

**COLUMBIA PUBLIC SCHOOLS
COLUMBIA AREA CAREER CENTER**

**Health Science Center
PROGRAM OF PRACTICAL NURSING**

Student Handbook

**102nd Class
August 2015-2016**

Student Name: _____

**Fully Approval by the
Missouri State Board of Nursing**

Accredited by the Council on Occupational Education

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A MESSAGE FROM THE DIRECTOR

Dear Student:

Welcome to the Columbia Area Career Center (CACC). We are very pleased that you are here! The CACC faculty, staff and administrators are here to help you achieve your educational goals and to ensure that your time is both challenging and rewarding.

The CACC is a part of the Columbia Public School (CPS) District. Many of the programs offered are for adults with high school diplomas or a GED. As an adult student enrolled in a technical program, we see you as a motivated, serious and goal-directed individual. Your presence in the program enhances the instructional level and provides a positive role model. We take your needs seriously and will provide you with the learning environment you need to reach your goals. Whether you are upgrading your skills or taking classes for your own satisfaction, our hope is that you will be able to accomplish your immediate goal and look to us in the future for your life-long learning needs.

This handbook provides helpful information and describes the services that are available to you as a student. I encourage you to use these services and to become an active participant in student organizations and activities.

Thank you for choosing the Columbia Area Career Center.

Sincerely,



Randall Gooch
Director

The Columbia Public School District (CPS) does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, or with regard to employment. The Columbia Board of Education is an equal opportunity employer. Inquiries regarding Columbia Public Schools' compliance with IDEA and Section 504 regulations should contact the main office at Columbia Area Career Center at (573) 214-3800 ext 0 and ask for the Section 504 Liaison Coordinator.

PROFESSIONAL & CONTINUING EDUCATION

The Professional & Continuing Education Division of the CACC is an integral part of the Columbia Public Schools (CPS) educational program. The CACC is the community leader in meeting the emerging needs of individuals and businesses, providing quality programs and services to enhance life-long learning.

PROGRAM OF PRACTICAL NURSING

The faculty and staff of the Columbia Public Schools Program of Practical Nursing welcome you to school and to nursing. This will be one of the busiest years of your life as well as one of the most rewarding. We hope your experiences as a Student Practical Nurse and as a member of the nursing profession reward you as well as those you serve.

This is your student handbook. It deals with topics that will concern you during the next year. We suggest that you keep this handbook accessible for reference during the coming year.

PROGRAM OF PRACTICAL NURSING PHILOSOPHY

We believe that nursing, as a discipline, has a distinct body of knowledge, which fosters a unique contribution to comprehensive health care. We believe that nurses function as advocates for the health care recipient. We believe that practical nurses, functioning with a multi-disciplinary approach, contribute their particular expertise to comprehensive health care. The program's conceptual framework is based on Maslow's Hierarchy of Needs and embraces the competencies of quality improvement and safety education for nurses supported by their knowledge, skill and attitude.

WE BELIEVE HEALTH CARE RECIPIENTS:

- Have the right to quality patient and family-centered health care
- Have the right to current information that allows informed choices
- Have the potential for rational thinking, learning, directing and practicing activities of self-care and the care of significant others
- Have needs that motivate the behaviors of the individual
- Have unique health needs that change throughout the life span

WE BELIEVE HEALTH:

- Is a state of physiological, emotional, sociological, and spiritual well being
- Is influenced by responses to stressors that affect the state of well being
- Changes throughout the life span

WE BELIEVE ALTERATIONS IN HEALTH:

- Occur when an individual is unable to perform self-care activities that promote, achieve, and maintain optimal health
- Impact the individual's ability to progress through Maslow's Hierarchy of Needs

WE BELIEVE SOCIETY:

- Is a group of interdependent individuals with unique needs
- Is an interrelated multi-cultural milieu
- Is influenced by the internal and external environment
- Has the responsibility to educate, promote wellness, and provide health care to its communities

WE BELIEVE NURSING:

- Is an art, based on scientific principles, including evidence-based practice which meets the physiological, emotional, spiritual, and socioeconomic needs of health care recipients
- Combines the science and art of nursing through use of the nursing process and quality improvement process.
- Is a discipline practiced through a series of dependent, interdependent, and independent actions
- Promotes wellness, safety and assists the health care recipient to achieve a level of optimum personal health in a cost-effective manner

WE BELIEVE THE PRACTICAL NURSE:

- Has an emerging role that requires increasing responsibility
- Has legal and ethical accountability to health care recipients
- Has a collaborative role with the health care team to promote quality care
- Employs the nursing process in the provision of comprehensive care
- Assists in the education of individuals to promote, achieve, and maintain optimal health

WE BELIEVE PRACTICAL NURSING EDUCATION:

- Responds to an ever-changing society, meeting the needs of the health care recipient as well as the individual student
- Builds upon a base of knowledge that includes the bio-psychosocial sciences
- Prepares the learner with an educational foundation that contributes to personal and professional growth
- Encourages the learner to develop a self-directed approach to learning
- Adheres to the premise that learning is structured toward expected behavioral outcomes
- Provides opportunities to pursue learning through informatics, directed activities, academic resources, and clinical experiences

WE BELIEVE TEACHERS OF PRACTICAL NURSING:

- Conduct an educational program based on current practice and nursing education standards, which prepares the graduate to prioritize patient care and practice nursing in a safe and therapeutic manner

- Guide, develop, and direct learning experiences to enhance and strengthen students' knowledge, practice and attitude.
- Serve as role models and resource persons in the educational process
- Provide quality education by continuing their personal and professional growth in theory and practice
- Evaluate student performance based on behavioral outcomes

WE BELIEVE STUDENTS OF PRACTICAL NURSING:

- Combine cognitive, psychomotor, and affective domains of learning
- Participate in a life-long process of learning through self-directed learning activities

Faculty Approval
Summer 2015

ACCREDITATION

The Columbia Area Career Center is a part of Columbia Public Schools. The adult programs are approved by the Missouri State Department of Elementary and Secondary Education and has achieved Candidacy Status by the Council on Occupational Education. Most of the programs are approved for qualified applicants for veterans' education programs and vocational rehabilitation training. The Practical Nursing program is approved by the Missouri State Board of Nursing; with Full-Approval copies of accreditation documents may be obtained for review by contacting the Practical Nursing (PN) Coordinator.

ADMISSION REQUIREMENTS

Applicants must have a high school diploma or GED equivalent. Applicants from non-English speaking countries may be required to obtain a score of at least 500 on the TOEFL Exam or demonstrate a working knowledge of the English language, both written and spoken. Upon application to the program, a test to measure academic readiness is required to help predict the success of prospective nursing students. Students must attain an adjusted individual score of 50%. Exams are given at the Columbia Area Career Center. There is a \$75 application fee due prior to the time the test is administered. Three letters of reference are required prior to meeting with the Admissions Committee, who will make the final selection. The Practical Nursing Program is limited to thirty-two (32) students per class. Classes start in August of each year. Applicants are required to complete a urine drug screen within two (2) weeks of acceptance into the Program of Practical Nursing. Drug screens are to be sent to the Practical Nursing (PN) Coordinator. A criminal background check will be initiated upon acceptance into the program. Drug screen and criminal background checks must meet the clinical-site requirements in order for the applicant to be admitted into the Program of Practical Nursing. Applicants must also possess basic functional abilities as defined per the National Council of State Boards of Nursing as non-domain specific abilities, i.e., those physical and mental activities and attributes needed by a nurse to practice safely in terms of essential nursing functions, with or without accommodations. Essential specific abilities include necessary physical, sensory, as well as cognitive functioning.

The school reserves the right to refuse to admit students who have not had satisfactory progress during a previous enrollment period. Admission may also be refused to any student with an outstanding balance from a previous enrollment.

The admission policy is in compliance with U.S. Department regulations for Title IV Federal Financial Aid.

STUDENTS WITH DISABILITIES

Columbia Area Career Center is committed to providing equal access educational opportunities for students with disabilities. The objectives are to ensure that students with disabilities function adequately and without discrimination in all aspects of the educational experience. Accessible facilities are available at all training locations.

Students with documented disabilities who would like to inquire about the availability of reasonable academic and/or other program related accommodations should contact the Section 504 Liaison, 214-3800 ext. 29401. Examples of accommodations that may be appropriate, depending on the nature of the disability, include extended time for exams, note taking assistance, or alternate formats for textbooks or other written materials. Documentation must be provided that substantiates the existence of a disability and supports the need for any requested accommodations (guidelines are available from the Section 504 Liaison). Students are encouraged to request accommodations as early as possible (no later than two weeks before the beginning of class) so that the appropriate arrangements can be made. Upon review of documentation, the Section 504 Liaison will meet with you to discuss your requested accommodations. General Guidelines are available on request.

For more information regarding your rights and responsibilities as a student with a disability, please refer to the publication: Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities, available from the U.S. Department of Education Office of Civil Rights (<http://www.ed.gov/about/offices/list/ocr/transition.html>).

To obtain accommodations, students must:

1. Self-identify: Contact the Section 504 Liaison (214-3800 ext 29401) regarding the disability and the accommodations needed. This must be done in a timely manner or delays in service provision will be unavoidable.
2. Verify: Provide current documentation based on guidelines obtained from the 504 Liaison.
3. Determine: The Section 504 Liaison, in some cases in conjunction with others, will determine the appropriate accommodations based on the documentation provided.

COUNSELING AND ACADEMIC ADVISING

Students are assigned a nursing faculty advisor. Students must meet with their advisor in person every other month and as needed for academic advising. Education and career counseling are also available to all students upon request. A resource coordinator is available by appointment to assist students as needed. Contact the Coordinator for information on counseling services.

PAYMENT METHODS

The Business Office/Financial Aid will assist each student with their payment plans. **Students on a monthly payment plan who have not paid their monthly payment by the fifth of the month are not allowed to attend class and clinical until the monthly payment is made.** Students who do not make a payment for two months and have not made arrangements with the Financial Aid Office are subject to dismissal. All student payments must be made by the first week of the month prior to graduation in order to meet graduation requirements.

SATISFACTORY ACADEMIC PROGRESS

Students are required to maintain satisfactory academic progress throughout their training to be in compliance with institutional policy and to remain eligible for HEA, Title IV federal student financial assistance. Satisfactory academic progress is measured in both quantitative terms (attendance), as well as qualitative terms (academics/grades). Students must meet the school's attendance standard and the academic standard on a cumulative basis (start date to evaluation date) to maintain eligibility for federal student financial assistance funds unless the student is on "Financial Aid Warning" or "Probation" as defined in this policy. Student progress will be reviewed by the institution on a monthly basis to identify students who may be at risk regarding satisfactory academic progress. For more detailed information regarding SAP and financial aid policies go to <http://www.career-center.org/adult/financialaid.php>. The policies are also outlined in the information provided by the financial aid office.

GENERAL STUDENT INFORMATION

GENERAL STUDENT CONDUCT

Students enrolling at the CACC assume an obligation to conduct themselves in a manner compatible with the educational purposes of the school. If a student fails to do so and engages in behavior disruptive to the educational process, the school will institute appropriate disciplinary action.

Specifically, students are expected to comply with federal, state and local laws concerning activities prohibited generally and specifically on public school property and sponsored functions. Among these illicit activities are civil disobedience, forgery, gambling, immoral conduct, libel, theft, use and sale of alcohol, tobacco and narcotics, and vandalism.

