

PIKE-LINCOLN  
TECHNICAL CENTER  
PRACTICAL NURSING  
PROGRAM



20187 – 20198  
STUDENT  
HANDBOOK

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 (PN) Program to present information and guidelines which students in the program are expected to follow throughout the year.

It is distributed annually to students and faculty of the Practical Nursing program at Pike-Lincoln Technical Center. The philosophy and policies of the Practical Nursing Program are reviewed and revised annually by the instructors of the Program.

The Practical Nursing Program at Pike-Lincoln Technical Center is approved by the State Department of Education and Division of Vocational and 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 National Council Licensure Examination (NCLEX) PN Examination.

## **DISCLAIMER**

The Pike R-III School District (“Clopton” or “District”) is the fiscal agent for the Pike-Lincoln Technical Center Practical Nursing Program.

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 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.

## **APPLICATION OF BOARD OF EDUCATION POLICY**

In addition to the rules and standards set forth in this handbook, students must also comply with all Clopton Board of Education policies and regulations, as well as all policies and regulations of the school district in which they reside.

## **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 the District are notified that the District does not discriminate on the

basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law.

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 of 1975, Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA) should contact the Compliance Coordinator identified 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.

**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 District does not discriminate on the basis of disability against qualified individuals with a disability with respect to its services, programs or activities.

**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, identified above.

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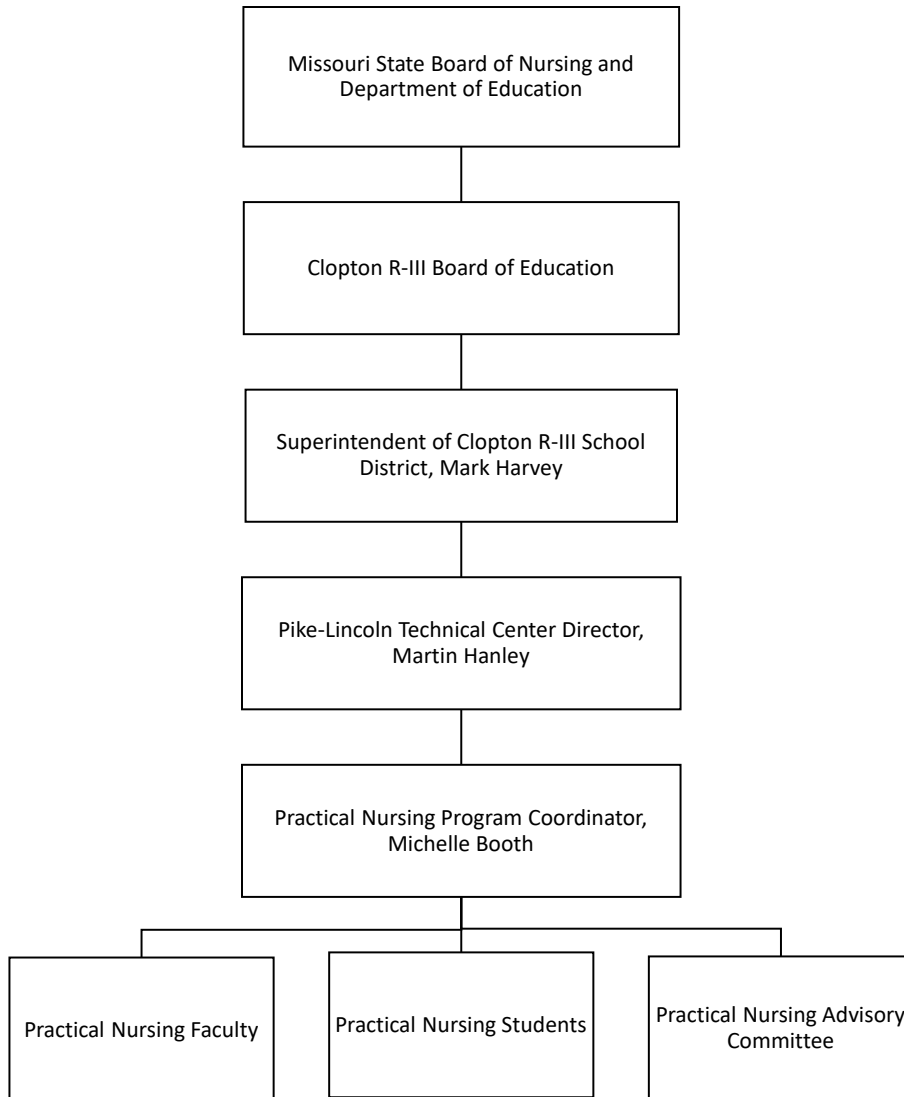
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**ORGANIZATIONAL CHART**



## PRACTICAL NURSING FACULTY & STAFF

Coordinator/Instructor	Michelle Booth, BSN, RN
Instructor	Jessica Reinhardt, BSN, RN
Instructor	Nikki Stroud, BSN, RN
Administrative Assistant	Kristin Evans

## ADMINISTRATIVE TEAM

Director	Martin Hanley
<del>Assistant Director</del>	<del>Andy Jolly</del>
Counselor/VRE/Admissions <u>Adult Education Coordinator</u>	Sam Utterback

## STUDENT SERVICES

Attendance Specialist and Placement	Kristin Evans
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## SUPPORT STAFF

Administrative Executive Assistant	Brenda Akers
Adult <del>&amp; Community Education /Financial Aid Administrative Assistant</del>	Sydney Beauchamp

## PHILOSOPHY

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 by Pike-Lincoln Technical Center and Pike County 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. It 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 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.

### Purpose

The purpose of Pike-Lincoln's Practical Nursing Program is to integrate the philosophy while maintaining a quality educational program to prepare entry-level practical nurses that will contribute to the nursing profession and provide a service to the client and community. The faculty believes the graduates of the practical nursing program 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.

## **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, trusting relationships involves their developing professional and ethical behaviors; fostering values of empathy, congruence, and non-possessive warmth; communicating effectively; and recognizing the dignity and worth of each person.

## **Education**

Education 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.

## **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 include 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 are 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. Objectives of the advisory committee include:

1. Assist in aligning the program with industry standards and practices.
2. Advise on improvements for instruction, facilities, and equipment.
3. Provide feedback for program evaluation.
4. Facilitate placement of students into meaningful careers and employment.
5. Assist business and industry in understanding the challenges facing education.
6. Assist in recruitment and retention of students.

