

Practical Nursing Program

STUDENT HANDBOOK



2016 – 2017

Pike-Lincoln Technical Center

342 Vo Tech Road

Eolia, Missouri 63344

The provisions in this Handbook may be amended or revised at any time as deemed appropriate in the judgment of the administration of the Pike-Lincoln Technical Center and/or the Pike County R-III School District. Handbook recipients are expected to maintain an updated knowledge of all amendments and revisions, which will be binding. This Handbook does not, and cannot, address all rules and standards to which adherence is required. The fact that a particular rule/standard is not referenced in this Handbook does not excuse the Handbook recipient from compliance with that particular rule/standard.

STUDENT HANDBOOK
2015-2016
PRACTICAL NURSING PROGRAM
PIKE-LINCOLN TECHNICAL CENTER
342 Vo Tech Road,
Eolia, Missouri 63344

Phone (573) 485-2900

Introduction

This handbook is prepared by the Pike-Lincoln Technical Center Practical Nursing Program to present information and guidelines which students in the program are expected to follow throughout the year.

The Practical Nursing Program at Pike-Lincoln Technical Center is approved by the State Department of Education and Division of Vocational & Adult Education and full approval by the Missouri State Board of Nursing.

Pike-Lincoln Technical Center is a Candidate for Accreditation by the Commission of the Council on Occupational Education.

After successful completion of the Practical Nursing Program, the graduate is eligible to apply to the Missouri State Board of Nursing to take the NCLEX-PN Examination.

Disclaimer

This Handbook is intended to serve as an introduction to your basic responsibilities as a student enrolled in the practical nursing program. Please read this handbook carefully and comply with its provisions.

The District may reinterpret, change, supplement, or remove any part of this Handbook at any time, as it deems appropriate, with or without prior notice. Therefore, all students are expected to maintain an updated understanding of, and to comply with, all rules applicable to Pike-Lincoln Technical Center, regardless of whether they are contained in this handbook.

Notice of Nondiscrimination

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with Pike County R-III (Clopton) School District (“District”) are notified that the District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the District’s compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the District’s efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The District’s Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106; telephone (816) 268-0550.

COMPLIANCE COORDINATOR

Mark Harvey, Superintendent
Pike County R-III School District
28176 Highway WW, P.O. Box 218
Clarksville, MO 63336
(573) 485-2488

Commitment to Compliance Under the Americans with Disabilities Act

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the Pike County R-III (Clopton) School District (“District”) does not discriminate on the basis of disability against qualified individuals with a disability with respect to its services, programs or activities.

Employment: The District does not discriminate on the basis of disability in its hiring or employment practices. The District complies with the federal regulations under Title I of the ADA governing the application of the ADA in the hiring and employment setting.

Effective Communication: The District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the District’s programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs). Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the District must contact the Compliance Coordinator listed below. Such contact must be made as soon as possible, but not later than two (2) business days before the event.

Modifications to Policies and Procedures: The District will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its services, programs and activities.

The ADA does not require the District to take action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden. Complaints that a District service, program, or activity is not accessible to persons with a disability may be directed to the Compliance Coordinator. Also, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office for Civil Rights, Region VII, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106; telephone (816) 268-0550.

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2016-2017 Calendar (Subject to change)

August 31, 2016	First Day of School
November 23-27, 2016	No School (Fall Break)
December 22 thru January 3, 2016	No School (Winter Break)
Classes resume January 4, 2017	
January 16, 2017	No School (Martin Luther King Day)
February 20, 2017	No School (President's Day)
March 23 thru 27, 2017	No School (Spring Break)
April 14 thru 17, 2017	No School
May 22, 2017	No School (Teacher Institute)
May 29, 2017	No school (Memorial Day)
July 3 thru 5, 2017	No School (Summer Break)
July 27, 2017	Graduation

**The following days may be used for make-up days:

September 9 & 16	March 3, 17, 31
October 14 & 21	April 28
January 16 & 27	May 5, 12, 26
February 10 & 24	June 2, 9, 23, 30

**All make-up dates are subject to change if necessary

Practical Nursing Faculty & Staff

Coordinator/Instructor	Debbie Housman, RN, BS, BSN
Instructor	Michelle Booth, RN, BSN
Instructor	Jessica Reinhardt, RN, BSN
Administrative Assistant	Kristin Evans

Administrative Team

Director	Martin Hanley
Assistant Director	Andy Jolly
Counselor/VRE/Admissions	Sam Utterback

Student Services

Attendance Counselor	Angela Henderson
Placement	Kristin Evans

Support Staff

Administrative Executive Assistant	Brenda Akers
Adult & Community Ed/Financial Aid Admin. Asst	Angela Henderson
Instructional Aide	Mary Warren

Pike R-III School District (Clopton) is the fiscal agent for the Pike-Lincoln Practical Nursing Program.

PHILOSOPHY

The philosophy and policies of the Practical Nursing Program are reviewed and revised annually by the instructors of the Program.

This handbook is distributed annually to the Director, students and faculty of the Practical Nursing program at Pike-Lincoln Technical Center.

The Practical Nursing Program at Pike-Lincoln Technical Center was established in 1973 to meet the continued need for Licensed Practical Nurses in the surrounding Communities. The philosophy of the Practical Nursing Program is derived from the principles identified in the Pike-Lincoln Technical Center's philosophy which is derived from the philosophy of the Pike R-III School District. The philosophy of the Pike R-III School District broadly identifies its role in the Technical Center's Practical Nursing Program specifically reflects the major beliefs of the faculty and advisory committee members of the program for the education and development of beginning practitioners of nursing at the technical and vocational level. The faculty of Pike-Lincoln's Practical Nursing Program recognizes the values and goals of a vocational based, Practical Nursing education program and support Pike-Lincoln Technical Center's philosophy of providing educational services to the community. Fundamental beliefs concerning Person, Nursing, Health, Environment, Caring, and Education express the values and guide the endeavors of the faculty to provide quality practical nursing education.

Person

The person is viewed as a uniquely human individual subject to the forces of nature and composed of physical, psychological, sociocultural, and spiritual qualities. As persons capable of learning and self-awareness, human beings carry the potential to assume responsibility for achieving optimal levels of functioning. The health and growth of each person is fostered through caring relationships and interrelationships with the environment. The potential for caring exists in each person.

Nursing

Nursing is a complex, interactive profession that is both an art and a science. The nursing process provides a framework for critical thinking and problem solving in nursing practice. Nursing utilizes the tradition of caring, integrates the steps of the nursing process, and collaborates with the client and multidisciplinary team to achieve and maintain optimal health or a peaceful death.

Health

Health is a dynamic condition that occurs on a continuum between illness and high-level wellness. Health is uniquely perceived by the individual and experienced through a process of adaptation to the environment. The attainment of homeostatic balance comprises body, mind, and spirit and involves the individual, family, and community.

Environment

Environment influences internal responses, beliefs, values, and experiences. It includes external variables with individuals continuously interacting with their environment. The environment may include family, society, and community. A supportive environment for learning is a caring environment. A caring environment is one in which all aspects of the human person are respected, nurtured, and celebrated.

Caring

Caring is central to nursing and nursing's priority should lie with the care of clients as unique individuals. The foundation for nurses being able to build caring, helping-trust relationships involves their developing professional and ethical behaviors; fostering values of empathy, congruence, and nonpossessive warmth; communicating effectively; and recognizing the dignity and worth of each person.

Education

Education (learning) is a disciplined process resulting in the learner's cumulative, progressive acquisition of knowledge, skills, and values. Learning moves from the simple to more complex with integration of theory and practical learning experiences. Meeting the objectives of the program requires an environment characterized by mutual respect, and collaboration between the instructor and learner. Learning is a self-directed, life-long process. The faculty is responsible for the preparation, implementation, and evaluation of a curriculum that will provide quality practical nursing education. The instructors contribute to the learning process by establishing an environment conducive to learning, stimulating thinking, encouraging critical thinking, coordinating clinical and classroom experiences, being nursing role models, facilitating discussion, evaluating learning, and providing guidance. To be successful, students must accept personal responsibility of the learning process. Education is a valuable tool for holistic growth of the individual, impacting the family and the community.

Purpose

The purpose of Pike-Lincoln's Practical Nursing Program is to integrate the philosophy maintaining a quality educational program in which to prepare entry-level practical nurses that will contribute to the nursing profession and provide a service to the client and the community. The faculty believes the graduates of the school of practical nursing will have been afforded the education to work collaboratively, competently, and safely in a variety of health care settings while under the supervision of a Registered Nurse or Physician and within the guidelines of the Missouri Nursing Practice Act. The achievements of individual student are dependent upon personal maturity, accountability, and the student's degree of responsibility. The program provides a foundation upon to further develop nursing knowledge. Programs of practical nursing education should be continually evaluated, strengthened, improved, and developed to meet the ever changing needs of students, nursing practice and the community.

PROGRAM OBJECTIVES

The Pike-Lincoln Practical Nursing Program will prepare the student to:

1. Recognize the relationship between person, environment, and health.
2. Assess, plan, implement, and evaluate client-focused nursing care based on knowledge from the biological, physical, social, cultural, spiritual, and nursing sciences.
3. Utilize the nursing process and critical thinking in meeting the comprehensive health needs of individuals at all points on the health-illness continuum.
4. Provide safe, competent, caring, and holistic nursing care to clients within the scope of practice of the practical nurse.
5. Function collaboratively as a member of the health care team, aware of his/her role in the health care delivery system.
6. Effectively communicate with clients and health care team members in order to provide appropriate nursing care.
7. Recognize the need for personal and professional development through continuing education.
8. Practice from a position of having a sense of one's own value and supporting the value of others.
9. Appreciate individual differences as a foundation for developing caring professional relationships.
10. Utilize concepts of leadership and effective communication techniques to develop effective leadership skills.

COMMITTEES OF THE PROGRAM

Admission Committee

The Admission Committee for the Practical Nursing Program is selected annually by the PN Coordinator. Committee members can be representatives from the faculty of the program, the Director, Assistant Director, and Counselor of Pike-Lincoln Technical Center, with input from cooperative health care agencies. The function of the Admission Committee is to assist with the selection of candidates based on admission policy. Admission policy and procedures will be reviewed annually.

Advisory Committee

Membership is composed of persons who are interested in practical nurse education, practice, and in improvement of client care. The role of advisory committee is advisory only. Functions of the advisory committee:

1. Review the needs of the program as an educational institution concerned with service to the community.
2. Assist with the interpretation of the philosophy and outcome criteria of the program to the community.
3. Assist in securing funds for the program and scholarship and loans for students.
4. Advise on the development of policies.
5. Assist in recruitment.

