# TABLE OF CONTENTS

## ASSOCIATE DEGREE OF NURSING HANDBOOK

### I. INTRODUCTION

- Student email/ADA Statement/Non-Discrimination ............................................. 4
- Purpose of Student Handbook .................................................................................. 4
- Student Conduct Policy .............................................................................................. 4
- Faculty Roster ........................................................................................................... 5
- Philosophy .................................................................................................................. 6-7
- Objectives .................................................................................................................. 7-8
- Program Description .................................................................................................. 9
- Accreditation Status .................................................................................................... 9
- Licensure Status .......................................................................................................... 9
- Nursing Course Syllabi ............................................................................................... 9
- Student Nurses Association ....................................................................................... 10
- Counseling and Guidance .......................................................................................... 10
- Job Placement ............................................................................................................ 10
- Student Grievance Procedure .................................................................................... 10

### II. POLICIES

- Admission Process ...................................................................................................... 12-13
- Curriculum .................................................................................................................. 13-15
- LPN Accelerated Option ............................................................................................. 15-17
- External Transfer Students ........................................................................................ 17-18
- Transfer and Readmission .......................................................................................... 18-19
- Critical Skills ............................................................................................................. 19
- Confidentiality ........................................................................................................... 19
- Cost ............................................................................................................................. 20-23
- Refund Policy ............................................................................................................ 23
- Financial Aid ............................................................................................................. 23
- Malpractice Insurance ............................................................................................... 23
- Attendance ................................................................................................................... 24
- The Use of Social Media ............................................................................................. 25
- Evaluations .................................................................................................................. 25
- Student-Instructor Conferences .................................................................................. 26
- Evaluation Submitted by Each Student ........................................................................ 26
- Uniform/Personal Appearance .................................................................................... 26
- Transportation to Clinical Area .................................................................................... 26
- Positive Criminal Background Checks and Urine Drug Screen Reporting ................. 27-28
- Clinical Cancellation .................................................................................................... 28
- Basic Life Support ....................................................................................................... 28
- Student Health Insurance ............................................................................................ 28
- Student Health Immunization and Infection Control .................................................. 28-29
- Student Cell Phone Use .............................................................................................. 29
- Hospital Testing and Evaluations ................................................................................ 29
- Student Clinical Absence ............................................................................................ 30
Employment Policy................................................................. 30
Crisis Management Plan......................................................... 30
Academic Standards for Nursing Students.............................. 30-31
Written Assignments............................................................ 31
Use of Clinical Lab............................................................... 32
Exams/Testing Rules............................................................. 32-33
Grading System................................................................. 33
Academic Dishonesty Policy.................................................. 33-34
Dismissal Policy................................................................. 34-35
Readmission........................................................................ 35

III. APPENDICES

Revocation of Licensure Form.................................................. Appendix A
Recommendation for Prevention of Transmission of Blood Borne... Appendix B
Critical Skills....................................................................... Appendix C
Confidentiality...................................................................... Appendix D
Statement of Student Understanding...................................... Appendix E
Insurance Policy Statement.................................................... Appendix F
Simulation Lab Confidentiality Agreement............................... Appendix G
Release of Information Form................................................ Appendix H
Image Release Form............................................................. Appendix I
Tape Recording Agreement.................................................... Appendix J
Social Media Form............................................................... Appendix K
MOBERLY AREA COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

STUDENT HANDBOOK
2019 – 2020

Revised 06.04.19
MACC Communications
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: Jackie Fischer, Ph.D., Dean of Academic Affairs, 101 College Avenue, Moberly, MO 65270 (660) 263-4100, ext. 11236. 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 to provide, in one document, pertinent data, policies and procedures for students enrolled in the ADN and Accelerated ADN Programs. It is also important that when the term ADN is used, it refers to the traditional two-year ADN program. Policies that directly affect the Accelerated ADN students will be identified with this terminology. Otherwise, the policies will apply to all students. It is essential that students understand the information presented in the handbook to facilitate their progression through the ADN and/or Accelerated ADN Programs. This handbook and the student’s faculty advisor are excellent resources. The student handbook has been designed to be used in conjunction with the Moberly Area Community College Catalog.

Student Conduct Policy:
MACC students are expected to be respectful of the rights of other students, staff, and instructors to create a safe, peaceful atmosphere conducive to the educational goals of an institution of higher learning. Rude or disruptive behavior will not be tolerated. Student actions that do not adhere to the MACC Student Code of Conduct will be addressed according to College policies regarding academic dishonesty and disruptive behavior.

Please refer to the Student Conduct Policy in the College Catalog for additional information.
ASSOCIATE DEGREE OF NURSING
PROFESSIONAL FACULTY

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

Connie Followwill, R.N.  Instructor/Coordinator—AADN-Kirksville, MO
B.S.N., Western Governor’s University

Susan Owen, R.N.  Instructor/Coordinator—AADN Moberly, MO
B.S.N., University of Missouri

Candice Walker, R.N.  Associate Professor/Coordinator—AADN-Mexico, MO
M.S.N., University of Mary

Carisa Atkins, R.N.  Associate Professor, ADN Program
M.S.N., University of Missouri

Jennifer Chinn, R.N.  ADN/Simulation Coordinator, ADN Program
M.B.A., William Woods University

Karen Christy, R.N.  Instructor, ADN Program
B.S.N., Central Methodist University