## ADMISSION

The admission process begins annually in January and an annual ending date will be set by administration. All completed files are eligible for admission consideration. The Admission Committee will rely on the following criteria when selecting students for admission to the Practical Nursing Program:

- Pre-admission testing: Health Education Systems Incorporated (HESI) Admission Assessment Exam (Cost of \$45) with a successful score set annually by administration;
- Completed application form;
- Three reference letters completed on PLTC reference forms and returned to the school by the person giving the reference:
  - 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.
- Satisfaction of academic and functional ability performance requirements necessary to achieve the goals/objectives of the Practical Nursing Program;
- Official transcripts: (high school, GED certificate if applicable, and any college courses completed);
- Copies of birth certificate and driver's license;
- Typed resume reflecting education and work experience;
- 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 (at applicant's expense), which certifies that the student is able to perform the essential program requirements with or without reasonable accommodation;
- Proof of immunization and health requirements (described below); and
- A criminal background check (completed at applicant's expense) devoid 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

(see <http://www.moga.mo.gov/mostatutes/chapters/chapText335.html>).

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.

All application files must be completed by the application deadline. In accordance with its professional judgment, the Admissions Committee will assign a composite score to each applicant. The 25 applicants with the highest scores will be admitted into the program. Other applicants who meet admission criteria will be placed on a waiting list order of the composite score given by the Admissions Committee.

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

### **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 Rubella Titer
- Flu vaccine
- Documentation of the following vaccinations:
  - o 2 MMR (measles, mumps rubella)
  - o 3 Hepatitis B
  - o Tdap (Tetanus, Diphtheria, Pertussis)
  - o 2 Varicella

An annual influenza vaccination and 2-Step TB/Mantoux skin test will be given at PLTC and is a part of student ~~tuition, books, supplies, fees~~. If your employer requires you to have the annual flu vaccine before the scheduled date, you must provide documentation of the vaccination.

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 Practical Nursing Program is not responsible for obtaining an alternative clinical site 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.

### **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)

Certain students may be exempt from the TOEFL:

- Non-native speakers who hold degrees or diplomas from postsecondary institutions in English-speaking countries (e.g., the United States, Canada, England, Ireland, Australia, New Zealand);
- Non-native 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 PLTC administrator will occur at the request of the former student. Readmission is discretionary on the part of PLTC, and such decisions will be based upon the professional judgment of the designated PLTC administrator who conducts the interview.

Readmission into the program for the year following voluntary withdrawal due to health or other reasons will be considered on a competitive basis, in accordance with law. Readmission is discretionary on the part of PLTC, and such decisions will be based upon the professional judgment of the designated PLTC administrator who conducts the interview.

Regardless of whether withdrawal was voluntary or involuntary, 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. Current references;
4. Demonstration of interest in nursing and personal responsibility;
5. Presentation of a plan to successfully complete the program and avoid incidents or situations that led to the student's previous withdrawal or dismissal; and
6. Interview with the PN Coordinator.

The number of students in the program may not exceed 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 applicant must pay any increase in tuition and is responsible for all fees of the program. Applicants must pay all outstanding tuition and fees before a request for readmission will be considered.

## **Transfer Credits and Advanced Standing**

The PN Program does not accept transfer credits and it does not have an advanced standing policy. All applicants must complete the admission process described in this handbook.

## **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. Contact the Financial Aid [Department](#) or your local Employment Security Office for information regarding financial assistance.

Fees may be required to cover the cost of necessary items, including, but not limited to: 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 list is available upon request.

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 PLTC or Clopton-owned books and supplies must be returned to the PN Coordinator or a Clopton Administrator. Students who exit the program without completing proper forms and/or without paying all outstanding tuition and fees, may have grades, references, and services withheld, as permitted by law.

## 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 in this handbook. In addition to the academic requirements, students should be aware that all graduates are expected to demonstrate basic competencies and abilities throughout their education with or without reasonable accommodation. Competencies and functional abilities required of all nurses are summarized below.

Functional Ability	Examples of Necessary Activities
Tactile	Feel vibrations (pulses), detect temperature changes and skin characteristics
Smell	Detect odors from client and environment
Reading	Read and understand written documents (orders, policies, procedures etc.)
Arithmetic Competence	Ability to do computations, counting, and measuring at an 8th grade level
Emotional Stability	Emotional stability sufficient to: assume responsibility/accountability for actions, respond to emotional needs of others, respond appropriately to crisis situations, adapt to changing circumstances
Analytical Thinking	Transfer knowledge from one situation to another, process information, evaluate outcomes, problem solve, prioritize tasks, use short- and long-term memory
Critical Thinking	Identify cause-effect relationships in clinical situations and utilize analytical thinking
Gross Motor Skills	Ability to move, sit, stand, walk, bend, stoop, reach, and maintain balance
Fine Motor Skills	Ability to write, grasp, pick up or manipulate small objects, write legibly, manipulate syringes, calibrate equipment, and use computer
Physical Endurance	Stamina sufficient to perform client care activities for entire length of work period (up to 12 hour shifts)
Physical Strength	Strength sufficient to perform full range of required client care activities, such as: reposition, ambulate, transfer, and perform CPR
Mobility	Move quickly from place to place, move freely in patient care areas
Hearing	Hear (with or without aids) voices, lung sounds, blood pressure, and alarms
Visual	Read (with or without glasses) graphs, computer screens, medications labels
Interpersonal Skills	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds, and to work cooperatively on interdisciplinary health team
Communication Skills	Ability to direct activities of others, give oral reports, respond appropriately to direction, and communicate professionally on the phone, in person, or in writing



## EDUCATIONAL PROGRAM

The curriculum introduces basic and fundamental information and principles 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.

The school week is primarily Monday through Friday 8:00 a.m. – 4:00 p.m. with a 30-minute lunch break. It is recommended that students not work during the program due to the demand of studies. Students may not be in the building any earlier than 30 minutes before scheduled classroom time or 15 minutes before the start of their scheduled shift at a clinical site, unless specifically authorized by faculty.

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.

A typical clinical day will be 7:00 am – 3:00 pm. Specialty rotation times vary. The clinical arrival time is subject to change at the discretion of the clinical instructor and site. 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.

