

**Associate Degree Nursing
Student Handbook
2021-2022**



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

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ASSOCIATE DEGREE OF NURSING HANDBOOK

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

STUDENT HANDBOOK
2021 – 2022

Revised 05.27.21

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: Cheryl Lybarger, Director of Health Sciences, 101 College Avenue, Moberly, MO 65270 (660) 263-4100, ext. 11369. Inquiries concerning Section 504 of the Rehabilitation Act of 1973, which guarantees access to education regardless of disability, should be directed to: Stacy Donald, Director, Office of Access and ADA Services, Moberly Area Community College, Columbia Higher Education Center, Room 119, 601 Business Loop 70 West L-2, Columbia, MO 65203 (573) 234-1067, ext. 12120

Purpose of the Handbook:

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

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

**ASSOCIATE DEGREE OF NURSING
PROFESSIONAL FACULTY**

Michelle Frey, R.N.	Dean of Health Sciences MSN, University of Iowa
Cheryl Lybarger, R.N.	Director of Health Sciences BSN, Hannibal LaGrange College
Connie Followwill, R.N.	Instructor/Coordinator-AADN-Kirksville, MO BSN, Western Governor's University
Susan Owen, R.N.	Instructor/Coordinator—AADN Moberly, MO BSN, University of Missouri
Candice Walker, R.N.	Associate Professor/Coordinator-AADN-Mexico, MO MSN, University of Mary
Carisa Atkins, R.N.	Associate Professor, ADN Program MSN, CNE, University of Missouri
Jennifer Chinn, R.N.	ADN/Simulation Coordinator, ADN Program MBA, William Woods University
Karen Christy, R.N.	Instructor, ADN Program BSN, Central Methodist University
Brandy Lloyd, R.N.	Instructor, ADN Program MSN, Grand Canyon University
Shelli Dougherty, R.N.	Professor, ADN Program BSN, Northeast Missouri State University
Robynn Caples, R.N.	Instructor, ADN Program BSN, University of Missouri
Dawn Schmidt, R.N.	Associate Professor, ADN Program MSN, RNC-OB, Central Methodist University
Charlotte Scott, R.N.	Instructor/Coordinator – AADN, Hannibal, Missouri MSN-Ed., Western Governors University

CLASSIFIED SUPPORT STAFF

Sidney Neeb	Administrative Assistant for Health Sciences Associate of Arts, Moberly Area Community College
Mark Chambers	Health Sciences Advisor BSE, Northeast Missouri State University MSL, Stephens College

**ASSOCIATE DEGREE NURSING
CLASS PLEDGE**

I believe nursing is a dynamic profession involving both the arts and sciences. It is an integral part of the health care system.

In my practice as a nurse, my goals will include the promotion, maintenance, and restoration of health with respect for the needs and rights of the individual.

I will act to safeguard the evolving ethical, legal, and competent practice of my profession.

As a nurse I will be responsible and accountable for my individual nursing actions and judgments.

Today I commit myself to the holistic practice of nursing with all that I am, all that I know, and all that I can give.

**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, their 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 the 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 effect 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

The 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 their 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.

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 take 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 faculty will outline expected levels of performance in each course at the start of the semester.

Student Nurses Association

Students have the opportunity to become members of the Missouri Nursing Student Association (MoNSA). A membership fee provides local, state and national membership as well as a subscription to Imprint, the National Student Nurse 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.

Chain of Command

Nursing students are expected to follow the professional chain of command. This means that if there is an issue related to coursework the student should seek counsel with the instructor of that content. If it is a clinical issue, then the student should first contact their clinical instructor. If the student feels that there is not resolution, then the student should contact the program coordinator and continue up the chain from there. The chain of command for theory is instructor; coordinator; director; dean. The chain of command for clinical is clinical instructor; theory instructor; coordinator; director; dean.