Brandy Lloyd, R.N.  Instructor, ADN Program
B.S.N., Pensacola Christian College

Shelli Dougherty, R.N.  Assistant Professor, ADN Program
B.S.N., Northeast Missouri State University

Robynn Caples, R.N.  Instructor, ADN Program
B.S.N., University of Missouri

Dawn Schmidt, R.N.  Assistant Professor, ADN Program
B.S.N., University of Missouri

CLASSIFIED SUPPORT STAFF

Lexie Enyeart  Administrative Assistant for Health Sciences
B.S.E., Central Methodist University

Mark Chambers  Health Sciences Advisor
B.S.E., Northeast Missouri State University
M.S.L., Stephens College
MOBERLY AREA COMMUNITY COLLEGE
ASSOCIATE DEGREE PROGRAM
PHILOSOPHY

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

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

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

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

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

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

The faculty view themselves as facilitators of learning, working in partnership with the student to achieve program outcomes. Students learn to objectively evaluate their performance and set realistic goals for achievement. Faculty believes students bring a variety of valued experiences and learning styles to the educational program and therefore a variety of teaching methodologies are provided. The faculty espouses to the theories of Gagne and Bloom and have designed a curriculum that progresses from simple to complex. In this curriculum, students’ progress in competency from the novice to the entry-level practitioner.
Faculty also believe that the nursing curriculum should be dynamic and evolving, responding to national and local health care trends. A recognized challenge to be addressed is the move to providing health care services in the community to an aging and increasingly diverse population.

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

**Program and Level Outcomes**

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

At the completion of the program, the graduate will:

**In the Role of Provider:**

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

**In the Role of Manager:**

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

**In the Member Role:**

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

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

**Critical Thinking**

At the completion of the semester, the graduate will:

Level 1 Demonstrate elements of critical thinking and use the nursing process with direction to arrive at clinical judgements to meet basic health care needs.

Level 2 Demonstrate elements of critical thinking and use the nursing process with assistance to arrive at clinical judgements to meet basic health care needs.

Level 3 Demonstrate elements of critical thinking and use the nursing process with guidance to arrive at clinical judgements to meet basic health care needs.

Level 4 Demonstrate critical thinking and use the nursing process to arrive at clinical judgements at an entry level of practice to meet health care needs.
Communication Ability
At the completion of the semester, the graduate will:

Level 1 Apply communication skills in client care with direction.

Level 2 Apply communication skills in client care with assistance.

Level 3 Apply communication skills in client care with guidance.

Level 4 Integrate communication skills at an entry level of practice to affect client care.

Therapeutic Nursing Intervention
At the completion of the semester, the graduate will:

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

Level 2 Provide intermediate level of care to one or two clients in selected settings with assistance.

Level 3 Provide advanced nursing care to one or two clients in a variety of settings with guidance.

Level 4 Provide therapeutic nursing interventions to groups of clients in a variety of settings at an entry level of practice.

Member Role
At the completion of the semester, the graduate will:

Level 1 With direction, demonstrate accountability and integrity in basic nursing practice within an ethical legal framework.

Level 2 With assistance, demonstrate accountability and integrity in nursing practice within an ethical legal framework.

Level 3 With guidance, demonstrate accountability and integrity in nursing practice within an ethical legal framework.

Level 4 Demonstrate accountability and integrity in nursing practice within an ethical legal framework at an entry level of practice.

Professional Role
At the completion of the semester, the graduate will:

Level 1 With direction, make realistic self-assessment and ongoing professional development.

Level 2 With assistance, make realistic self-assessment and ongoing professional development.

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

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

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

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

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

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

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

Nursing Course Syllabi
Nursing course syllabi are available each semester on-line at macc.edu and in the Canvas course shell for each course. The syllabus is used as the basis for evaluating achievement in the course and includes objectives that students must achieve to be successful in the course. The faulty will outline expected levels of performance in each course at the start of the semester.
Student Nurses Association
Students have the opportunity to become members of the Missouri Nursing Student Association (MoNSA). A membership fee provides local, state and national membership as well as a subscription to Imprint, the National Student Nurse Associations’ journal and the Nurses’ Notes, the state newsletter. Participation in the national and state student nurse association gives nursing students a chance to have their voices heard in state legislature, congress, nursing organizations and committees. Local Officers are selected each year. State officers are elected in the fall at the annual convention. Activities on the local level include monthly meetings with programs, a Nursing Career Day, and various community service projects. Members are encouraged to attend state and national convention each year. All students are encouraged to become involved in the education and social activities of SNA.

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

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

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

Student 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.
POLICIES FOR ADN/AADN PROGRAMS
ADMISSION PROCESS
Admission Requirements for the two year ADN Program:

Each prospective student must:

1. Complete all admission requirements for Moberly Area Community College.
2. A composite ACT score of 20 is required to apply. The ACT must be repeated if completed five years or more before the date of entry into the ADN program. Test date are available from Student Affairs.
3. If the ACT math sub-score is 17 or below, an applicant must have taken and completed Fundamentals of Math successfully prior to admission into the program.
4. Submit official transcripts of high school, previous college and/or LPN education, if applicable to Student Affairs. It is the responsibility of the student to check on the status of their transcripts in Student Affairs and to request their transcripts be evaluated.
5. Each prospective student must complete and return a notarized Revocation for Licensure form to the Health Sciences office.
6. Each prospective student must complete and return a notarized Essential Qualification form to the Health Sciences office.
7. Submit to and pass a criminal background check as well as the review of the Employee Disqualification list through the Department of Social Services, Division of Senior Services.
8. Each prospective student must complete and mail the notarized Caregiver Background Screening form to the Jefferson City, MO address on the back of the form.
9. Three completed reference forms must be submitted. The individual score on each category must be no higher than a 2.0. These may not be completed by a personal friend or relative. The reference forms will not be accepted if hand delivered. Reference forms should be mailed or faxed from the person providing the reference to the Health Sciences office. If a student has attended the MACC Associate Degree nursing program within the last two years, one of the reference forms must be obtained from a faculty member. Obtain forms from the Health Sciences office.
10. A cumulative grade point average of 2.70 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 transcript supersedes high school transcript.
11. Admission is contingent on having a 2.70 cumulative grade point average on admission into the Associate Degree Nursing Program.
12. A TOEFL score of 560 on the written exam or a score of 86 on the TOEFL IBT exam, or ACT English score of 20 or greater, or a C or better in English I for students for whom English is a second language.
13. Physiology and Microbiology must be repeated if completed five years or more before the first nursing course date of the ADN program.

Applications will be reviewed and selected without consideration of race, color, national origin, gender, sexual orientation, disability, age, marital or parental status, religion, genetics, ancestry, or veteran status. Applicants whose records indicate the greatest potential for successful achievement in nursing will be selected for admission into the program. A weighted admission is utilized to select qualified candidates for acceptance into the Associate Degree Nursing Program. All applicants meeting admission criteria will go to the Associate Degree Admissions Committee for a competitive selection process.
Applicants are selected for admission into the program each fall and spring. Qualified applicants not admitted for a cohort may request that their application be reviewed for admission for the next cohort. The application must be current and no more than one-year-old.

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

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

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

EDUCATIONAL PROGRAM
Associate Degree in Nursing—Fall Start

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>Medication Administration</td>
<td>1</td>
</tr>
<tr>
<td>Fundamentals of Nursing</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECOND SEMESTER</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physiology</td>
<td>4</td>
</tr>
<tr>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Adult Health Nursing I</td>
<td>6</td>
</tr>
<tr>
<td>Managing IV Therapies</td>
<td>1</td>
</tr>
<tr>
<td>Pre-calculus Algebra or Quantitative Reasoning</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMER SEMESTER</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>7</td>
</tr>
</tbody>
</table>
THIRD SEMESTER
Human Lifespan Development 3
Sociology 3
Nursing of Women and Newborns 4
Child Health Nursing 4
Mental Health Nursing 4

FOURTH SEMESTER
American History to 1865 or American History from 1865 or Functions and Policies of American Government 3
Adult Health Nursing II 10
Nursing Issues 3

Students must pass with a “C” (78%) or above, in both theory and clinical components of each nursing course.

EDUCATIONAL PROGRAM
Associate Degree in Nursing—Spring Start

FIRST SEMESTER
Composition I 3
General Psychology 3
Human Anatomy 4
Medication Administration 1
Fundamentals of Nursing 6

SUMMER SEMESTER
Physiology 4
Public Speaking 3

SECOND SEMESTER
Microbiology 4
Composition II 3
Adult Health Nursing I 6
Managing IV Therapies 1
Pre-calculus Algebra or Quantitative Reasoning 3

THIRD SEMESTER
Human Lifespan Development 3
Sociology 3
Nursing of Women and Newborns 4
Child Health Nursing 4
Mental Health Nursing 4
FOURTH SEMESTER
American History to 1865 or American History from 1865 or Functions and Policies of American Government 3
Adult Health Nursing II 10
Nursing Issues 3

Students must pass with a “C” (78%) or above, in both theory and clinical components of each nursing course.

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

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

ENTRANCE REQUIREMENTS:

1. Complete all admission requirements for Moberly Area Community College.
2. If the ACT math sub-score is less than 22, applicant must have completed all developmental coursework including Quantitative Reasoning with co-requisite prior to admission into the Accelerated Associate Degree Nursing program. If math sub score is 22 or above, then Quantitative Reasoning without the corequisite may be completed within the program. Fundamentals of Math successfully prior to admission into the program.
3. Obtain a composite ACT score of 20 or above. The ACT must be repeated if completed five or more years before the first day of class.
4. Complete the NLN Challenge Exam with a score of 62% or greater by the application deadline.
5. Submit official transcripts of high school, GED transcript, previous college and/or schools of nursing, to the Registrar of the Office of Student Affairs. It is the responsibility of the student to check on the status of their transcripts in Student Affairs and to request their transcripts be evaluated.
6. Complete and return a notarized Revocation for Licensure form to the Health Sciences office.
7. Complete and return a notarized Essential Qualification form to the Health Sciences office.
8. Submit to and pass a criminal background check as well as the review of the Employee Disqualification list through the Department of Health and Senior Services.
9. Submit three completed reference forms. The composite score of each must be no higher than a 2.0. These may not be completed by a personal friend or relative. The reference forms will not be accepted if hand delivered. Reference forms should be mailed or faxed from the person providing the reference to the Health Sciences office. Obtain forms from the Health Sciences office.
10. Provide proof of graduation with a minimum grade point average (GPA) of 2.70 or above from a state accredited program of Practical Nursing.
11. Provide a copy of a current undisciplined Missouri Practical Nursing license.
12. Have earned a “c” or higher grade in all required courses which are a part of the ADN curriculum.