In addition to demonstrating honesty and integrity, students are expected to comply with all policies, regulations and procedures of the Columbia Public Schools and the Columbia Area Career Center. They are expected to comply with the parking policies and to follow the directions of the school representatives acting in their official capacity.

Students may be terminated immediately or placed on probationary status for any of the following behaviors: 1) possession or distribution of or drinking alcoholic beverages or non-prescription controlled substances during school hours; distribution of prescription controlled substances during school hours, 2) academic dishonesty; 3) use of vulgar or profane language; 4) engaging in conduct that is detrimental to the best interests of the students and educational program; 5) destruction of school or private property; 6) deliberate operation of equipment in an unsafe manner.

DISCRIMINATION and SEXUAL HARASSMENT

The Columbia School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs,

activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, gender, sexual orientation, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The Columbia School District is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law. The Board also prohibits:

1. Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
3. Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment due to one (1) or more of the above-stated characteristics.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute illegal discrimination or harassment. Sexual harassment constitutes unlawful sex discrimination. The Columbia Public School District is committed to providing a safe, positive learning and working environment for everyone. Sexual harassment and /or sexual violence (SHV) will not be tolerated. Any concerns about SHV should be reported to the PN Coordinator. An investigation of all formal and informal complaints will be conducted. Any student or employee who is found to have used SHV toward any other student or employee will be subject to disciplinary action.

Examples of SHV can include but are not limited to: touching of another person without permission, sexually explicit language, threats, intimidation, displaying of sexually explicit materials, and other verbal or physical conduct or communication of a sexual nature.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

In accordance with the *Family Education Rights and Privacy Act of 1974*, only the name, address and telephone number of students will be disclosed to any person or agency without the written consent of the student. At the request of the student, even this information will be withheld. This request should be in writing and given to the PN Coordinator. Upon written request, the student may inspect information in his or her official file and will be given the opportunity to challenge any information that he or she considers inaccurate.

STUDENT-OWNED ELECTRONIC EQUIPMENT

In order to maintain a learning environment and reduce security concerns, students are not allowed to use electronic equipment including personal computers, iPod, MP3s, cellular phones, radio, pagers, etc. in the classroom or clinical areas. The school accepts no responsibility for loss or theft of student property. Infractions of this policy will result in professional probation and possible dismissal. Regarding telephone use, students will not be called from class to accept phone calls except in an emergency.

COMPUTER USE

The use of any Columbia Public School (CPS) computer is a privilege, not a right. Computer users are obligated to conform to district and individual school policies and directions given by staff members. Using the CACC facilities to access information carried by the Internet or other such information services must be for academic work assigned by a teacher. Depending on the nature of the situation, students who violate this regulation shall be subject to disciplinary action, or as the case with other CACC property, be held responsible for the cost of repair, replacement or maintenance of any damaged equipment or materials. Students are required to sign a Computer Use Agreement.

SAFE SCHOOLS ACT

The Safe Schools Act prohibits bringing knives or any weapon to a school. Physical or verbal assault is also prohibited. A weapon is defined as any object used or which could be used with the intent to harm, or any object, which appears as if it could be harmful. Any student, who possesses such an object, or if a legitimate object is used as a weapon, shall be subject to disciplinary action. (See Student Code of Conduct, Appendix A.)

MEDICAL CARE

The school and/or clinical facilities assume no responsibility for expenses associated with emergency or routine health care of students. Students must expect to pay for all health care services received. Some affiliating hospitals may provide emergency care when a student is hurt or becomes ill while assigned to the hospital's clinical facility, but students will be charged and are expected to pay for the services received. At the school, emergency care needs are met by calling 911.

DRUG-FREE WORKPLACE

In accordance with federal regulations, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by students or employees is prohibited on all Columbia Public School District property or while participating in any school-sponsored or school-approved activity, event or function.

DRUG-FREE SCHOOL

The use and the unlawful possession of illicit drugs and alcohol are wrong and harmful. Because of the physical, emotional and legal consequences involved in the illegal use or possession of drugs, drug paraphernalia or alcohol, students are prohibited from such involvement in or on school premises and school-sponsored activities. Any student who is found consuming, distributing, under the influence or in possession of such substances shall be subject to disciplinary action. The Director of Security may be notified and if the situation warrants, the appropriate law enforcement agency shall be notified. The student shall be subject to disciplinary action within the guidelines developed by the administrative staff up to and including expulsion for students and termination of employment for employees. Students selling or distributing drugs or imitation drugs or alcohol in or on school premises or at school-sponsored activities shall be subject to the

same disciplinary action. The school will impose sanctions on students and employees consistent with local, state and federal law, including referral for prosecution for the violation of these standards of conduct. Along with possible probation or suspension from the CACC, students may face legal sanctions under local, state, and federal law that may include up to seven years in prison and/or \$10,000.00 fine for a Class A felony.

SMOKING AND TOBACCO

The Board of Education of the Columbia Public School District is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens.

Columbia Public Schools is a smoke-free environment. Smoking or use of other tobacco products as well as electronic cigarettes are prohibited anywhere on the premises of Columbia Public School property and clinical rotation sites. Infractions will be handled through the appropriate district policies, regulations and procedures.

TRANSPORTATION AND PARKING

Students need to provide for the expense of their own transportation to and from school and clinical facility sites. The CACC is on a city bus route. Parking at the CACC is very limited. Students must obtain a parking permit in the Health Science Office and park in designated areas. Automobiles parked in non-designated areas may receive a parking ticket (issued by the City of Columbia) and/or be towed at owner expense. It is illegal to park in areas marked for use by persons with disabilities without the proper state-issued parking permit displayed. Student parking is not allowed in Faculty Parking areas.

Students are expected to drive safely. Students who drive carelessly or who violate parking regulations may be subject to disciplinary action. Adult students are prohibited from providing transportation to secondary-level students unless parental permission is on file in the main office.

CLASS MEETINGS

The class advisor will conduct class meetings. Minutes will be kept at each meeting with a copy provided to the Coordinator. Class officers of President and Secretary may be elected. Meetings are scheduled during non-clinical days.

USE OF SCHOOL FACILITIES

ADULT STUDENT LOUNGE

All Career Center Adult Students may use the Adult Student Lounge for breaks and/or to prepare lunch. Each individual is responsible for cleaning dishes and equipment as well as disposing of trash and bottles in appropriate containers. This includes both inside and outside of the building. The faculty reserves the right to restrict privileges for use of the lounge.

In the interest of promoting cleanliness, health and professionalism, eating is discouraged in the PN classroom. Drinks with secure lids may be used in the PN classroom.

MEDIA CENTER

Media Center facilities are for student and faculty use. The media center is a quiet area for those who wish to study on campus. **Food and drink is prohibited in the Media Center.**

Periodicals are available and include a variety of topics. Periodicals are not to be checked out or removed from the media center. In addition to the media center resources, instructors often have additional texts/journals available for use. These may be available to be checked out from the individual instructor when requested. It is each student's responsibility to use the media center and its resources according to professional conduct as outlined below.

Although we recognize the complexity of being a parent and completing an educational program, **children may not come to the clinical site to classes or to study sessions.** Pets may not be brought on the CACC campus.

PROFESSIONAL CONDUCT

Professional conduct is an expectation at all times in both the classroom and clinical areas. If unprofessional conduct occurs, the student will be counseled and placed on professional probation. One subsequent display of unprofessional behavior may be cause for termination from the Program.

The student is responsible to:

Exhibit overt and verbal behavior exemplary of professional standards set by school, instructors, health care agencies, and as expected by the community.

Develop verbal/nonverbal professional role skills:

Correct grammar and medical terminology should be used, slang words should be avoided.

Clarifying information as heard especially if information is unclear or confusing

Speaking in normal tone of voice. Loud laughing and loud talking should be avoided.

Disrespectful and vulgar language should be avoided. No sarcasm.

Information of a confidential nature must be protected.

Refrain from using statements in the presence of patients such as: "this is too difficult", "I'm scared", "I can't do this, and "I haven't done this before".

Attentive listening

Develop overt professional role skills:

Demonstrate the ability to adjust to and understand the basic concepts of healthcare.

Perform within the limits of the role of a student practical nurse.

Do not solicit gifts or accept gifts.

Express respect for authority by use of effective listening skills, following prescribed policies and procedures and being courteous to classmates, staff, faculty, patients and others.

Maintain poise and self-control in all situations.

Regard problems and new procedures as a "challenge" and be able to meet those challenges by utilizing critical thinking and problem solving skills.

Develop confidence in performing procedures by having read directions and having practiced.

Expected classroom/clinical behaviors for students:

Professional attire –business casual

Professional language – no tolerance of foul language/cursing in the instructional setting. Treating others with respect in the classroom/clinical setting including not allowing doors to slam, little or no talking in the media center, no sarcasm etc.

Abiding by the Attendance Policy including arriving on time, notifying instructor prior to the start of clinical day if not coming or will be late.

Returning from breaks on time.

Refraining from walking through the classroom while others are finishing an exam.

Remaining quiet while lecture in progress.

Cell phones—see Policy on Student-Owned Electronic Equipment

(See also Columbia Area Career Center Expectations Appendix B.)

Exam/Quiz Policy

During exams, tests and quizzes--no cell phones, computer devices, textbooks or notes can be present at or on the desk, in pockets or on person. No hat or sunglasses can be worn during testing. No eating or drinking during exams therefore no snacks or drinks are allowed at the desk during exams. Students are expected to separate themselves. No talking during exam administration. Students will not be allowed to leave the exam room until the test is handed in/completed per computer screen. Once the exam is completed, students will be expected to leave the testing environment.

STUDENT RIGHTS

Students have the right to expect an educationally sound program of classroom and clinical instruction delivered and evaluated by the faculty in an objective manner.

Students have the right to due process as outlined in the Grievance Procedure in the Student Handbook.

Students have rights under the FERPA as specified in the Student Handbook

PROGRAM OF PRACTICAL NURSING

GRADUATE COMPETENCIES

The following graduate competencies, organized by concept and outcome, provide the framework for the curriculum of Columbia Area Columbia Program of Practical Nursing. These objectives allow the faculty to measure the level of competency achieved by each

practical nurse graduate as a provider of care, teacher, coordinator of care and member within the profession of nursing.

Concept: Patient centered care

Outcome: Practice nursing that is patient centered, caring, culturally sensitive and based on the physiological, psychosocial and spiritual needs of patients.

Competencies:

- Perform a focused assessment of patients across the lifespan experiencing common health problems with predictable outcomes in selected settings.
- Contribute to the development, implementation, and evaluation of individualized patient-centered plans of care for patients across the lifespan experiencing common health problems with predictable outcomes in selected settings.
- Provide culturally sensitive care to individuals and families from diverse populations.
- Use clinical judgment when performing nursing interventions and contribute to evaluation of patient outcomes.
- Advocate for individuals and families regarding nursing care issues.
- Use verbal and nonverbal communication that promotes caring, therapeutic relationships with individuals and families.

Concept: Teamwork and collaboration

Outcome: Serve as a member of the interdisciplinary health care team to promote continuity of patient care.

Competencies:

- Participate in collaboration with the health care team to provide care for patients.
- Communicate patient related information to designated members of the healthcare team in a timely manner.

Concept: Evidence based practice

Outcome: Use current evidence from scientific and other credible sources as a basis for nursing practice and clinical judgment.

Competencies:

- Recognize resources that recommend best practice related to patient care.
- Use established evidence-based practice in the provision of optimal patient care.