ADMISSION CRITERIA

The following criteria will be used by the admission committee in the selection of students:

- Admission process begins annually in January and an annual ending date will be set by administration. All completed files are eligible for competitive admission.
- Pre-admission testing: HESI Admission Assessment Exam (Cost of \$45) with a successful score set annually by administration.
- Completed application form.
- Three reference letters completed on our reference forms and returned to the school by the person giving the reference. Accepted references shall be from employers, teachers, counselors, or others who have known the applicant in a supervisory capacity for at least one year. Anyone previously attending a nursing program must have at least one reference from the former school director or Dean. (See reference form).
- Satisfy academic and Functional Ability performance requirements in order to achieve the goals/objectives of Pike-Lincoln Practical Nursing Program.
- Official Transcripts: Should include High School and any college courses completed. GED certificate if applicable.
- Birth certificate or record of birth and a copy of driver's license, Marriage license or Divorce Decree if necessary and applicable.
- Handwritten worksheet essay outlining reason for selecting Pike-Lincoln's Practical Nursing Program, interest in nursing, leadership, support, and career plans.
- Evidence of attitudes, personal characteristics, and integrity which indicate high probability or successful completion of the program.
- Physical to be completed by a Healthcare Provider, which certifies that the student is able to perform the essential program requirements.
- Copy of Immunizations (See immunization form).
- A record devoid of the type of criminal history which could cause the Missouri State Board of Nursing to refuse to issue a license pursuant to Chapter 335 of the Missouri Revised Statutes. Chapter 335 of the Missouri Revised Statutes provides that, among other reasons, the Missouri State Board of Nursing may refuse to issue a license if a 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 of the Missouri Revised Statutes, 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. Chapter 335 also provides that the Board may refuse to issue a license for use or unlawful possession of any controlled substance, as defined in Chapter 195 of the Missouri Revised Statutes, or any 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.

*Students who wish to qualify for admission must meet competencies and functional abilities in order to achieve goals and objectives of the program.

Health Requirements/Vaccinations*:

The following are requirements of the Program and Clinical Sites utilized by the Program.

- Physical Examination
- 2-Step TB/Mantoux Skin Test
- Varicella, Hepatitis B and MMR Titer
- Flu Vaccine
- Documentation of:
 - o 2 MMR (measles, mumps rubella) vaccinations
 - o Hepatitis B Vaccine (3 documented vaccinations)
 - o Tdap (Tetanus, diphtheria, pertussis)
 - o Varicella

Physical examination is the responsibility of the student.

2-Step TB/Mantoux skin test will be given at PLTC and is a part of student tuition, books, supplies, fees.

At the beginning of the year, students will have titers drawn for: measles, mumps, rubella, varicella and Hepatitis B to show immunity. Titers are a part of the student tuition, books, supplies, and fees, but if a student shows to require an MMR booster, varicella immunization, Hepatitis B or chest X-ray due to a positive TB, the student is responsible for the costs of these.

Annual flu vaccine will be given during the first of the school year and will also be are part of tuition, books, supplies, fees. If your employer requires you to have the annual flu vaccine before PLTC's PN scheduled date, you must bring in documentation of that flu vaccine.

* As required by law, all vaccinations must be current in order to attend clinical. If a student is unable to attend clinical due to lapsed vaccinations or the lack of vaccinations, the Program is not responsible to obtaining alternative clinical sites for the student. The student will receive an absence for each day during which the vaccination requirement is not met, which may ultimately result in the student's failure to meet the clinical objectives of the course and dismissal from the program. Therefore, vaccination compliance is essential to a student's success in the Program.

Admission for the annual Practical Nursing class will be based on Admissions Committee evaluation of prospective student application files. The file will include pre-admissions test scores, reference letters, and a handwritten essay worksheet. The applicant will also be required to submit a criminal background check (at the applicant's own expense), the results of which will be reviewed by the Admissions Committee. All application files must be complete by the application deadline. In accordance with its professional judgment, the Admissions Committee will assign a composite score to each applicant. The twenty-five applicants with the highest scores will be admitted into the program. Applicants will be placed on the waiting list according to the composite score given by the Admissions Committee.

1. Areas to be considered by the committee for successful completion of the program: testing scores, GPA, professional references, communication skills, resume, documentation of immunization record, completed physical, and previous graduation status.
2. The above selection criteria will be evaluated by the faculty, with input as needed from the committee. Those meeting the admission criteria will be notified of their selection. The first twenty-five (25) students meeting admission requirements will be admitted.

If the administration, nursing faculty, or a member of the admission committee have concerns regarding an applicant's references, high school performance, testing scores, resume or background check, the applicant may be asked to submit additional information prior to acceptance into the program. Failure to submit such information will be cause for rejection of the application. A student may be conditionally accepted into the program based on recommendations of the committee. Final acceptance into the program is dependent on follow-through with the recommendations of the committee.

Fulfillment of minimum criteria does not guarantee admission to the Practical Nursing Program. From applicants who meet minimum criteria, the Admission Committee selects those whom they believe, in their professional judgment, are best qualified. Students will be selected on the basis of the philosophy and objectives of the program and the ability of the student to progress satisfactorily toward completion. The admission process complies with applicable nondiscrimination laws, in accordance with the Notice of Nondiscrimination set forth in this Handbook.

No student shall be admitted later than five school days after the established program entrance date.

Foreign Students

Applicants whose native language is not English must document their English language proficiency at the time of application, in accordance with applicable law. Applicants may satisfy this requirement by submitting current and official Test of English as a Foreign Language (TOEFL) scores. Pike-Lincoln Technical Center requirement for Practical Nursing applicants is:

- 210 on the computer-based test,
 - 550 on the paper-based test,
 - 78 on the Internet Based TOEFL (iBT)
- *This requirement is subject to change.

Certain students may be exempt from the TOEFL:

- Nonnative speakers who hold degrees or diplomas from postsecondary institutions in English-speaking countries (e.g., the United States, Canada, England, Ireland, Australia, New Zealand):
 - Nonnative speakers who have earned the required score on the TOEFL within the past two years.
- For additional information on the TOEFL, please see: <http://www.ets.org/toefl>

Readmission

Readmission of students who have been dismissed for academic or attendance reasons (but not for reasons of misconduct or violation of conduct rules) will be considered on a competitive basis. An interview with a designated Clopton administrator will occur at the request of the former student. Readmission is discretionary on the part of Clopton, and such decisions will be based upon the professional judgment of the designated Clopton administrator who conducts the interview. The readmission decision may be based upon, but is not necessarily limited to, the following factors:

1. Demonstration of interest in nursing and personal responsibility.
2. Current references
3. The student is to present a plan which will enable the student to successfully complete the program and avoid a repeat of incidents and/or complications which led to the student's dismissal.
4. Meeting with the PN Coordinator.

Readmission into the program for the year following voluntary withdrawal due to health and/or other reasons will be considered on a competitive basis, in accordance with law. Readmission is discretionary on the part of Clopton, and such decisions will be based upon the professional judgment of the designated Clopton administrator who conducts the interview. The readmission decision may be based upon, but is not necessarily limited to, the following factors:

1. Evaluation of previous academic and clinical performance.
2. Evaluation of attendance.
3. Demonstration of interest in nursing and personal responsibility.
4. Interview with the PN Coordinator
5. Current references.

At no time can the number of students in the Program exceed twenty-six (26). A decision to readmit a student later in the year may be made on a space-available basis according to the above criteria. The student must pay any increase in tuition and is responsible for all fees of the program. All previous school tuition and fees shall be paid in full before a request for readmission can be made.

Advanced Standing

Pike-Lincoln's Practical Nursing Program does not have an advanced standing policy.

Transfer

Transfer credit is not awarded to applicants of the Pike Lincoln Practical Nursing Program. All applicants must apply through the admission policy.

COMPETENCIES AND FUNCTIONAL ABILITIES

Pike-Lincoln Technical Center Practical Nursing Program recognizes that nursing is a demanding profession. Students who wish to qualify for admission and progression in the nursing program must meet both academic and performance requirements. Academic requirements are described throughout the PN Handbook. In addition to the academic requirements students should be aware that all graduates are expected to assimilate basic competencies and abilities throughout their education with or without reasonable accommodation. Competencies and functional abilities required of all nurses are summarized below:

Functional Abilities

Functional Ability	Examples of Necessary Activities
Tactile	Feel vibrations (pulses), Detect temperature changes, detect skin characteristics
Smell	Detect odors from client and environment
Reading	Read & understand written documents (orders, policies, procedures etc.
Arithmetic Competence	Ability sufficient to do computations at an 8th grade level. Includes the following concepts: Counting, Measuring & Computing
Emotional Stability	Emotional stability sufficient to assume responsibility/accountability for actions. Respond to emotional needs of others. Respond appropriately to crisis situation. Ability to adapt to change.
Analytical Thinking	Transfer knowledge from one situation to another. Process information, evaluate outcomes, problem solve, prioritize tasks & use short & long term memory.
Critical Thinking	Identify cause-effect relationships in clinical situation & utilize analytical thinking
Gross Motor Skills	Ability to move, sit, stand , & walk safely (Bend, stoop, reach & maintain balance)
Fine Motor Skills	Ability to write, grasp, pick up, or manipulate small objects.(write legibly, manipulate syringes, calibrate equipment, use computer)
Physical Endurance	Stamina sufficient to perform client care activities for entire length of work role (Possible 12 hr shifts)
Conduct CPR	
Physical Strength	Strength sufficient to perform full range of required client care activities (reposition, ambulate, & transfer clients)
Mobility	Perform physical functions consistent with role (move quickly from place to place, move freely in patient care areas)
Hearing	Hear with or without aids, voices, sounds and monitoring alarms necessary for safe practice (lung sounds, blood pressure & alarms)
Visual	Visual ability sufficient for observation and assessment necessary in nursing care in a timely manner. (read graphs, computer screens, prepare medications)
Interpersonal Skills	Interpersonal abilities sufficient to interact with individuals, families, & groups from a variety of social, emotional, cultural & intellectual backgrounds, work cooperatively on interdisciplinary health team
Communication Skills	Sufficient for interaction with others in both verbal & written. (Explain treatments, perform health teaching, direct activities of others, give oral report, communicate on phone)

TUITION AND FEES

Tuition charges and fees are reviewed and set annually.

A non-refundable deposit of \$150.00 is required when the student is accepted into the Program. Balance of tuition must be paid on the first day of school unless other arrangements are made with the Financial Aid Administrator.

Financial assistance information is available at the school. Contact the Financial Aid or your local Employment Security Office.

Necessary items, which may be included in fees, include the following: uniforms, white shoes and hose, name tags, dictionary, textbooks, workbooks, supplies, pin, workshops, State Board examination fee, comprehensive tests, student organization fees and lab fees. A detailed report is available upon request.

Students who withdraw from or otherwise exit the Program must return all Clopton-owned property to the PN Program Coordinator or a Clopton administrator.

REFUND POLICY

See the Adult Financial Policies and Procedures for the official refund policy.

EDUCATIONAL PROGRAM

The Pike-Lincoln School of Practical Nursing Program is a 1490 hours program, including holidays and vacation time. The educational program provides learning experiences essential to the achievement of the stated philosophy and objectives.

The curriculum is designed to progress the student through the training program in an orderly manner conducive to effective learning. Essential basic and fundamental information and principles are introduced first, followed by more complex information and nursing procedures. The design of the curriculum provides for proper sequence of courses, correlation and integration of classroom and clinical instruction.

Clinical learning experiences are designed to meet the educational needs of the student, in accordance with the curriculum requirements. Theory and clinical experiences are further designed to meet the philosophy and objectives of the Program as determined by the faculty.