## CURRICULUM

<u>Course Title</u>		<u>Credits</u>	<u>Hours</u>
<b>Trimester 1</b>			
<u>NSG 101</u>	<u>Personal and Vocational Concepts</u>	<u>2</u>	<u>41</u>
<u>NSG 104</u>	<u>Anatomy and Physiology</u>	<u>6</u>	<u>95</u>
<u>NSG 110</u>	<u>Fundamentals of Nursing</u>	<u>10</u>	<u>228</u>
<u>NSG 106</u>	<u>Nutrition</u>	<u>3</u>	<u>50</u>
<u>NSG 105</u>	<u>Growth, Development, and Maturation throughout the Life Span</u>	<u>3</u>	<u>50</u>
<u>NSG 108</u>	<u>Administration of Medications</u>	<u>2</u>	<u>72</u>
<u>NSG 109</u>	<u>IV Therapy</u>	<u>2</u>	<u>48</u>
<b>Trimester 2</b>			
<u>NSG 120</u>	<u>Nursing of Adults I (Nursing of Elderly integrated)</u>	<u>8</u>	<u>210</u>
<u>NSG 122</u>	<u>Pharmacology</u>	<u>3</u>	<u>50</u>
<u>NSG 128</u>	<u>Maternal and Newborn Nursing</u>	<u>4</u>	<u>84</u>
<u>NSG 125</u>	<u>Mental Wellness/Illness</u>	<u>3</u>	<u>66</u>
<b>Trimester 3</b>			
<u>NSG 130</u>	<u>Nursing of Adults II (Nursing of Elderly integrated)</u>	<u>8</u>	<u>210</u>
<u>NSG 132</u>	<u>Nursing of Children</u>	<u>4</u>	<u>79</u>
<u>NSG 131</u>	<u>Leadership and Management</u>	<u>2</u>	<u>92</u>
<u>NSG 134</u>	<u>Nursing In-Service/Review</u>	<u>7</u>	<u>115</u>
<b>Total Program Credits/Hours:</b>		<u>67</u>	<u>1,490</u>

<u>Course Title</u>	<u>Theory Hours</u>	<u>Clinical Hours</u>	<u>Total</u>
<b>Trimester 1</b>			

<b>Course Title</b>	<b>Theory Hours</b>	<b>Clinical Hours</b>	<b>Total</b>
Personal and Vocational Concepts	25	16	41
Anatomy and Physiology	95		95
Fundamentals of Nursing	180	48	228
Nutrition	50		50
Growth, Development, and Maturation throughout the Life Span	50		50
Administration of Medications	40	32	72
IV Therapy	40	8	48
<b>Trimester 2</b>			
Nursing of Adults I (Nursing of Elderly integrated)	90	120	210
Pharmacology	50		50
Maternal and Newborn Nursing	60	24	84
Mental Wellness/Illness	50	16	66
<b>Trimester 3</b>			
Nursing of Adults II (Nursing of Elderly integrated)	90	120	210
Nursing of Children	55	24	79
Leadership and Management	20	72	92
Nursing In-Service/Review	115		115
<i>Total Hours</i>	<b>1010</b>	<b>480</b>	<b>1,490</b>
<b>TOTAL HOURS:</b>	<b>1,490</b>		

The program is divided into three instruction blocks called trimesters. The first trimester comprises the foundation or pre-clinical block. During this time, classes are held at Pike-Lincoln Technical Center and include the courses Personal and Vocational Concepts, Anatomy and Physiology, Fundamentals of Nursing, Nutrition, Growth and Development, Administration of Medications, and IV Therapy.

The remaining two trimesters of the program are referred to as the clinical blocks. During this time, classes are held at Pike-Lincoln Technical Center with clinical experiences at area facilities. Courses of instruction include Nursing of Adults I and II, Pharmacology, Maternal Newborn Nursing, Mental Wellness/Illness, Nursing of Children, and Leadership and Management.

## COURSE DESCRIPTIONS

**Personal and Vocational Concepts: 2 Credit Hours** (Theory – 25 clock hours/Clinical – 16 clock hours) 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.

**Anatomy and Physiology: 6 Credit Hours** (Theory – 95 clock hours) 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.

**Fundamentals of Nursing: 10 Credit Hours** (Theory – 1280 clock hours/Lab – 60 clock hours/Clinical – 48 clock hours) This course 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.

**Nutrition: 3 Credit Hours** (Theory – 50 clock hours) This course 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.

**Growth, Development, and Maturation throughout the Life Span: 3 Credit Hours** (Theory – 50 clock hours) This course 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.

**Administration of Medications: 2 Credit Hours** (Theory – 240 clock hours/Lab – 20 clock hours/Clinical – 32 clock hours) 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.

**IV Therapy: 2 Credit Hours** (Theory – 240 clock hours/Lab – 20 clock hours/Clinical – 8 clock hours) 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.

**Nursing of Adults I (Nursing of Elderly Integrated): 8 Credit Hours** (Theory – 9480/Clinical – 12240) ~~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 regard 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. is designed to further develop fundamental nursing concepts with a focus on disease processes and nursing management.~~ Systems are discussed in regards to specific disorders, including pathophysiology, signs and symptoms, complications, medical diagnosis, and treatment and nursing care. Each step of the nursing process is discussed and patient and family teaching are incorporated. Nursing care of the elderly is integrated throughout the course.

**Nursing of Adults II (Nursing of Elderly Integrated): 8 Credit Hours** (Theory – 90/Clinical – 120) This course is a continuation of Nursing of Adults I. More complex systems are covered in this course in regards to specific disorders, including pathophysiology, signs and symptoms, complications, medical diagnosis, and treatment and nursing care. Each step of the nursing process is discussed and patient and family teaching are incorporated. Nursing care of the elderly is integrated throughout the course.

**Pharmacology: 3 Credit Hours** (Theory – 50 clock hours) 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 and 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.

**Maternal and Newborn Nursing: 4 Credit Hours** (Theory – 60 clock hours/Clinical – 24 clock hours) 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.

**Nursing of Children: 4 Credit Hours** (Theory – 55 clock hours/Clinical – 24 clock hours) 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.

**Mental Wellness/Illness: 3 Credit Hours** (Theory – 50 clock hours/Clinical – 16 clock hours) 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.

**Leadership and Management: 2 Credit Hours** (Theory – 20 clock hours/Clinical – 72 clock hours) 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.