Concept: Quality improvement

Outcome: Promote quality improvement by contributing to the implementation of care-related plans to improve health care services.

Competencies

- Identify patient care concerns related to quality care.
- Participate in activities to promote quality improvement.

Safety

Provide a safe environment for patients, self and others.

- Identify and report actual and potential safety risks in the health care environment.
- Implement actions that promote safe practice and a safe environment for patients, self, and others.

Informatics

Use information technology in the provision of patient care.

- Use information technology to communicate with other members of the health care team.

- Use information technology to securely and accurately document the provision and outcome of patient care.
- Use information technology to access current knowledge that supports patient care.

Patient education

Provide selected health-related education with guidance.

- Participate in planning health-related education for individuals and families.
- Reinforce health-related education for individuals and families in selected settings.

Professionalism

Practice nursing in a professional, ethical, and legal manner.

- Practice nursing in accordance with the PN Nurse Practice Act, established standards of practice, and institutional policies and procedures.
- Use an established nursing code of ethics, the Patient Bill of Rights, and the Self Determination Act as a framework for practice.
- Maintain professional accountability in the delivery of patient care.

Leadership

Use leadership skills in the provision of safe, quality patient care.

- Use organizational and priority setting skills in the provision of patient care
- Appropriately delegate patient care tasks to assistive personnel and supervise their performance to enhance delivery of care.

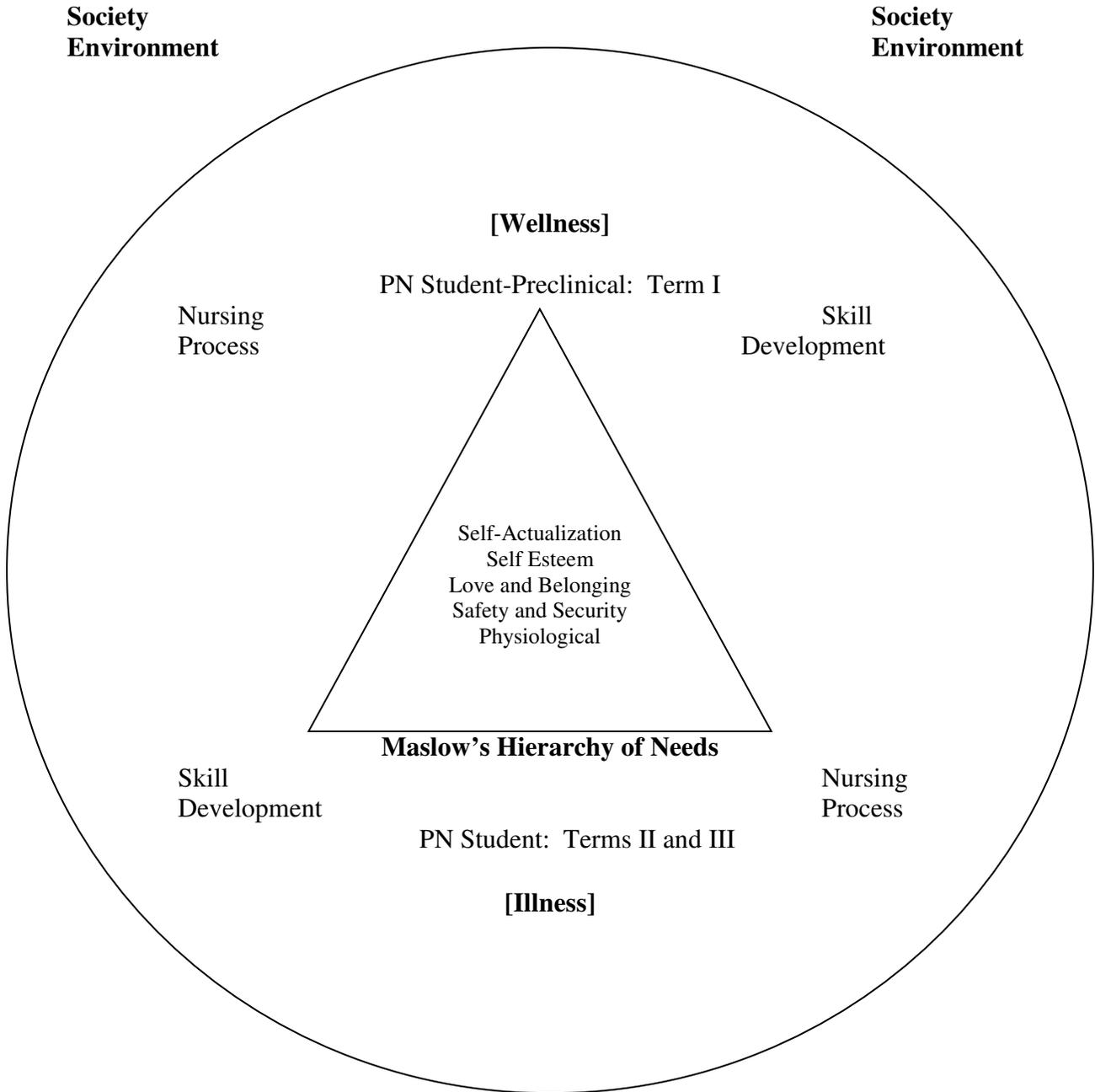
Upon completion of the Practical Nursing Program, the graduate should be able to practice the Nursing Process as follows.

1. Assess basic physiological, emotional, spiritual and socio-cultural needs of health care recipients by:
 - a. gather data by performing a health needs assessment utilizing available sources of information.
 - b. recognizing normal physical/psychosocial findings and obvious pathology and deviations.
 - c. documenting information.
 - d. communicating findings to appropriate health care team members.
2. Contribute to the development, revision and management of a plan of care by:
 - a. utilizing established nursing diagnoses for health care recipients experiencing alterations in normal health processes.
 - b. prioritizing needs of the health care recipient/family utilizing Maslow's Hierarchy of Needs in preparation for delivery of nursing care
 - c. utilizing the principles of patient and family-centered care
 - d. recognizing changing needs of health care recipients.
 - e. communicating effectively with the patient, family
 - f. collaboration with the health care team.
3. Implement the plan of care by:
 - a. performing nursing procedures based on established Standards of Practice and through caring interventions.
 - b. utilizing principles of therapeutic relationships.
 - c. providing instructions based on identified needs of health care recipients. utilizing safety principles.

- e. documenting and reporting assessment findings.
 - f. communicating and collaborating effectively with the health care team. in accordance with evidence-based nursing practice
4. Evaluate health care recipient's response to nursing care by:
- a. ongoing review of the plan of care.
 - b. modifying nursing care as indicated.
 - c. revising the nursing care plan by collaborating with the health care team.
 - d. documenting and reporting the health care recipient's response.
 - e. initiating internal and/or external referrals based on health care recipient/family need.
 - f. assessing health care recipient's response to instructions and reinstruct as needed.
5. Demonstrate personal and professional responsibilities by:
- a. functioning within the Licensed Practical Nurse scope of practice as defined by the Missouri Nursing Practice Act.
 - b. projecting a professional image and behavior.
 - c. enhancing personal strengths while recognizing limitations for the purpose of improving performance.
 - d. adhering to a Nursing Code of Ethics.
 - e. supporting and utilizing evidence-based nursing practice
 - f. recognizing the importance of life-long continuing education.

Approved by Faculty
Summer, 2015

PROGRAM OF PRACTICAL NURSING
CONCEPTUAL FRAMEWORK for CURRICULUM
including Maslow's Hierarchy of Needs



GENERAL PROGRAM INFORMATION

PHONE NUMBERS

Admissions.....	573-214-3772
Business Office/Financial Aid.....	573-214-3809
Adult Learning Center	573-214-3690
Guidance Department.....	573-214-3800
Main Office.....	573-214-3800
Health Science Center.....	573-214-3772
Fax Number.....	573-214-3773

Address: Health Science Center
4203 South Providence Rd.
Columbia, Missouri 65203

FACULTY

Coordinator, Practical Nursing Program:	Paula L. Fox, BSN, RN
Full time Instructors:	Barbara Townsend, RN, BA Patricia Fetters, RN, BSN
Part time Instructor:	Charlene Vinson, RN, BSN

INSTRUCTORS

The nursing faculty consist of registered professional nurses in Missouri, qualified by education, experience and teacher's certification to teach nursing in Missouri.

Each student will be assigned an academic advisor. Students will be required to meet with their advisor at least once every four weeks. In addition, the faculty is available for individual conferences with student's needs throughout the week. These conferences may be concerned with any problems or tutoring needs in course work. Student conferences must be scheduled with the instructor. **It is the student's responsibility to seek help from the instructors!**

DIRECTOR

Randy Gooch, Director Career, Technical & Adult Education

BUILDING INFORMATION

Students are allowed in the building only during class and regular office hours, generally 7 AM to 5 PM. Classes are not conducted on Fridays except as needed for makeup. The Health Science Office is closed on Friday. An answering machine is available during non-office hours.

SCHOOL SCHEDULE AND CLOSING

This program generally follows the academic calendar of the Columbia Public Schools. A clinical/didactic schedule for the current year will be provided for each student.

This program closes for weather days when public schools close. These closures will be announced on KFRU (1400 AM Radio) by 6 AM. In the event of a school closing due to weather, makeup days may be scheduled on holidays or Fridays.

If snow prevents students from reaching the clinical area and the Columbia Public Schools are not closed, students who are absent will be assigned an excused absence provided the instructor is notified prior to the start time. Students may make days up but must make arrangements with their instructor on an individual basis according to available time and required additional payment by the student. Make-up classes will be scheduled at the discretion of the faculty.

VACCINATIONS AND OTHER HEALTH REQUIREMENTS

A physical examination and the following requirements must be on file at the school within the first week of the start of the program. Students may not begin the initial, Fundamentals of Nursing hospital experience during the fifth week of school without a physical and the following:

Hemoglobin and Hematocrit blood test reports

Tuberculin Test (PPD) Two tests required and must be given within one week of each other. TB tests must be dated within the past year and kept current during the time the student is enrolled in the program. Positive PPD's must be followed with a chest film report

Diphtheria/Tetanus Booster must have been within last 10 years

Rubeola (measles) titer - if not immune, must receive 2 immunizations, one month apart

Rubella Titer - if not immune, must receive one immunization

Varicella (Chickenpox) titer - if not immune, must receive 2 immunizations, one-two months apart

Mumps Titer –if not immune, must receive one immunization

Hepatitis B: first immunization must be given **PRIOR** to the start of the Fundamentals hospital experience. Follow up with subsequent immunizations is expected.

Influenza-must be current between October 1 and May 31 of each year

CLASSROOM AND CLINICAL HOURS

Classroom hours are typically 7:00 a.m. - 4:00 p.m., Monday – Thursday. Clinical hours typically begin at 6:45am in the hospital and nursing facilities. Off-site rotations excluding hospitals and nursing facilities may have 8:00am or 9:00am start times with 4:00pm or 5:00pm end times.

Faculty office hours are held from 7:00 am to 4:30 pm Monday through Thursday during all Terms of the program. Faculty and Media Center are available Mon-Thurs from 4:00-5:00 pm.

Fundamentals: 96 classroom hours. 60 Lab hours and 48 Clinical hours. Clinical Rotation hours are 6:45 a.m. to 11:00 a.m. on Monday mornings with class in the afternoon at the school.