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 MACC application online.
2. Complete the ADN application and submit to the Health Sciences Office.
3. Submit official transcripts of high school, previous college and/or LPN education, if applicable to the Registrar in the office of Student Affairs. It is the responsibility of the student to check on the status of their transcripts and to request their transcripts be evaluated.
4. Take the ATI TEAS exam and achieve at least a 58%.
5. Complete the Missouri State Highway Patrol Criminal Background check (Name Search). This service is called the Missouri Automated Criminal History Site (MACHS) and may be accessed at: www.machs.mshp.dps.mo.gov.
6. 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.
7. Admission is contingent on having a 2.70 cumulative grade point average on admission into the Associate Degree Nursing Program.
8. 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.
9. Physiology and Microbiology must be repeated if completed five years or more before the first nursing course date of the ADN program.
10. Students must place into quantitative reasoning (without co requisite) for admittance into the program OR take quantitative reasoning with co-req and earn a "C" or better prior to the start of classes.
11. Please note that health insurance is required for all nursing students.
12. Please note that upon acceptance, students must complete additional background screenings, have a physical examination completed; provide proof of immunizations, and submit to urine drug screens.

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.

Curriculum

The typical curriculum for the ADN student is a 4-semester sequence. Pre-nursing majors may take any of the academic support courses before being accepted into the ADN program. Please be aware that taking all general education courses prior to entry into the program may result in having a less-than-full academic load, which could impact financial aid. You may want to consider saving one or two general education courses to be taken during the semesters with fewer college credit hours in order to ensure you have a full load. 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

FIRST SEMESTER	CREDITS
Precalculus Algebra or higher	3
General Psychology	3
Human Anatomy	4
Medication Administration	1
Fundamentals of Nursing	<u>6</u>
	17
SECOND SEMESTER	
Physiology	4
Composition I	3
Adult Health Nursing I	6
Managing IV Therapies	1
Sociology	<u>3</u>
	17
SUMMER SEMESTER	
Microbiology	4
Public Speaking	<u>3</u>
	7
THIRD SEMESTER	
Human Lifespan Development	3
Composition II	3
Maternal Child Nursing	8
Mental Health Nursing	<u>4</u>
	18
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	<u>3</u>

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	CREDITS
Precalculus Algebra or higher	3
General Psychology	3
Human Anatomy	4
Medication Administration	1
Fundamentals of Nursing	<u>6</u>
	17
SUMMER SEMESTER	
Physiology	4
Public Speaking	<u>3</u>
	7
SECOND SEMESTER	
Microbiology	4
Composition I	3
Adult Health Nursing I	6
Managing IV Therapies	1
Sociology	<u>3</u>
	17
THIRD SEMESTER	
Human Lifespan Development	3
Composition II	3
Maternal Child Nursing	8
Mental Health Nursing	<u>4</u>
	18
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	<u>3</u>
	16

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 five campus locations: Moberly, Kirksville, Mexico, Hannibal, and Columbia.

ENTRANCE REQUIREMENTS:

1. Complete MACC application online.
2. Complete the Accelerated ADN application and submit to the Health Sciences office.
3. Submit official transcripts of high school, previous college and/or LPN education, if applicable to the Registrar in the office of Student Affairs. It is the responsibility of the student to check on the status of their transcripts and to request their transcripts be evaluated.
4. Take the ATI TEAS exam and achieve at least a 58%.
5. Complete the required 23 credit hours of general education coursework with a grade of "C" or higher prior to the start of the AADN program.
6. 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.
7. Complete the Missouri State Highway Patrol Criminal Background check (Name Search). This service is called the Missouri Automated Criminal History Site (MACHS) and may be accessed at: www.machs.mshp.dps.mo.gov.
8. A letter of recommendation on letterhead, with signature and contact information, is required from either a Practical Nursing faculty member (if student completed PN program within last three years), or from a current supervisor (if greater than three years since program completion). Student should submit letter with their application.
9. Provide a copy of a current undisciplined Missouri Practical Nursing license.
10. Admission is contingent on having a 2.70 cumulative grade point average on admission into the Associate Degree Nursing Program.