**Nursing In-Service/Review: 7 Credit Hours** This time is used for ATI and dosage calculation testing, teacher-student conferences, independent and group study, professional enrichment, student organizational meetings, NCLEX-PN review, and open study time to enhance student learning.

## STUDENT ORGANIZATIONS

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.

Students in the Practical Nursing Program are required to participate in the Practical Nursing Student Organization. Participation in the Student Organization promotes valuable leadership and management skills. The class will elect officers within the group and committees will be organized by volunteer efforts of each member of the class for various activities and projects.

## **Constitution of the Student Nursing Organization**

### ***Preamble***

We, the students of the Practical Nursing Program Student Nursing Organization, to fully realize our purpose, do hereby adopt and establish this constitution as the guiding instrument of our organization.

### ***Article I: Name***

Section I: The name of this organization shall be the Pike-Lincoln Technical Center Practical Nursing Program Student Nursing Organization.

### ***Article II: Purpose***

Section I: The purpose of the Pike-Lincoln Technical Center Practical Nursing Program Student Nursing Organization is to promote integrity, honor, and character; to augment pride in the Practical Nursing Program; promote fellowship among its members and members of other organizations of nurses; foster a positive relationship with the health care community; and to establish a democratic governing body.

### ***Article II: Membership***

Section I: Membership shall be open to students in the Pike-Lincoln Technical Center Practical Nursing Program.

### ***Article IV: Organization***

Section I: The control, and direction, and management of affairs and finance of the school shall be by the executive board. The executive board shall consist of all elective officers.

Section II: The elected officers will be President, Vice-President, Secretary, and Treasurer.

Section III: The manner of elections shall be governed by the By-Laws and in case of a vacancy of any officer it shall be filled by appointment of the executive board until the next election. The election shall be held approximately one month into the program.

### ***Article V: Meetings***

Section I: There shall be regular meetings held once monthly. Special meetings may be called at any time by the executive board or when one-third of the members request such a meeting. At the special meeting only the special business specified shall be taken up.

### ***Article VI: Quorum***

Section I: A two-thirds majority of the members must be present to constitute a quorum.

### ***Article VII: Advisor***

Section I: We as a student body shall be under the supervision of our school administration. The PN Coordinator will serve as class advisor.

### ***Article VIII: Amendments and Ratification***

Section I: Proposed amendments to this constitution shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon.

Section II: Amendments require approval by two-thirds majority vote of the members present at a regular meeting.

## **By-Laws of the Student Nursing Organization**

### **Section I: Officers**

- a. Officers shall be elected by the student body and those officers shall be President, Vice-President, Secretary, and Treasurer, and said officers shall serve for a term of one year and will be known as the Executive Board. In case of vacancy of office the Executive Board can appoint someone to fill the vacancy.

### **Section II: Powers and Duties of Officers**

- a. The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President shall appoint all committees and committee chairs. The President shall serve as a representative of this organization at various meetings and functions; and have other powers and duties as may be prescribed by the organization.
- b. The Vice-President shall preside in the absence of the President and shall perform any duties designated by the President or the Executive Board.
- c. The Secretary shall keep the records of the proceedings of all meetings and all other matters of which a record shall be deemed advisable. She/he shall conduct all correspondence of the PN Program with the concurrence of the President and Vice-President.
- d. The treasurer shall collect any funds of the school PN Student Organization. She/he shall keep accurate records and shall report at the regular scheduled meetings.

### **Section III: Elections**

- a. All officers shall be elected at the organizational meeting of the class, and shall serve until graduation and will be known as the Executive Board. In case of vacancy of office the Executive Board can appoint someone to fill the vacancy.
- b. Officers shall be elected by a majority vote by the members present. Voting shall be by secret ballot. Ballots shall be counted by the non-sponsor instructors. However, when there is only one candidate for an office a motion may be made to elect the candidate.

### **Section IV: Executive Board/Committee**

- a. The Executive Committee shall consist of the elected and appointed officers, with the advisor serving as a non-voting member.
- b. The Executive Committee shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.

### **Section V: Advisor**

- a. The PN Coordinator shall serve as the advisor.

### **Section VI: Meetings**

- a. Meetings shall be scheduled once a month.
- b. Order of business:
  - a. Call to order
  - b. Roll call

- c. Reading of minutes
- d. Financial report
- e. Old business
- f. Committee reports
- g. New business
- h. Miscellaneous
- i. Adjournment

**Section VII: Committees**

- a. Committees shall be composed of volunteers or appointed members of the class.
- b. The following committees shall be established:
  - a. Graduation Committee – This committee will plan and prepare for graduation ceremony.
  - b. Social Committee – This committee will schedule and organize social events for the class.
  - c. Community Service Committee – This committee will plan community service activities for the class.
  - d. Student Life Committee – This committee will assist in enhancing the nursing student experience by serving as a resource for student concerns and arrange activities to help boost student morale.

**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%. Clinical will be based on clinical criteria, written assignments, and clinical evaluations. Grades are determined in accordance with the professional judgment of the faculty.

**Grading Scale:**

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

**Rounding of Grades**

All PLTC course work grades will be rounded using the following 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. The final grade for each course will be rounded.

### **Process for Disputing an Exam Grade or Question**

The process for disputing an exam grade or question is to submit a test item query form by the next classroom day. The test item query must be obtained from your instructor. The disputed grade and/or test item query will be responded to by the faculty in writing within five business days of the dispute. As noted above, grades are determined in accordance with the professional judgment of the faculty.

### **Evaluation**

PLTC faculty will evaluate student progress and competence mid-course and at the end of each course. Clinical instructors or preceptors will evaluate students' clinical performance weekly. Student behavior will be evaluated by faculty and instructors as needed, and incidents of inappropriate behavior will be documented.

### **Retention, Promotion, and Graduation**

Students must achieve a final average of 82% or above in each course of study and clinical in order to remain in the nursing program. In addition, students must pass the Dosage Calculation test by 90% in order to remain in the program. A maximum of three attempts will be allowed to achieve 90% or higher on the Dosage Calculation test. Any student who does not pass after three attempts will be dismissed from the program.

Students must meet the following requirements to graduate from the program:

- Academic average of 82% or higher;
- Score of 90% or higher on the Dosage Calculation test;
- Satisfactory clinical performance;
- Passing grade on the Assessment Technologies Institute (ATI) exit exam; and
- Accurate completion of 1500 NCLEX questions, as stated in designated course syllabi.