13. Have a cumulative grade point average of 2.70 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 transcript supersedes high school transcript.

14. Admission is contingent on having a 2.70 cumulative grade point average on admission into the Associate Degree Nursing Program.

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

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

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

**Required Pre-Entry Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>Physiology</td>
<td>4</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Human Lifespan Development</td>
<td>3</td>
</tr>
<tr>
<td>Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantitative Reasoning or Pre-Calculus Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**SPRING SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mental Health</td>
<td>4</td>
</tr>
<tr>
<td>Maternal Child Studies</td>
<td>4</td>
</tr>
<tr>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>Composition II</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 15 credit hours

**SUMMER SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Health Nursing I</td>
<td>6</td>
</tr>
<tr>
<td>Professional Perspectives</td>
<td>3</td>
</tr>
<tr>
<td>Managing Intravenous Therapies</td>
<td>1</td>
</tr>
<tr>
<td>Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 13 credit hours
FALL SEMESTER

Adult Health Nursing II .................................................. 10 credit hours
American History to 1865 or American History
From 1865 or Functions & Policies of
American Government .................................................. 3 credit hours
Total .................................................................. 13 credit hours.

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

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

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

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

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

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

Transcripts of transfer students shall include:

- Name and location of program;
- Date of admission and date of separation;
- Courses taken and hours/credits/units earned.

Procedure:

1. A written request is received from the individual to the Dean of Health Sciences.
2. The applicant must send copies of all college transcripts, high school transcripts, and a letter of recommendation from the applicant’s current Director of Nursing, and copies of their course syllabi for nursing courses taken at another institution.
3. The Dean of Health Sciences forwards the transcripts to the Registrar for evaluation of academic coursework.
4. The Dean of Health Sciences will evaluate the nursing courses for content and credit hour(s).
5. If nursing courses are approved for transfer, the Dean of Health Sciences will direct the office of the Registrar to grant transfer credit for these courses.
6. If the nursing courses are not approved for transfer, the Dean of Health Sciences will notify the student in writing.

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

**NURSING TRANSFER POLICY**

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

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

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

**Transfer and Readmission Policies**

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

5. Students who are readmitted who have failed one nursing course in their initial enrollment and then fail a second nursing course will be dismissed and ineligible to reapply a third time.

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

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

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

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

Effective July 1, 2019, it is a requirement that all MACC degree-seeking students pass a Civics exam prior to graduation.

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

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

### Tuition in District

<table>
<thead>
<tr>
<th>Courses</th>
<th>College Credit Hours</th>
<th>Cost per college credit</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td>General Education Courses</td>
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<tr>
<td>Nursing Courses</td>
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<td>$26</td>
<td>$1950</td>
</tr>
<tr>
<td>Student Activity $12/Technology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fee $14</td>
<td></td>
<td></td>
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<tr>
<td>Clinical Fee for Nursing Courses</td>
<td>36</td>
<td>$115</td>
<td>$4140</td>
</tr>
<tr>
<td>Grand Total for Tuition</td>
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<td>$13,305</td>
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### Tuition out of District

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<th>Courses</th>
<th>College Credit Hours</th>
<th>Cost per college credit</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>General Education—Physiology</td>
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<td>$153</td>
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<td>Nursing Courses</td>
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<td>Student Activity $12/Technology</td>
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<td>Grand Total for Tuition</td>
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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: MHA Management Services Corporation is used to complete necessary background checks. The flat fee is $5.75, there may be additional fees as well, dependent upon the student’s marital status and the number of states the student has lived in over the past 10 years (name changes and multiple states to check increases the cost), the highest cost ever observed by the program is $240.

Books: Includes approximate cost for books for both years. Fall $1500; Spring $1100. (Nursing Courses only). For the Mental Health Course, if student’s do not purchase it with the book—Elsevier Adaptive Quizzing is required $89.

Clinical supplies: Name Tags 2 required $6 each; Stethoscope $60-$90; Pen light $6; Bandage Scissors $6-$13; Nurses kit is available in our bookstore—it includes a pen light, multi-color ink pen, bandage scissors $12; Scrubs 2 pair required $40 per pair; watch with second hand $10; Shoes $40—cost will vary depending upon what student chooses to purchase.

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 testing is obtained by student, cost will be 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; some clinical sites charge a parking fee, approximately $2.75/day up to $5.00/day.

**HESI fees:** HESI is an acronym that stands for Health Education Systems, Inc., which is a company that produces standardized tests for students to take. This test measures where a student is at in their program and assists with preparation for the National Council Licensure Examination (NCLEX). The fee varies from year to year, is paid in 4 separate payments over 2 years, costing approximately $175/semester.

**Conferences/Workshops:** may be scheduled during any semester with fees ranging from free to approximately $50, students will be responsible for their own transportation.

**Pinning Fees:** Pinning Fee $40; Pin $40 - $500 (depends on student selection); invitations approximately $1.50 each.

**Preparation for NCLEX Examination:** Near program completion, students are required to complete an application to the Missouri State Board of Nursing for eligibility to sit for State Board Licensure; Criminal Background Check to accompany the application $40-$60. Students are also required to pay an NCLEX registration fee $200 (Pearson Vue).

**Kaplan Review:** All graduates are required to attend the Kaplan Review Course immediately following the end of the program $375.

