Western Governors University

CLASSIFIED SUPPORT STAFF

Michaela Bradley	Health Sciences Administrative Assistant B.A., Lincoln Christian University B.S., Central Christian College of the Bible
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Class Pledge

“I will endeavor to maintain and elevate the standard of nursing, both as a science and as an art. I wholeheartedly recognize the importance of high standards of care and of personal accountability. I devote myself to the healing, protection, and welfare of those committed to my care.”

MOBERLY AREA COMMUNITY COLLEGE

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 Practical Nursing 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 acquisitions, 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 a 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 Nurse 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 Nursing Practice Act.
4. Prioritize nursing actions to meet the physiological, psychological, sociological, and cultural needs of the client.
5. Apply nursing skills in the 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 culturally 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.

Accreditation 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 a one-year program.

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. Missouri Nursing Practice Act, Section 335.066, provides additional criteria for eligibility to apply for licensure to practice nursing. Successful completion of the program does not guarantee eligibility to take the licensing exam. Satisfactory performance on this examination will qualify the student for licensure as a 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 take the licensure examination (state board examination). Any student who anticipates a problem in this area should contact the Coordinator of the Practical Nursing program at once to discuss the possible effects such a matter could have on becoming licensed.

Nursing Course Syllabi

Nursing course syllabi are available each semester 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.

Practical Nursing Student Organization

The mission of the Practical Nursing Student Organization is to promote professional and ethical behavior, cooperation, and collaboration; encourage dedication to be a lifelong learner; facilitate strong professional and public relationships; and emphasize the delivery of quality nursing and public services.

Students are encouraged to become members of a professional nursing organization, such as the Missouri State Association of Licensed Practical Nurses.

Student Support Services

See MACC Catalog and MACC RedBook Enrollment Guide.

Crisis Management Plan

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

Program Policies

Admission Process

If applying to the Moberly PN program, return forms to the Health Sciences Office. If applying to the Mexico PN program, return forms to the Nursing Administration Office at the Mexico Higher Education Center. If applying to the Columbia PN program, return forms to Julie Kiefer, PN coordinator, at the Columbia Area Career Center building on Providence road.

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

1. Application forms completed for Moberly Area Community College (online) and the Practical Nursing program.
2. Official High School Transcript or GED transcript, if applicable, on file in Student Affairs. **It is the student's responsibility to check on the status of their transcript in Student Affairs.**
3. Official College or University Transcripts on file in Student Affairs. (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 Affairs.**
4. A TEAS-V exam is required with a minimum score of 58% to apply.
5. Submit a criminal background form. Go to the Missouri State Highway Patrol website at www.machs.mshp.dps.mo.gov and complete a name based criminal record check by entering the name search portal and click to get started with an account. You will be asked to pay with a credit/debit card. The cost is \$15.25 currently, subject to change by the state. Print your results and submit them with your application packet.
6. 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. If the student has attended MACC ADN program within the last two years, one of the references must be obtained from a MACC ADN faculty member. (Please supply the name, relationship and email address of the three individuals you would like to complete a reference for you. We will then email them an electronic form to complete.)
7. A cumulative grade point average of 2.0 from high school or college. All university or college coursework attempted will be evaluated by the MACC Registrar to determine a student's cumulative grade point average. College transcripts supersede high school transcripts.
8. Admission is contingent on maintaining a 2.0 cumulative grade point average.
9. 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 whom English is a second language.
10. Health Insurance is required for all nursing students.

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.

Advanced Standing for C.N.A. certification: students who wish to receive advanced standing for

PNC120 Foundations of Nursing I must submit C.N.A. certificate from the State of Missouri Department of Health and Senior Services and pass with a “C” or better the Foundations of Nursing I final exam and demonstrate clinical competence by passing clinical skills check off.

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 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 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 may 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. Decisions of the Admissions Committee are final.

Late Admission

The last day of 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 (3) 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. At least two days per week are spent in the clinical setting. Clinical experience in the administration of medications is obtained in Nursing Care of Adults I and 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 course sequence for the 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/higher with a grade of "C" or above or have a placement score for Transitional Algebra or higher.

Course	Semester	Hours
First Semester (Fall)		
BIO209	Physiology*	4
PNC103	Basic Nutrition	2
PNC110	Personal Vocational Concepts I	1
PNC120	Foundations of Nursing I (8-weeks)^	3
PNC125	Medication Administration	2
PNC128	Foundations of Nursing II (8-weeks)	6
		18
Second Semester (Spring)		
PNC111	Nursing Care of Adults I	11
PNC113	Maternal-Newborn Nursing	4
PNC126	Mental Health Nursing	2
		17
Third Semester (Summer)		
PNC114	Personal Vocational Concepts II	2
PNC122	Nursing Care of Adults II	10
PNC123	Nursing Care of Children	4
		16
Minimum Required Hours for Certificate		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 Practical Nursing 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.