Students who have successfully completed the nursing program will receive a certificate and pin from the school and then are eligible to apply for the NCLEX-PN.

Students must pay all outstanding tuition, fees, and dues, and return all property to PLTC and/or clinical sites, prior to graduation.

### **ACADEMIC DISHONESTY**

Academic dishonesty is prohibited. It includes, but is not limited to, the following conduct:

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 gradebook, or any change of any grade record; and
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.

Students have an obligation to report acts of academic dishonesty to an instructor, the PN Coordinator, or a PLTC administrator. Consequences for engaging in academic dishonesty, or failing to report it, may range from a written warning, to loss of credit, to dismissal from the PN program.

## **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 Adult Financial Policies and Procedures Manual for full information on Satisfactory Academic Performance.

### **Academic Advisement**

Students will be assigned an advisor who will be responsible for providing academic support to the student. Students will meet with their advisor no fewer than three times per year. The student will be responsible for scheduling meetings during the 3<sup>rd</sup> week of school, in November, and in March. During these meetings, the advisor will discuss and document the student's progress and academic performance.

## **PROGRAM EXPECTATIONS**

### **General Conduct Expectations**

PN students must conduct themselves in a positive, courteous and cooperative manner at all times. Failure to comply with the following expectations may result in consequences up to and including dismissal from the Program:

1. Be prepared for and actively participate in all classes and clinical duties.
2. Seek assistance from instructors when needed.
3. Remain alert and attentive in all classes. Sleeping or doing other work during class is not acceptable.
4. Care for all program materials. If items are lost or damaged, contact the PN coordinator for replacement costs.
5. Turn in assignments to instructors' mailboxes by 8:00 a.m. the day they are due. Late papers due to absence must be submitted by 8:00 a.m. on the day the student returns. 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 an instructor's mailbox--if you need to retrieve an assignment already submitted, ask for the instructor's assistance.
6. Write or type all work neatly. Submit handwritten work in black ink or #2 pencil. Use Calibri or New Times Roman and 12 pt. font if typing.
7. Do not engage in excessive talking, laughing, or whispering during instructional time or clinical work. Students who engage in such conduct may be asked to leave the classroom or clinical site. Repeated disruptive conduct may result in loss of attendance and/or implementation of a Performance Improvement Plan (PIP) or Status in Review (SIR).

8. Avoid entering or leaving the classroom outside of scheduled break times. Students will not be allowed to access their locker during class time unless directed by the instructor.
9. Do not bring food to classrooms or lockers, ~~or clinical sites~~. Food is only permitted in the adult break room. Covered beverages are permitted in the classroom, at the instructor's discretion.
10. Maintain clean work and break areas (pick up and throw away trash, straighten tables, return chairs to proper order, return all textbooks, references, and supplies to proper place, etc.).
11. Do not leave open containers of food or drink in the break room refrigerator. Do not leave food in the refrigerator overnight.
12. Do not enter the office of any instructor or administrator unless a PLTC staff member is present.
13. Check student mailboxes throughout the day.
14. Do not use a cell phone or other mobile electronic device during class time or in clinical areas unless directed by the instructor. Such devices may only be used in designated areas. Violations of the cell phone policy may result in implementation of a PIP, SIR, and/or dismissal from the PN program.
15. Do not use abusive, profane, and/or obscene language.
16. Do not bring or possess a weapon (as defined in Clopton Board of Education Policy JFCJ) at the PLTC, at any PLTC function, or at any clinical site.
17. Do not possess or consume alcoholic beverages or drugs (as defined in Clopton Board of Education Policy JFCH) during regular school/clinical hours, at the PLTC, at any PLTC function, or at any clinical site.
18. Do not engage in any conduct that may reflect poorly upon the PN Program, PLTC, Clopton school district or sending school districts.

#### **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. Maintain a clean work area. This includes disposing of any trash in the proper receptacles and cleaning the work area when finished.
4. Be courteous and replace items after using them.
5. If something breaks, notify the instructor.
6. 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, notify the instructor for proper containment. Do not leave clean linens in the laundry basket.
8. No cell phones or other portable electronic devices are allowed in the lab.
9. Computers in the lab are to be used for demonstration of patient documentation only.
10. Student(s) are not allowed in the lab supplies room. Faculty or staff members will get any supplies or equipment needed.
11. Dress in accordance with the dress code provided in this handbook.
12. Follow standard safety precautions; sharps and syringes are to be disposed in appropriate sharps containers.
13. Wheelchairs and lifts are to be used for skill demonstration only.

#### **Skills Check-Offs**

Check-offs are a psychomotor skills component of the nursing program that all students must complete. PLTC instructors will validate competency of these skills and maintain a record of success or failure.

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. A student who fails to demonstrate competency of a skill, or who misses a skills check off day without prior notification/permission of the instructor, will receive an unsatisfactory (U) mark.

A student who receives one unsatisfactory mark will be placed on PIP. The student must complete a step by step written description of the procedure for the skill, along with a one-paragraph reflection identifying the potential implications that the unsuccessful performance of the skill would have on patient outcomes. The reflection must include a reference 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. The student must submit the written description of the procedure and reflection paragraph to the instructor prior to repeating the skills validation.

A student who receives two unsatisfactory marks will be placed on Status in Review ("SIR"). SIR remediation must be arranged with the lab instructor. The student must complete a one-page reflection identifying the potential implications that the unsuccessful performance of the skill would have on patient outcomes. The reflection 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. The student must submit the written reflection to the instructor prior to repeating the skills validation.

A student who accumulates three unsatisfactory marks in the skills lab portion of any nursing course, regardless of the reason, will fail the course.

### **General Attendance Requirements**

Pike-Lincoln Technical Center's Practical Nursing Program is designed assist students in developing 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 apply, subject to exceptions required by law:

1. Attendance will be taken at beginning of each class.
2. All absences will be calculated by the minute.
3. Students must maintain at least a 92% attendance average to receive financial aid.
4. Any absence of three 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 at other times, as deemed necessary by the PN Coordinator or PLTC Director.
5. Students who are hospitalized for any period of time must present a written release from their doctor to return to class or clinical.
6. Students should attempt to schedule doctor's visits and other appointments outside of school hours.
7. Students will be placed on a Performance Improvement Plan following 60 hours of absence.
8. Students will be placed on Status in Review after 70 hours of absence.
9. Students who are absent for 80 hours or more will be dismissed from the program.