Nursing of Adults: 182 classroom hours and 288 Clinical hours with additional clinical conference hours. The course consists of twenty (20) weeks of a combination of supervised clinical experiences in local hospitals, clinics, home health agencies, classroom lecture, select observational experiences and clinical conference. The first block of clinical practice will be in the area of Medicine or Surgery, the second block in the remaining Medicine or Surgery area. **Hours may vary according to the site of rotation, sometimes extending to 5pm.**

Hospital clinical site hours for Nursing of Adults II, Maternal/Newborn Nursing, and Nursing of Children are 6:30 - 6:45 a.m. to 3:30 p.m. with faculty having the option to extend the clinical day to 4:00 p.m. Students who leave prior to the close of the clinical day will be docked the absent clinical time. Students are required to pre-plan on Monday evenings to prepare for experiences each week. **Hours may vary according to the site of rotation, sometimes extending to 5pm.**

Mental Health: 34 hours of classroom lecture, discussion, guest speakers and 24 hours of observational clinical experience.

Maternal/Newborn Nursing and Nursing of Children: 92 classroom hours and 112 clinical hours. The last (8) weeks of the program are spent in the areas of Maternal and Child Health. This rotation includes clinical experience in area hospitals, select observational experiences and classroom lecture. **Hours may vary according to the site of rotation, sometimes extending to 5pm.**

Leadership & Management: 28 hours of classroom lecture, discussion, guest speakers and 16 hours of observational clinical experience.

STUDENT EMPLOYMENT

Based on the recommendation of prior graduates, students should budget out-of-school time so they have a minimum of four (4) hours daily, for study and class preparation.

Recommendation of faculty regarding work: A student in the Program of Practical Nursing may desire to work for pay while enrolled in the nursing education program. The student must understand that the primary reason for being enrolled is to further his/her education to become a Licensed Practical Nurse.

When the student is working for compensation, the student is directly responsible to the employer for proper attire, conduct, and quality of work. It is the policy of the school that the student patch and student name badge be worn by student nurses only during supervised clinical experience.

The following recommendations of the faculty of the Program of Practical Nursing should be considered in order for the student to achieve successful completion of the Program.

1. The student nurse's accumulative activity for one week (including 32 hours of classroom, clinical experience, and, in addition working for compensation) should not exceed 48 hours per week.
2. The hours the student nurse elects to be employed must allow adequate rest for active participation in classroom and clinical.
3. Hours of employment are to be scheduled so as not to interfere with classroom or clinical experience.
4. The student nurse should keep the employer informed well in advance, of time the student does not wish to be scheduled to work (i.e., prior to exams, finals week, etc.) or when they are available to work, such as during spring or other break.
5. There may be field trips planned during the school year or school make up days, which may fall outside the regular classroom hours. Work for compensation should not interfere with identified educational experiences, since the experience is a required part of the total curriculum and hours of the school. The student is responsible to inform the employer of the need to be scheduled off.
6. If a student is enrolled in courses at another school, the course should be scheduled so as not to interfere with PN class time, field trips, make up days or study time for the program.
7. If the student is employed in a health care facility utilized by the school, the student may not rotate through the employed area as a student.

PROFESSIONAL ORGANIZATIONS

LPN organizations include the National Association for Licensed Practical Nurses (NAPNES), and National Federation of Licensed Practical Nurses (NFLPN). Students may also become members of the National League for Nursing (NLN).

Students and faculty are invited to attend the MoSALPN annual state convention. Faculty and students in attendance at the MoSALPN Convention shall be dressed professionally and represent the school in a professional manner.

VACATION AND HOLIDAYS:

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VISITORS

Visitors, Children, Pets – None are allowed in the classroom.

Although we recognize the complexity of being a parent and completing an educational program, **children may not come to class, clinical site nor to the Health Science Center during class hours.**

APPOINTMENTS

The class day for Term I through Term III will be between 7:00 a.m. (0700)-4 p.m. (1600), Monday through Thursday. The typical clinical day begins at 6:45 a.m. (0645) and ends at 3:00 p.m. (1500), however be prepared for later start and later end times on occasion during some rotations. Clinical preplanning may be required after school on Monday evenings. Outside appointments should be made during **non-conflicting days and hours.**

CELLULAR PHONES-see Student Owned Electronic Equipment

COSTS (PROJECTED)

The tuition for the program is \$11,600.00. The textbooks are approximately \$1,850.00 (subject to change). Payment of \$2,500.00 is due on the first day of school.

Arrangements for the balance of school expenses are made with the Financial Aid Office prior to the start of school. Checks are payable to the Columbia Public Schools Practical Nursing Program and are to be paid directly to the Financial Aid Office according to the schedule you have agreed to. All monthly payments are due and payable on the first of each month. **Students who have not paid their monthly payment by the fifth of the month are not allowed to attend class/clinical until the monthly payment is made.**

If you withdraw, or are dismissed from the program, you are required to make payment of the balance due to the school as of that date and according to Federal Guidelines.

All questions regarding specific financial issues should be addressed to the Financial Aid Office at (573) 214-3809.

Incidental Fees:

- 1) **Finger Printing Fee for License Application -- \$44.80***
- 2) Uniforms, white shoes, hose/socks and lab coat approx. \$200.00*
- 3) Arm patch, \$8.00; nametag, \$10.00
- 4) Wrist Watch with second hand*
- 5) Parking Passes* (Range from \$7.50-\$21.00) for hospital sites
- 6) Class dues, when a class elects this option. The amount is determined by vote of each class's members*
- 7) Attendance at workshops, seminars, and State Convention - includes travel*
- 8) Stethoscope - \$35.00* Hemostat \$7.50*, Pen Light with Calibration \$7.00*
Bandage Scissors \$7.50*
- 9) Liability Insurance - \$25.00
- 10) MOSALPN Dues* (optional)
- 11) Course Curriculum Outlines \$450.00

- 12) Lab fee - \$250.00
- 13) CPR (American Heart Association) \$60.00
- 14) Criminal Background Check \$ 40.00
- 15) Urine Drug Screen, estimate \$ 42.50*

***Student Responsibility**

Graduation Fees:

- Graduation photo - \$65.00 (subject to change) (Required for NCLEX application)
- Graduation Pin -- \$60.00
- State Board of Nursing Application - \$45.00 (subject to change)
- NCLEX-PN Exam Fee - \$200
- PN Comprehensive Assessment Test - \$150.00
- Graduation Invitations (10) - \$15.00

Note: All fees are subject to change Transcripts will NOT be submitted to the State Board of Nursing until all fees are paid.

Students are responsible for their own living accommodations. The PN Program does not provide student housing. Parking passes/fees vary with each clinical site. Check with your instructor for current fees for University Hospital & Clinics, UMHC Women and Children's Hospital, and Ellis Fischel Cancer Center and the Harry S. Truman Memorial Veteran's Administration (VA) Hospital.

ATTENDANCE

The program expects 100% attendance in order to keep pace with the coursework. A student missing a combined classroom and clinical total number of hours (including tardies defined as greater than 10 minutes from class/clinical start time) equivalent to 10% of the total program hours, to date, will receive a warning regarding their attendance, subject to attendance probation. Student missed classroom and/or clinical hours exceeding 80 clock hours or 10 day results in dismissal from the PN program because adequate preparation of the student for safe and effective patient care cannot be assured beyond this point. Classroom or clinical absences including tardies totaling in excess of 8 hours per "rolling" month (a 30 day time period)—the student will receive a warning letter regarding their attendance. Exceptions may be made for illness with a physician excuse or family emergencies. Continued absence patterns or a 2nd continuous month of greater than 8 hours absence will result in 100% attendance probation. The student will receive a letter with conditions to be met to remain in the Program of Practical Nursing. Non-compliance with such conditions results in dismissal from the program. Absence in excess of 3 consecutive school days is an automatic dismissal from the program. Any exceptions require approval of the PN Coordinator for students to remain in the program.

Classroom: When arriving late or leaving early the student must sign in or out at the office reception desk. Failure to sign in may be counted as an absence for the entire day, since absences are reported at the beginning of each class.

Clinical: The program expects 100% attendance in order for students to obtain as much clinical experience as possible in the limited amount of available time. Emergency situations or catastrophic events may be considered on a case by case basis in accordance with Guidelines for Clinical Absence (see below) and at the discretion of the PN Coordinator. Clinical absence requiring clinical makeup will add additional costs to the student.

Guidelines for Clinical Attendance

Students, who are not in clinical during scheduled clinical hours or during clinical conference hours, will be counted absent. **Students with an illness or who are inadequately prepared will be sent home.**

Excused Clinical Absences

1 st: Instructor will counsel the student

2 nd: Warning letter will be given to the student

3 rd: Professional and/or attendance probation written letters given to student

Unexcused Absence: For an absence to be deemed Unexcused, the student is absent without prior notification of the clinical instructor before the start of the clinical day as specified in the instructor's Clinical Expectations. Unexcused absence counts toward the students total absence time and is recorded on the Attendance Record of the student.

Unexcused Clinical Absences

1 st: Written warning letter will be given to the student

2 nd: Professional and attendance probation written letters given to student

3 rd: May result in termination from the program

Note: Three (3) Unexcused tardies will be the equivalent of one unexcused day of absence. One (1) Unexcused tardy of 30 minutes or greater will equal one day of unexcused absence.

Students may be required to provide a written physician release in order to gain permission to return to classroom/clinical instruction after any absence due to illness.

Hours of allowed clinical absence will be reported on the final student transcript.

Learning assignments will be required for all clinical absences/tardies. For each clinical absence and/or cumulative total of time equal or greater than 60 minutes, the student will be expected to complete the learning assignment and turn it into the clinical instructor on the designated due date. The assignment will be determined by the lead instructor in consultation with other faculty as needed.

Student Clinical make-up is at the discretion of the Coordinator of the PN Program. Excessive amounts of clinical make-up time may or may not be allowed. The student may be dismissed from the Program if clinical absences are deemed excessive.

Students may be required to make up missed clinical experiences with scheduled clinical makeup of a four hour minimum. The four hour minimum is required to minimize disruption to the clinical facility. The make up clinical time must be completed before the end of the clinical rotation and scheduled at a mutually agreed time by the student and instructor. If the clinical time is not made up, the student will receive a failing grade (F) for the course. Students will be expected to pay the associated fees noted below.

Make-up time is a privilege to the student and is not a requirement expected of the faculty. The following stipulations apply:

- a) If clinical make-up time cannot be arranged or is not an option to the student, the student will be dismissed from the program.

- b) Clinical absences made up during the instructor's personal time will cost the student(s) a fee of \$50.00 for on-call instructor time (observational experiences) and \$250.00 for a shift requiring an instructor to be on the unit with the student (direct patient care). This fee shall be paid to the school in advance of the scheduled make up. **Clinical make up time requires payment in advance of the scheduled make up experience.** The instructor will determine whether make-up time will be observational or direct patient care. Clinical absences in excess of the specified number in any given clinical rotation must be made up by Wednesday of the final week of that rotation, unless extension is approved by the PN Coordinator. This will ensure that the student's performance can be adequately evaluated for the rotation. Time which is not made up by the deadline may result in dismissal from the program. Clinical absences occurring beyond the time made up may result in dismissal from the program. The PN Coordinator will evaluate each situation of excessive absence on an individual basis.

Clinical rotation missed time exceeding the hours specified below require payment for the clinical time:

Fundamentals Clinical - 4 hours

Mental Health Clinical - 2 hours

Nursing of Adults II Clinical - 24 hours total, 12 hours each rotation including Clinical Conference time at the school, i.e., Guest speakers;

Inservices.