CURRICULUM

	Theory Hours	Clinical Hours
Trimester 1: 480 hours		
Personal and Vocational Concepts	25	16
Anatomy and Physiology	95	0
Nutrition	50	0
Fundamentals of Nursing	180	48
Administration of Medications	40	32

Growth, Development, & Maturation Throughout the Life Span	50	0
IV Therapy	40	8
Trimester 2: 505 hours		
Nursing of Adults (Nursing of Elderly integrated) Part I	90	120
Pharmacology	50	0
Maternal and Newborn Nursing	60	24
Mental Wellness/Illness	50	16
Trimester 3: 505 hours		
Nursing of Adults (Nursing of Elderly integrated) Part II	90	120
Nursing of Children	55	24
Leadership and Management	20	72
Nursing Inservice/Review	115	
	1010	480
TOTAL HOURS:	1,490	

COURSE DESCRIPTIONS:

Personal and Vocational Concepts

The purpose of this course is to help you understand yourself, to develop your traits to their fullest potential, and to alter and re-channel your less desirable characteristics. It is also designed for you to understand the role and responsibilities of the Licensed Practical Nurse and to relate in an ethical manner to the patient and other members of the health field. Theory Hours – 25 and Clinical Hours 16.

Anatomy and Physiology

An introductory course designed to develop the student's knowledge and understanding of basic anatomy and physiology of the human body. The student will realize organization is the outstanding characteristics of body structure, and that normal functioning is essential for the health and survival of the human species. The course also includes basic medical terminology. Theory Hours – 95 and Clinical Hours 0.

Nutrition

Provides fundamentals of good nutrition and the relationship to the health of the students and people of all ages and ethnic groups. This course also explores nutritional needs of select disease processes. The student studies their own nutritional needs, and the science of man's food requirements for all age groups under varying conditions. Theory Hours – 50 and Clinical Hours 0.

Growth, Development, and Maturation

Throughout the Life Span - Provides the student with a sound theoretical base in the physiological, psychosocial, and cognitive aspects of human growth and development throughout the life span, with special reference to nursing and allied process. Theory Hours – 50 and Clinical Hours 0.

Fundamentals of Nursing

Introduces the student to the patient's basic human needs. It is designed to assist the beginning student in acquiring the necessary principles and basic nursing skills to meet these needs while developing the initial competencies required for all other aspects of clinical nursing practice. The student is presented with basic communication skills necessary to develop effective and caring interpersonal relationships. The provision of safe individualized nursing care in order to promote optimal level of functioning for the patient is emphasized through the concepts of the nursing process. Theory Hours – 180 and Clinical Hours 48.

Administration of Medications

This course involves basic math skills review, systems of drug measurements, reading medication labels and syringe calibrations, calculating medication dosages, medication administration systems, pediatrics medications, and proper procedure for the administration of medication by all routes except IV. Theory Hours – 40 and Clinical Hours 32.

IV Therapy

This course provides current intravenous nursing principles and standards of practice. Anatomy and physiology and fluid and electrolyte balance, as applied to IV therapy are reviewed. Pharmacological considerations of IV medications and blood transfusion therapy are discussed. Theory Hours – 40 and Clinical Hours 8.

Nursing of Adults (Nursing of Elderly Integrated)

This course begins with an introduction of the health care systems, relevance of current trends in nursing and the changing scene in healthcare delivery. Each system is discussed in regards to specific disorders, including pathophysiology, signs and symptoms, complications, medical diagnosis and treatment and nursing care. Nutritional concepts' regarding each system is reviewed. Each step of the nursing process is discussed and patient and family teaching are incorporated. Due to the increase in the elderly population, nursing care of the elderly is integrated throughout the course. Theory Hours – 180 and Clinical Hours 240.

Pharmacology

The nurse plays vital role in treatment regimens involving the use of medications. Therefore, the nurse must understand the fundamental principle of drug action, the application of specific drugs in the treatment of disease, and appropriate nursing actions to maximize the desired outcomes of therapy. A review of medication labels, syringe calibration & calculating medication dosages is integrated. The nursing process provides the framework for discussions of nursing care and nursing implications. At all times, safety is emphasized for the nurse and the client. Theory Hours – 50 and Clinical Hours 0.

Maternal and Newborn Nursing

This course is concerned with the reproductive systems, placenta physiology, fetal welfare, prenatal care, labor and delivery, postpartum care, and care of the newborn. The student is made aware of the importance of the above and the need of continuing education in maternity nursing to improve the health of the newborn and protect the well-being of the mother. Emphasis is placed on the fact that the practical nurse is more and more becoming a stable bedside nurse. To function at the required level of competency, she needs theory, technical procedures, and nursing care application. The sequence of the

courses parented in the following major divisions: Facts of human Reproduction; Development of the baby; the expectant mother; labor and delivery; the care of the mother; care of the baby. Theory Hours – 60 and Clinical Hours 24.

Nursing of Children

The purpose of this course is to help the student understand the effects of illness and hospitalization on the child and his family and to develop an appreciation of her role and contribution in this area. Further purpose is to develop, in the student, a degree of competency in adapting previously learned nursing skills and theory to the care of the young child to create an appreciation for the necessity to the care of the young child and to create an appreciation for the necessity of preventive measures in the general health of children. Theory Hours –55 and Clinical Hours 24.

Mental Wellness/Illness

This course is designed to provide fundamental knowledge of mental health concepts and a fundamental understanding of human behavior and personality development. Functional and dysfunctional behaviors are explored. The interrelationships of the individual, family, group, and society are considered. This course includes self-awareness, interacting with others, coping mechanisms, trends, nursing care, and an overview of mental disorders and therapies. Theory Hours – 50 and Clinical Hours 16.

Leadership and Management

This introductory course in management and leadership is specifically designed for developing the graduating Practical Nursing student's skills in these areas. The course begins with problem identification and utilizes teamwork, communication, problem-solving, research, planning, and collaboration among students. Employment seeking skills are also included. Theory Hours – 20 and Clinical Hours 72.

STUDENT NURSES ORGANIZATIONS

The Practical Nursing class will organize as a Club each year for purposes of leadership, social and cooperative efforts toward collaborative projects. The class will elect officers within the group after school has been in session for approximately one month. Committees will be organized by volunteer efforts of each member of the class for various activities and projects. Class meetings will be held each month during the PN school year. The PN Coordinator will serve as class advisor.

Student membership in the local chapter of Missouri State Association of Licensed Practical Nurses, Inc. (MOSALPN) is required. The chapter works with the school in a number of ways, giving students a chance to have input into the state legislatures, nursing organizations, committees and education and social activities.

GRADING, EVALUATION, PROMOTION AND GRADUATION REQUIREMENTS

Grading

Students must maintain a scholastic average of 82% or above in each course and maintain a satisfactory clinical performance. Clinical is based on a pass of 82%. Clinicals will be based on clinical criteria, written assignments, and clinical evaluations.

Grades are determined in accordance with the professional judgment of the faculty.

Grading System

100, 99, 98	A+
97, 96,	A
95, 94	A-
93, 92	B+
91, 90	B
89, 88	B-
87, 86	C+
85, 84	C
83, 82	C-
Below 82	F

Rounding of Grades

All PLTC Course work grades will be rounded using the following rounding rules: Grades 0.5 and greater will be rounded up to the next highest whole number. Grades 0.4 and lower will be rounded down to the next lowest whole number. Only the final grade for each course will be rounded in SIS.

Process for Disputing an Exam Grade or Question

The process for disputing an exam grade or question is to submit a Test Item Query by the next classroom day. Test Item Query must be obtained from your instructor. See Appendix for Test Item Query. The disputed grade will be responded to by the faculty in writing within five business days of the complaint. Test Item Query must not be completed during class time. As noted above, grades are determined in accordance with the professional judgment of the faculty.

Satisfactory Academic Performance

Students receiving financial aid from state or federal sources will be required to meet satisfactory academic performance before financial aid can be disbursed. See the Pike-Lincoln Technical Center Student Handbook for full information on Satisfactory Academic Performance.

Performance Improvement Plan (PIP)

Students performing unsatisfactorily in academic, clinical work or professionalism (following policy) may, at the discretion of the administration, be placed on Performance Improvement Plan (PIP). The length and content of the PIP is determined by the faculty on an individual basis. The issuance of a PIP is solely within the discretion and at the judgment of the administration and does not supersede the right of the administration to dismiss a student from the PN program. Students placed on a PIP will have a conference with designated faculty. The PIP document will become a part of the student's educational record. Conditions and expected outcome will be outlined and discussed. Failure to meet terms of PIP will be grounds for dismissal from the PN program. Students are expected to meet the faculty expectations contained in the PIP. Also, repeated and/or multiple PIPs issued to a student may be grounds for dismissal.

Status in Review

Students who meet any of the following criteria may be placed in Status In Review (SIR). Students who have an active SIR are in jeopardy of losing financial aid. Students who are placed on SIR will meet with the Financial Aid Administrator/Assistant Director to determine the impact their financial aid. Students with an active SIR are also in danger of being dismissed from the Program if the conditions of the SIR are not met.

Conditions for being placed in SIR include, but are not limited to, the following

1. Failing grades or unsatisfactory clinical performance
2. Failing to meet attendance requirements
3. Interpersonal conflicts with co-workers, classmates and instructors
4. Failure to follow policies (including but not limited to Pike County R-III policies), PLTC rules, the procedures and/or directions of PLTC and its staff, Program rules/requirements, and/or clinical facility policies.
5. Repeated PIPs
6. Other issues as determined in their professional judgement by Clopton administration

Dismissal

Participation in the program is a privilege, not an entitlement. Therefore, a student may be dismissed from the Program for any reason upon recommendation by the PN Coordinator and approval by the Director. In addition, if the Clopton Administration determines, in its sole discretion and professional judgment, that a student's continued participation in the Program would be prejudicial to the good order and discipline of Clopton's programs and/or operations, the student may be immediately dismissed from the nursing program. Dismissal may be appealed, in writing, per the complaint procedure/appeal procedure.

Reasons for dismissal and/or SIR include but are not limited to the following:

1. Failing Grades –Failure to achieve 82% average in any subject and/or unsatisfactory clinical performance.
2. Failure to meet attendance requirements. Please refer to Attendance Policy
3. Interpersonal conflicts with co-workers, including classmates and instructors, which causes disruption of learning or patient care.
4. Unsafe actions or practices.
5. Failure to follow policies (including but not limited to Pike County R-III policies), PLTC rules, the procedures and/or directions of PLTC and its staff, Program rules/requirements, and/or clinical facility policies.
6. Neglect of patients and/or assigned duties.
7. Lack of compliance with PLTC drug/alcohol policies and rules relating to such.
8. Failure to properly maintain patient/staff confidentiality.
9. Repeated PIPs/SIRs or failure to meet the requirements of a PIP/SIR. .
10. Not achieving 90% on both Spring and Summer Dosage Calculation Tests after 3 attempts. Please refer to Retention and Promotion policy.

Student Initiated Withdrawal

Any student who wishes to withdraw from the nursing program must notify the Coordinator in writing. Exiting forms must be completed, supporting services notified, and any Clopton-owned books and

supplies must be returned. Students exiting and not completing proper forms and/or not having financial account settled will have grades, references and services withheld until such forms are completed, as permitted by law.

Retention and Promotion

The student must achieve a final average of 82% or above in each course of study and clinical in order to remain in the nursing program.

The student is required to pass both Spring and Summer Dosage Calculation tests by 90% in order to progress in the program. A maximum of 3 attempts will be allowed to achieve the 90%. The student will be dismissed if 90% is not achieved.