## Absence from Clinical

Clinical is a vital component of the learning process for nursing students, therefore attendance is mandatory. Students must notify the clinical instructor prior to the clinical start time if they will be late or absent from a clinical. Non-compliance with this procedure will be considered a “no call-no show” and may lead to dismissal from the program. Sending a message through another student is not an acceptable form of notification.

A student who is absent ~~from three~~ for greater than 24 clinical hours during the school year will be dismissed from the PN Program. In addition, students who are tardy, miss report (when assigned to provide direct patient care), or are unprepared for a clinical day may be sent home at the discretion of the clinical instructor or PN Coordinator, regardless of the number of times the student has been tardy or unprepared for the clinical day.

The following consequences apply when a student is absent, tardy, miss report, or are unprepared for the day, subject to exceptions required by law:

~~1<sup>st</sup> Incident~~ 8 clinical hours missed – Attendance will be deducted by time absent to clinical and a Performance Improvement Plan will be initiated.

~~2<sup>nd</sup> Incident~~ 16 clinical hours missed – Attendance will be deducted by time absent to clinical and a Status in Review will be initiated.

~~3<sup>rd</sup> Incident~~ 24 clinical hours missed – Student will be ~~sent home~~ dismissed from the program. ~~An 8-hour clinical absence will be recorded.~~

## Make-Up Work

~~Class time will not be used to make-up work.~~ 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). After the third day, a zero will be given for the missed assignment. 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 immediately following the student’s return to class.

## Work Remediation

Remediation of academic or clinical work is required if a student achieves less than an 84% on any unit exam or receives an “unsatisfactory” (U) score on any clinical performance evaluation. Remediation of exams must be completed by the next scheduled remediation time. Remediation of clinical work must be completed prior to the next clinical date or date determined by the clinical instructor or PN Coordinator.

## Personal Appearance and Dress Code

In preparation for entry into the workforce, PLTC students must maintain a neat, clean, and well-groomed appearance at all times. In addition, the nature of clinical work requires maintenance of a safe, clean, and sterile environment. Therefore, the following requirements apply, subject to exceptions required by law:

1. Students must wear complete uniforms during clinical experiences. A complete uniform includes: uniform, name pin, scissors, and watch with second hand, as well as any additional items the clinical instructor may require.
2. Uniforms must be neat, ~~and~~ clean, wrinkle-free, and odor-free. Students must wear appropriate foundation garments, such as a white tee shirt or undershirt.
3. Scrubs must be worn every day during the first trimester and all lab activities; the second and third trimesters will be at the instructor's discretion.
4. Uniform length (dresses) shall be no shorter than mid-knee.
5. Uniforms will be worn in all clinical areas unless students are notified otherwise.
6. Shoes shall be white, well-constructed, and well fitted. Shoes and shoe strings are to be clean. No open back, open toed shoes, clogs, sandals, or cloth tennis shoes are permitted. All students will wear white socks that cover the ankles.
7. 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.
8. Due, 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.
9. Makeup, if worn, shall be in moderation.
10. No cologne, scented lotions, or body sprays are allowed in the clinical facilities.
11. Students are expected to bathe regularly, maintain good oral hygiene, and use deodorant.
12. Students may not wear jewelry other than a wedding ring and one small pair of post earrings. No other visible or apparent piercings are allowed.
13. All tattoos must be covered.
14. In any experience requiring professional attire, students may not wear strapless, backless, or cropped tops.

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.

### **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 AND 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.

Students must also comply with Clopton Board of Education Policy KKB, "Audio and Visual Recording."

## COMPUTER/INTERNET USAGE 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. Students must comply with Clopton Board of Education Policy EHB, "Technology Usage," as well as all other District or PLTC policies governing appropriate student behavior.

1. 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.
2. 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 video
  - 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.
3. Cyberbullying, as defined in Clopton Board of Education Policy JFCF, "Bullying," is prohibited.
4. The following are permitted only with the permission and supervision of an authorized staff member:
  - a. School authorized email;
  - b. Use of instant messaging or "chat" software or applications;

- 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 mass storage devices, unless scanned for viruses by instructor.
5. Neither Clopton nor PLTC is responsible for any damage experienced by students while using PLTC or District provided technology.
  6. Student access may be limited to a specific time of day due to potentially large numbers of individuals attempting to use school computers.
  7. 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.

In addition to disciplinary consequences applicable to violations of all District or PLTC policies, violation of the Computer/Internet Usage Policy may result in temporary or permanent loss of technology use privileges, which could hinder the student's ability to successfully complete school work and affect the student's grade. Appropriate authorities may be contacted if a violation of law or regulation is suspected.

## **REMEDATION PROCESS**

### **Performance Improvement Plan**

Students who perform unsatisfactorily in academic or clinical work, or who violate PLTC or Board of Education policy may be placed on a Performance Improvement Plan (PIP) at the discretion of the administration and in accordance with this policy. The length and content of the PIP will be determined by the faculty on an individual basis, based on relevant factors and considerations in accordance with the law. 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 document will become a part of the student's educational record. Conditions and expected outcome will be outlined and discussed with the student. Failure to meet terms of PIP will result in a Status in Review.

### **Status in Review**

Students who fail to meet the requirements of a Performance Improvement Plan will be placed on a Status in Review (SIR). If the student is in violation of unsatisfactory clinical performance, or non-compliance of the same policy in the PN handbook greater than 3 times, the student will be placed on a SIR for the remaining trimester or until date determined by the PN Coordinator and/or Financial Aid Administrator/Assistant Director. 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. If the student violates the conditions of the SIR, the student will be dismissed from the PN program. Conditions for being placed in SIR include, but are not limited to, the following:

1. Failing to meet attendance requirements, failing grades or unsatisfactory clinical performance.



2. Interpersonal conflicts with co-workers, classmates and instructors.
3. Failure to follow District, PLTC rules, the procedures and/or directions of PLTC and its staff, Program rules/requirements, and/or clinical facility policies.
4. Repeated Professional Improvement Plans.
5. Other issues identified by Clopton and/or PLTC administrators, based upon their professional judgment.

### **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 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, as set forth herein.
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 District 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. Failure to properly maintain patient/staff confidentiality.
8. Repeated PIPs/SIRs or failure to meet the requirements of a PIP/SIR.
9. Not achieving 90% on the Dosage Calculation test after three attempts, as described herein.