Nursing of the Elderly Clinical - 4 hours

Maternal, Newborn and Nursing of Children Clinical - 8 hours total, 4 hours maximum each rotation

Leadership & Management – 2 hours

(Allowed clinical absences may be excused or unexcused and do not have to be made up, however clinical assignments must still be completed)

A student exceeding clinical absence threshold in any rotation is required to write a letter to the PN Coordinator stating why the student should be allowed to make up the time, including the student's plan of availability. The faculty will determine whether the student will be allowed to make up the time. The faculty will develop a written contract in response to the student, stating the final plan for the students make up of the clinical time. Students, who are not in clinical during scheduled clinical hours or during clinical conference hours, will be counted absent. Students with an illness or who are inadequately prepared will be sent home.

Excused Clinical Absence: For an absence to be deemed Excused, the student must notify the instructor prior to start of clinical giving the reason for the tardy or absence.

Excused absence counts toward the students total absence time and is recorded on the Attendance Record of the student. Excused absences are instructor's discretion.

MISSED CLASS WORK AND CLINICAL ASSIGNMENTS

Class work missed or late: Student Responsibility and Procedure

Failure to submit scheduled papers such as class assignments, homework and take-home tests etc., on the due date and specified time, results in a 10% grade reduction for each school day the paper is late up to 3 days. After 3 days, papers will not be accepted and a 0% is recorded. The student must turn the assignment in directly to the instructor and the instructor will note the date and time. In absence of the instructor, the student must give the assignment to the coordinator or another instructor. Date and time will be noted.

The student must contact the classroom instructor about missed work. The student and instructor will agree on the date the student will be expected to turn in the late assignment. Scheduled tests, take home and other assignments and presentations which are not submitted/taken during the scheduled time will have an automatic 10% grade reduction. A physician's written excuse will negate the 10% reduction. Students who are late in arriving to take a test will have until the end of the testing period to complete the exam. A student will not be allowed to submit assignments, make presentations or take any test after the scheduled time just because they are not prepared. See example Separate Sheet.

Arrangements to make up tests must be done within 2 classroom days following return to school unless other arrangements have been made with the instructor. The test must be made up within 2 weeks of the return date (or prior to end of class whichever comes first) or a 0% will be recorded.

A student will receive 0% for a test if he/she attends school the day of an examination but does not report to class to take the test, and does not inform the instructor they will not be taking the test. The student will also be counted absent for the classroom time missed.

Unscheduled tests - absence for an unscheduled test will result in an automatic 0% for the test.

Clinical Assignments missed or late: Student Responsibility and Procedure

The student must contact the clinical instructor. Clinical assignments (clinical packet) are due at the time stated in the instructor's clinical expectations. If the student is absent, clinical assignments are due immediately upon the student's return to school. Late clinical assignments will not be accepted and the clinical evaluation scoring for the student shall reflect the late assignment.

Students are required to make up all clinical time by doing clinicals and/or by completing an alternate learning experience such as papers, readings, case studies etc. Alternate learning experiences may also be assigned if the clinical instructor is ill.

DRESS CODE--Clinical

Uniforms are the responsibility of the individual student. White dress or pants uniforms for Term I clinical and red dress or pants uniforms for Term II and III clinicals are acceptable. During the Fundamentals clinical rotation only all white uniforms are permitted. Scrub pants with drawstring waists are to be avoided. Uniform skirt length is to be no shorter than the top of the knee. Uniforms are to be clean and not wrinkled. Male students are required to wear white pants, white shirts with white buttons, and white belts, if indicated. White or skin tone, solid color underwear is to be worn under uniforms. Bras are mandatory for female students. **White or colored sweat shirts, shorts, scrubs, denim attire of any color, leggings, skorts, split skirts and stirrup pants are NOT acceptable to be worn in clinical sites during orientation, pre-planning, clinical experience, or during clinical conferences at the school.** Pant legs should not touch the floor. Variations in the dress code are consistent with clinical site codes and are defined in the Clinical Expectations for each rotation. The uniform includes a wrist watch.

Students wear the uniform, school pin and arm patch when at clinical sites, under the supervision of a member of the faculty of the program. Uniforms should not be worn in areas or at times which could adversely affect the profession of nursing and the Program of Practical Nursing. Students wear a clean, (unable to pressed wrinkle free) white uniform to the pinning ceremony.

White professional leather shoes with closed toes are required. White leather tennis shoes are acceptable; shoes may NOT be accented with bright colors. Crocs are not permitted in the clinical setting. Shoestrings must be white and clean. Hose must be white, free of runs and not textured. White socks may be worn with pants uniforms. Either white hose or white socks must be worn at all times at clinical rotations.

Hair, longer than shoulder length, must be pulled back, off the collar and secured so not to interfere with patient care. Hair (ponytail) may not dangle over the shoulder.

Unnatural appearing hair color (green, purple, blue, etc.) is not permitted in the clinical area.

Jewelry is to be limited to a wedding ring(s), a watch with a second hand, and one pair of small post earrings for pierced ears. Large hoop earrings are not allowed. Visible body piercing jewelry (nose, tongue, lips, eyebrow, etc.) is not allowed to be worn during clinical time in the clinical facility and is not allowed in the classroom when invited guests are present. Body art must not be visible.

In the clinical area, length of fingernails must comply with patient safety and infection control policies of the clinical site. Nails are to be clean and neatly trimmed to a length that is considered safe for providing patient care. Long artificial finger nails and bright nail polish may NOT be worn. No perfume or strong scented lotions maybe worn in patient care areas since they may be nauseating to patients. Only light foundation/make up is to be worn.

Dress codes vary from hospital to hospital. It is mandatory that students and faculty consistently comply with clinical facility dress codes as stated in the clinical expectations.

Classroom attire must be tasteful. Business casual or student uniform are acceptable dress. Classroom temperature varies so dress in layers. Throws or blankets are unacceptable. Jackets/sweaters are acceptable. Shorts and/or halter-tops are NOT permitted. Loungewear (ie. pajama pants) is not acceptable. Modest tops (ie. not to show cleavage, or torso, mid-section) and modest pants (ie must cover back side when bending over) are expected. Shoes must be worn at all times throughout the building and on the grounds. Violations of the dress code of the Health Sciences Center and/or clinical area will be considered unprofessional and students may be sent home to correct the violation(s) and may be placed on professional probation.

CURRICULUM, GRADES AND EVALUATIONS

1) TERM 1 – FUNDAMENTAL OF NURSING

Curriculum Plan: Personal & Vocational Concepts I, Anatomy and Physiology, Nutrition, Fundamentals of Nursing, Nursing of Adults I, Math for Meds, Pharmacology I, and Mental Health Nursing. Math skills will be assessed throughout the Level I courses.

Course Descriptions:

Personal and Vocational Concepts in Nursing

Personal and Vocational Concepts in Nursing (PVC) is designed to prepare the student in developing the role of the Licensed Practical Nurse as stated in the Nursing Practice Act for the State of Missouri. Nursing history and trends are presented. The concepts of Maslow's Hierarchy of

Needs and patient centered care are introduced. The development of therapeutic relationships with patients, families, and other health care team members is discussed. Cultural diversity as it affects patient care situations is addressed. Factors that impact the quality, accessibility and cost of health care are described. Ethical, legal, and moral issues affecting the health care delivery system are addressed. The student is presented with appropriate coping strategies to resolve personal and professional role conflicts.

Anatomy and Physiology

The Anatomy and Physiology course focuses on the normal structures and functions of the human body. The systems and organs are presented as they relate to the total body function. The instructor evaluates Anatomy/Physiology classroom grades on an ongoing basis.

Nutrition The Nutrition course is designed to acquaint the student with the concepts of balanced nutrition. Emphasis is placed on nutrients role in promoting and maintaining physiological needs. The relationship of nutrition to Maslow's Hierarchy of Needs is stressed.

Fundamentals of Nursing

The Fundamentals of Nursing course is designed to provide the foundation needed to develop basic skills, attitudes, and knowledge essential to nursing. Emphasis is placed on the integration of biological and physical sciences, personal and vocational concepts and nursing skills needed to promote physical, emotional, and psychosocial well being based on Maslow's Hierarchy of Needs. Students are instructed in and apply problem solving to basic patient care situations.

Nursing of Adults I

Nursing of Adults I is designed as the foundation for the Nursing of Adults II course. The course focuses on the nursing process. The student is provided with information to formulate a written plan of care using five (5) steps of the nursing process (assessment, diagnosis, planning, intervention, evaluation). Emphasis is placed on physical assessment, data collection, and data interpretation using Maslow's Hierarchy of Needs. The dynamics of care versus cure are presented. Concepts and skills learned in Fundamentals of Nursing are enhanced. Nursing of Adults I incorporates basic nursing concepts to prepare the student for Nursing of Adults II clinical rotations.

Pharmacology: Note: Pharmacology consists of Math for Meds, Pharmacology I and Pharmacology II and each requires a passing score to progress to the next course. A combined score is reported.

Math for Meds

Introduction to Medication Dose Calculation, Prerequisite to Pharmacology I.

Pharmacology I

The Pharmacology I course is designed to provide the practical nursing student with an introduction to clinical pharmacology with emphasis on safe administration of medication and correct calculation of medication dosages. Students will learn how to correctly interpret medication labels. It includes the effects of medications across the life span, food/medication interactions and non-pharmaceutical interventions which may decrease the need for medications. This course relates to the second level (safety & security) of Maslow's Hierarchy of Needs.

Mental Health Nursing

The Mental Health Nursing course provides an exploration of Mental Health Concepts and utilizes Maslow's Hierarchy of Needs. Coping with stress is an important factor in the well being of patients and care providers. The student is introduced to frequently encountered psychiatric diagnoses. Addictive disorders and their specific treatment are discussed. Nursing care responsibilities and concerns are addressed.

2) **TERM 2 - NURSING OF ADULTS, NURSING OF THE ELDERLY, DEVELOPMENTAL ASPECTS OF NURSING**

Curriculum Plan: Nursing of Adults II, Pharmacology II, Growth and Development, and Nursing of the Elderly, PVC II. Math skills will be assessed throughout the Level II courses.

Nursing of Adults II Part A

The Nursing of Adults II course is designed to provide the information needed to deliver safe, effective nursing care. Focus is on bio-psychosocial management of patients with medical-surgical conditions. Course content addresses Maslow's Hierarchy of Needs. The nursing process is applied in the clinical settings. Clinical experiences provide opportunities to apply knowledge through direct patient care and observation. Advancement in clinical rotation depends on classroom and clinical performance.

Nursing of Adults II: Part A Clinical

Clinical evaluations are based on the Program of Practical Nursing's Graduate Competencies. The student will receive either a pass or fail for the clinical rotation in each evaluation criteria. Failure to receive a "pass" status in **any** area of the evaluation of the rotation will result in clinical probation. The student who has been placed on clinical probation, but has been granted permission

to continue, will have until the end of that clinical rotation to achieve a passing grade. In order to successfully pass Nursing of Adults II clinical rotation each student MUST achieve a **passing score on each criterion on the clinical evaluation form**. If the student is unable to achieve a final course grade of “pass,” the student will be dismissed from the program. Clinical probation may be extended only at the discretion of the PN Coordinator.