Course descriptions are located in every syllabus, the Moberly Area Community College catalog and on the MACC website at www.macc.edu. (Click on Student Affairs, College Catalog, Course Descriptions, PNC-Practical Nursing)

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

Students must demonstrate proficiency in IV Therapy Skills. 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 and a clinical grade of fail (F) and will not be allowed to continue in the Practical Nursing program. **(See Appendix I, IV Therapy form for student signature)**

Grading System

The requirements for continuation in Practical Nursing 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/Observation Experience	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" (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 a "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 recorded. The decision to record 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. Once accepted into the Practical Nursing program, students must maintain a 2.0 cumulative grade point average to remain in the program.

4. Exams/Presentations

- A. All exams will be scheduled and announced at least two (2) 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. Exam Remediation
 1. If a student receives less than a 78% for a unit exam in any nursing course, the student will be encouraged to complete remediation activities.
 2. The student will be required to meet with the Practical Nursing faculty member of the related nursing course.
 3. Once grades are posted, the meeting must be scheduled by the next in-seat class day.
 4. The remediation assignment will be determined by the individual Practical Nursing faculty member or their designee.
 5. If the student elects not to complete recommended remediation activity, the student will sign the "Against Academic Advice form (AAA)

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 will be determined by the designated Practical Nursing faculty member.
3. The student must complete the remediation form before the next clinical day.

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 to the instructor within two (2) class days of the exam review.
- B. The student must explain why the exam answer is not the best choice.
- C. The student must provide a rationale on why they think their answer is the best option.
- D. Relevant sources within our curriculum material 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 student 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 form.
- D. The faculty reserves the right to determine if points will or will not be awarded.
- E. If the student waits beyond 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. Challenges to quiz questions must occur within one (1) week of the date the grade was received.

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 Dean or Director of Health Sciences.

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

1. 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 in-law, brother/sister, brother/sister in-law, (step) siblings, (step) children, (step) grandchildren, spouse, significant other, domestic partner, (step) grandparents, and legal guardians.
2. Illness of self or immediate family (as referenced in #1) that requires urgent medical care, hospitalization, or emergency treatment. The student will provide documentation or a health care provider's excuse to verify illness.
3. Court appearances will require documentation.

Academic Dishonesty

The instructor or person accusing a student of academic dishonesty will report it to the Dean of Health Sciences. The Dean of Health Sciences will investigate the matter. If it is determined that the incident warrants further action, the guidelines in the Moberly Area Community College Student Handbook will be followed for dealing with students being 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 our own, and the unauthorized access to or changing of grades or examinations. All phones must be off and out of sight during exams. Any cell-phone visible during an exam could constitute Academic Dishonesty.

Cheating is an act of deceit and fraud. The act of cheating includes, but is not limited to, copying another student's work, using unauthorized sources during a test or assignment, submitting the work of another as one's work, altering grades, and gaining unauthorized access to exams or other materials. Students must maintain the integrity of their academic performance. A student's work must accurately represent his or her own knowledge and skills.

Accusation of academic dishonesty puts the burden of proof on the student, not the instructor. Whether intentional or unintentional, all instances of academic dishonesty could have one or the other following consequences (this list is not exclusive): reduction of paper/test/project grade; failure of paper/test/project with a re-write or re-creation; reduction of course grade; expulsion from the course; or expulsion from MACC.

For additional information, refer to the Academic Dishonesty policy located in the RedBook.

Examinations

Testing Rules for Nursing Students

Nursing students are held to the highest standards for ethical behavior. Per college policy in the MACC RedBook Enrollment Guide, "MACC expects students to conduct themselves in an appropriate, ethical, and legal manner at all times. Moberly Area Community College will not tolerate academic dishonesty."

In order to prevent academic dishonesty and protect students, the nursing program has developed the following rules and procedures:

1. Every student is expected to be punctual and arrive on time for testing.
2. Students shall place all belongings, including communication devices, book bags, backpacks, handbags, hats, and coats at the front of the room.
3. Electronic devices including but not limited to, smart watches, cell phones, mobile phones, cameras, pagers, headsets (except headphones for HESI exams), computers, or any other electronic communication or photographic devices, etc. that have access to internet are not allowed.
4. Students may have a pen or pencil.
5. Faculty or proctor will provide each student with a blank sheet of paper to utilize for calculation purposes. This paper is for calculations only and may not be used for other purposes. This paper will be returned to the faculty member or proctor upon exiting the testing room.
6. Students may use a calculator during the test, however, this must be approved or assigned by the instructor. *You may not use your cell phone as a calculator.
7. Students shall keep their eyes on their own computer at all times.
8. Students shall remain quiet and cannot converse with each other during testing.
9. Students may raise their hand if they experience problems with the test or have a question. The faculty member or proctor will attempt to resolve any issues, but cannot answer questions about test questions specifically.
10. No food or drink products are allowed during testing.
11. Any non-compliant behavior will be considered academic dishonesty and will result in an accusation of academic dishonesty and can result in the student receiving a zero on the test.

HESI Standardized Exams

HESI standardized exams are required components of the nursing curriculum. HESI standardized exams are administered for selected nursing courses as shown below. The purpose of standardized testing is to assist in evaluating the learning outcomes and to assess the student's readiness to take the licensure exam.