Evaluation

The schedule for formally evaluating progress and competence is as follows:

1. Mid-course
2. At the end of each course.
3. Student's clinical performance will be conducted with weekly clinical evaluations by instructors or preceptors.
4. Student's behavior will be evaluated as the need arises. Inappropriate behavior will be documented.
5. When otherwise deemed appropriate in the professional judgment of the faculty and/or Director.

Graduation Requirements

- Academic average of 82% in classroom theory.
- 90% on both Spring and Summer Dosage Calculation Tests.
- Satisfactory clinical performance
- ATI exit exam proficiency (see ATI Exit Exam Requirement policy) is required of the graduate practical nurse.
- 1500 NCLEX questions must be completed by graduation as stated in designated course syllabi.

Students who have successfully completed the nursing program will receive a certificate and pin from the school and are then eligible to make application for the NCLEX-PN. Payment in full for all school expenses, fees, dues and return of all reference material loaned to the student must be completed prior to graduation.

COMPLAINT PROCEDURE/GRIEVANCE PROCEDURE

1. Complaints and grievances are to be handled at the lowest level possible. Where it is reasonable, verbal communication of the problem is to be made with the individual directly involved
2. An informal written explanation of the unresolved grievance may then be taken to the Coordinator of the PN Program no later than ten (10) days after the alleged problem.
3. The PN Coordinator will make a decision and notify the student.
4. After exhausting steps 1 and 2 above, the student may appeal the decision of the PN Coordinator to the Assistant Director no later than twenty (20) days after the alleged problem.

5. After exhausting steps 1, 2 and 4 above, the student may present a formal typed explanation of the grievance to the school Director no later than thirty (30) days after the alleged problem. The grievance must contain the date of filing, description of problem, and names of school staff involved. Upon receipt of the grievance, the Director will make a decision no later than ten (10) days following the filing of the complaint.
6. After exhausting step 5 above, the student may make a final appeal in writing to the District's Superintendent of Schools, whose decision shall be final.
7. Financial Aid, and WOIA, have a separate grievance procedure. In all cases, steps one and two of this procedure are to be followed before filing any grievance action.

IMPORTANT NOTE: Complaints/grievances alleging conduct that is impermissible on the basis of a legally protected category (See Notice of Nondiscrimination above) will be processed under Board of Education Policy AC, a copy of which is reprinted in this Handbook.

PROGRAM EXPECTATIONS

As a practical nursing student, you represent not only nursing as a profession but also the class and school which you are attending. It is the expectation of the PN Program that you conduct yourself in a positive, courteous and cooperative manner at all times. Students are reminded that compliance with the following duties are mandatory as part of Program attendance, and failure to comply may result in consequences up to and including dismissal from the Program:

General Conduct Expectations

1. You are held accountable to know and understand what is expected of you or to seek clarification. The instructors are available to guide and assist.
2. It is your responsibility to be prepared for all class and clinical duties.
3. If items are lost, please check with the nursing coordinator for replacement costs.
4. Assignments must be turned in to instructors' mailboxes by 7:30 a.m. the day they are due. Late papers due to absence must be submitted by 7:30 a.m. on the day of the students return in the appropriate instructor's mailbox. All class work is to be marked with the student's name, number, class and title of assignment. **DO NOT** place class work on an instructors' desk unless otherwise instructed to do so. Do not remove any work from instructor's mailbox--if you need to retrieve an assignment already submitted, ask for the instructor's assistance.
5. Work must be written or typed neatly and must be in **BLACK INK**. If your work is typed, it must be in Calibri or New Times Roman and 12pt fonts used.
6. Academic Honesty: Work must be your own, it must not be plagiarized. Collaboration on assignments is at the instructor's discretion. If deemed by the Director to have engaged in academic dishonesty, the student will receive a zero for that assignment or test and be placed on a PIP/SIR and/or be dismissed from the Program, as determined in the professional judgment of the Director.
7. Excessive talking, laughing and whispering interfere with learning and do not reflect a supportive, caring, educational environment. If a student has been warned and the misbehavior continues, the student will be asked to leave the classroom, time will be deducted from attendance, and a PIP/SIR will be implemented. Meeting the objectives of the program requires an environment characterized by mutual respect. Conduct disruptive to learning is not tolerated. The instructor reserves the right at all times to direct a student to leave the classroom and see the PN Coordinator or Director, and

the PN Coordinator or Director may take such actions as deemed appropriate in their professional judgment.

8. Being alert and attentive in all classes is the responsibility of a mature learner. Sleeping or doing other work during class is not acceptable.
9. Seating arrangement will be made at the discretion of the PN Coordinator.
10. Abusive and/or obscene language is unacceptable and will not be tolerated.
11. Possession or use of any weapon on or off the school/clinical environment or at school functions.
12. Possession or consumption of alcoholic beverages during regular school/clinical hours or any school sponsored function.
13. Compliance with PLTC drug and alcohol policies, as well as any additional drug and alcohol rules relating to participation in the Practical Nursing Program.
14. Conduct that is deemed by the Director or the Clopton Administration to be prejudicial to the good order and discipline of Clopton and/or PLTC.
15. Breaks will be provided at scheduled times. Avoid disrupting the class by entering or leaving the room outside of break times. Students will not be allowed to access their locker during class time.
16. Bathrooms are available for students in the front South hallway area.
17. Students will be expected to be in their seats and prepared for class at the beginning of each class.
18. Class participation is an important part of the learning process. Students will raise their hands to be recognized by their instructor. If there is an informal discussion implemented in class, please respect your peers by not interrupting them or the instructor.
19. Covered beverages may be kept at the student's desk and discretely consumed during class sessions. There may be times when this must be restricted.
20. Food will not be permitted outside of the adult break room. This includes classrooms and lockers.
21. Students are not to be in the Instructor's, Coordinator's, or PN Administrative Assistant's office area unless a staff member is present.
22. Do not leave items on the tables once the class is dismissed. Tables are to be tidy and clutter free. Personal belongings and books are not to be left out.
23. Students will have assigned mailboxes. It is the student's responsibility to check their mailboxes throughout the day. These mailboxes are assigned by student number.
24. No cell phone use will be allowed in classroom, clinical or lab. Cell phones may not be utilized in clinical areas. If you need to be notified due to an emergency the school or clinical facility can be notified & you will be informed. It is your responsibility to inform people of the number that should be called to reach you in case of an emergency. Violations of the cell phone policy may result in PIP, SIR, and/or dismissal from the PN program.
25. Students must comply with all rules set forth in this Practical Nursing (PN) Student Handbook.

Expectations for Laboratory Procedures:

1. No eating or drinking in the lab.
2. Lying or sitting on the beds is not permitted, unless required for skills competency attainment.
3. Please clean up after yourself after you have completed your check-offs or after you are done practicing; this includes disposing of any trash in the proper receptacles, and cleaning your work areas when finished.
4. Please be courteous and replace the items where you found them if rearranging the lab, for skills practice and/or check-offs are necessary.

5. If something breaks, please notify your instructor.
6. Please do not cross the mannequin's extremities, as they are easily broken.
7. Linens are not for personal use or cleaning. The linen cart should be left in good order with linens folded and items alike in their designated location. If linens become soiled, please notify your instructor for proper containment.
8. Please do not leave clean linens in the laundry basket. After use, fold linens and replace on linen cart.
9. No cell phones are allowed in the lab
10. Computers in the lab are used for demonstration of patient documentation only.
11. Student(s) are not allowed in the lab supplies room. Faculty or staff members will get any additional supplies or equipment needed.
12. Dress code must be followed in congruence with the provisions of this Handbook.
13. Use professional behavior when in the lab; swearing, profanities, or unprofessional language/conversations are not permitted.
14. Follow standard precautions; sharps and syringes are to be disposed in appropriate sharps containers.
15. Wheelchairs and lifts are to be used for skill demonstration only.

Expectations for Skills Check-offs

Check-offs are a psychomotor skills component of the nursing program that the student must complete. Competency of these skills must be validated and a record is kept. It is the policy of PLTC to validate these skills with an instructor. Any student who misses a skills check off day or signs up for a check-off time with an instructor and fails to arrive and/or does not notify that instructor prior to his/her assigned time will receive a **U (unsatisfactory)**. **Three (3) U's (unsatisfactory)** earned, for any reason, in the skills lab portion of any nursing course will result in an **F (failure)** for the course, regardless of the earned theory grade. Satisfactory check-offs of each skill must be completed with the student's lab instructor within two weeks following the lab in which the skill was covered unless the student has approval from the lab instructor.

Skills Remediation for Unsatisfactory Check-offs

If unsuccessful 1st attempt the student will be placed on PIP. Student must complete a step by step written list of the procedure for the unsuccessful skill and students must complete a written one paragraph reflection including/identifying the potential/actual implications the unsuccessful performance would have on patient outcomes. The student must include a reference related to the unsuccessful portion of the skill (medication error, break in sterile technique, etc.). The reference can be from a professional journal, nursing reference book, or textbook. This must be submitted when returning to repeat the skills validation.

If unsuccessful 2nd attempt the student will be placed on SIR. Student must complete mandatory remediation in skills lab for 1 hour. Student must sign in with an instructor and sign out after completion of the 1 hour remediation. Remediation must be set up with the lab instructor and be completed during Open Lab. Student must complete a written one page reflection including/identifying the potential/actual implications the unsuccessful performance would have on patient outcomes and the nursing profession. The student must include a reference related to the unsuccessful portion of the skill (medication error, break in sterile technique, etc.). The reference can be from a professional journal,

nursing reference book, or textbook. This must be submitted when returning to repeat the skills validation.

If unsuccessful 3rd attempt the student will be dismissed from the program.

Clean-Up Procedures

Leave your workstation (both in classroom, adult breakroom, lab and clinical) clean and neat, ready for someone else to use. Pick up and throw away trash, straighten tables, return chairs to proper order, return all textbooks, references, and supplies to proper place.

1. Students will be responsible for cleaning their area on a daily basis.
2. A refrigerator is provided for your lunches and drinks in the adult breakroom. No open containers of food or drink are allowed to be kept in the refrigerator. All food and drinks will be marked with name and date. Food should not be left in the refrigerator overnight.
3. A weekly cleaning schedule will be posted in the classroom for management of the classroom, lab, library, and adult break room. Students assigned to clean up duty must check the refrigerator at the end of the week and discard containers of food.
4. The refrigerator will be cleaned the last day of the month and all students who were on clean up duty for that month will be responsible for the monthly cleaning. Any outdated food items will be discarded at this time.

ATTENDANCE

Regular and predictable attendance is a mark of dedication, which is a component of professionalism that future employers consider seriously. The achievement attained by any student is directly related to his/her pattern of attendance. Education in Pike-Lincoln Technical Center's Practical Nursing Program is designed to prepare each student in the proper skills and attitudes necessary for success in the nursing profession. Employers consider regular attendance as the first step in becoming a successful and productive employee. The expectations of our attendance policy are similar to what an employer would expect. The following requirements are in force unless otherwise exempted by law:

1. You are to maintain a 92% attendance to receive financial aid.
2. PIP (performance improvement plan) will be issued on the 60th hour of absence, SIR (status in review) will be given at the 70th hour of absence.
3. After a total of 80 hours missed, you will be dismissed from the program.
4. If a situation arises and you will be late or absent from class, you must speak with Practical Nursing faculty or staff prior to the start of class. If you will be late or absent from a clinical, the clinical instructor must be notified prior to the start time of clinical. Non-compliance with this procedure will be considered a No Call-No Show (NCNS) and may lead to dismissal from the program. Sending a message through another student is not an acceptable form of notification. Phone contact number: Pike-Lincoln Tech Center – 573-485-2900
5. Doctor's visits and other appointments should be scheduled outside of school hours.
6. Any absence of 3 consecutive days or longer due to illness will require a doctor's written statement to return to school activities. Illness verification by a doctor may also be required any time as deemed necessary by the Coordinator and/or Director.
7. Any hospitalization requires a release from your Doctor to return to class/lab/clinical
8. Attendance will be taken at beginning of each class.
9. All absences will be calculated in half hour increments.