Nursing of Adults II: Part A Lecture Classroom grades are calculated by the midpoint of the clinical rotation. Achievement of a classroom average of 80% is required upon completion of the first clinical rotation in order to successfully progress to Nursing of Adults II Part B. Academic probation may be extended only at the discretion of the PN Coordinator. A student failing to reach 80% for the Nursing of Adults II lecture course at the end of the clinical rotation will be dismissed from the program.

Nursing of Adults II Part B

The Nursing of Adults II course is designed to provide the information needed to deliver safe, effective nursing care. Focus is on bio-psychosocial management of patients with medical-surgical conditions. Course content addresses Maslow’s Hierarchy of Needs. The nursing process is applied in the clinical settings. Clinical experiences provide opportunities to apply knowledge through direct patient care and observation. Advancement in clinical rotation depends on classroom and clinical performance. Final course grade of 80% as well as passing of the 2nd clinical rotation is required for advancement to Level 3 courses.

Nursing of Adults II Part B Clinical---Clinical evaluations are based on the Program of Practical Nursing’s Graduate Competencies. The student will receive either a pass or fail for the clinical rotation in each evaluation criteria. Failure to receive a “pass” status in **any** area of the evaluation will result in clinical probation. The student who has been placed on clinical probation, but has been granted permission to continue, will have until the end of that clinical rotation to achieve a passing grade. In order to successfully pass Nursing of Adults II clinical rotation each student MUST achieve a **passing score on each item on the clinical evaluation form**. If the student is unable to achieve a final course grade of “pass,” the student will be dismissed from the program. Clinical probation may be extended only at the discretion of the PN Coordinator.

Nursing of Adults II Part B Lecture Classroom grades are calculated by the midpoint of Nursing of Adults II clinical rotation.

Achievement of a classroom average of 80% is required upon completion of the clinical rotation in order to successfully progress to Level III courses. A student failing to reach 80% for the Nursing of Adults II lecture will be dismissed from the program. Academic probation may be extended only at the discretion of the PN Coordinator.

Pharmacology II Pre-requisite: Pharmacology I.

The Pharmacology II course is designed to provide the practical nursing student with the pharmacokinetics of medications. Emphasis is placed on the more commonly used pharmaceutical agents and nursing process. Course content includes uses of particular drugs, side effects, adverse reactions, drug interactions, nursing implications and patient education in order to safely administer medication. Students will continue to learn principles of medication dosage calculations and interpreting medication labels. This course relates to the second level (safety & security) of Maslow's Hierarchy of Needs.

Growth and Development

The Growth and Development course utilizes developmental theories to discuss optimal and variations of growth, development and maturational changes. Normal variations in growth and development are discussed. The course focus is on changes of the newborn through middle adulthood. This course enhances the learner's ability to interact with children in all stages of development. The learner recognizes parenting techniques and interactions that influence children's behaviors. Discussion includes developmental changes and the impact on the family. Nutritional requirements and techniques to meet these requirements are incorporated. Maslow's Hierarchy of Needs is discussed as related to growth, development, and maturational changes.

PVC II – Follows outline as listed in PVC I

Nursing of the Elderly

The Nursing of the Elderly course focuses on trends and issues that affect the gerontological patient in health care settings and in the community. National trends for health, wellness and illness prevention are addressed in relationship to long-term care and independent living. Optimal health practices which promote healthy aging and variations in the aging process are discussed within the framework of Maslow's Hierarchy of Needs. Emphasis is placed on physical assessment and nursing management of the patient's response to aging. Communication skills, including cultural diversity, are explored. Ethical and legal issues, pharmacology, and nutritional needs are integrated.

Nursing of the Elderly classroom grades are determined at mid-term and at the end of the course. Failure to maintain a classroom average of 80% by the end of the grading period will result in academic probation. If not removed from probation by the final grading period, the student will be dismissed from school.

Nursing of the Elderly clinical evaluations are based on the Program of Practical Nursing Graduate Competencies. The student will receive a clinical grade following completion of the Nursing of the Elderly Clinical experience. Failure to meet clinical expectations will result in clinical probation. The student who has been placed on clinical probation will have until the end of the clinical rotation to achieve a passing grade. In order to successfully pass the Nursing of the Elderly clinical at the final evaluation, the student MUST achieve a passing score on each item. If the student is unable to achieve a final course grade of “pass,” the student will be dismissed from the program. Clinical probation may be extended only by permission of the PN Coordinator.

3) TERM 3 - MATERNAL/NEWBORN NURSING AND NURSING OF CHILDREN, LEADERSHIP/MANAGEMENT PREPARATION FOR LICENSURE EXAM

Curriculum Plan: Maternal/Newborn Classroom and Clinical, and Nursing of Children Classroom and Clinical, Leadership/Management Classroom and Clinical. Math skills will be assessed throughout the Level III courses.

Maternal/Newborn Nursing Math proficient course

The Maternal/Newborn course is designed to provide a foundation for entry level competence in family-centered nursing care. Emphasis is placed on childbearing as a normal process. Biopsychosocial alterations and complications during the antepartal, intrapartal, and postpartal periods are presented. The nursing process and Maslow’s Hierarchy of Needs in the delivery of family-centered care is emphasized.

Nursing of Children Math proficient course

The Nursing of Children course provides a foundation for entry level competence in pediatric nursing through development of an understanding of the child’s biopsychosocial, emotional and cognitive needs. The student will gain knowledge of selected pediatric disease processes, congenital abnormalities, and other conditions specific to the pediatric population. Students will learn skills basic to the care of the child and family in health care settings. Concepts of human growth and development serve as the foundation for the course. These concepts assist

the student in understanding the needs of both healthy children and those requiring involvement in health care settings.

The instructors evaluate Maternal/Newborn Nursing and Nursing of Children classroom grades on an ongoing basis. Failure to maintain a classroom average of 80% will result in student's being notified of being placed on academic probation. Students who do not achieve a minimum of 80% by the end of the course will be dismissed from school.

Maternal/Newborn Nursing and Nursing of Children clinical evaluations are based on the Program of Practical Nursing Graduate Competencies. If the student is unable to achieve a final clinical grade of “pass,” they will be dismissed from the program.

Failure to successfully complete either classroom or clinical will result in the student being dismissed from the program.

Leadership/Management

The Leadership/Management course is designed to prepare the student to manage a complex patient load and relationships with co-workers in the clinical setting. Emphasis is placed on characteristics of effective leaders and managers. Students will also be instructed on prioritizing of patient needs in order to provide safe, efficient care.

The instructor evaluates Leadership/Management classroom grades on an ongoing basis. Failure to maintain a classroom average of 80% will result in students being notified and placed on academic probation. Students who do not achieve a minimum of 80% by the end of the course will be dismissed from the Program. Students will be evaluated by a clinical preceptor for the Leadership/Management clinical experience. The preceptor must give the student a grade of “pass,” for the clinical experience or the student may be dismissed from the Program. This course includes the ATI Comprehensive Predictor Assessment as a portion of the grade. Students will be expected to achieve a score equivalent to an 85% probability of passing the NCLEX on the first attempt, prior to graduation. (See Requirements for Graduation)

Intravenous Therapy

Intravenous Therapy is integrated throughout the curriculum during Levels 1, 2, and 3. The intravenous therapy clinical experience is during the second clinical rotation of Nursing of Adults II. Near the end of the program, there is a review of intravenous therapy theory and clinical including the final examination. Intravenous Therapy appears as “pass or fail” on the final transcript. The graduate must successfully pass the NCLEX-PN exam before receiving IV therapy certification from the Missouri State Board of Nursing. Graduates who do not successfully pass

the NCLEX-PN exam must retake IV therapy as a post graduate continuing education class to receive IV therapy certification.

SYSTEM OF GRADING

Instructors must be able to explain and defend the system of grading to students. The instructor's method for determining grades and the course syllabus will be given to students at the beginning of each course. Lesson objectives will be provided. Students will receive a copy of the instructor's clinical expectations prior to beginning the clinical experience. The Clinical Evaluation Form will be used for evaluation of clinical performance.

GRADE SCALE CLASSROOM

93-100 A
85-92 B
80-84 C
F

Grades are averaged at the midpoint and at the close of each course. If grades fall below 80% at semester midpoint, the student is placed on academic probation. **Remediation by the student to assist in their success is required.** Students must achieve 80% or greater by the close of the class to remain in good standing and to continue in the program. Student-faculty conferences are held for the purpose of communicating academic progress and requirements necessary to meet expectations. The student may be expected to attend tutoring and/or skills lab based on participation and competency level achieved. The school maintains a policy of terminating students who do not maintain an 80% average as a final grade for each course or who cannot demonstrate skills competency. In special circumstances academic probationary status may be extended.

Self-study of selected short (under 46 hours) didactic (theory) courses may be granted by the Coordinator who will consider the recommendation from the course instructor, factors including but not limited to average academic achievement of 80% in all other courses, satisfactory attendance, consistent display of professionalism and available time for completion. The course instructor recommendation to the Coordinator will be based on a student score of 83% or below at midpoint or any time after the midpoint of the course. The charge for a self-study course is \$250.00.

Academic and skills guidance is available for all classes from instructors. It is the student's responsibility to seek help from the instructor or the Resource Coordinator when having difficulty. Students may protest a test item to the instructor in writing to include citing references. (Form available)

The courses of Fundamentals, Mental Health Nursing, Pharmacology, Nursing of Adults II, Maternal Newborn Nursing, Nursing of Children and Leadership/Management require computerized mastery testing to assess levels of competence. Students are required to take the Assessment Technologies Institute (ATI) Mastery Series tests for each course.

Remediation following a score that reflects areas of concern is required. In addition, a comprehensive test (ATI PN Comprehensive Predictor) is administered prior to graduation. Please see Curriculum: Leadership/Management for more information.

A student may retake the mastery tests. Retesting computerized mastery tests will incur additional charges to the student. **The student will be charged for the test (cost will vary by test) and a \$25.00 fee for a proctor.** Remediation for the ATI PN Comprehensive Predictor includes Virtual ATI online review with a recommendation to reach “green light” level.

A final course average of 80% or above is necessary to continue in the Program of Practical Nursing. Failure to achieve an 80% in a course may result in the student being dismissed from the Program. Students will receive a letter of dismissal. Students who desire to be considered for readmission into future classes must reapply and pay all outstanding balances.

PROBATION

Probation is defined as the opportunity for educational and professional growth. The goal of probation is to identify behaviors that the student must correct in order to continue in the Program. Students on any type of probation are not eligible to serve as student representatives or serve on the Advisory Committee. Probationary status may affect eligibility for financial aid. It is the student’s responsibility to check with the financial aid office in regard to financial status while on probation.

A summary of the types of probation include:

Professional - failure to adhere to the standards of professional conduct as outlined in the handbook and/or clinical expectations.

Academic - failure to maintain an 80% grade average in each course.

Attendance - exceeding 8 hours of classroom absences per month, exceeding the number of absences allowed per clinical rotation, or having 2 unexcused clinical absences.

Clinical - delivering care in an unsafe manner or arriving at clinical unprepared or not adhering to guidelines as set in the instructor’s clinical expectations.

- Arriving at the clinical site unprepared is considered an unsafe patient care practice and will not be condoned. Students who arrive at clinical, and are found by the Instructor to be unprepared to safely provide care to their patient(s) will be disciplined in the following manner: see below
 - First offense: student shall receive a verbal warning; and must complete the required Clinical Paperwork. The student shall be docked clinical time, for the time used to get paperwork completed.