**Miscellaneous**

Students are responsible for their own transportation to and from clinical. Students are required to maintain personal health insurance.

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**ACCELERATED ASSOCIATE DEGREE 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; HESI fees; etc. Additionally, cost is calculated based upon the student having all pre-requisite requirements completed before beginning the program.*

<table>
<thead>
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<td>Nursing Courses</td>
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</tr>
<tr>
<td>Student Fee for all Courses: Student Activity $12/Technology Fee $14</td>
<td>41</td>
</tr>
<tr>
<td>Clinical Fee for Nursing Courses</td>
<td>24</td>
</tr>
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<td>Nursing Courses</td>
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<td>Student Fee for all Courses:</td>
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<td>Student Activity $12/Technology Fee $14</td>
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<td>Clinical Fee for Nursing Courses</td>
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<td>$115</td>
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<td>Grand Total for Tuition</td>
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**Upon Program Entrance:** MHA Management Services Corporation is used to complete necessary background checks. The flat fee is $5.75, there may be additional fees as well, dependent upon the student’s marital status and the number of states the student has lived in over the past 10 years (name changes and multiple states to check increases the cost), the highest cost ever observed by the program is $240.

**Books:** Fall $164; Spring $350; Summer $310. (Nursing Courses only).

**Clinical supplies**: Name Tags 2 required $6 each; Stethoscope $60-$90; Pen light $6; Bandage Scissors $6-$13; Nurses kit is available in our bookstore—it includes a pen light, multi-color ink pen, bandage scissors $12; Scrubs 2 pair required $40 per pair; MACC Polo Shirt $30; watch with second hand $10; Shoes $40—cost will vary depending upon what student chooses to purchase.

**Additional Supplies:** Students are required to have access to a desktop or laptop computer with web cam and microphone.

**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; some clinical sites charge a parking fee, approximately $2.75/day up to $5.00/day.

**HESI fees:** HESI is an acronym that stands for Health Education Systems, Inc., which is a company that produces standardized tests for students to take. This test measures where a student is at in their program and assists with preparation for the National Council Licensure Examination (NCLEX). The fee varies from year to year, is paid in 3 separate payments of approximately $150/semester.

**Conferences/Workshops:** may be scheduled during any semester with fees ranging from free to approximately $50, students will be responsible for their own transportation.

**Pinning Fees:** Pinning Fee $40; Pin $40 - $500 (depends on student selection); invitations approximately $1.50 each.
**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, this application fee is $45; Criminal Background Check to accompany the application $40-$60. Students are also required to pay an NCLEX registration fee $200 (Pearson Vue).

**Kaplan Review:** All graduates are required to attend the Kaplan Review Course immediately following the end of the program $375.

**Miscellaneous**

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

Students are required to maintain personal health insurance.

**Refund Policy**

The refund policy is located in the RedBook Enrollment Guide, refer to the college website located at [www.macc.edu](http://www.macc.edu). It is available within the area of student handbooks tab by clicking on RedBook.

**Financial Aid**

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

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

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

**Other Possible Resources**

- GAMM
- Pell Grants
- Veteran’s Benefits
- Departmental Scholarships
- Robert T. Stafford Student Loan
- College Work Study Program (CWSP)
- Workforce Innovation and Opportunity Act (WIOA)
- Mikesell Scholarship
- Mallett Scholarship
- Moberly Regional Medical Center Loan Forgiveness Program
- Breaking Traditions
- Fern Swetnam Scholarship
- Christine Burger Foundation Award

**Malpractice Insurance**

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

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

**Attendance**

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

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

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

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

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

Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media. 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 or Snapchat, or Instagram, and any other internet-based social media application similar in purpose or function.

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

Do not post confidential or proprietary information about MACC, clinical facilities, patients/clients, or others with whom one has contact in the role of a MACC nursing student. Patient privacy must be maintained in all communications. Do not disclose information that may be used to identify patients or their health condition(s). (Remember: De-identified information may be recognized by patients, their families, or their employers).

All social media policies set forth by MACC and Clinical sites will be strictly enforced. 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 Associate Degree Handbook, Appendix D.


Evaluation

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

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

Remediation

Academic:

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

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

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

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

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

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

Uniform/Personal Appearance
1. Students must wear appropriate foundation garments. Students shall purchase uniforms of the college’s choice.
2. MACC uniform must be worn at all clinical sites.
3. Uniform pants must be of proper length and purchased from the designated uniform company.
4. Any visible clothing worn under the uniform must be white, grey, black or wine/burgundy in color.
5. A name badge shall be worn at all times on clinical units.
6. Students are required to be in uniform in the clinical facilities unless instructed otherwise.
7. Professional attire is required; therefore, no denim clothing of any sort will be allowed in clinical settings.
8. Hair must be of a style which is bacteriologically safe for patient care and appropriate for the profession. Hair should be of a natural color (not green, purple, etc.).
9. No open-back, open-toed sling type clogs or cloth tennis shoes will be acceptable as duty shoes for the safety of the student. **Shoes must be clean and in good repair.**
10. No perfume or cologne.
11. Students may wear plain rings and small studded earrings.
12. Nails should be short and manicured with no artificial nails or polish.
13. Students must comply with the assigned clinical facilities’ dress codes and as directed by the clinical instructor.
14. If students do not comply with the assigned facilities dress code, and policies or procedures, the college is not obligated to provide alternate learning experiences.