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

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

Required Pre-Entry Courses

Human Anatomy	4 credit hours
Physiology	4 credit hours
General Psychology	3 credit hours
Human Lifespan Development	3 credit hours
Composition I	3 credit hours
Quantitative Reasoning or Pre-Calculus Algebra	3 credit hours

Sociology 3 credit hours

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

SPRING SEMESTER

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

SUMMER SEMESTER

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

FALL SEMESTER

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

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

Medication Administration advanced standing of 1 credit hour will be awarded after completion of Adult Health Nursing I. Maternal-Child Nursing advanced standing—4 credit hours will be awarded upon completion of Maternal-Child Nursing Studies.

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.

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.

Students Wishing to Transfer to MACC from Another Program

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.

Students who have attended another nursing program must submit information that includes:

- Name and location of program;
- Date of admission and date of separation;
- Courses taken and hours/credits/units earned.
- A letter of recommendation from the applicant's current Dean or Director of Nursing.

Students wishing to transfer nursing courses in to MACC for transfer credit must provide:

1. A written request to the Dean of Health Sciences.
2. The applicant must send copies of all college transcripts, high school transcripts, 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.

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.

Readmission Policies

1. 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.

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 Appendices D and E). 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 F.

MOBERLY AREA COMMUNITY COLLEGE
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; supplies, etc.

Tuition in District

Courses	College Credit Hours	Cost per college credit	Total
General Education Courses	36	\$92-99	\$3564
Nursing Courses	39	\$99	\$3861
Student Fee for all Courses: Student Activity \$12/Technology Fee \$24	75	\$36	\$2700
Clinical Fee for Nursing Courses	36	\$146	\$5256
Grand Total for Tuition			\$15,381

Tuition out of District

Courses	College Credit Hours	Cost per college credit	Total
General Education—Physiology	36	\$169-176	\$6336
Nursing Courses	39	\$176	\$6864
Student Fee for all Courses: Student Activity \$12/Technology Fee \$24	75	\$36	\$2700
Clinical Fee for Nursing Courses	36	\$146	\$5256
Grand Total for Tuition			\$21,156

Note: Costs are subject to change by the MACC Board of Trustees without notice. Moberly Area Community College retains the right to cancel course offerings when enrollment is too low to make a course educationally sound and economically efficient. Course cancellation will result in refund of tuition for the canceled class.

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

Books: Includes approximate cost for books for both years. \$1400. (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 approximately \$50 per pair; watch with second hand \$15-40—cost varies depending on student choice; shoes \$40—cost varies depending on student choice.

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.

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

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

Miscellaneous

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

MOBERLY AREA COMMUNITY COLLEGE
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; supplies; etc. Additionally, cost is calculated based upon the student having all pre-requisite requirements completed before beginning the program.

Tuition in District

Courses	College Credit Hours	Cost per college credit	Total
General Education Courses	13	\$92-99	\$1287
Nursing Courses	28	\$99	\$2772
Student Fee for all Courses: Student Activity \$12/Technology Fee \$24	41	\$36	\$1476
Clinical Fee for Nursing Courses	24	\$143	\$3432
Grand Total for Tuition			\$8,967

Tuition out of District

Courses	College Credit Hours	Cost per college credit	Total
General Education—Physiology	13	\$169-176	\$2288
Nursing Courses	28	\$176	\$4928
Student Fee for all Courses: Student Activity \$12/Technology Fee \$24	41	\$36	\$1476
Clinical Fee for Nursing Courses	24	\$143	\$3432
Grand Total for Tuition			\$12,124

Note: Costs are subject to change by the MACC Board of Trustees without notice. Moberly Area Community College retains the right to cancel course offerings when enrollment is too low to make a course educationally sound and economically efficient. Course cancellation will result in refund of tuition for the canceled class.

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

Books: Fall \$170; Spring \$310; Summer \$235. (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 approximately \$50 per pair; MACC polo shirt \$30; watch with second hand \$15-40 cost varies depending on student choice; shoes \$40—cost varies depending on student choice.

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.