- Second offense: the student shall receive a written warning and be dismissed from clinical and clinical time will be docked, resulting in clinical absence time.
- Third offense: student shall be placed on clinical probation. Students who are on clinical probation may not participate in scheduled observational experiences, either within or outside the clinical facility, until the stated expectations of the clinical probation are met and the Probationary status removed
- Theft of drugs from clinical sites is reason for immediate dismissal.

REQUIREMENTS FOR GRADUATION

- Students must achieve 80% in all coursework.
- Students must have met all attendance requirements.
- Students must achieve a passing score 80% on the IV Therapy Final Exam.
- Students must attend the scheduled NCLEX-PN Review at the end of the curriculum and complete all associated work including participation in the Virtual ATI online NCLEX-PN review.
- Students must take 150 questions on a practice NCLEX PN TEST (preferably Computer Adaptive Test) available to all students and achieve a passing score (equivalency of 85% on the ATI Practice Comprehensive Predictor or 85% on other practice NCLEX PN TEST).
- The student must have met their financial obligations as stated in the handbook.

If such requirements are not met, the student's transcript will not be signed nor sent to the Missouri State Board of Nursing (MSBN). Thus, the student will not be eligible to take the NCLEX-PN "State Board" Examination for licensure as a practical nurse.

Students not meeting graduation requirements stated or who have not completed financial and other educational requirements of the program prior to graduation will not be allowed to participate in the graduation ceremony.

An official transcript (including partial transcript if the student did not complete the program) and other pertinent information will not be released if there is an outstanding balance or if the student is in default of student loans.

Any information known to the Health Science Center in relation to demographic information (address, phone number, people who know where the former student may reside) may be shared with the lending institutions in case of delinquency of student loans or default of Federal Financial Aid. Students who have a delinquent or default status will not be eligible for future Federal Financial Aid.

POLICY ON ACADEMIC HONESTY

Violation of academic honesty may result in dismissal from the program. Violation of academic honesty includes but is not necessarily limited to the following:

- a. Cheating, or knowingly assisting another student in committing an act of cheating or other academic dishonesty.
- b. Plagiarism, which includes, but is not necessarily limited to: submitting examinations, themes reports, drawings, laboratory notes, or other material as ones' own when such work has been prepared by another person or copied from another person. Plagiarism also includes not referencing material taken from resources.
- c. Unauthorized possession of examinations or reserve library materials, destruction or hiding of source materials, library materials, or laboratory material or experiments or any other similar actions.
- d. Unauthorized changing of grades or markings on an examination or in an instructor's grade book, or such change of any grade record.
- e. Falsification of any document.

DISMISSAL AND READMISSION

A final course average of 80% or above is necessary to continue in the Program of Practical Nursing. Failure to achieve an 80% in a course will result in the student being dismissed from the program. Students will receive a letter of termination.

In order to return to the program after dismissal, students are required to reapply and re-interview with the Admissions Committee, and must be selected for admission. All outstanding balances must be paid in **full** prior to readmission.

The school reserves the right to refuse to admit students who have not had satisfactory progress during a previous enrollment period. Admission may also be refused to any student with an outstanding balance from a previous enrollment.

NCLEX-PN EXAMINATION AND LICENSURE

The computerized NCLEX-PN Examination is offered year round after the school has endorsed the graduate's application, the Missouri State Board of Nursing has received the final transcript, and approval is granted. **Successful completion of the educational program does not guarantee eligibility to take the licensure examination, nor does it guarantee a passing score on the exam.** The members of the Missouri State Board of

Nursing determine eligibility to take the NCLEX-PN exam. Applications to take the NCLEX-PN Exam will be completed before graduation. A \$45.00 license fee in the form of a money order or certified check must accompany the application. A \$200.00 exam fee in the form of a money order or certified check is required to be sent to the testing service (NCLEX-PN) prior to graduation.

A photograph of the graduate, meeting prescribed specifications, is a part of the application.

Each state reserves the right to establish requirements for licensing practical nurses in its state, however, there is similarity among the states in these requirements and, therefore, reciprocity may be allowed.

MISSOURI ELIGIBILITY TO APPLY FOR LICENSURE STATE BOARD WITHHOLDING/REVOKING NURSING LICENSURE

MISSOURI STATE BOARD OF NURSING MISSOURI NURSE PRACTICE ACT

According to the Nursing Practice licensure may be withheld or revoked due to controlled substance abuse, criminal prosecution, and a variety of other offenses (see 1-22 below). Successful completion of the program does not guarantee eligibility to take the licensure examination.

The Missouri Nursing Practice Act, Section 335.066 “Denial, revocation, or suspension of license, grounds for, civil immunity for providing information.”

1. The Board may refuse to issue any certificate of registration or authority, permit or license required pursuant to these sections 335.011 to 335.096 for one or any combination of causes stated (2 through 15) below. The Board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his right to file a complaint with the Administrative Hearing Commission as provided by chapter 621, RSMo.
2. The Board may cause a complaint to be filed with the Administrative Hearing Commission as provided by chapter 621 against any holder of any certificate of registration or authority, permit or license required by sections 335.011 to 335.096 or any person who has failed to renew or has surrendered his or her certificate of registration or authority, permit or license for any one or any combination of the following causes:
 - 1) Use or unlawful possession of any controlled substance, as defined in 195 RSMo, or alcoholic beverage to an extent that such use impairs a person’s ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096;
 - 2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions, or duties of any profession licensed or regulated pursuant to sections 335.011 to 335.096, for any offense an essential element of which is fraud, dishonesty, or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;

- 3) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to this 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, misconduct, gross negligence, fraud, misrepresentation or dishonesty in the performance of the functions or duties of any profession licensed or regulated by chapter 335.
- 6) Misconduct, fraud, misrepresentation, dishonesty, unethical conduct, or unprofessional conduct in the performance of the function or duties of any profession licensed or regulated by this chapter;
- 7) Violations of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096, or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096;
- 8) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;
- 9) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;
- 10) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;
- 11) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;
- 12) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
- 13) Violation of any professional trust or confidence;
- 14) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;
- 15) Violation of the drug laws or rules and regulations of this state, any state, any other state or the federal government.
- 16) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency.
- 17) Failure to successfully complete the impaired nurse program.
- 18) Knowingly making or causing to be made a false statement or misrepresentation of a material fact, with intent to defraud, for payment pursuant to the provisions of chapter 208 or chapter 630, or for payment from Title XVIII or Title XIX of the federal Medicare Program.

- 19) Failure or refusal to properly guard against contagious, infectious, or communicable diseases or the spread thereof;
- 20) A pattern of personal use or consumption of any controlled substance unless it is prescribed, dispensed, or administered by a provider who is authorized by law to do so;
- 21) Habitual intoxication or dependence on alcohol, evidence of which may include more than one alcohol-related enforcement contact as defined by section 302.525;
- 22) Failure to comply with a treatment program or an aftercare program entered into as a part of a board order, settlement agreement, or licensee's professional health program.

For further details, please see Chapter 335 Nurses Section 335.066 of the Missouri Statutes; nursing@pr.mo.gov

ALUMNI AND EMPLOYER SURVEYS

The Missouri State Board of Nursing as well as additional accrediting entities requires information on post-graduate employment status. On admission to the program, the student will be asked to provide written permission to contact their employer in order to request their evaluation of the graduate's educational preparedness. Approximately six (6) months following graduation the graduate will receive an evaluation form to complete and return to the school.

NON-DISCRIMINATION AND ANTI-HARASSMENT COMPLIANCE GRIEVANCE PROCEDURE

A separate process governs situations in which an individual feels he/she has been the subject of unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, disability or age in its programs or activities. If an individual believes that he/she has been subjected to such discrimination, he/she should advise the PN Coordinator and request a copy of the Columbia Public Schools Non-Discrimination and Anti-Harassment Compliance Grievance Procedure which is available in the office of the PN Coordinator.

(A copy of the District's Non-Discrimination and Anti-Harassment Compliance Grievance Procedure (FILE: AC-R is available to students upon request.)

APPEAL POLICY

Professional and Community Education at the Columbia Area Career Center subscribes to an orderly, well-defined procedure for the resolution of problems presented by students. It is recognized that most problems will be resolved in an informal manner and that formal appeal procedures will be applied infrequently. An Appeal shall be defined as a claim by a student that there has been a violation, misrepresentation, or misapplication of existing laws, school district policies or administrative regulations or practices.

Any student shall have the right of access to Formal Appeal Procedures. No reprisal of any kind shall be taken against any person because of his or her participation in Formal Appeal Procedures. During the Formal Appeal Process the individual retains full student

status. However, when an issue of safety is involved, the Professional and Community Education Center retains the right to remove the student from classroom/clinical/practicum experiences.

Every effort is made to assure that the student is not punished or penalized for submitting a request for resolution or a Request for Formal Appeal Form. If, however, the student feels discriminated against for the action taken, the student should report this in writing to the Appeals Committee.

The following Formal Appeal Policy with Procedures is established for students in Professional and Community Education Programs

Appeals Committee

A copy of the form entitled “Request for Formal Appeal”, is available from the Program or Operations Coordinator and must be completed. A completed “Request for Formal Appeal” triggers the formation of an Appeals Committee to insure that the Appeal will be handled promptly and objectively. The Appeals Committee is comprised of three to five (3-5) representatives, including one (1) student, one (1) faculty member from a different academic program, a Program Coordinator from a different academic program, a representative from secondary education, and the chairperson. Faculty and student representatives on the Appeals Committee are appointed by the committee chairperson. Committee meetings are called by the committee chairperson.

Time Limits

Time limits are set in the Appeal Procedure to ensure prompt action, not to serve as a penalty for filing an appeal. The time limit for filing an appeal is 5 business days (days that school is in session) after the date of the alleged occurrence. If the student does not follow the Formal Appeal Procedure from one step to the next within the stated time limits, the case is considered closed unless the student can show that unusual circumstances prevented him or her from proceeding with the Appeal in the established time limit.

The following procedures are developed for the purpose of implementing the Professional and Community Education Center policy related to student request for resolution and appeal. If the request for reconsideration or appeal is not resolved at any step, the student may present the written appeal to the next level of consideration as specified herein. Such presentation shall be made within the established time limits.

Request for Resolution Procedure:

Step I: Any student who feels he or she has a justifiable dispute shall first discuss same with the instructor. The objective will be to resolve the matter informally at this level of contact. The instructor shall provide a response to the student within 2 business days after the meeting.

Step II: If the alleged dispute is not resolved in Step I, then the student may obtain and present the completed “Request for Formal Appeal” form to the applicable Program Coordinator for PN and/or ST programs or to the Professional and Community Education Coordinator for a particular PCE course as applicable. This must be done within 24 hours. The Coordinator shall provide a written response to the student within 2 business days.

Appeal Procedure:

Step III: If the Request for Resolution is not resolved in Step II, then the student may obtain and resubmit the completed “Request for Formal Appeal” form to the chairperson of the Appeals Committee. The chairperson is identified as the Enrichment Program Coordinator. The completed “Request for Formal Appeal” form must be presented in writing, along with a copy of the decision from the Program Coordinator, within 2 business days after receipt of the written response from the Program Coordinator.

A meeting of the Appeals Committee shall be called within 5 business days. The chairperson of the Appeals Committee will provide the instructor and members of the Appeals Committee with a copy of the student’s written Appeal, the response from the Program Coordinator, and all other documents and policies related to the Appeal.