HESI Conversion Scale	
HESI Score	Test grade for unit test
≥ 950	100%
- 949	95%
- 899	90%
- 849	85%
- 799	80%
- 749	75%
- 699	70%
≤ 649	65%

Course	HESI Exam	HESI Exam Scoring	Schedule	Remediation Expectations	Remediation Scoring
FALL SEMESTER					
PNC 128	Fund V1	Exam Score	End of Semester	3 Essential Packets	4 Exam Pts
PNC 125	Dosage Calc V1	Exam Score	End of Semester	3 Essential Packets	4 Exam Pts
SPRING SEMESTER					
PNC113	Mat/Newborn V1	Exam Score	End of Semester	No remediation	N/A
PNC126	Mental Health V1	Exam Score	End of Semester	No remediation	N/A
SUMMER SEMESTER					
PNC123	Peds V1	Exam Score	End of Semester	No Remediation	N/A
PNC 122	Pharm V1	Quiz Score	1 st 2 weeks of Semester	5 Essential Packets	14 Exam Pts
PNC 122	Exit V1	Quiz Score	Midterm	5 Essential Packets	14 Exam Pts
	Pharm V2	Exam Score	Midterm	No Remediation	N/A
	Exit V2	Exam Score	End of Semester	No Remediation	N/A

**MOBERLY AREA COMMUNITY COLLEGE
PRACTICAL NURSING PROGRAM
COST ESTIMATE**

*Please note, this is a cost estimate. Costs will vary depending on personal preference/selection of certain items and fluctuating costs of books; supplies, etc.

Tuition in District

Courses	College Credit Hours	Cost per college credit	Total
General Education —Physiology	4	\$99	\$3 96
Nursing Courses	47	\$99	\$4 653
Student Fee for all Courses : Student Activity \$12/Technology Fee \$ 24	51	\$36	\$1 836
Clinical Fee for Nursing Courses	40	\$113	\$4 520
Grand Total for Tuition			\$11,405

Tuition out of District

Courses	College Credit Hours	Cost per college credit	Total
General Education —Physiology	4	\$176	\$704
Nursing Courses	47	\$176	\$8272
Student Fee for all Courses: Student Activity \$12/Technology Fee \$24	51	\$36	\$1836
Clinical Fee for Nursing Courses	40	\$113	\$4520
Grand Total for Tuition			\$15,332

Note: Costs are subject to change by the MACC Board of Trustees without notice. Moberly Area Community College retains the right

to cancel course offerings when enrollment is too low to make a course educationally sound and economically efficient. Course cancellation will result in refund of tuition for the canceled class.

Upon Program Entrance: Background Check Advantage is utilized to complete necessary background screening. The minimum cost is \$20.50 (Office of Inspector General check \$2.50; Family Care Safety Registry \$18.00; there will be additional cost if the student has lived outside the state of Missouri within the past 10 years).

Books: Fall \$460; Spring \$280; Summer \$85 (For Nursing Courses Only)

Miscellaneous supplies: binders; note cards; pencils; pens; folders; flash drive; paper; notebooks; calculator; USB headset—cost will vary depending on quantity and specifically what student chooses to purchase.

Clinical supplies: Name tags 2 required \$6 each; stethoscope \$60-\$90; pen light \$6; bandage scissors \$6-\$13; gait belt \$10-\$15; nurses kit is available in our bookstore—it includes a pen light, multi-color ink pen, bandage scissors \$12; scrubs 2 pair required approximately \$50 per pair; watch with second hand \$15-\$40 cost varies depending on student choice; shoes \$40—cost varies depending on student choice. Students are required to maintain personal health insurance.

Clinical Site Vetting: Students are required to be vetted through their individual clinical sites, vetting requirements vary per clinical site, students can reasonably expect to be required to complete Urine Drug Screen Approximately \$45 annually; clinical sites may require repeated drug screens. A Urine Drug Screen may also occur upon reasonable suspicion; Immunizations and TB skin test obtained by student, based upon student's insurance coverage and co-payments; CPR certification \$35-\$60—varies depending on where certification is obtained, MUST be certified by the American Heart Association and as a Healthcare Provider.

Missouri State Association of Licensed Practical Nurses Membership (MOSALPN): membership is encouraged but is optional.

Nursing Conference: students may attend a nursing conference(s). Conference registration costs will vary.

Students must provide their own transportation and pay for their meals.

Preparation for NCLEX Examination: Near program completion, students are required to make application to Missouri State Board of Nursing for eligibility to sit for State Board Licensure. There is no cost to apply to Missouri State Board of Nursing on your first attempt at taking the NCLEX-PN examination. This application requires an accompanying Criminal Background Check which costs approximately \$40-\$60. Students are also required to pay an NCLEX registration fee of approximately \$200 with Pearson Vue (the organization that administers the NCLEX exam).

Miscellaneous

Students are responsible for their own transportation to and from clinical.

PN Students can participate in the college graduation ceremony in May if they wish to do so, it is optional. All students must apply for graduation regardless of their decision to walk.

Students are required to maintain personal health insurance.