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

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

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 physician who prescribed the medication verifying why the student is taking the medication. This documentation must be kept for the student’s file.
3. If no prescription and/or letter from the physician is obtained by the student, or an illegal drug is found in their urine drug screen, a student will be immediately dismissed from the program in which they are enrolled.
4. For positive criminal background checks and urine drug screens, documentation will be submitted to the appropriate clinical sites stating the student’s name and what the current issue is at the beginning of each semester.
5. A letter will be written and a copy provided to the student notifying him/her of the positive results. The student will also be notified if any of the clinical sites deny him/her clinical privileges. The student will be dismissed from the program in which they are enrolled at any time if admission to a clinical site is denied.
6. The appropriate 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 Dean and the Director 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 retesting.

9. A urine drug screen will need to be done annually and as required by clinical sites at the student’s expense.

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

Basic Life Support
Students admitted to the ADN Program must be trained and certified in the American Heart Association’s Basic Life Support (BLS) for healthcare providers prior to the first clinical experience. Students must maintain recertification throughout the nursing program.

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

Immunizations 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 the necessary vaccinations or submit to appropriate laboratory testing as required. Students are responsible for cost associated with meeting this requirement.

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

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

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

Measles, Mumps and Rubella (MMR)
Prior to clinical rotations, the student must provide documentation of two MMR immunizations, at least one after 1980, or dated results of a positive titer for all three infections: measles, mumps and rubella.
**Tuberculosis**
An initial two-step tuberculin skin test or chest x-ray, physical examination and general history are required prior to enrollment in the students first clinical course.

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

**Influenza**
Vaccination against the influenza virus is to be completed annually and is required prior to doing any clinical in an assigned facility unless there is documented proof of allergy.

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

All students will be instructed in the prevention of HIV transmission, Hepatitis B, and other Blood Borne Pathogens prior to any clinical. Refer to Appendix B.

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

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

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

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

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

**Student Clinical Absence/Tardiness**
Students are to notify their instructor and the clinical site prior to the start of the clinical shift if they are unable to attend clinical or will be late to clinical. If the clinical absence is due to extenuating circumstances, students will make plans for make-up clinical with their instructor. Clinical days are a program requirement and must be rescheduled. Rescheduled clinical days will be set at the instructor’s discretion. An instance of no call no show for any clinical experience may not be made up and constitutes a zero for the clinical day and may result in disciplinary action.

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

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

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

**Crisis Management Plan—Serious Illness or Injury**
1. Do not attempt to move the injured or ill person unless necessary for immediate safety.
2. Notify the Randolph County Ambulance by calling 8-911. Do not leave the person unattended if possible.
3. Contact the Security Department at extension 11247 or 651-9011 as soon as possible.
4. The Dean of Student Affairs and Enrollment Management, extension 11235, or designee will notify the person(s) designated as emergency contacts on a student’s application form. The Director of Personnel, extension 11272, will make the contacts for employees.
5. College personnel or students caring for injured or ill persons should avoid exposure to blood or other body fluids, use protective equipment, i.e. gloves, etc.
6. Security should complete an accident/injury report and submit a copy to the Vice-President of Finance.

**Academic Standards for ADN Students**
Effective summer 2008, the college no longer identifies withdraws on college transcripts as either “withdraw unsatisfactorily” (WU) or “withdraw satisfactorily” (WS). It simply states “withdrawal” (W). If a student withdraws from a nursing course, they must re-apply for admission. The Admissions Committee will determine if a student is accepted back into the program.
1. A grade of “C” must be earned in each required course. Seventy-eight percent is the minimal “C” grade in the ADN Program nursing courses.

2. The grading scale is:
   - 100 – 92% = A
   - 83—91% = B
   - 78—82% = C
   - 66—77% = D
   - 65% and below = F

3. Clinical is graded on a pass/fail basis and must be passed for a grade in the course. For evaluation of clinical, the instructor will utilize:
   - Clinical objectives;
   - Post-conference participation;
   - Anecdotal notes;
   - Nursing process reports.

   In order to pass clinical, students must have a score of 78% of total clinical points possible in clinical performance and in written clinical assignments. Completion of the clinical component is a requirement for successful completion of the Associate Degree of Nursing program.

   To pass the clinical, the student must demonstrate:
   - Understanding of content and its application to practice;
   - Application of the nursing process;
   - Safe conduct with patients and environment.

   All records of a confidential nature either paper or electronic will be maintained in the students’ file.

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

Extreme extenuating circumstances are warranted by, but not limited to the following:
1. Illness of self or immediate family that requires hospitalization or emergency treatment.
2. Death in the immediate family.
3. Court appearances.

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

Written work
On clinical paperwork, a student may redo one paper in an attempt to get 78%. In order to redo one paper an initial paper must have been submitted and received a grade below 78%. Resubmitted papers will receive not more than 78% and must be resubmitted within 7 calendar days to the clinical instructor.
Usage of Clinical Laboratory
The clinical lab is available to students for additional psychomotor practice and must be done with faculty present. Equipment and other clinical supplies such as syringes, needles, catheters, or any other devices are not to be removed from the clinical laboratory. The clinical lab area is monitored and students violating this policy may be subject to disciplinary action. The college will not be held liable for students’ performing procedures outside the premises of the college’s clinical laboratory setting.

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 (p. 14), “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.”