10. After lunch roll will be taken again. If tardy, 1/2 hour will be deducted from their attendance. 1 Tardy = 1/2 hour
11. Clinical Absences: Clinical is a vital component of the learning process for nursing students, therefore attendance is mandatory. After 3 clinical absences for the school year, the student will be dismissed from the PN Program. Students who are tardy, miss report (when assigned to provide direct patient care), or unprepared for clinical day may be sent, at the discretion of the instructor, to PLTC to work with the PN Coordinator. Student who is tardy, miss report or is unprepared for the clinical day:
 - a. 1st time – Sent to PLTC to work with the PN Coordinator – Attendance will be deducted by drive time to get to PLTC and a PIP (performance improvement plan) will be initiated. Nursing Care Plan will be required.
 - b. 2nd time – Sent home, 8-hour Clinical time missed and SIR initiated. Nursing Care Plan will be required.
 - c. 3rd time – Dismissed from the PN Program.

Make-Up Work

1. Class time will not be used to make up work. Scheduled Open Lab times are make-up days, if necessary.
2. All classroom work missed due to a student's absence will be assigned a 10% deduction per day late, up to three business (classroom/clinical days).
3. It is the student's responsibility to obtain any assignment information, class discussions, handouts etc. from missed class time. Missed tests will receive a 10% deduction and are to be taken the next scheduled Open Lab time upon student's return. If the test is not taken at the next Open Lab time the student will be placed on PIP for that test. The test must then be made up at the next Open Lab time or SIR will be initiated.

Remediation

1. Students performing unsatisfactorily **during any** course in either academic work or clinical work may be placed on Professional Improvement Plan. A student will be considered performing unsatisfactorily when they achieve less than 84% on any unit examination or. At any point that the student is performing unsatisfactorily, (have an overall grade of less than 84% [at any given time] in any theory course), it will result in the student being required to remediate during the next available Open Lab time at PLTC. (See remediation form in Appendix). Remediation paperwork is due immediately at the end of Open Lab time.

PERSONAL APPEARANCE AND DRESS CODE

Well-groomed appearance is very important to health care workers; therefore, the following guidelines regarding attire and grooming shall be enforced. Technical education is designed as preparation for job entry. A student's hygiene, grooming, and clothing will always be neat and clean in appearance. Guests, including employers and the general public tour the class and laboratories regularly, so daily attention to appropriate dress is expected. Scrubs are to be worn every day during the first trimester and all lab activities, the second and third trimesters will be at the instructor's discretion.

1. Complete uniform to be worn for clinical experiences: uniform, name pin, scissors, & watch with second hand. Uniforms are to be neat and clean. Students may wear white undershirts/t-shirts underneath their scrubs/uniform.
2. Uniform length (dresses) shall be no shorter than mid-knee.
3. Uniforms will be worn in all clinical areas unless students are notified otherwise.
4. Shoes shall be white, well-constructed, and well fitted. Shoes and shoe strings are to be clean. No open back, open toed, sling type clogs, sandals, or cloth tennis shoes will be acceptable in the clinical experience for the safety of the student. All students will wear white socks that cover the ankles.
5. Hair shall be clean, away from the face, off the collar, and styled neatly. No hair ornaments. Long hair shall be secured so as not to contaminate the uniform or procedures. Hair color will be appropriate for the professional clinical settings.
6. Fingernails should not be visible over tips of fingers, should be clean, filed evenly, and no fingernail polish. Acrylic and gel nails are not allowed.
7. Makeup, if worn, shall be in moderation.
8. Colognes, body lotions, and body sprays may be offensive to others and/or may promote allergic reactions. No cologne or scents are allowed in the clinical facilities. Daily baths to ensure good hygiene and liberal use of a deodorant is required.
9. Jewelry is limited to wedding ring, one pair small post earrings are permitted for students. No other facial piercings are allowed, including tongue rings.
10. Body and breath shall be free of unpleasant odors.
11. Students will wear appropriate foundation garments, including a white tee shirt or undershirt.
12. In any experience requiring professional attire, no strapless or backless tops or dresses/garments exposing lower abdomen or back, or garments revealing any tattoos or body piercing will be permitted.
13. All tattoos and body piercings not removable must be covered for clinical and all community events. It is the student's responsibility to ensure proper covering.
14. Violations of this established uniform code may cause student to be dismissed from the clinical area, a clinical day absence will be recorded, and the infraction will be reflected in the student's clinical practice evaluation and could result in dismissal from the program.

ADDITIONAL POLICIES

SCHEDULE

Class Schedule

7:30 am – 4:00 pm; Monday through Friday with a 30 minute lunch break.

Clinical Schedule

Clinical schedule is determined by planned clinical experiences and student needs. A typical Clinical day will be 6:30 am – 3:30 pm. At clinical areas where preplanning is required the expectation is for all students to have preplanned the day before the clinical experience. Specialty rotation times vary. Specific schedules and any schedule changes are announced as soon as possible. A 30-minute meal time is allowed in the clinical area. At clinical sites that offer a cafeteria, students are not to leave the clinical

sites for lunch or breaks. Evening, night, and 12-hour clinical experiences may be scheduled at some time during the year.

Arrival Time

Students must not be in the building any earlier than 15 minutes before scheduled classroom time or 15 minutes at the clinical sites, unless specifically authorized by faculty. The clinical arrival time is subject to change at the discretion of the clinical instructor and site.

Instructor Schedule

Instructor’s schedules and Open Lab times will be posted on the weekly schedule.

ATI Policy

Assessment Technologies Institute (ATI) offers an assessment driven review program designed to increase student’s pass rates on the nursing licensing exam. ATI’s comprehensive program offers multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, learning styles, online skills modules, online practice testing, and online proctored testing over the major content areas in nursing. These ATI tools, in combination with the nursing program content, assist the student to prepare more efficiently, as well as increase their confidence and familiarity with nursing content. The ATI course review books are distributed to the students by the faculty each semester as described in the grid below.

ATI Proctored Assessment	Course Affiliation
Critical Thinking Entrance Exam	Personal and Vocational Concepts (PVC)
Fundamentals of Nursing	Fundamentals of Nursing (FON)
Pharmacology	Pharmacology (Pharm)
Adult Med-Surge	Nursing of Adults III (NOA)
Mental Health	Mental Wellness and Illness (MH)
Maternal Newborn	Maternal Newborn Nursing (OB)
Management	Leadership and Management (L&M)
Nursing Care of the Child	Nursing of Children (Peds)
Critical Thinking Exit	Leadership and Management (L&M)
Comprehensive Predictor	Nursing of Adults III (NOA)

Students will be required to take a Critical Thinking Assessments. The Critical Thinking Entrance, taken in PVC, score is a baseline measure and will be compared with a similar exam, Critical Thinking Exit score, taken in L&M.

The Self-Assessment is another component of ATI Assessments and is also taken online. These results help student learn more about their individual learning styles and how they best learn. No score or points will be allotted within courses for this test.

There are a series of Proctored Assessments completed each trimester. Some of these assessments have practice assessments that will be part of the requirements. The practice assessments have rationales provided to facilitate learning from the tests and assure readiness for completing the Proctored Mastery

Assessments. It is important to use these practice assessments for independent study. The Proctored Mastery Assessments will be graded based upon the proficiency level obtained.

Nurse-educator content experts from around the U.S. participate in setting a national standard for the ATI scores on each of the content mastery tests that relate to different levels of proficiency. These proficiencies are:

1. Proficiency Level 3: indicates that the student is expected to exceed NCLEX-PN standards in the specific content area being tested.
2. Proficiency Level 2: indicates that the student is expected to readily meet NCLEX-PN standards in the specific content area being tested.
3. Proficiency Level 1: indicates that the student is expected to just meet NCLEX-PN standards in the specific content area being tested.

Students achieving Proficiency Level 2 or 3 on any ATI proctored content-specific course mastery examinations will be exempt from participating in the mandatory focused review. However, the student may elect and are encouraged to participate in the focused self-remediation plan. All students achieving Proficiency Level 1 or below on ATI content-specific course mastery examinations will participate in a focused self-remediation plan. There are a variety of learning resources available for the student to use in the remediation process both from the ATI website and ATI course materials. ATI algorithm for points scoring on ATI Proctored Assessments is as follows:

Points Awarded for Evidence of Practice Testing Prior to Proctored Assessments (Scoring of 90% or above)	Proficiency Level on ATI Proctored Assessment	Points Awarded for Achievement on ATI Proctored Assessment	Focus Review Time for Evidence of Remediation on Missed Topic from ATI Proctored Assessment	Total Points Awarded
25	Level 3 on Proctored Assessment	100	1 hr (Suggested)	125
25	Level 2 on Proctored Assessment	90	2 hr (Suggested)	115
25	Level 1 on Proctored Assessment	82	3 hr (Required)	107
25	Below Level 1 on Proctored Assessment	70	4 hr (Required)	95

ATI Proctored Assessments will be offered at specific times in each course content area shown below and specified on the course syllabus. All ATI proctored assessments are taken online at PLTC in

designated computer labs. Completion of the ATI assessments is a part of the course requirements. ATI assessment grades are not curved.

Proctored Assessments help to identify what the student has mastered and areas not mastered and requiring more review time. A focused review is a process of reviewing content not learned or not correct on the proctored exam. This helps clarify areas in which knowledge is lacking. Each ATI Proctored Assessment Results (atitesting.com) gives a printout listing the topics needing review. This printout should guide study. Repeat testing then checks knowledge to see if remediation has been successful, for the student, with a better performance. When completing learning activities that are not proctored, the instructor has access to detailed information about the timing and duration of learning activity. The learning activities are intended to help the student recover important information.

Preparation for the proctored assessment is essential for student success. ATI Practice Assessments must be completed prior to ATI Proctored Assessments and the student must attain a 90% on the practice assessment that correlate with the impending proctored assessment. Practice assessments may only be taken once every twelve (12) hours. Time begins upon completion of a practice assessment. The 25 points will only be given if practice assessment are completed with a 90% or higher.

ATI results for proctored assessments will be available when all students have completed the assessment. Students will NOT discuss the assessment content with other students until the test results have been posted. If a student is not able to take a course content ATI assessment when scheduled, the make-up work policy will apply.

During the last trimester in the PN program, the Critical Thinking Exit Assessment and a Comprehensive Predictor Assessment are completed; these are very important in preparing for NCLEX-PN, the licensure exam. The Critical Thinking Exit Assessment score will be compared to the Critical Thinking Entrance Assessment to note any improvement. The Comprehensive Predictor is a 180-item assessment designed to reflect the content areas of the current NCLEX-PN test plan. This tool provides information about the student's probability of success on NCLEX-PN as well as detailed information about strengths and weaknesses.