MACC Refund Policy

Tuition and fees may be refunded according to the following policy:

1. Official withdrawal initiated by the student through the Office of the Dean of Student Affairs and Enrollment Management within the two (2) weeks of classes for regular fall and spring 16-week semesters, or the equivalent ratio of regularly scheduled two-, four-, or eight-week sessions - 100% refund (refer to academic calendar for applicable deadline dates)
2. Withdrawals after the first two weeks of classes for regular fall and spring 16-week semesters or the equivalent ratio or regularly scheduled two-, four-, or eight-week sessions - No refund
3. Students unable to begin classes after they have enrolled must initiate withdraw from all classes to be eligible for a reduction of tuition and fees charged. Official withdrawals after the first two weeks will be subject to a \$200 administrative fee.
4. Refunds for students called to military service are authorized on an individual basis by the President of the college.
5. Refunds will not be given for business and industry courses and adult and community education courses.
6. 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. This declaration of intent will be forwarded to Immigration and Naturalization Service (INS) in order to change his/her visa status. An international student who has enrolled in classes is subject to the refund policy as stated in the catalog. Additionally, these students should be approved by the Dean of Student Affairs and Enrollment Management prior to dropping any or all courses registered for that semester.
7. If a student receives financial aid for federal Title IV programs (Federal Pell, Federal SEOG, Federal Stafford Loans) and withdraws from all classes prior to completing more than 60% of the enrollment period, he or she may be required to return federal Title IV funds. Under the Reauthorization of the 11 Information contained in this publication is subject to change without prior notice and shall not constitute a binding agreement on the part of the College. 3/4/2019 You will owe tuition and fees unless you officially withdraw within the add/drop period specific to your class. Failing to attend a class, ceasing to attend a class, or calling the college does not constitute an official withdrawal. Higher Education Amendments of 1998, the amount of a student's federal aid is adjusted, based on the length of time that student is enrolled. Students will be required to repay aid they have received that exceeds the adjusted federal aid amount.
8. 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 will be determined 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. Students must 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 time limit imposed to transferring Anatomy credit. Physiology credit is acceptable up to five (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.

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, parental, enteral, oral routes of medications, NG tube meds, laws, safety of medication administration, history of medication administration, and pharmacokinetics 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 (2) years old at the date of entry into the Practical Nursing program.

Criteria for Readmission

Students who receive a grade of "D" or "F" in two (2) nursing courses or in the same nursing course two (2) times will be dismissed from the program without consideration for readmission. Students who receive a grade of "D" or "F" in clinical in two (2) nursing courses or in the same nursing course two (2) 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 withdraw 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 (2) years must re-apply as a new student. All students must submit a written request for readmission to the Practical Nursing Coordinator. The Practical Nursing

Coordinator will obtain recommendations from the Practical Nursing faculty on all readmissions. The request will be evaluated by the PN Admissions Committee based on the recommendations from faculty and the probability of success.

Students who are accepted for admission, and accept their seat, yet do not begin the program as scheduled, will also be consider a withdraw from the program. This requires returning to admission committee process as a readmission for consideration, as well as submitting a letter to the Dean of Health Sciences explaining why the student could be considered for readmission.

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

1. Current MACC and Practical Nursing applications
2. Submit to and pass a current criminal background check
3. Submit a written request for readmission to the PN Coordinator
4. 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 recommendation 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 Practical Nursing 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 five (5) years.

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 and II, Medication Administration, Nursing Care of Children, Nursing Care of Adults I and 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. 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 Injections: Intradermal, Subcutaneous, and Intramuscular, including needle size, syringe, gauge, length, and angle. Know the sites to utilize for each injection.
 - e. Head to Toe Physical Assessment
3. Students' American Heart Association for Health-Care Provider BLS certification and physical must be current and in their files in the Health Sciences Office in C-12 or in the Nursing Administration offices at the MACC-Mexico Higher Education Center in Mexico, MO or at the Columbia Area Career Center in Columbia, 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.

4. 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.
5. 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 MACC- Mexico Higher Education Center in Mexico, MO or in the Resource Center at MACC Columbia— Parkade in Columbia, MO. This checklist is required and must be available for the beginning of the semester.
6. 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 -- 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 incident(s) could result in additional sanctions

Recommendation for probation will be made by the faculty, Coordinator, and Director of Health Sciences to the Dean of Health Sciences. 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 and/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 a 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 Health Sciences at Moberly Area Community College.

Recommendation for dismissal will be made to the Director and Dean of Health Sciences by the Practical Nursing Faculty and Coordinator. The recommendation will be taken to the President's Administrative Council for action. The student may appeal an action under the due process of the institution.

Attendance Policy: Students are expected to attend all class sessions for which they are enrolled. The College reserves the right to drop or withdraw students from courses due to lack of attendance.

Students need to be aware that dropping/being dropped from a course and their last date of attendance in the course may impact their financial aid.

MACC faculty are required to track attendance and report lack of attendance. An instructor must complete the appropriate steps to drop a student within one week following the student's violation of the attendance policy. Additionally, a student's attendance rate will be calculated based upon the first day the academic session begins (not the student's date of enrollment in the course). If a student does not attend a course as defined below, the student will be dropped as "Never Attended."

Term Length Drop Calculations

- 16-week: Any student who misses two (2) consecutive weeks of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.
- 8-week: Any student who misses one (1) consecutive week of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.
- 4-week: Any student who misses two (2) consecutive days of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.
- Intersession: Any student who misses one (1) day of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

Acceptable justification may include, but is not limited to, family emergencies, illness or injury, college-approved co-curricular and extra-curricular activities, and religious holidays.