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

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

Miscellaneous

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

MACC Refund Policy

The refund policy is located in the RedBook Enrollment Guide, refer to the college website located at 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 form 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

Breaking Traditions

Tom and Fern Swetnam Scholarship

Christine Burger Cancer Foundation Award

Marie O'Keefe Memorial Scholarship

Barbara Dowell Memorial Scholarship

Malpractice Insurance

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

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

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

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

MACC faculty are required to track attendance and report lack of attendance. An instructor must complete the appropriate steps to drop a student within one week following the student's violation of the attendance policy. Additionally, a student's attendance rate will be calculated based upon the

first day the academic session begins (not the student’s date of enrollment in the course). If a student does not attend a course as defined below, the student will be dropped as “Never Attended.”

Term Length Drop Calculations

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

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

Definition of Course Attendance

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

Simply logging into the Learning Management System (Canvas) and/or accessing the course and

course related material does not constitute active participation for the online component of hybrid courses or for online courses. (*Policy Handbook*, I.090 & M.095)

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.

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

Evaluation

Evaluation is an ongoing process included in all areas of the nursing program, to assist the student and the instructor in identifying the student's growth. It is hoped that the evaluation process will be viewed by the student as a means of continually improving their 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 their 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 on admission and as required by clinical sites at the student's expense.
10. Students must immediately notify instructor(s) when placed on a new medication that can result in a positive drug screen.

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 Basic Life Support (BLS) for healthcare providers prior to the first clinical experience. Students must maintain current CPR certification 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 paid 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

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

Hepatitis B Vaccine

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

Varicella

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

Measles, Mumps and Rubella (MMR)

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

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 assume the cost of the diagnostic testing 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.org/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 their 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

1. A grade of "C" must be earned in all support (general education) classes, utilizing the grade

scale designated by those courses.

2. A grade of "C" must be earned in each required nursing course. Seventy-eight percent is the minimum "C" grade in the ADN Program nursing courses. 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:

- a. Clinical objectives;
- b. Post-conference participation;
- c. Anecdotal notes;
- d. Nursing process reports.
- e. Performance.

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:

- a. Understanding of content and its application to practice;
- b. Application of the nursing process;
- c. 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 Dean 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.

Students must maintain the integrity of their academic performance. A student's work must accurately represent their 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 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.)	<u>10%</u>
	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 recorded. The decision to record 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 a 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.
9. Academic dishonesty.
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 Dean of Health Sciences.
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.

STATE OF MISSOURI NURSING PRACTICE ACT
MISSOURI STATUTES CHAPTER 335
SECTION 335.066
August 28, 2018

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. For any hearing before the full board, the board shall cause the notice of the hearing to be served upon such licensee in person or by certified mail to the licensee at the licensee's last known address. If service cannot be accomplished in person or by certified mail, notice by publication as described in

subsection 3 of section [506.160](#) shall be allowed; any representative of the board is authorized to act as a court or judge would in that section; any employee of the board is authorized to act as a clerk would in that section.

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

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

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

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

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

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

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

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

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

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

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

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

9. The board shall submit existing affidavits and existing certified court records together with a complaint alleging the facts in support of the board's request for an emergency suspension or restriction to the administrative hearing commission and shall supply the administrative hearing commission with

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

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

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

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

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

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

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

14. If the administrative hearing commission grants temporary authority to the board to restrict or suspend the nurse's license, such temporary authority of the board shall become final authority if there is no request by the nurse for a full hearing within thirty days of the preliminary hearing. The administrative hearing commission shall, if requested by the nurse named in the complaint, set a date to

hold a full hearing under the provisions of [chapter 621](#) regarding the activities alleged in the initial complaint filed by the board.

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

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

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

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

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

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

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

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

NOTICE

Any applicant who has been convicted of felonies and/or misdemeanors, imprisoned, on probation, on parole, or received a Suspended Imposition of Sentence (SIS) must discuss this matter with the Dean of Health Sciences.

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

RECEIPT AND ACKNOWLEDGMENT

The undersigned applicant to Moberly Area Community College nursing program hereby acknowledges receiving, reading, and understanding a copy of this notice that the Missouri State Board of Nursing may refuse to issue any certificate of registration, authority, permit or license required to practice nursing in the State of Missouri for the causes set out in Section 335.066, RsMo, which are subject to amendment from time to time by the State of Missouri.