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 own work, altering grades, and gaining unauthorized access to exams or other materials. Student’s must maintain the integrity of their academic performance. A student’s work must accurately represent his/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 of the following consequences (this list is not exclusive): reduction of paper/test/project grade; failure of paper/test/project with a rewrite or re-creation; reduction of course grade; expulsion from the course; or expulsion from MACC.

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.

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

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

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

**Grading System**
The requirements for continuation in the ADN Program are as follow and the nursing faculty has agreed that all nursing class grades will be derived in the following manner:

**Theory Grades:**
- Unit Exams: 60%
- Final Exam: 30%
- Other (Bib cards, quizzes, papers, etc.): 10%
- Total: 100%

**Clinical Grades:**
- Performance: 78%
- Nursing Care Plans and Observation: 78%

Students must pass clinical with a 78% in written work and 78% in each of the clinical performance objectives in order to receive a P (pass) for the clinical portion of the course. An F (fail) will be assigned to any clinical total below 78%. Clinical grades will not be added to theory grades. Students must receive a pass in clinical in addition to 78% of the points possible in the theory portion of the course to pass the nursing course. Clinical grades and theory grades are independent of one another. In the case of clinical failure, the theory grade will be assigned as no credit (N/C). In the case of a grade less than 78% in theory, a failing grade will be assigned and a grade of no credit (N/C) will be assigned for the clinical portion of the course.

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

**Academic Dishonesty**
The instructor or person accusing a student of academic dishonesty will report it to the 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 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 required that students do not cheat, or knowingly assist another to do so. Other unacceptable behavior includes but is not limited to plagiarism, which is the submission of someone else’s work as your own, and the unauthorized access to or changing of grades or examinations.

All phones must be off and out of sight during examination. Any cell phone visible during an exam could constitute academic dishonesty.

For additional information, refer to the Academic Dishonesty Policy located in the RedBook Enrollment Guide.

**Dismissal Policy**

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

Other reasons for dismissal include but are not limited to:

1. Unprofessional conduct or any act derogatory to the morals or standing of those engaged in nursing as a profession.
2. Negligent act or irresponsibility which results in serious or potentially serious harm to the patient.
3. Illegal use or possession of drugs or controlled substances that are known to have mind-altering effects upon the human body, or that impair ones’ ability to safely perform.
4. Inappropriate use of drugs and alcohol.
5. Conviction of felony or crime.
6. Guilty of fraud, deceit, or omission of information that could affect the application process in gaining admission into the Associate Degree Program.
7. Breach of confidentiality or patient information.
8. Any of the probationary items on which a student does not show immediate and sustained improvement.
10. Negligent act or irresponsibility which may result in serious or potentially serious harm to the patient.

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

Recommendation for dismissal will be made to the Dean and Director of Health Sciences by the Associate Degree Nursing faculty. The recommendation will be taken to the President’s Administrative Council for action. The student may appeal any action under the due process of the institution.
**Readmission Guidelines**

1. Students seeking re-entry into all other nursing courses must submit a written request for readmission to the Director of the Program.

2. Students who fail or drop Mental Health Nursing or Maternal Child Studies while enrolled as a student in the Accelerated ADN Program, will follow the general admission process through the Admissions Committee.

3. With recommendations of the faculty, the request will be evaluated by the Admissions Committee and readmission will be granted on a space available basis.

4. Students who receive a grade of less than “C” in a nursing course may, after readmission is approved, repeat that course one time.

5. Students who receive a grade of “D” or “F” in two nursing courses or in the same nursing course two times will be dismissed from the program without consideration for readmission.

6. Students previously dismissed from the traditional ADN program for the specific reason of academic failure in two nursing courses may request readmission under the Accelerated ADN Option for LPN's.

7. If a student drops/fails a course that is a prerequisite for the next nursing course in the program’s sequence, the student will be dropped from the program and will not be considered for readmission until the prerequisite course has been successfully completed.

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

**Progression**

The nursing courses follow a structured sequence. Nursing courses must be taken in the proper order and they must be completed within the expected timeframe.

Associate Degree Nursing (ADN) students have four semesters and a summer session to complete the degree requirements. Virtual Accelerated ADN students have two semesters and a summer session to complete their degree requirements.

If the required coursework is not completed within the expected time frame, the student will be dropped from the program. Students may request readmission when they are able to complete the prescribed courses within the expected timeframe.
NOTICE TO APPLICANTS FOR ADMISSION TO NURSING PROGRAMS

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

1. The board may refuse to issue or reinstate any certificate of registration or authority, permit or license required pursuant to chapter 335 for one or any combination of causes stated in subsection 2 of this section or the board may, as a condition to issuing or reinstating any such permit or license, require a person to submit himself or herself for identification, intervention, treatment, or rehabilitation by the impaired nurse program as provided in section 335.067. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621.