Definition of Course Attendance

In Seat Course	Physically attending scheduled, face-to-face, class meetings
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Virtual Course	Being present, via appropriate platform, for scheduled class meetings/activities
Hybrid Course	Physically attending scheduled, face-to-face, class meetings and active participation in the online portion of the course which may include any or all of the following: <ul style="list-style-type: none"> • Completion of quizzes or exams during class meetings and online • Submission of assignments during class meetings and online • Participation in discussions during class meetings and online
Online Course	Active participation in an online course includes the following: <ul style="list-style-type: none"> • Completion of quizzes or exams • Submission of assignments • Participation in threaded discussions

Simply logging into the Learning Management System (Canvas) and/or accessing the course and course related material does not constitute active participation for the online component of hybrid courses or for online courses. (*Policy Handbook*, I.090 & M.095)

Any absence requires notification by phone to the Health Sciences office at your respective campus prior to the scheduled start of class. The numbers are as follows: MACC-Moberly (1-660-263-4100, ext. 11250) or the MACC-Mexico Higher Education Center (1-573-582-0817, ext. 13621) or the Columbia Area Career Center (1-573-214-3800, ext. 29801).

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 health care provider. A health care provider's release will be required to return to class or clinical. If a student is absent for a total of five (5) days, the student must meet with the faculty concerning excessive absences.

Student Due Process Grievance Procedure

The student grievance procedure shall be according to the procedure amended and approved by the Board of Trustees. The purpose of this procedure is to resolve, in a fair and equitable manner, misunderstandings, disagreements, and questions that might arise. Refer to the College website located at www.macc.edu. It is available within the area of Student Handbooks tab by clicking on the RedBook.

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

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 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 Dean or Director of Health Sciences.
- 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 may receive a "0" for the day.
- E. 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 Cancellation

Clinical may be canceled by the clinical instructor or 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 a student fail the required background screenings, the student will be unable to complete the clinical component of their educational process. Consequently, the student will be unable to complete the Practical Nursing program at MACC.

Positive Criminal Background Checks and Urine Drug Screen Reporting Policies

If the Health Sciences 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 Health Sciences 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 Health Sciences office.
- 2. If a positive Urine Drug Screen is found on any Health Sciences student, the student must provide the program with a copy of the prescription verifying the medication prescribed and a written letter from the health care provider 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 health care provider 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 Health Sciences 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 and Dean of Health Sciences. The Dean of Health Sciences 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 Health Sciences 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 re-testing.
 9. A Urine Drug Screen will need to be done annually as required by clinical sites 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. Refer to the Alternate Academic Calendar.

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. 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 Tobacco Free 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 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 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 HIPAA and FERPA whether discussed through traditional communication channels or through social media. Also note that students must adhere to the MACC Social Media Policy as approved by the Board of Trustees.

Social media includes text, images, audio, and video communicated through such tools as blogs, Twitter, social networks such as Facebook, professional networks such as LinkedIn, video sharing such as YouTube, audio sharing such as Podcasts, photo sharing such as Flickr, Instagram, and Snapchat.

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.

HIPAA 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 HIPAA 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 Practical Nursing program must be trained and certified in CPR for health care providers prior to the start of the school year. Students must maintain current CPR certification throughout the nursing program. A copy of the current card will be placed in individual student files in the Health Sciences Office in Moberly, MO or the Nursing Administration Office in Mexico, MO or Columbia, MO. Various medical facilities in the area frequently offer BLS sessions for health care professionals.

Immunization and Infection Control Policies

All 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 into 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 (2) 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

A T-Dap must have been administered around the age of 12, and then either a T-Dap or TD shot is required every 10 years thereafter. Any adult 19 years of age or older who has never received a dose of T-Dap is required to receive one prior to beginning their clinical rotation, which is then followed by a T-Dap or TD shot every 10 years.

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 (2) MMR immunizations, at least one after 1980, or dated results of a positive titer for all three infections: measles, mumps, and rubella.

Varicella (Chicken Pox)

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 and Dean of Health Sciences.

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 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 subject to 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. 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. Students will wear their hair either short or "up" to clear the collar.
 - e. Student's hair will be clean and neatly combed.
3. 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. No nail polish or 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 an ID badge 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 clinical setting.

Graduation

All students in the Practical Nursing program will be required to complete an application for graduation. Participation in the MACC Commencement Ceremony in May is **optional**.

Pinning

Upon satisfactory completion of the requirements of the Practical Nursing program, students will receive a school pin at the pinning ceremony. 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 Health Sciences.