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

Signature of Applicant _____

Date: _____

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 manger as to minimize splashing, spattering, and generation of droplets of these substances.
8. Mouth pipetting/suctioning of blood or other potentially infections 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 their risk of Hepatitis B and HIV and offered testing for HIV. The student shall not be tested until the student 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 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, the student should be tested for Hepatitis B Surface Antibody (HBsAG). If adequate levels are in the blood, no further treatment is needed. If inadequate levels are in the blood, the student should receive another dose of the vaccine and one dose of HBIG.
 - b. If the student has not received the Hepatitis B vaccine, the series should be started at this time and one dose of HBIG given also.
- *Note:** HBIG should be given within seven days to be effective.
8. If the source resident (patient) is negative for HBsAG, and the worker has not been vaccinated, use this opportunity to start the vaccine series.
 9. If the source resident refuses or is unable to give consent to be tested, the patient should be evaluated via medical history for risk factors to Hepatitis B. Based upon this history HBIG may be recommended. If the student has not received the Hepatitis B vaccine series, it should be started.
 10. If the resident source is found to be HIV negative, no further follow up of the student is recommended.
 11. If the resident source is found to be HIV positive, is unable to give consent, or refuses to be tested, the student should be encouraged to be tested for HIV on the previously stated schedule, and should be instructed to report any febrile illness occurring within the first twelve weeks of the incident. Symptoms of febrile illness include: fever; rash; enlarged lymph glands.
 12. If the source of the splash or puncture wound is unknown, each case should be evaluated on an individual basis. The student should be offered HIV testing on the previously described schedule.
 13. Careful attention should be given to record keeping regarding the incident and any testing to provide and protect the confidentiality of both the resident and student member.
 14. **Cost incurred for testing and/or immunization are the responsibility of the student.**

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

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

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

**APPENDIX D
CRITICAL SKILLS**

DOSAGE CALCULATION – CRITICAL SKILL

Dosage calculation has been identified as a critical skill by the faculty. The Medication Administration course must be passed with a 78% before administering 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. The IV therapy course must be passed with a 78% before starting intravenous lines in the clinical area in Adult Health I.

Successful completion of IV therapy course is necessary for continuation in both the Adult Health I 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 IV therapy 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

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
Student Name
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

**APPENDIX H
INSURANCE POLICY STATEMENT**

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: _____

RELEASE OF INFORMATION FORM

Full Name: _____

Maiden/Alias Name(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Social Security Number: _____ Date of Birth: _____

Gender: Male: _____ Female: _____

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

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

Signature: _____

Date: _____

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 recorded, 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.

RECORDING AGREEMENT

Labs/simulation may be recorded for quality and training purposes.

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

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

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.

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

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

Signature of Student

Date

Essential Qualifications of Candidates for Admission and Continuance

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

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

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

Motor Skills

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

Sensory/Observation

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

Communication

The candidate must communicate effectively and sensitively with other students, faculty, staff, patients, family, and other professionals. The student must express their ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback. A candidate must be able to: convey or exchange information at a level allowing development of a health history; identify problems presented; explain alternative solutions; and give directions during treatment and post-treatment. The candidate must be able to process and communicate effectively in oral and written forms. The candidate must be able to process and communicate information on the patient's status with accuracy in a timely manner to members of the

health care team. The appropriate communication may also rely on the candidate's ability to make correct judgment in seeking supervision and consultation in a timely manner.

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

Cognitive

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

Behavioral/Emotional

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

Professional Conduct

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

RECEIPT AND ACKNOWLEDGMENT

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

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

Signature: _____ Date: _____

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

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

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

I, _____, wish to petition the nursing faculty of Moberly Area Community College to schedule a make-up exam test date for the following exam, _____ given on the following date of my absence, _____.

My expected date of graduation is: _____.

I was absent due to the reason outlined below, and supporting evidence accompanies this petition.

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

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

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

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

Faculty Signatures:

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

Student Signature: _____ **Date:** _____