### **COMPLAINT PROCEDURE**

This procedure applies only to actions or decisions which affect a student's participation, grade, or completion of any requirement of the PLTC program. A student who disagrees with an action or decision of an instructor, staff member, or fellow student, may use this procedure to attempt to resolve the complaint.

1. All complaints shall be made in writing to the PN Coordinator no later than ten (10) calendar days after the action or decision giving rise to the complaint.
2. The PN Coordinator may encourage the student to attempt to resolve the matter informally, or may attempt to negotiate a resolution on the student's behalf.
3. If informal resolution is not possible or desirable, the PN Coordinator will conduct a reasonable investigation and notify the student of his/her decision within fifteen (15) calendar days from receipt of the complaint.
4. The student may appeal the decision of the PN Coordinator to the Assistant Director, in writing, no later than ten (10) calendar days after receipt of the PN Coordinator's decision. The Assistant

Director will conduct a reasonable investigation and notify the student of his/her decision, within fifteen (15) calendar days from receipt of the student's appeal.

5. The student may appeal the decision of the Assistant Director to the Director, in writing, no later than ten (10) calendar days after receipt of the Assistant Director's decision. The Director will conduct a reasonable investigation and notify the student of his/her decision, within fifteen (15) calendar days from receipt of the student's appeal.
6. The decision of the Director shall be final, unless additional due process is required by law.

Complaints/grievances alleging conduct that is impermissible on the basis of a legally protected category (as defined in the Notice of Nondiscrimination) will be processed under Clopton Board of Education Policy AC. Financial Aid, and WOIA, have a separate grievance procedure that is defined in the Financial Aid Handbook.

### ASSESSMENT TECHNOLOGIES INSTITUTE (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
Fundamentals of Nursing	Fundamentals of Nursing
Pharmacology	Pharmacology
Adult Medical-Surgical	Nursing of Adults
Mental Health	Mental Wellness and Illness
Maternal Newborn	Maternal Newborn Nursing
Management	Leadership and Management
Nursing Care of the Child	Nursing of Children
Critical Thinking Exit	Leadership and Management
Comprehensive Predictor	Nursing of Adults

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:

**Proficiency Level 3:** indicates that the student is expected to exceed NCLEX-PN standards in the specific content area being tested.

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

**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-proctored~~ examination ~~are strongly encouraged~~ ~~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 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
25	Level 3 on Proctored Assessment	100	1 hr. (Suggested)
25	Level 2 on Proctored Assessment	90	2 hr. (Suggested)
25	Level 1 on Proctored Assessment	82	3 hr. ( <del>Strongly Required</del> Suggested)
25	Below Level 1 on Proctored Assessment	70	4 hr. ( <del>Strongly Required</del> Suggested)

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 to earn the 25 points. Practice assessments may only be taken once every twelve (12) hours. Time begins upon completion of a practice assessment. You may take the proctored exam if the practice test has been taken, but 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.

**EXIT EXAM REQUIREMENTS**

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 an NCLEX-PN review course (~~recommendation by staff would be an ATI virtual PN NCLEX Review course~~).

**ATI Exit Exam Requirements Rubric**

ATI 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 $\geq 57.9\%$
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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 ATI Proctored Comprehensive Predictor Exit Exam #2. The highest score will be placed in the gradebook in Nursing of Adults.	Satisfied all course exit exam requirements- Student who has achieved a Level 2 may opt to take the ATI Proctored Comprehensive Predictor Exit Exam #2. The highest score will be placed in the gradebook in Nursing of Adults.	Has not satisfied course exit exam requirements. The student will be required to <del>(A) remediate 10 hours from ATI focused review and (B) will be required to</del> take ATI Proctored Comprehensive Predictor Assessment Exit Exam #2. <u>The highest score will be placed in the gradebook in Nursing of Adults.</u>  <del>ATI Comprehensive Predictor Assessment Exit Exam #2 will be the score placed in the gradebook for Nursing of Adults.</del>	Has not satisfied course exit exam requirements. The student will be required to <del>(A) remediate 20 hours from ATI focused review and (B) will be required to</del> take ATI Proctored Comprehensive Predictor Assessment Exit Exam #2. <u>The highest score will be placed in the gradebook in Nursing of Adults.</u>  <del>ATI Comprehensive Predictor Assessment Exit Exam #2 will be the score placed in the gradebook for Nursing of Adults.</del>
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## 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 fees. This insurance is sometimes called malpractice insurance.

## SCHOOL CANCELLATION AND MAKEUP REQUIREMENTS

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 Clopton and PLTC schedule for closings, early dismissals, and late starts.

The Coordinator may require PN students to make up attendance days missed as a result of school cancellations. Make-up days will be scheduled at least one week in advance, and attendance will be required.

### **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.

### **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. Students should come to clinics well-rested in order to perform the functions of his/her job safely and effectively.

### **STUDENT COUNSELING AND GUIDANCE**

PLTC offers information and assistance concerning career planning, counseling, job placement, student activities, resource assistance for students with disabilities, assistance with academic skills, and financial aid assistance for adult students.

#### **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 they 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 is on staff at Pike-Lincoln Technical Center to assist students with disabilities, and to assist instructors who have students with disabilities enrolled in their classes. Such assistance may include development of the student's vocational objectives, curriculum and equipment modification, liaison activities with outside agencies, and placement assistance.

#### **Basic Academic Skills Assistance**

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

#### **Financial Aid**

PLTC's financial aid officer is available to help adult students develop a financial aid package that meets their needs.

## Student Exiting Reports

All students will complete an exiting report/graduate profile prior to graduation or termination of enrollment. Students who receive financial aid while enrolled at PLTC will also participate in a financial aid exiting interview.

## 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. Students are encouraged to practice good health habits such as eating properly, getting enough rest, and avoiding exposure to illness.
3. Communicable Disease Policy - The PN Program shall adhere to District policies 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. Students should promptly report the following conditions to the PN Coordinator:

Condition	Response
Temperature: 100.4 degrees or above	The student shall be sent home or remain at home.
Vomiting (not due to pregnancy)	The student shall be sent home or remain at home.
Diarrhea	The student shall be sent home or remain at home.
“Strep” Throat	The student may not return to school until he/she has been on antibiotics for 24 hours; must also present a written release from a physician.
Herpes Simplex	Cover lesion with Vaseline or wear mask. Be completely free of drainage and lesion crusted if assigned to Obstetrics/Gynecology.
“Pink Eye”	The student may not return to school until he/she has been on antibiotics for 24 hours; must also present a written release from a physician.