State of Missouri Nursing Practice Act
Missouri Statutes Chapter 335
Section 335.066
August 28, 2018

NOTICE TO APPLICANTS FOR ADMISSION TO NURSING PROGRAMS

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

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

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

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

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

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

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

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

(a) Willfully and continually overcharging or overtreating patients; or charging for visits which did not occur unless the services were contracted for in advance, or for services which were not rendered or documented in the patient's records;

(b) Attempting, directly or indirectly, by way of intimidation, coercion or deception, to obtain or retain a patient or discourage the use of a second opinion or consultation;

(c) Willfully and continually performing inappropriate or unnecessary treatment, diagnostic tests, or nursing services;

(d) Delegating professional responsibilities to a person who is not qualified by training, skill, competency, age, experience, or licensure to perform such responsibilities;

(e) Performing nursing services beyond the authorized scope of practice for which the individual is licensed in this state;

(f) Exercising influence within a nurse-patient relationship for purposes of engaging a patient in sexual activity;

(g) Being listed on any state or federal sexual offender registry;

(h) Failure of any applicant or licensee to cooperate with the board during any investigation;

(i) Failure to comply with any subpoena or subpoena duces tecum from the board or an order of the board;

(j) Failure to timely pay license renewal fees specified in this chapter;

(k) Violating a probation agreement, order, or other settlement agreement with this board or any other licensing agency;

(l) Failing to inform the board of the nurse's current residence within thirty days of changing residence;

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

(n) A departure from or failure to conform to nursing standards;

(o) Failure to establish, maintain, or communicate professional boundaries with the patient. A nurse may provide health care services to a person with whom the nurse has a personal relationship as long as the nurse otherwise meets the standards of the profession;

(p) Violating the confidentiality or privacy rights of the patient, resident, or client;

(q) Failing to assess, accurately document, or report the status of a patient, resident, or client, or falsely assessing, documenting, or reporting the status of a patient, resident, or client;

- (r) Intentionally or negligently causing physical or emotional harm to a patient, resident, or client;
- (s) Failing to furnish appropriate details of a patient's, client's, or resident's nursing needs to succeeding nurses legally qualified to provide continuing nursing services to a patient, client, or resident;
- (7) Violation of, or assisting or enabling any person to violate, any provision of sections [335.011 to 335.096](#), or of any lawful rule or regulation adopted pursuant to sections [335.011 to 335.096](#);
- (8) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;
- (9) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections [335.011 to 335.096](#) granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;
- (10) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;
- (11) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections [335.011 to 335.096](#) who is not registered and currently eligible to practice pursuant to sections [335.011 to 335.096](#);
- (12) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
- (13) Violation of any professional trust or confidence;
- (14) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;
- (15) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;
- (16) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency;
- (17) Failure to successfully complete the intervention or alternative program for substance use disorder;
- (18) Knowingly making or causing to be made a false statement or misrepresentation of a material fact, with intent to defraud, for payment pursuant to the provisions of [chapter 208](#) or [chapter 630](#), or for payment from Title XVIII or Title XIX of the federal Medicare program;
- (19) Failure or refusal to properly guard against contagious, infectious, or communicable diseases or the spread thereof; maintaining an unsanitary office or performing professional services under unsanitary conditions; or failure to report the existence of an unsanitary condition in the office of a physician or in any health care facility to the board, in writing, within thirty days after the discovery thereof;

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

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

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

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

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

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

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

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

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

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

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

5. An individual whose license has been revoked shall wait one year from the date of revocation to apply for relicensure. Relicensure shall be at the discretion of the board after compliance with all the requirements of sections [335.011 to 335.096](#) relative to the licensing of an applicant for the first time.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Taken from Missouri State Board of Nursing website: <http://pr.mo.gov/boards/nursing/npa.pdf>
The entire Nursing Practice Act, Rules, and Statutes are located at this site.**

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 Dean of Health Sciences.

Additional applicant concerns related to other offenses or the eligibility to be licensed must be discussed with the Dean of Health Sciences.

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 required 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 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 _____

Date: _____

RECOMMENDATION FOR PREVENTION OF HIV AND HEPATITIS TRANSMISSION

All Health Sciences students will utilize the following polices 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 (patient's) blood and body fluids to be contaminated.
2. Use extreme caution when handling needles, scalpels, and other sharp instruments (sharps) during procedures and when handling them after procedures are completed. Dispose of sharps in an approved puncture-proof container that is located as close as practical to the work area. Recapping, bending, breaking and shearing of needles/sharps is strictly prohibited in clinical settings and college laboratory.
3. Broken glassware which may be contaminated shall not be picked up by hand. It shall be cleaned up using mechanical means, i.e. dustpan and brush or tongs.
4. Always wash hands before and after (patient) contact and if contaminated with blood or body fluids. Wash hand after glove removal. Gloves do not replace handwashing techniques.
5. Students must utilize all personal protective equipment such as, but not limited to, gloves, gowns, laboratory coats, face shields or masks and eye protection, and mouthpieces, resuscitation bags, pocket masks and other ventilation devices. All protective equipment shall be removed prior to leaving the work area, and placed in the appropriately designed area or container for storage, washing, decontamination or disposal.
6. Wear gloves when handling or touching blood, body fluids, body tissue, mucous membranes, non-intact skin, or contaminated equipment and supplies. Wear gloves when performing venipuncture and other blood access treatments or procedures. Change gloves after each patient contact.
7. All procedures involving blood and other potentially infectious materials shall be performed in such a manner as to minimize splashing, splattering, 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% solution of sodium hypochlorite (household bleach).