DRUG-FREE WORKPLACE

Pike-Lincoln Technical Center is committed to having a drug-free working environment for both students and faculty. Staff members as well as students are expected to report to work and school on time and in appropriate mental and physical condition for work. The Technical Center's Drug Policy follows the guidelines of the Drug-Free Workplace Act of 1988, as well as all guidelines for financial aid Title IV benefits. Each student will be required to read the school drug policy which includes sanctions that may occur as a result of use and lists assistance programs; then sign a statement that they have read and understand the school drug policy. This policy is located within the Pike-Lincoln Technical Center Student Handbook. Each student is required to have a drug test screening prior to clinical. Each student is subject to random drug screening during the school year.

PARKING

Student parking is reserved at designated areas in the parking lot. Designated bus parking slots must remain vacant to allow for bus parking. Student drivers must remain in the parking lot until buses are loaded and have departed.

LUNCH/BREAKS

Students may leave school grounds for lunch or bring their lunch. The refrigerator and microwave, in the adult lounge, may be used for lunches. Soda and snack machines are provided for student use. Adult students are not allowed in the high school student's commons area.

TELEPHONE USE

The school telephones are for business use by school personnel only. Use of the telephone by students is restricted to emergencies or situations approved by the coordinator. All emergency calls that are not for authorized school business must be collect or charged to a credit card. Emergency messages to students will be delivered immediately. Other messages to students will be delivered at break time, placed in their mailbox or given to student after class. If an emergency occurs, family may call the school and the school will notify the student.

COPIES

Copy machines are for school use. Students are not allowed to make copies at school. Do not ask secretaries or any other school or clinical personnel to make copies. Tests may never be copied by students.

USE OF TOBACCO PRODUCTS & E-CIGARETTES

Pike-Lincoln Technical Center is a smoke free campus. The use of tobacco products, portable vaporizers, and e-cigarettes will be prohibited by students on any area of the campus including your car. If you must indulge you must leave campus. The use of tobacco products is discouraged before clinical rotations. Clients may not be able to tolerate the smell of cigarette smoke on a student's clothing. If a client complains of student's smelling of smoke, that student will be removed from the clinical area. A clinical absence will be initiated and will be reflected on their clinical evaluation.

RECORDING DEVICES

The Pike County R-III School District prohibits the use of video or audio recording equipment on district property or at district activities by students except:

1. If required by a school-sponsored class or activity.
2. At performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the building principal.

*For full disclosure reference audio and visual recordings see PLTC Student Handbook.

LIABILITY INSURANCE

Professional liability insurance is carried by the school on all students performing nursing-related activities as part of the Program, and is paid for from student tuition. This insurance is sometimes called malpractice insurance.

SCHOOL CANCELLATION

Pike-Lincoln Technical Center cancellation because of inclement weather will be announced on:

Warrenton	KWRE	AM: 73	KFAV	FM: 99.9
Louisiana	KJFM	FM: 102		
Mexico	KWWR	FM: 95.7		

The Practical Nursing program follows the Pike R III School District and/or Pike-Lincoln Technical Center's schedule for closing. The district using Call Reach for any school closures, please be sure to make any updates when there is a change of phone number.

FIRE DRILLS/TORNADO DRILLS/EARTHQUAKE DRILLS

State law requires periodic emergency drills. Instructions for evacuation are posted in each area. Your instructor will make you aware of procedures to be followed.

INCLEMENT WEATHER

When the Clopton School District is dismissed due to inclement weather, Practical Nursing classes will be dismissed. Clinical days that are missed as a result of snow days will result in makeup assignments at the discretion of the clinical instructor. These assignments will be due on the day the regular clinical paperwork is due or at discretion of instructor. The coordinator and the faculty will reserve the right to delay start time for a clinical day based on weather forecasts. Snow days may be made up at the discretion of the Practical Nursing Coordinator. These clinical days could be made up on a scheduled Open Lab time and attendance will be expected. Students will be given a minimum of one week advance notice.

EMPLOYMENT

It is recommended that students not work in addition to attending school. If part-time employment is essential, it is recommended that hours worked not exceed 16 hours per week. A student may not work 8 hours prior to a clinical rotation.

STUDENT COUNSELING AND GUIDANCE:

Student services include information and assistance concerning career planning, counseling, job placement, student activities, resource assistance for students with disabilities, assistance with academic basic skills, and financial aid assistance for adult students. These services are provided by the Vocational Evaluator-Counselor, Placement Officer, the Vocational Resource Educator, Basic Skills Instructor, and the Financial Aid Officer. Your instructors can assist you in locating these persons. Practical Nursing Instructors are available for academic counseling. Academic advisors for the Practical Nursing program will be scheduled.

Placement Service

Placement services are available for current students and past graduates. Placement is approached from a team approach at the Technical Center utilizing placement personnel, and instructors. A student is referred for job consideration after the student's skills and abilities have been reviewed to determine if these factors match the employer's requested need.

In preparation for employment, students are assisted in preparation of resumes, applications, and job correspondence letters, as well as practice interview experiences.

Services for Students with Disabilities

A full-time Vocational Resource Educator (VRE) is on staff at Pike-Lincoln Technical Center to assist students with disabilities, and to assist instructors who have students with disabilities enrolled in the classes. Such assistance will include development of student's vocational objectives, curriculum and equipment modification, act as a liaison with agencies, and assist in placement.

The District has adopted a Commitment to Compliance with the Americans with Disabilities Act, which appears toward the front of this Handbook. Students with particular questions regarding accessibility are urged to read that Commitment and to avail themselves of its provisions.

Basic Academic Skills

An Academic Skills instructor is on staff to assist students whose initial Admission Workshop testing scores indicate their academic basic skills need upgrading, and to assist students already enrolled who are experiencing academic difficulty. Referrals are made during the admission procedures for applicants, and by individual instructors for students already enrolled.

Financial Aid Officer

The Financial Aid Officer is available to assist adult students develop a financial aid package that meets the needs of the adult student.

Student Exiting Reports

All students will complete the required exiting reports. Student exiting reports consist of the following two types:

- Exiting Report/Graduate Profile.
- Financial Aid Exiting Report - students receiving financial aids while enrolled at Pike-Lincoln participate in a financial aid exiting interview prior to graduation or termination of enrollment.

All fees owed Pike-Lincoln Technical Center must be paid in full before students will be released to test.

INSURANCE AND HEALTH

1. It is strongly recommended that all students carry medical/health insurance. The school will not assume responsibility for this, nor will the school or clinical faculty be responsible for any illness or injury occurring while the student is in the classroom or clinical facility.
2. The school assumes no responsibility for medical care; therefore, students should contact their personal physician when medical attention is needed. It is strongly recommended that all students carry personal health insurance.

3. Students are encouraged to practice good health habits such as eating properly, getting enough rest, and avoiding exposure to illness.
4. Pregnancy - The coordinator should be notified as soon as possible for the safety and protection of mother and child. Continuance in the program depends on the general health of the student, her ability to perform safely and adequately, her ability to meet the requirements of the program, and release from physician for theory, lab, and clinical. The post-partum student may not return to the program without a written doctor's release for theory, lab, and clinical.
5. Communicable Disease Policy - The PN Program shall adhere to the Pike R-III policy guidelines addressing communicable diseases among students. Faculty and students shall adhere to the guidelines for infection control of the clinical facilities to which students and faculty are assigned. We ask the student to report to the Coordinator or faculty if:
 - a. Temperature: 100.4 degrees or above. Sent home or remain home.
 - b. Vomiting: If vomiting occurs (unless pregnant) Sent home or remain home.
 - c. Diarrhea: Sent home or remain home.
 - d. "Strep" Throat: Must be on antibiotics for 24 hours before returning to school and have a written release from physician to give to the faculty
 - e. Herpes Simplex: Cover lesion with Vaseline or wear mask. Be completely free of drainage and lesion crusted if assigned to OB
 - f. "Pink Eye": Be on 24 hours of antibiotic treatment and obtain written release for physician
8. No student health services are available. Injuries should be reported to the Director's office. Accident reports are to be completed. Emergency situations will be handled as efficiently as possible.

LIBRARY

Pike-Lincoln's Practical Nursing Program has a main library that contains periodicals, reference materials, and audio-visual materials for student reference and learning.

Library Procedures

1. Books may be checked out from the library for five days, unless otherwise instructed.
2. Nursing journals may not be checked out from the library.
3. Students may check out books before, after, or in-between class hours unless otherwise instructed.
4. The library should be neat and organized at all times. Return all books and nursing journals to their proper place after use.
5. The library will be designated as the "quiet" area of study.
6. No food or drink is allowed in the library.
7. Any library material not returned within two weeks will require the last person who checked out the material to pay for the replacement costs of the item.
8. Report any problem with access to the library, inability to find references materials, torn books or journals, or other library-related problems to the instructor immediately.
9. Check out procedure:
 - a. Bring the book you wish to check out to an instructor.
 - b. Using the "Booksource" App, the instructor will scan the ISBN barcode and enter the student's name. Then, click "check out."

- c. If the “Booksource” App is not available, the instructor will complete the library check-out form with the appropriate information.
10. Return procedure:
- a. When returning books, check the book in with the instructor. The instructor may choose to either return the book to the library or have the student return the book to the proper shelf.
 - b. Using the “Booksource” App, the instructor must find the student's name, verify the book that has been checked-out, and click “return.”
 - c. If the “Booksource” App is not available, the instructor will complete the “date returned” section on the library check-out form.

CAPPING CEREMONY

Capping ceremony is a time of celebration for entering into the Clinical phase of nursing education. This ceremony will be held about half way into the program when Medical-Surgical nursing rotations begin.

GRADUATION/PINNING CEREMONY

At the completion of the program, a pinning ceremony is held in honor of the graduates.

MO STATE BOARD OF NURSING LICENSING REQUIREMENTS

Prior to graduation from an approved program of practical nursing, each applicant must complete a Missouri State Board of Nursing Licensure by Examination application and PearsonVUE application in order to schedule and take the examination. The cost of making initial application is included in the student’s tuition and fees.

The Missouri State Board of Nursing has the right to approve or refuse any application based on information contained in the application form or on results of fingerprint/background checks. Questions concerning previous legal action for a crime other than traffic violations and use/addiction to drugs or alcohol are asked of each applicant.

It is important for each practical nursing student to fully understand that graduation from a PN program does not guarantee the right to take the NCLEX-PN exam. Only the Missouri State Board of Nursing is able to determine who can be licensed as a practical nurse.

STUDENT RECORDS

A final official transcript is sent to the State Board of Nursing at the completion of the program. A copy of this record is kept in the student’s file at the school. A record of absences and clinical performance is also kept in the student’s file. These records are utilized when answering inquires for references.

Information to be released to potential employers requires a release of information signature by the student, which is a part of your exiting form. A student may review his/her file by appointment. A reference form is completed prior to graduation and signed by the faculty and student. This form will be used for employment inquires.

Transcripts

The GPN/LPN may request an official transcript be sent to any school, business or place of employment. Requests should be made in writing and sent to Nursing Office, Pike-Lincoln Technical Center. There is a \$3.00 charge for copies of transcripts.