The student and instructor will be notified in writing of the time of the Appeals Committee meeting. The student will be invited to attend the meeting, but not at the same time as the other party involved. The student and the other party may each call up to two (2) witnesses to present evidence in support of their positions. The Appeals Committee will review the student’s written “Request for Formal Appeal”, the written decision from the Programs Coordinator, all documents and policies related to the Appeal, the information presented at the meeting, its merit, and possible solutions. A written decision of the Appeals Committee will be compiled by the committee chairperson and distributed to the student, the other party and Programs Coordinator within 5 business days.

Step IV: If the alleged appeal is not resolved in Step III, then the student may present the written Formal Appeal, together with copies of all previous requests for settlement and decisions, to the Lead Supervisor, Professional and Community Education. This must be done within 5 business days after receipt of the Appeals Committee decision. A formal hearing may be arranged within 5 business days. A written decision shall be given to the student and Program Coordinator within 5 business days.

Step V: If the alleged appeal is not resolved in Step IV, then the student may present the written Appeal, together with copies of all previous requests for settlement and decisions, to the Director of the Columbia Area Career Center. This must be done within twenty-four (24) workday hours after receipt of the Appeals Committee decision. A formal hearing may be arranged within twenty-four (24) workday hours. A written decision shall be given to the student and Coordinator within twenty-four (24) workday hours.

Step VI: If the alleged Appeal is not resolved in Step V, then the student may present the written Appeal, together with copies of all previous requests for settlement and decisions, to the Assistant Superintendent for Secondary Education. This must be done within 5 business days after receipt of the decision of the Director. A written decision shall be given to the student and Program Coordinator within 5 business days.

Step VII: If the alleged Appeal is not resolved in Step VI, then the student may present the written Appeal, together with copies of all previous requests for settlement and decisions, to the Superintendent of Schools. This must be done within 5 business days after receipt of the decision of the Assistant Superintendent. A written decision shall be given to the student and Program Coordinator within 5 business days.

Step VIII: If the alleged Appeal is not resolved in Step VII, then the student may present a copy of the Step VII decision and a written appeal of the decision of the Superintendent to the President of the Board of Education within 5 business days after receipt of the Step VII decision. If a hearing is requested, the Board shall grant such a hearing within a period of twenty (20) days. The Board of Education shall make a decision and shall inform the student and Program Coordinator of its determination within a period of thirty (30) days of the date of the hearing.

In the event a hearing is not requested, the Board shall review the case and make a decision within thirty (30) days of the date on which the Board received the initial appeal. The Board shall provide a written copy of the decision to the student and the Program Coordinator. The decision of the Board will be deemed final.

During the school year, the time limits specified herein shall consist of all days that school is in session. In the period between school years the time limits shall consist of all days, except weekends and legal holidays. When mutually agreed upon, time limits may be extended. If the appropriate supervisor or administrator is not available to serve as hearing officer, he/she shall appoint an appropriate official to serve.

A submitted Appeal shall be considered terminated, and may not be re-submitted, when any of the following occurs:

1. The appeal is resolved at any level.
2. The appeal is withdrawn.
3. The student does not file the appeal within the prescribed time period.
4. The student does not appear for a scheduled hearing, after proper notification.
5. The Board of Education has acted on the appeal.

APPENDIX A

CODE OF STUDENT CONDUCT

A student enrolling in a CACC program has the right to expect that the faculty and administration will maintain an environment conducive to learning and the pursuit of knowledge. To maintain a proper educational atmosphere, the Superintendent will inform all members of the academic community what conduct is unacceptable and what disciplinary action will be taken against students who fail to conform to the expected Code of Conduct.

1. Definitions

- A. Superintendent: The Chief Executive Officer of the school district or a district employee designated by the superintendent to act for him/her.
- B. Assistant Superintendent for Secondary Education. The school district administrator responsible for secondary education and school communication.
- C. District: Any of the district facilities operated by the Columbia Public Schools.
- D. District Official: Any employee of the Columbia Public Schools.
- E. District Premises: Buildings or grounds owned, leased, operated, controlled or supervised by the district, including facilities wherever located being used for district sponsored activities.
- F. District Sponsored Activities: Any activity whether on or off campus which is initiated, aided, authorized or supervised by the district.
- G. CACC Assistant Directors: Persons in charge of the instructional program.
- H. CACC Director: The chief administrative officer of the CACC, or a district employee designated to act for him/her.
- I. Student: A person enrolled in or auditing one or more courses at the CACC.
- J. Weapon: Any object or substance designed to inflict a wound, cause injury or incapacitate, including, but not limited to all firearms, pellet guns, switchblade knives, knives with blades more than three inches long and chemicals such as “mace” or tear gas.

2. Prohibited Conduct

The following acts will subject a student to district disciplinary action; however, this list is not exhaustive and other unlisted actions may be deemed so significant by district officials as to warrant disciplinary action.

- A. Interference with the academic freedom or the freedom of speech of any student, employee or guest of the district.
- B. Violence against or forcible interference with the freedom of movement of any member or guest of the district.
- C. Interference with or obstruction of any district sponsored or approved function or activity.
- D. Behavior that infringes upon the rights of others, endangers their well-being or safety, or results in personal injury to others.
- E. Disturbing the peace on district premises.

- F. Failure to comply with the proper request of district officials acting in performance of their duties or to identify oneself to these officials when asked.
- G. Participating in or contributing to the unauthorized use of district property or unauthorized entrance into district buildings, including, but not limited to, intentionally or wantonly causing damage to district or personal property.
- H. The theft of district property or having in one's possession books, tools, equipment or other materials not properly checked out.
- I. Knowingly furnishing false information to the district, including, but not limited to, alteration, misuses or unauthorized use of district identification cards, parking permits, records or documents.
- J. Possession or use of weapons on district property.
- K. Use, possession or distribution of alcoholic beverages, tobacco and/or illegal drugs and controlled substances on district premises or at any district sponsored activity, including appearing on district premises while under the influence of alcohol or drugs/controlled substance.
- L. Violation of federal and state laws or local ordinances on district premises, especially when such violation adversely affects the district or members of the district.
- M. Gambling on district premises.
- N. All forms of academic dishonesty, including:
 1. Plagiarism – the intentional use of the ideas or words of another as one's own in a paper or other academic assignment.
 2. Cheating during examinations, whether by copying from a fellow student or by using information in the form of unauthorized aids brought to the examination.
 3. The submission of work for any assignment that has been prepared by another.
 4. Using a false name or signing the name of another individual without proper authorization on any district form or using a false name or another person's identification cards/permits without proper signature.
 5. Using a false name or signing the name of another individual without proper authorization in connection with any course work.
- O. Intentional disregard of board policies, district regulations or district procedures applicable to students.

(Adapted from Code of Student Conduct, Student Handbook, Longview Community College)

Appendix B

Columbia Area Career Center Expectations

Behavior	Competent (3)
1. Attendance	Present each day, and all assignments handed in on time.
<i>Punctuality</i>	On time, in seat, and ready for class
<i>Preparedness with notebook, pen, paper, and homework</i>	Always prepared
<i>Dress: No underclothing showing; no cleavage, showing appropriate footwear</i>	Always dressed appropriately
2. Respect <i>Honesty and truthfulness</i>	Always honest and truthful
<i>Language ex: swearing, derogatory)</i>	Uses appropriate language in all communications
<i>Respect</i>	Communicates with others with sensitivity and shows respect for all. Shows respect for learning needs of other students.
<i>Constructive feedback (attitude in how you consider it)</i>	Always accepts constructive criticism willingly and openly
3. Safety/Cleanliness -safe in lab/classroom. Safe in class-no horseplay. Cleans up trash, paper and/or tools around workplace/environment	Keeps environment safe and behaves in a safe manner
<i>Rule. Follows rules and maintains safety, listens to instructors</i>	Always follows rules & procedures
4. Responsibility <i>Deadline. See handbook for criteria</i>	Completes all work by deadline
<i>Participation-discusses in class, has information to share, helps others, looks for things to do if finished with Work.</i>	Consistently comments or helps others, non-verbal behavior suggests interest. Awake and attentive in class. No cell phone use during class-calls completed on breaks. Engaged in lab activities and supports peers.
<i>Following directions</i>	Follows written and oral directions
<i>Resources Handouts, notes, peers, mind, directions, instructional videos</i>	Consistently uses resources to answer questions
Appointments:	Consistently makes and keeps appointments with advisors and/or clinical instructor as requested.
5. Quality <i>Finished work</i>	Consistently produces quality work that shows effort.
<i>Determination</i>	Always shows determination to complete tasks according to beyond requirements
<i>On Task-Class</i>	Consistently works on assigned task and when finished continues learning class work.
6. Team <i>Work in group</i>	Consistently contributes positively to group interaction
<i>Role in group</i>	Participates in a variety of roles within groups
<i>Expresses ideas</i>	Always expresses ideas and opinions in sensitive ways

**COLUMBIA AREA CAREER CENTER
HEALTH SCIENCE CENTER**

PROGRAM OF PRACTICAL NURSING

Documentation of Review/Receipt of the Program of Practical Nursing Student Handbook:

I, _____ the undersigned, have been advised of my rights under current FERPA regulations. I have had the Program of Practical Nursing Philosophy and Outcome Objectives read to me.

I have had the policies and guidelines of the Program of Practical Nursing as listed in the Student Handbook reviewed with/by me on _____.

After review of policies and guidelines listed in the Student Handbook, I have received my own copy of the Columbia Public Schools – Program of Practical Nursing Student Handbook.

While enrolled in the Program of Practical Nursing, I pledge to follow policies and guidelines as stated in the Student Handbook to the best of my ability.

Student Signature: _____ Date: _____

Signature of Witness: _____

Directions for use of the Documentation of Review/Receipt form:

This copy of the Documentation of Review/Receipt form is provided for reference during enrollment in the Program of Practical Nursing. **Please proceed to page 55, read, date and sign the form. Please ask one of your classmates to act as a witness of your signature and return the signed form to your orientation instructor!**

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COLUMBIA PUBLIC SCHOOLS PROGRAM OF PRACTICAL NURSING
August 2015-2016

VACATIONS AND HOLIDAYS

Labor Day	September 7, 2015
Thanksgiving	November 25-26, 2015
Christmas Break	December 21, 2015-Jan 1, 2016 (Last day of class 12-17/15)
Martin Luther King Day	January 18, 2016
President's Day	February 15, 2016
Spring Break	March 28-April 1, 2016
Memorial Day	May 30, 2016
Pinning Ceremony	July 16, 2016

NOTE: These dates are subject to change if there is a change in the CPS calendar for the 2015-2016 school year

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**COLUMBIA PUBLIC SCHOOLS -- COLUMBIA AREA CAREER CENTER
HEALTH SCIENCE CENTER**

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Student Signature: _____ Date: _____

Signature of Witness: _____

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COLUMBIA PUBLIC SCHOOLS
PROGRAM OF PRACTICAL NURSING
HEALTH SCIENCE CENTER
4203 S. PROVIDENCE ROAD
COLUMBIA, MISSOURI 65203
(573) 214-3772

PERMISSION FOR RELEASE OF INFORMATION

_____ I authorize the release of information regarding my student status to potential employers, academic institutions. The information to be released may include, but is not limited to: clinical performance, academic performance, professionalism, attendance, dependability, and punctuality.

_____ I give the Columbia Public School's Program of Practical Nursing permission to contact my employer after graduation for evaluation of my education as it relates to the role of the Licensed Practical Nurse in the work place.

Student Signature

Date