EXPOSURE PROCEDURE Potential Exposure to Blood-Borne Pathogens

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

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

7. If the source resident (patient) is positive for HBsAG, the student should be treated in the following manner:
 - a. If the student has received the Hepatitis B vaccine series, he/she should be tested for Hepatitis B Surface Antibody (HBsAG). If adequate levels are in the blood, no further treatment is needed. If inadequate levels are in the blood, the student should receive another dose of the vaccine and one dose of HBIG.
 - b. If the student has not received the Hepatitis B vaccine, the series should be started at this time and one dose of HBIG given also.
- *Note:** HBIG should be given within seven days to be effective.
8. If the source resident (patient) is negative for HBsAG, and the worker has not been vaccinated, use this opportunity to start the vaccine series.
 9. If the source resident refuses or is unable to give consent to be tested, the patient should be evaluated via medical history for risk factors to Hepatitis B. Based upon this history HBIG may be recommended. If the student has not received the Hepatitis B vaccine series, it should be started.
 10. If the resident source is found to be HIV negative, no further follow up of the student is recommended.
 11. If the resident source is found to be HIV positive, is unable to give consent, or refuses to be tested, the student should be encouraged to be tested for HIV on the previously stated schedule, and should be instructed to report any febrile illness occurring within the first twelve weeks of the incident. Symptoms of febrile illness include: fever; rash; enlarged lymph glands.
 12. If the source of the splash or puncture wound is unknown, each case should be evaluated on an individual basis. The student should be offered HIV testing on the previously described schedule.

13. Careful attention should be given to record keeping regarding the incident and any testing to provide and protect the confidentiality of both the resident and student member.
14. **Cost incurred for testing and/or immunization are the responsibility of the student.**

Reference: Guidelines for Prevention of Transmission of Human Immunodeficiency Virus and Hepatitis B Virus to Health Care and Public Safety Workers – Morbidity and Mortality Weekly Report – U.S. Department of Health and Human Services – Public Health Service – Centers for Disease Control – June 23, 1989/Vol 38/No. S6.

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

MOBERLY AREA COMMUNITY COLLEGE

HEPATITIS B VACCINATION POLICY AND HIV STATEMENT

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 service students:

All students' in MACC's above listed health occupation programs are technically considered to be included in "high risk" categories of occupational exposure to blood borne pathogens by OSHA. OSHA defines "high risk" as having a minimum of one exposure to blood/blood pathogens per month and strongly recommends that all healthcare workers in high risk categories be vaccinated against Hepatitis B. Although OSHA regulations address healthcare 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. My signature below validates that I have received the "Hepatitis B" vaccine series or that the series is in process.

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

Student Signature: _____ Date: _____

MOBERLY AREA COMMUNITY COLLEGE CONFIDENTIALITY STATEMENT

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

Student Signature: _____ **Date:** _____

MOBERLY AREA COMMUNITY COLLEGE STATEMENT OF STUDENT UNDERSTANDING

I, _____ have received, read, and understand the
Student Name

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

Student Signature: _____ Date: _____

**APPENDIX F
INSURANCE POLICY STATEMENT**

MOBERLY AREA COMMUNITY COLLEGE STUDENT INSURANCE AGREEMENT

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

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

Student Signature: _____ **Date:** _____

MOBERLY AREA COMMUNITY COLLEGE RELEASE OF INFORMATION FORM

Full Name: _____

Maiden/Alias Name(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Social Security Number: _____ Date of Birth: _____

Gender: Male: _____ Female _____

I authorize Moberly Area Community College to request and obtain a copy of my criminal background as provided in Section 610.120 RSMo and make an inquiry to the Department of Social Services regarding the "Employee Disqualification List" as provided in Section 660.315. I also authorize Moberly Area Community College to request and obtain a copy of my drug screen results, a Division of Family Services background check regarding child abuse or neglect, a background check with the Office of 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 past 10 years.

I further authorize Moberly Area Community College to provide the necessary documentation of all of 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: _____

MOBERLY AREA COMMUNITY COLLEGE

APPENDIX H

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 (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 my 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 I

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 exam and the clinical component in the Nursing Care of

MOBERLY AREA COMMUNITY COLLEGE

Adults I course during the spring semester. Students must pass the exam with a seventy-eight percent (78%) "C" and pass the clinical competencies to be successful. If unsuccessful, the student will be dropped from the nursing program and assigned a grade of withdrawal 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:** _____

MOBERLY AREA COMMUNITY COLLEGE

APPENDIX J

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, teamwork, 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 recordings 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: _____

MOBERLY AREA COMMUNITY COLLEGE

APPENDIX K

RECORDING AGREEMENT

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

I am aware that the information contained in the recorded lectures is protected under federal copyright laws. Such information **may not** be published or quoted **without** the expressed 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 recorded and available to me while enrolled as a student in this program.

Student Signature: _____ Date: _____

Practical Nursing Essential Qualifications

Moberly Area Community College (MACC) Program of Practical Nursing (PN) signifies that the holder of that degree has been educated to competently enter nursing practice in all healthcare settings and to apply for PN licensure in the State of Missouri. The education of a nurse requires assimilation of knowledge, acquisition of skills and development of judgment through patient care experience in preparation for a.) Independent and b.) Semi-autonomous and or c.) making appropriate decisions required in practice. The practice of nursing emphasizes collaboration among physicians, nurses, allied health care professionals, and the patient.