4. No student health services are available. Report injuries to the Director’s office and complete an accident report, if appropriate.

## 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. The following procedures apply:

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.

## **PINNING CEREMONIES**

A pinning ceremony is held approximately mid-way through the program, to celebrate students who are entering the clinical phase of nursing education. A graduation ceremony is held at the completion of the program, to honor program graduates.

## **MO STATE BOARD OF NURSING LICENSING REQUIREMENTS**

Prior to graduation from an approved program of practical nursing, each student must complete a Pearson VUE application to obtain Missouri State Board of Nursing Licensure by 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.

Graduation from a PN program does not guarantee the right to take the NCLEX-PN exam. Only the Missouri State Board of Nursing can determine who can be licensed as a practical nurse.

## **STUDENT RECORDS/TRANSCRIPTS**

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. Students will complete a reference form prior to graduation. This form will be used for employment inquires. A student may review his/her student records in accordance with Clopton Board of Education Policy JO-1, “Student Records.”



A student or former student 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.

### **MISSOURI NURSE PRACTICE ACT**

The following is an excerpt from the Missouri State Board of Nursing's Nurse Practice Act. The board may refuse to issue any certificate of registration or authority permit or license required pursuant

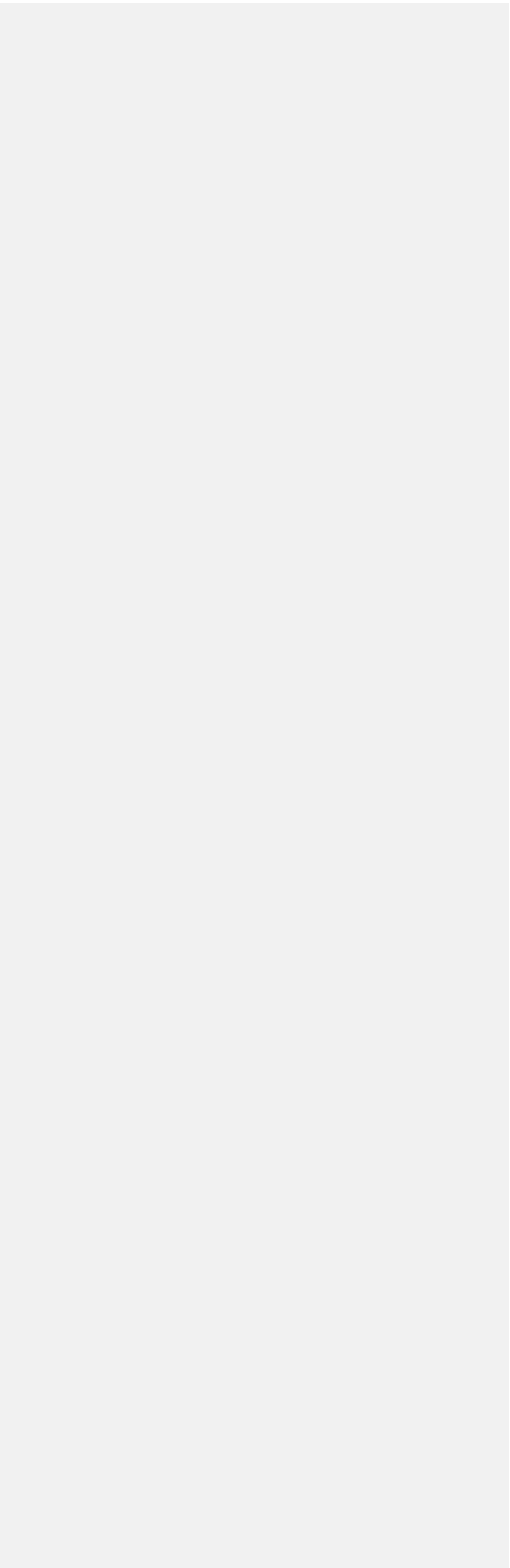
to sections 335.011 to 225.096 for one of any combination of causes stated in subsection 2 or this section. The board shall notify the applicant in writing of the reasons for the refusal and shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by Chapter 621, RSMo.

#### **335.066. Denial, revocation, or suspension of license, grounds for, civil immunity for providing information.**

1. The board may refuse to issue any certificate of registration or authority, permit or license required pursuant to sections 335.011 to 335.096 for one or any combination of causes stated in subsection 2 of this section. 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, RSMo.
2. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621, RSMo, 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, RSMo, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096;
  - 2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated pursuant to sections 335.011 to 335.096, for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;
  - 3) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096;
  - 4) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;
  - 5) Incompetency, misconduct, gross negligence, fraud, misrepresentation or dishonesty in the performance of the functions or duties of any profession licensed or regulated by sections 335.011 to 335.096;
  - 6) 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;

- 7) 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;
  - 8) 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;
  - 9) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;
  - 10) 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;
  - 11) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
  - 12) Violation of any professional trust or confidence;
  - 13) 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;
  - 14) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;
  - 15) 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.
3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621, RSMo. 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 Revised 5/2015 Page 24 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. 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.
  5. 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.

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**ACKNOWLEDGEMENT OF COUNSELING  
AND RECEIPT OF PRACTICAL NURSING HANDBOOK**

I, \_\_\_\_\_ (PRINT NAME) have received a copy of and have been counseled by the Nursing Faculty concerning the Pike-Lincoln Technical Center Practical Nursing Program Handbook. My signature and initials express my understanding and acceptance of the rules, policies, procedures and practices. By initialing and signing, I agree to adhere to the policies listed below:

\_\_\_\_\_ I have read Pike-Lincoln Technical Center's Practical Nursing Handbook and all contents.

\_\_\_\_\_ I have read and understand the Nurse Practice Act for denial, revocation or suspension of license, grounds for, civil immunity for providing information.

\_\_\_\_\_ I have read and understand the following statement regarding 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 acknowledge and understand that, in addition to the rules and standards set forth in this handbook, I must also comply with all Clopton Board of Education policies and regulations, as well as all policies and regulations of the school district in which I reside.

\_\_\_\_\_ A printed copy of the Practical Nursing Handbook was given to me.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_