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

   (1) Use or unlawful possession of any controlled substance, as defined in chapter 195, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096;

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

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

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

   (5) Incompetency, gross negligence, or repeated negligence in the performance of the functions or duties of any profession licensed or regulated by chapter 335. For the purposes of this subdivision, "repeated negligence" means the failure, on more than one occasion, to use that degree of skill and learning ordinarily used under the same or similar circumstances by the member of the applicant's or licensee's profession;
(6) Misconduct, fraud, misrepresentation, dishonesty, unethical conduct, or unprofessional conduct in the performance of the functions or duties of any profession licensed or regulated by this chapter, including, but not limited to, the following:

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

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

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

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

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

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

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

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

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

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

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

(l) Failing to inform the board of the nurse’s current residence;

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

(7) Violation of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096, or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096;

(8) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;

(9) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;
(10) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;

(11) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;

(12) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;

(13) Violation of any professional trust or confidence;

(14) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;

(15) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;

(16) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency;

(17) Failure to successfully complete the impaired nurse program;

(18) Knowingly making or causing to be made a false statement or misrepresentation of a material fact, with intent to defraud, for payment pursuant to the provisions of chapter 208 or chapter 630, or for payment from Title XVIII or Title XIX of the federal Medicare program;

(19) Failure or refusal to properly guard against contagious, infectious, or communicable diseases or the spread thereof; maintaining an unsanitary office or performing professional services under unsanitary conditions; or failure to report the existence of an unsanitary condition in the office of a physician or in any health care facility to the board, in writing, within thirty days after the discovery thereof;

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

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

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

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: ____________________________________________

STATE OF _______________________

COUNTY OF _______________________

On this ______day of __________________, 20____, before me, ____________________________, a Notary Public in and for said state, personally appeared ________________________________________, known to me to be the person who executed the within instrument and acknowledged to me that ______executed the same for the purposes therein stated.

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

_______________________________________________
Notary Public

My commission expires: ________________________________
APPENDIX B
RECOMMENDATION FOR PREVENTION OF HIV TRANSMISSION; HEPATITS B; AND OTHER BLOOD BORNE PATHOGENS

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 glove when performing venipuncture and other blood access treatments or procedures. Change gloves after each patient contact.

7. All procedures involving blood and other potentially infectious materials shall be performed in such a manner as to minimize splashing, spattering, and generation of droplets of these substances.

8. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

9. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is reasonable likelihood of exposure to infectious material.

10. Individuals with open lesions (injury or wound) or dermatitis (skin rash) should keep the area covered to avoid direct contact with patients, supplies and equipment until healed.

11. Clean blood and body fluid spills with agency disinfectant or a 10% 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 borne by the student.
7. If the source resident (patient) is positive for HBsAG, the student should be treated in the following manner:
   a. If the student has received the Hepatitis B vaccine series, he/she should be tested for Hepatitis B Surface Antibody (HBsAG). If adequate levels are in the blood, no further treatment is needed. If inadequate levels are in the blood, the student should receive another dose of the vaccine and one dose of HBIG.
   b. If the student has not received the Hepatitis B vaccine, the series should be started at this time and one dose of HBIG given also.
   *Note: HBIG should be given within seven 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.
HEPATITIS B VACCINATION POLICY

In accordance with clinical facility policies and Occupational Safety and Health Administration (OSHA) regulations (Federal Register, Vol. 56, NO. 235) the following policy is set forth for all nursing, medical laboratory and emergency medical 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.
MOBERLY AREA COMMUNITY COLLEGE
BLOODBORNE PATHOGEN STATEMENT

I have received information and recommendations for prevention of HIV (AIDS Virus); Hepatitis B; and other blood borne pathogen transmission.

___________________________________________
Student Signature

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

Successful completion of the Medication Administration course is necessary for continuation in both the Fundamentals of Nursing course and the ADN program. The student must pass this course in order to continue in the Associate Degree Nursing program. The student who is unsuccessful in the Medication Administration course must reapply to the nursing program.

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

_____________________________  _______________________________
Date                                      Student Signature
IV THERAPY

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

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

The skills demonstration must be passed within the assigned lab hours.

These guidelines apply to all students at all times.

Please note for LPN’s entering the ADN Program, taking the IV Therapy certification examination does not meet this critical skill requirement.

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

_________________________________  _______________________________
Date                                           Student Signature
CONFIDENTIALITY STATEMENT

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

I further understand that HIPAA (Health Insurance Portability and Accountability Act) federal legislation governs the confidentiality of 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.

________________________________________________________________________________________

Date                                                                                      Student Signature
STATEMENT OF STUDENT UNDERSTANDING

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

__________________________________________
Date

__________________________________________
Student Signature

Student Name
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.

_________________________________  _______________________________________
Date                                      Student Signature
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 video may be taken during my simulations. These may be used in debriefing and/or for other MACC purposes.

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

Student Signature: ____________________________________________

Student Printed Name: _________________________________________

Date: ____________________________
Full Name:____________________________________________________________________

Maiden/Alias Name(s):__________________________________________________________

Address:____________________________________________________________________

City:________________________________State:_________________Zip Code:___________

Social Security Number:_____________________Date of Birth:_________________________

Place of Birth:__________________________Sex: Male:_______ Female_____ Race________

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

Witness: ______________________________________

Date: ________________________________________
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.
TAPE 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 taped 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.

_________________________________________  ______________________
Signature of Student                          Date
SOCIAL MEDIA USE

Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media. 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 or Snapchat, or Instagram, and any other internet-based social media application similar in purpose or function.

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

Do not post confidential or proprietary information about MACC, clinical facilities, patients/clients, or others with whom one has contact in the role of a MACC nursing student. Patient privacy must be maintained in all communications. Do not disclose information that may be used to identify patients or their health condition(s). (Remember: De-identified information may be recognized by patients, their families, or their employers).

All social media policies set forth by MACC and Clinical sites will be strictly enforced. 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 Associate Degree Handbook, Appendix D.


My signature below validates that I have read and understand the above information related to Social Media use.

________________________________________  _________________
Signature of Student                    Date