The curriculum leading to the Certificate in Practical Nursing (PN) from MACC requires students to engage in diverse complex and specific experiences essential to the acquisition and practice of essential nursing skills and functions. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. In addition to being essential to the successful completion of the requirements of the LPN, these functions are necessary to ensure the health and safety of patients, fellow candidates, faculty and other healthcare providers.

The essential abilities necessary to acquire or demonstrate competence in a discipline as complex as nursing and needed for successful admission and continuance by candidates for the Practical Nursing Certificate at Moberly Area Community College include but are not limited to the following abilities:

Motor Skills

Candidates should have sufficient motor function so that they are able to execute movements required to provide general care and treatment to patients in all health care settings. (For example: For the safety and protection of the patients, the candidate must be able to perform basic life support, including CPR, and function in an emergency situation. The candidate must have the ability, within reasonable limits, to safely assist a patient in moving, for example, from a chair to a bed, or from a wheelchair to a commode.

Sensory/Observation

A candidate must be able to acquire the information presented through demonstrations and experiences in the basic and nursing sciences. He or she must be able to observe a patient accurately, and at a distance and close at hand and observe and appreciate non-verbal communications when performing nursing assessment and intervention or administering medications. The candidate must be capable of perceiving the signs of disease and infection as manifested through physical examination. Such information is derived from images of the body surfaces, palpable changes in various organs, and tissues, and auditory information (patient voice, hear tones, bowel and lung sounds.)

Communication

The candidate must communicate effectively and sensitively with other students, faculty, staff, patients, family, and other professionals. He or she must express his or her ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback. A candidate must be able to: convey or exchange information at a level allowing development of a health history; identify problems presented; explain alternative solutions; and give directions during treatment and post-treatment. The candidate must be able to process and communicate effectively in oral and written forms. The candidate must be able to process and communicate information on the patient's status with accuracy in a timely manner to members of the health care team. The appropriate communication may also rely on the candidate's ability to make correct judgment in seeking supervision and consultation in a timely manner.

It should be noted that successful completion of the requirements for a degree does not guarantee eligibility to take the NCLEX licensing examination or the ability to become licensed to practice nursing. Candidates with concerns or questions about specific health conditions, personal histories, or disabilities should contact the Missouri State Nursing Commission. Practice Advisory Questions and Advisory Opinions (573) 751-0073.

Cognitive

A candidate must be able to measure, calculate reason, analyze, integrate, and synthesize in the context of undergraduate nursing study. The candidate must be able to quickly read and comprehend written material. He or she must be able to evaluate information and engage in critical thinking in the classroom and clinical setting.

Behavioral/Emotional

A candidate must possess the emotional health required for the full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients and families. In addition, he/she must be able to maintain mature, sensitive, and effective relationships with patients, students, faculty, staff, and other professionals under all circumstances including highly stressful situations. The candidate must have the emotional stability to function effectively under stress and to adapt an environment that may change rapidly without warning and/or in unpredictable ways. The candidate must be able to experience empathy for the situations and circumstances of others and effectively communicate that empathy. The candidate must know that his or her values, attitudes, beliefs, emotions, and experiences affect his or her perceptions and relationships with others. The candidate must be able and willing to examine and change in his or her behavior when it interferes with productive individual or team relationships. The candidates must possess skills and experience necessary for effective and harmonious relationships in diverse academic and working environments.

Professional Conduct

Candidates must possess the ability to reason morally and practice nursing in an ethical manner. Candidates must be willing to learn and abide by professional standards of practice. He/she must possess the attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance. Candidates must be able to engage in a patient care delivery in all settings and be able to deliver care to all patient populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised.

My signature below validates that I have received, read and understand the Essential Qualifications for MACC's PN Program.

Student Signature

Date

**MOBERLY AREA COMMUNITY COLLEGE - HEALTH SCIENCE
STUDENT EXAM MAKE-UP PETITION FORM**

Student Section: Student to fill out this portion of the form.

SPECIAL NOTE FOR ADN/PN STUDENTS: This form does not take the place of student's requirement to petition the faculty when ADN/PN Faculty Meeting has been scheduled.

I, _____, wish to petition the nursing faculty of Moberly Area Community College to schedule a make-up exam test date for the following exam, _____ given on the following date of my absence, _____.
My expected date of graduation is: _____.
I was absent due to the reason outlined below, and supporting evidence accompanies this petition.

Faculty Section: Faculty to complete this section of the form. ADN instructors submit a copy to the Health Science Director, the student, and place a copy in the student's file. PN instructors submit a copy to the Practical Nursing Coordinator, the student, and place a copy in the student's file.

We, the faculty, after careful consideration, have determined the student:

____ May take a makeup exam on _____; the student will receive a _____% deduction based on _____

____ May NOT take a makeup exam and will receive a zero for this exam based on _____

Faculty Signatures:

(Health Science Dean/Director) (PN Coordinator) (ADN Coordinator)

Student Signature: _____ **Date:** _____