Additional Policies

Any policy or procedure not directly addressed within this handbook may be located within the Pike-Lincoln Technical Center Student Handbook and the Adult Financial Policies and Procedures manual. If not addressed within either handbook, interpretation and evaluation of any incident will be at the discretion of the PN Coordinator and the Pike-Lincoln Technical Center Administration.

NURSE PRACTICE ACT

Missouri Revised Statutes

Chapter 335 Nurses Section 335.066

August 28, 2014

Taken from the Missouri State Board of Nursing website:
<http://www.moga.mo.gov/mostatutes/stathtml/33500000661.html>

Denial, revocation, or suspension of license, grounds for, civil immunity for providing information--complaint procedures.

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

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

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

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

- (3) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096;
- (4) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;
- (5) Incompetency, gross negligence, or repeated negligence in the performance of the functions or duties of any profession licensed or regulated by chapter 335. For the purposes of this subdivision, "repeated negligence" means the failure, on more than one occasion, to use that degree of skill and learning ordinarily used under the same or similar circumstances by the member of the applicant's or licensee's profession;
- (6) Misconduct, fraud, misrepresentation, dishonesty, unethical conduct, or unprofessional conduct in the performance of the functions or duties of any profession licensed or regulated by this chapter, including, but not limited to, the following:
- (a) Willfully and continually overcharging or overtreating patients; or charging for visits which did not occur unless the services were contracted for in advance, or for services which were not rendered or documented in the patient's records;
 - (b) Attempting, directly or indirectly, by way of intimidation, coercion or deception, to obtain or retain a patient or discourage the use of a second opinion or consultation;
 - (c) Willfully and continually performing inappropriate or unnecessary treatment, diagnostic tests, or nursing services;
 - (d) Delegating professional responsibilities to a person who is not qualified by training, skill, competency, age, experience, or licensure to perform such responsibilities;
 - (e) Performing nursing services beyond the authorized scope of practice for which the individual is licensed in this state;
 - (f) Exercising influence within a nurse-patient relationship for purposes of engaging a patient in sexual activity;
 - (g) Being listed on any state or federal sexual offender registry;
 - (h) Failure of any applicant or licensee to cooperate with the board during any investigation;
 - (i) Failure to comply with any subpoena or subpoena duces tecum from the board or an order of the board;
 - (j) Failure to timely pay license renewal fees specified in this chapter;
 - (k) Violating a probation agreement, order, or other settlement agreement with this board or any other licensing agency;
 - (l) Failing to inform the board of the nurse's current residence;
 - (m) Any other conduct that is unethical or unprofessional involving a minor;
- (7) Violation of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096, or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096;

- (8) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;
 - (9) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;
 - (10) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;
 - (11) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;
 - (12) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
 - (13) Violation of any professional trust or confidence;
 - (14) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;
 - (15) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;
 - (16) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency;
 - (17) Failure to successfully complete the impaired nurse program;
 - (18) Knowingly making or causing to be made a false statement or misrepresentation of a material fact, with intent to defraud, for payment pursuant to the provisions of chapter 208 or chapter 630, or for payment from Title XVIII or Title XIX of the federal Medicare program;
 - (19) Failure or refusal to properly guard against contagious, infectious, or communicable diseases or the spread thereof; maintaining an unsanitary office or performing professional services under unsanitary conditions; or failure to report the existence of an unsanitary condition in the office of a physician or in any health care facility to the board, in writing, within thirty days after the discovery thereof;
 - (20) A pattern of personal use or consumption of any controlled substance unless it is prescribed, dispensed, or administered by a provider who is authorized by law to do so;
 - (21) Habitual intoxication or dependence on alcohol, evidence of which may include more than one alcohol-related enforcement contact as defined by section 302.525;
 - (22) Failure to comply with a treatment program or an aftercare program entered into as part of a board order, settlement agreement, or licensee's professional health program.
3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621. Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section, for disciplinary action are met, the board may, singly or in combination, censure or place the person named in the complaint on probation on such terms and

conditions as the board deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license, certificate, or permit.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(L. 1975 S.B. 108 § 12, A.L. 1981 S.B. 16, A.L. 1995 S.B. 452, A.L. 1999 H.B. 343, A.L. 2007 H.B. 780 merged with S.B. 308, A.L. 2013 H.B. 315)

*Section 335.259 was repealed by S.B. 52, 1993.

**Word "in" appears here in original rolls.

Board Policy – AC

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION

General Rule

The Pike County R-III School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Pike County R-III School District is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - a) Make complaints of prohibited discrimination or harassment.
 - b) Report prohibited discrimination or harassment.
 - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.

3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

School Nutrition Programs

No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under a school nutrition program for which the district receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Service. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

Interim Measures

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Consequences and Remedies

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from district property or otherwise restricted while on district property. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported immediately to the CD.

Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

Definitions

Compliance Officer – The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

Discrimination – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Grievance – A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

Working Days – Days on which the district's business offices are open.

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:

Superintendent

28176 Hwy WW
Clarksville, MO 63336
Phone: 573-242-3546/Fax: 573-485-2393
harvey@clopton.k12.mo.us

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

High School Principal
28176 Hwy WW
Clarksville, MO 63336
Phone: 573-242-3546/Fax: 573-485-2393
lagemann@clopton.k12.mo.us

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Pike County R-III School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
13. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
14. Perform other duties as assigned by the superintendent.

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Pike County R-III School District does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the suspected victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination, harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. Administrators have the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. Administrators will report all incidents of discrimination, harassment and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.

3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. To the extent permitted by law, the district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

Grievance Process

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

2. Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

3. Level III – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the

presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

Training

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. The district will instruct employees to make all complaints to the district's compliance officer or acting compliance officer and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation.

The district will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

PIKE-LINCOLN TECHNICAL CENTER PRACTICAL NURSING PROGRAM EXIT EXAM REQUIREMENTS POLICY

An Exit Exam (ATI Proctored Comprehensive Predictor Assessment) will be administered to each student in the final semester of the curriculum. This exam is designed to identify the strengths and weaknesses of the student and a possible need for remediation prior to taking the licensure exam. Completion of this Exit Exam is a requirement for the completion of Nursing of Adults.

The first ATI Proctored Comprehensive Predictor Exit Exam will be given approximately two weeks prior to graduation. An ATI Comprehensive Predictor Assessment score of PLTC Level 2 (raw score of 65- 77.9%) or PLTC Level 3 (raw score of 78-100 %) is the level of performance recommended.

An ATI Comprehensive Predictor Assessment Exit Exam score of PLTC Level 1 (raw score of 58 – 64.9%) and will (A) require remediation (20 hours) from ATI focused review and (B) upon completion of required remediation the student will be required to take ATI Proctored Comprehensive Predictor Exit Exam #2 approximately one week to one day prior to graduation.

An ATI Comprehensive Predictor Assessment score of less than PLTC Level 1 (raw score of $\geq 57.9\%$) will (A) require remediation (30 hours) from ATI focused review and (B) upon completion of required remediation the student will be required to take ATI Proctored Comprehensive Predictor Exit Exam #2 approximately one week to one day prior to graduation.

The second ATI Comprehensive Predictor Assessment Exit Exam will be given approximately one week to one day prior to graduation. A score of Level 2 or Level 3 is the level of performance recommended. It is recommended that any student scoring a Level 1 or Below Level 1 submit a focused review on the content areas they consider their weakest and acquire a NCLEX-PN review course (recommendation by staff would be an ATI virtual PN NCLEX Review course).

ATI Exit Exam Requirements Rubric

ATI Comprehensive Assessment Exit Exam Requirements	PLTC – Level 3 Raw score of 78 - 100%	PLTC – Level 2 Raw score of 65 - 77.9%	PLTC – Level 1 Raw score of 58 - 64.9%	PLTC – Less than Level 1 Raw score of $\geq 57.9\%$
Exit Exam #1 ATI Comprehensive Predictor Assessment	Satisfied all course exit exam requirements. Student who has achieved a Level 3 may opt to take the	Satisfied all course exit exam requirements. Student who has achieved a Level 2 may opt to take the	Has not satisfied course exit exam requirements. The student will be required to (A) remediate 20 hours from ATI focused	Has not satisfied course exit exam requirements. The student will be required to (A) remediate 30 hours from ATI focused

	ATI Proctored Comprehensive Predictor Exit Exam #2. The highest score will be placed in the gradebook in Nursing of Adults	ATI Proctored Comprehensive Predictor Exit Exam #2. The highest score will be placed in the gradebook in Nursing of Adults	review and (B) will be required to take ATI Proctored Comprehensive Predictor Assessment Exit Exam #2. ATI Comprehensive Predictor Assessment Exit Exam #2 will be the score placed in the gradebook for Nursing of Adults.	review and (B) will be required to take ATI Proctored Comprehensive Predictor Assessment Exit Exam #2. ATI Comprehensive Predictor Assessment Exit Exam #2 will be the score placed in the gradebook for Nursing of Adults.
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**PIKE-LINCOLN TECHNICAL CENTER
PRACTICAL NURSING PROGRAM
ACADEMIC DISHONESTY POLICY**

Academic dishonesty is subject to disciplinary action. Offenses of academic dishonesty shall be cumulative for the entire program.

The purpose of this policy is to define academic dishonesty and the procedure for the consequences of the behavior.

Academic dishonesty includes but is not limited to the following:

1. Cheating or knowingly assisting another student in committing an act of cheating or other academic dishonesty.
2. Unauthorized possession of examinations.
3. Unauthorized changing of grades or markings on an examination or in an instructor's grade book, or any change of any grade record.
4. Plagiarism, which may include, but is not necessarily limited to, submitting test papers, research reports and writing, illustration, laboratory results, or any other assigned responsibilities as one's own work, when in reality it has been done by another person or

copied from another author or from written, published or unpublished material including internet sources.

The procedure for Academic dishonesty is:

1. Each incident of academic dishonesty shall be reported by the instructor to the PN Coordinator, Nursing Admission, Financial Aid/Assistant Director of Adult Education, and Director of Pike-Lincoln Technical Center. Decisions could range from written warning to dismissal.
2. The student may use the Appeals Procedure if dissatisfied with the penalty for dishonesty.

NURSE PRACTICE ACT

I have read and understand the above the Nurse Practice Act for denial, revocation or suspension of license, grounds for, civil immunity for providing information – complaint procedures.

(Name)

(Date)

HANDBOOK STATEMENT

As a student enrolled in the Pike-Lincoln School of Practical Nursing, I have read the handbook and have had the opportunity to clarify any questions or concerns regarding any part of the handbook. I agree to follow the rules and regulations set forth in this handbook.

(Signature of Student)

(Date)

Required Criminal Background Checks

Since health-care facilities are required by Missouri law (chapter 660, Department of Social Services, Section 660.317) to conduct criminal background checks on all personnel having contact with patients, all Practical Nursing students must authorize this background check and comply with the standards set forth by each health care agency. Because these standards may call for the exclusion of some students, it needs to be recognized that it is possible that graduation requirements will not be met. In addition, it needs to be recognized that the Missouri State Board of Nursing will require a second criminal background check prior to authorizing the Practical Nursing graduate to sit for the licensure examination. Students are required to report any charges/convictions that occur from acceptance into program through graduation. This report must be made in writing the day the student returns to class immediately after the incident. Please confer with the Practical Nursing Coordinator immediately if you have questions or concerns.

I have read and understand the above statement.

Student Signature: _____ Date: _____

Pike-Lincoln Technical Center Practical Nursing ATI Policy

_____ I have received a copy of and have read PLTC PN ATI Policy.

_____ I understand that it is my responsibility to utilize all the books, tutorials, and online resources from ATI

_____ I understand that it is my responsibility to follow the policy and meet graduation requirements as Outlined in the PLTC PN ATI Policy.

Student Signature

Date

Student printed name

Test Item Query

Name: _____

Test _____

Date _____

Instructor _____

Item number on test:

Rationale why I believe the keyed answer is not correct:

References: (Cite two published references that support why you believe the keyed answer is incorrect.)

What I believe to be the correct answer (provide rationale for your answer):

Appendix B – Absence: Request/Ill/Tardy (completed as an example)

ABSENCE: REQUEST/ILL/TARDY

Student Jane Doe Today's Date 10-25-13

(PRINT Name)

Date AND Time(s) requested OFF: 10-30-13 from 1:00 pm – 4:30 pm

List classes and times to be missed individually and see EACH Instructor:

(Include areas to be missed and arrangements made with instructor concerning make-up of absence.)

(i.e. – **G&D 2° and A&P 1 1/2 °**)

Request Explanation: My son has a Dr. apt.

Student Signature Jane Doe

Instructor: _____ Date: _____

This form is to be completed by the student and signed/initialed by EACH Instructor before the date and time requested to be gone. This slip is then submitted to the PN Administrative Assistant. If you have been absent or are tardy, fill out this slip, check in with PN Administrative Assistant, and take this card to the course instructor before taking your seat for class.

A. Academic PIP/SIR

1. Overall Grade Review

- a. A student who has an overall theory grade of 84% will be placed on PIP
 - i. The student will be counseled on: how we can help improve their grade
 - ii. How they can help themselves improve their grade.
- b. When 2 tests remaining in the course, the student will be placed on a SIR
 - i. This will be submitted to Financial Aide office.
- c. Each course will be monitored closely
 - i. If at any time the instructor feels that it may be very difficult for the student to achieve enough points (of the remaining points available) to successfully complete the course with an 82%, the student will be placed on PIP.

B. Attendance PIP/SIR

1. Attendance will be monitored each month by the Coordinator
2. A total of 80° is the total of hours that can be missed by a student and continue in the program.
 - a. A 92% attendance must be maintained by the student to qualify for financial aide
 - b. If at each monthly monitoring the student falls below 92% or has 60° attendance he/she will be placed on a PIP.
 - c. At 70° absent the student will be placed on SIR.
 - d. Once SIR is obtained by the student a copy will be submitted to Financial Aide office.

C. Disciplinary PIP/SIR

1. Any violations of the PLTC PN Handbook or PLTC Student Handbook

Appendix D – End of Year Reference Form

Pike-Lincoln Technical School Practical Nursing Reference Form

Name: _____ Social Security #: _____

Dates Attended: Start Date: _____ Graduation Date: _____

Attendance: Time Missed: _____ / 1490 hours (74.5 hours = 95% attendance)

Academic Performance: GPA _____

Class Rank: _____

Class Officer: _____

	Excellent	Good	Fair	Poor
Clinical Performance:				
Quality of Work				
Productive Output				
Preparation/Use of resources				
Self-Direction				
Ability to work with others				
Response to authority				
Time Management				
Personal & Professional responsibility				
Communication Skills:				
Written				
Verbal				
Strengths:				
Areas to Improve:				

Coordinator: _____ Date: _____

Instructor: _____ Date: _____

Instructor: _____ Date: _____

Instructor: _____ Date: _____

I authorize the release of this completed form to prospective employers and/or educational institutions. The signing of this reference form does not mean I agree or disagree with its contents, only that I have reviewed them.

Student: _____ Date: _____

Appendix E – Remediation Guidelines and Tool

Remediation Guidelines

If you are unsuccessful in any test, in any course and to ensure that you have obtained the information needed to be able to apply it to future material, remediation is mandatory. Remediation is to be done at next Open Lab. Please follow the guidelines listed below and submit the completed remediation form with your test to the instructor of Open Lab.

Guidelines:

1. The second and third pages are for the student to reflect on reasons test questions were missed. Place each question missed in the grid below (1st page) and \checkmark the correct box that best identifies why the question was missed. If none of these are what you believe to be the reason the test question was missed there are four boxes at the end that you can add your own reasons to \checkmark .
2. The fourth page is for the student to reflect on why they were not successful on this test. Place a \checkmark mark in the first column if the statement applies to you and reflect in the 2nd column how you can improve your grades in future testing.
3. The fifth through seventh page is for the student to reflect, not only on the correct answers, but the wrong answers as well. Write out the Test question number and using your Text, complete the column for rationales as to why the correct answer is the BEST answer and the other choices are the wrong answer. If more pages are needed please continue on the back of Page 7 and/or add to notebook paper.

Thank You,
PN Instructors

PLTC Remediation Tool

--	--

I crammed for this test and was not fully prepared

--	--

I was very stressed and could not focus on the test

--	--

Everything I studied for was not on this test

--	--

I know I had distractions while studying

--	--

I did not spend enough time studying

--	--

I didn't get enough sleep the night before the test

--	--

I did not use testing strategies

Self Assessment: What study methods might I try differently for the next test?: _____

Pike Lincoln Technical Center
Practical Nursing
Student Initiated Request for Assistance (SIRA)

Purpose: It is our goal at PLTC to inspire and motivate students to high levels of competence and to pursue new knowledge. We support active student involvement in their own learning and want to cultivate independent functioning and self-direction of students.

Procedure: It is the student's responsibility to schedule an appointment with the course instructors during Open Lab times. The purpose of SIRA sessions is for CLARIFICATION of class content and NOT to solely prepare students for upcoming exams. Students should prepare prior to their scheduled session on their own time and come in to the SIRA appointment with the following completed:

- a. Reread the chapter and lecture notes of content that the student is having difficulty understanding.
- b. Written outline of the chapter/unit.
- c. A written study plan.

In addition, the student should prepare a list of questions/concepts regarding content or materials that they do not understand which should be WRITTEN ON THIS FORM. Students should present this complete form to the faculty member prior to the scheduled SIRA appointment time to allow the instructor to prepare for the session. If test anxiety is the concern, the student is encouraged to seek assistance from the PLTC counselor.

Student Name: _____ Date: _____ Session Time Length: _____

Course: _____ Instructor: _____

List of Questions/Concerns

1. _____
2. _____
3. _____
4. _____

Appendix G - Computer and Internet Use Policy

Use of the computers, Internet, and other electronic media provides great educational benefits to students. Unfortunately, however, some material accessible via computers and other electronic media may contain items that are illegal, defamatory, or potentially offensive to some people. Access to computers and other electronic media is given as a privilege to students who agree to act in a considerate and responsible manner and as with any privilege, it may be revoked.

1. Students are responsible for good behavior on computers and other electronic media just as they are in school. General school rules for behavior and communications apply.
2. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will always be private.
3. The following are NOT permitted:
 - a. Sending or displaying offensive messages or pictures
 - b. Using obscene language
 - c. Harassing, insulting, bullying, or attacking others
 - d. Damaging computers, computer systems, or computer networks, or changing any computer settings
 - e. Violating copyright laws
 - f. Using another's password
 - g. Trespassing in another's folder, work or files
 - h. Employing the network for commercial purposes
 - i. Revealing the personal address or phone number or yourself or any other person without permission from your instructor
 - j. Email other than school authorized
 - k. Playing online games.
 - l. Playing online music or watching streaming videos
 - m. Text messaging to cell phones
 - n. Chat including Instant Messenger and Novell messaging
 - o. Printing anything not required in school
 - p. Ordering merchandise or services through the Internet
 - q. Attempting to bypass computer security systems in place within the district
 - r. Reading, deleting, changing or copying files and/or data belonging to others without their permission
 - s. file sharing
 - t. Using computers without supervision by a teacher or other authorized person
 - u. Visiting or attempting to visit inappropriate Internet sites
 - v. Attach personal electronic equipment to the network; including but not limited to laptops, flash drives, and cell phones.
4. Cyber bullying is prohibited. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:
 - a. Physically, emotionally, or mentally harming a student;
 - b. Placing a student in reasonable fear of physical, emotional or mental harm;
 - c. Placing a student in reasonable fear of damage to or loss of personal property; or
 - d. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
5. The following are permitted only with the permission and supervision of an authorized staff member.
 - a. School authorized email
 - b. Chat
 - c. Installing, downloading, or running materials, files or programs
 - d. Creation, use, or viewing of blogs or web logs.
 - e. Using personal disks, CD's, DVD's, or other storage media, unless scanned for viruses by instructor.

- 6. Pike County (Clopton) R-III makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damage a user suffers.
- 7. Student access may be limited to a specific time because of the potentially large number of individuals who may need to use school computers.
- 8. Any unauthorized deliberate action which damages or disrupts computer use, alters normal performance, or causes malfunction is prohibited. Intentional attempts to “crash” any computer, group of computers, or network will result in the user or his/her guardian being responsible for all costs for damages incurred and the suspension of computer access to that student. Violations may also result in a loss of access as well as other disciplinary or legal action.

Students found to be in violation of the User Agreement will be disciplined by the appropriate district administrator. Disciplinary actions may include, but not be limited to:

- Referral to the Director’s Office with In-School-Suspension assigned
- Temporary loss of technology use privileges
- Loss of technology privileges for an extended period of time
- Permanent loss of technology use privileges.

Appropriate authorities may be contacted if a violation of law or regulation is suspected. It should be noted that the student’s loss of technology user privileges could hinder the student’s ability to successfully complete schoolwork, and thus, affect the student’s grade.

Pike-Lincoln Technical Center (PLTC) Computer/Internet Usage Agreement

I have read the PLTC Computer/Internet Usage Agreement, understand it, and agree to adhere to the principles and procedures listed within. I also understand that additional rules and regulations may be added from time to time and that they become a part of this agreement. Should I break this agreement, I understand that I may lose all computer/internet privileges. I also understand that inappropriate or illegal use of computer facilities could result in civil or criminal lawsuits.

Student Signature

Date

Appendix H – Transcript

Student Name:

Address:	Last	First	Middle	Maiden
Soc. Sec. No:	Street or P.O. Box	City	State	Zip
		Date of Birth:		

Date of Entrance:
Date of Readmission:

Date of Completion:
Date of Withdrawal:

Summary of Theory and Clinical Experience

Course	Theory Hours	Clinical Hours	Final Grade
Personal and Vocational Concepts	2 5	16	
Anatomy and Physiology	9 5	0	
Growth, Development and Maturation Throughout Life Span	5 0	0	
Fundamentals of Nursing	18 0	48	
Administration of Medications I	4 0	32	
Nutrition	5 0	0	
Nursing of Adults (Nursing of Elderly Integrated)	18 0	240	
IV Therapy	4 0	8	
Pharmacology	5 0	0	
Maternal and Newborn Nursing	6 0	24	
Nursing of Children	5 5	24	
Mental Wellness/Illness	5 0	16	
Leadership and Management	2 0	72	
Nursing In-service/Review	11 5	0	
Program Hours Possible	1010	480	

Certificate Awarded:

IV Therapy: