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NOTE: This handbook covers general rules and academic course policies. Clinical rules and policies will be included in the Fundamentals of Nursing III syllabus.

AN OPEN LETTER TO PRACTICAL NURSING STUDENTS...

Welcome to the Nevada Regional Technical Center School of Practical Nursing. The Faculty are happy to have you with us and sincerely hope your time with us will prove to be enlightening and rewarding.

You have chosen a field of service which will demand many sacrifices on your part. You must be prepared to devote all your efforts to accomplishing the tasks before you. The faculty is ready to assist you in any way we can to ensure that this experience will be a successful one and lead to a successful future in the nursing career you have chosen.

The program is designed to provide you with a basic foundation of nursing skills and knowledge upon which further learning will be built.

The school term is structured to correlate with real-world work hours and experiences. For the next ten months, the program is to be treated as if it is your full-time job. In return, you will be held accountable to professional behavior and work-place standards. We are here not only to educate, but to promote positive employment skills.

Nursing is ever-changing. This is only the beginning of your journey into healthcare. It is up to you to embrace the education process this year and throughout your future career.

CONGRATULATIONS.....you are one of the select few who have met the high standards required for successful completion of our program. We look forward to a busy and productive year containing many milestones and achievements.

Sincerely,

Linda Douglas, MSN/Ed, RN
Full Time Director

Christy Dunlap, RN, BSN
Full Time Faculty

KA'Sandra Leer, RN, BSN
Full Time Faculty

Our programs address and phone number is:

Nevada Regional Technical Center School of Practical Nursing
2015 N. West Street
Nevada, Missouri 64772
417-448-2016 ext. 230

ACCREDITATION

The Practical Nursing Program is *fully approved* by the Missouri State Board of Nursing and is accredited by the State Department of Elementary and Secondary Education of Missouri. This program received a 6 year accreditation from Commissions of the Council on Occupational Education (COE), in February 2015. Maximum yearly enrollment is twenty-four (24) students.

HISTORY

The Practical Nursing Program was established in 1964 and financed for five years by the federal government under the Manpower Development and Training Act, and locally by the Nevada R-5 School District. In 1973 the Nevada Area Vocational-Technical School (now called the Nevada Regional Technical Center) was established and the Practical Nursing Program has been a part of the school since that time.

PROGRAM DESCRIPTION

The Practical Nursing Program consists of a ten-month course of study with clinical experiences designed to attract those persons who find satisfaction in nursing functions which are consistent with this type of preparation. No student will be admitted to the program after five days from program start date to be in compliance with Missouri State Board (MSBN) regulations. Primary clinical sites are Barton County Memorial Hospital, Bates County Memorial Hospital, Nevada Regional Medical Center, and other area healthcare providers to meet program objectives.

Before completion of the program, the graduate will be eligible to submit an application for the National Council Licensure Examination for Practical Nursing called the NCLEX-PN. Successful completion of the program **does not guarantee** eligibility to take the licensure exam. Application requirements for the NCLEX-PN include: application fees, two forms of personal identification, criminal background check by the FBI, final record transcript from the PN director, and official application to write the NCLEX-PN.

PRACTICAL NURSING PHILOSOPHY

The Practical Nursing Program of Nevada Regional Technical Center believes that the education of the practical nurse should be consistent with the principles of career education and the requirements of the Missouri State Board of Nursing.

Nursing is:

- assisting in the prevention of illness and maintenance of wellness
- giving of direct assistance to the person whose personal health limits his/her ability to provide that care alone and unassisted
- the guiding of an individual to function at the highest possible level on the health continuum
- experiencing the total structure of planned learning opportunities designed to enable the student to attain the objectives of the program.
- functioning in accordance with state law as an integral part of the health care team under the supervision of the registered nurse, advanced practice nurse, physician's assistant or physician in caring for the patient whose condition is relatively stable and assisting those providers in more complex situations.

Education is a continuing process. Technical education for practical nurses has the goals of:

- preparation of the individual for a field of work
- offering opportunity for socio-economic & personal progress for the individual

As a result, community industry is provided with a well-trained work force and the wellness of the community is enhanced.

PRACTICAL NURSING MISSION

The Nevada Regional Technical Center School of Practical Nursing believes in students experiencing skills in order to have more compassion towards the patients' and families experience. Therefore, education is a means of gaining knowledge, skills and attitudes which encourage continued discovery throughout life.

Reviewed: 2011
Reviewed & Revised: Fall Advisory 2016

PROGRAM GOALS & OBJECTIVES

PROGRAM COMPETENCIES:

1. Train individuals to provide total patient care in stable & relatively uncomplicated nursing situations with a minimum of supervision.
2. Instruct students in the use of the nursing processes of assessment, planning, implementation & evaluation to solve problems in patient care.
3. Develop in students a sense of professional behavior, including ethical & legal responsibilities & administrative lines of communication in the workplace.
4. Educate each student on maintaining one's own health in order to serve as a role model for family, community & patient populations.
5. Provide a listing of skill competencies that students will strive to master during the educational process.
6. Determine those competencies that are required in performing the practical nursing role and assure that every graduate master those competencies.
7. Assure all required functional abilities for practical nursing are addressed in the competency requirements for graduation.
8. Provide employers in the area with graduates who can function at the beginning level of medication administration & intravenous therapy administration.
9. Provide opportunities to develop leadership skills in the graduates of the nursing program.
10. Instill in graduates the realization that education is a life-long process.

GRADUATE COMPETENCIES:

1. Pass all nursing courses with an 80% minimum grade.
2. Complete the program with 95% attendance or higher.
3. Display professional behaviors in the clinical setting through neat appearance, emotional maturity, dependability and honesty.
4. Communicate effectively with patients, families, instructors, and other members of the health care team.
5. Utilize critical thinking skills to plan and provide safe patient care within the scope of the entry-level practical nurse.

6. Evaluate nursing care by monitoring, observing, and questioning effectiveness of interventions utilized.
7. Complete a resume & participate in at least one job interview training session.
8. Be placed in employment within one month of graduation.
9. Be accepted to test for licensure.
10. Apply knowledge and skills for successful licensure as a practical nurse.

Reviewed: Fall Advisory 2014

PROGRAM REQUIREMENTS

ADMISSION

1. High School Diploma or equivalency
2. Eighteen (18) years of age or older
3. Physical and mental health as evidenced by a physical examination before admission to class
4. TEAS pre-entrance exam with minimum individual composite score of 58.7%
5. Good moral character as evidenced by reference
6. Clear criminal background check
7. Clear drug screen
8. Adequate finances
9. Reliable transportation

GRADUATION

1. Maintain attendance at 95% or higher
2. Maintain 80% or higher grade in all courses
3. Master 90% of established competencies & adequately perform all required competencies
4. Perform all functional abilities required for practical nursing
5. Pass the math proficiency exam with a 90% or higher grade
6. Pass Intravenous Therapy Final Exam with a 85% to meet MO State Board (MSBN) requirements
7. Completion of all components of a virtual or live NCLEX review within product specification

Reviewed by lkd: 06/05/2017

FACULTY ROSTER

Dr. Phillip Witt.....	Technical Education Director
Tammy Hendren	Counselor
Janet Mather	Financial Aid Administrator
Linda Douglas, MSN/Ed, RN.....	Full Time Program Director University of Phoenix
KA'Sandra Leer, BSN RN.....	Full Time Faculty Pittsburg State University
Christy Dunlap, BSN RN	Full Time Faculty University of Louisiana

STUDENT SERVICES

FINANCIAL AID:

SEE FINANCIAL AID HANDBOOK. A strong commitment to assist post-high school students is evident in our offering of the many different financial resources. NRTC is approved for the Pell Grant, Federal Direct Loan, Vocational Rehabilitation, Workforce Development, GI Bill, and the NAFTA Program. Students are encouraged to contact the Financial Aid Administrator for assistance in applying for financial aid. This office is located at the Bowman Building, 2015 N. West Street 2nd floor Room 209, Phone number 417-448-2016 ext. 221. If a student receives financial aid the student has an obligation to take care of paper work before the student decides to drop or exit the school related to grades/ absences/personal reasons/graduation/etc. The student must have all financial obligations returned to the financial aid officer and the PN Program director before the student can receive his/her diploma.

COUNSELING AND GUIDANCE:

Individual guidance conferences will be held periodically concerning classroom and clinical experiences. The faculty and school counselor are available to assist the student during the school year. Conferences with the counselor may be scheduled through the Practical Nursing Director.

JOB PLACEMENT:

The Tech Center counselor is available to help with career opportunities if needed.

MEALS:

Lunch times are scheduled and are at the students' own expense. Students may bring lunches to school or students may leave the building during the 30-minute lunch break.

STUDENT HEALTH and ILLNESS:

The school district, nor the health care facilities to which students are assigned, provide health services or pay for health care services of students. In the event of illness or accidents during class or clinical hours, neither the school nor clinical site will assume responsibility. It is recommended that all students carry personal health insurance.

Illness/Injury Procedure

In the event a student should become ill or sustain an injury while attending the program, the following procedure is enacted:

- a. The student shall make the determination of going home, having a family member notified of the illness/injury, or of being transported by ambulance to the nearest acute-care setting with the cost being assumed by the student.
2. In the event that an illness/injury renders the student unconscious or incapable of decision-making, the director or faculty will determine the advisability of ambulance transport to the nearest acute-care setting at the student's expense.
3. Students must be capable of participating fully in all classroom and clinical activities and perform the required functions inherent in the role of the practical nurse.

4. First Aid supplies are available in the PN Director's office and the classroom. An Epi-pen is available in room 209. The Epi-pen is updated per Nevada R-V Health Services Coordinator.

Automatic Illness Absence

1. Students will automatically be sent home or should not report to school or clinical if:
 - i. Body temperature is 100 degrees F or above
 - ii. Vomiting, unless pregnant
 - iii. Diarrhea with fever 100 degrees F or above
 - iv. Strep throat: must be on antibiotics for 24 hours and obtain written release from qualified health care provider. Written release must be given to PN Director or designee before returning to class.
 - v. Pink Eye: must be on antibiotics for 24 hours and obtain written release from qualified health care provider that must be given to PN Director or designee before returning to class
 - vi. Herpes Simplex: student must cover lesions with Vaseline or wear mask and must be completely free of drainage with lesion crusted.
 - vii. Rashes: will be assessed to rule out scabies, streptococcus infections, chickenpox, or other potential infectious processes.
 - viii. Productive cough: consult with faculty as to appropriate clinical assignment.

Illness Release

If student is sick 3 consecutive days due to illness, a health care provider release (or appropriate substantiation) must be turned into PN Director or designee before readmission into classroom or clinical arena.

Pregnancy

Students who need accommodations for pregnancy or pregnancy-related conditions can make a request through the PN Director for assistance.

PROFESSIONAL LIABILITY INSURANCE:

Students are advised they may be held personally responsible for acts of negligence while in the clinical setting and judgment may be made against them in a court of law. Therefore, it is a requirement of this program that each student be covered by professional liability insurance before reporting for clinical experience. Liability insurance is arranged by the Practical Nursing Program, with the vendor being at the school's discretion. Any additional professional liability insurance is up to each student's individual preference and expense.

STUDENT ORGANIZATION:

The Student Nurse Association of the Practical Nursing Program meets during the school year. (See by-laws of the organization at the end of the student handbook). All students are required to participate actively in the organization. Each student also joins the Missouri State Association of LPNs as a student member. Students are required to attend an organization conference as scheduled within the program. Each class will determine

the monthly dues for the organization. All students will be required to have **all** dues paid in full before a diploma will be issued.

LIBRARY USAGE:

Resources are available in room 204. Books and magazines may be checked out of the library with permission of the Practical Nursing Director. No book or magazine may be checked out for more than five (5) calendar days at a time. Any student checking out a reference becomes responsible for replacing the item at today's cost if it is lost or damaged. A fine of 25 cents/day may be assessed for any overdue reference. Diplomas and transcripts will not be issued to any student who has not accounted for all of his/her library books or magazines. No food or drinks are allowed in the library.

The Cottey College Library is available for students. This is a great service, so please be respectful to the facility. To access the Cottey Library, you will need your school name badge. The Nevada Public Library resources are available free of charge, however those not living in the city of Nevada will need to purchase a library card in order to check out items.

COMPUTER LAB Room 207:

All students who use the computers will adhere to the Nevada R-5 Acceptable Use policy. The use of computers and computer services is a privilege and may be revoked by faculty and/or district administrators at any time for abusive conduct. Such conduct would include, but is not limited to the placing of unlawful information on or through the computer system, and the use of obscene, abusive, or otherwise objectionable language or images in either public or private files or messages, to include any materials posted on the R-5 District website and anything that would be considered cyberbullying. Tampering with computer data or theft of computer data may be considered a Class A Misdemeanor or Class D Felony and be prosecuted as such.

Computer usage will be limited to the purpose of classroom assignments only. Students are not to download any items onto hard-drives. The school computers are not to be used to access personal e-mail accounts unless directed by instructor. Students will be assigned a user name and password. Students are asked to log off and turn off monitor screens when leaving the computer lab. No streaming of music or video, other than assigned, is allowed during computer use. **NO FOOD OR DRINKS WILL BE ALLOWED IN THE COMPUTER AREA LAB.**

PERSONAL COMPUTER:

Students may bring personal laptop/tablet to school. Students may use it in the classroom only for note taking. All tablets must be in airplane mode. If student is found on any other site during class time, the laptop/tablet will be banned from the classroom for remainder of school term. If keyboard is too noisy and distracting may be asked not to use.

CLASSROOM/SKILLS LAB Room 204:

This room is divided between the student classroom and arts lab. Classroom section is where students attend discussion and theory based activities. Skills lab is where students practice and demonstrate professional nursing skills and techniques.

STUDENT LOUNGE Room 205:

The lounge will be kept neat and clean at all times. Lockers will be assigned. Nursing students will keep their personal belongings in this area. Also purses/cell phones, etc. should be kept in lockers. Cellphones are to be off or in silent mode during classroom time. **REMEMBER**, the lounge is a privilege and can be taken away if it is unkempt. PN Director has a master key to all lockers.

PHOTOCOPY/ PRINTER USAGE:

Students are not allowed in faculty workroom on the 1st floor. Students may obtain copies through PN faculty if deemed necessary and pertinent to class assignment; faculty may limit number of copies allowed. When using PN computer lab, it is preferable that the student cut & paste information into a word file first before printing internet articles to avoid abuse of this free privilege. **DO NOT** print photos, graphics, or PowerPoint slides as this overwhelms the printer and slows processing.

CNA CERTIFICATION:

PN students who successfully complete Fundamentals I and Fundamentals II with a 'B' or better may challenge the Certified Nurse Assistant (CNA) State Exam. See PN Director for details.

PHONE AVAILABILITY:

No classroom or office phones are to be utilized by students for personal phone calls. Students' families may contact students in emergency situations by calling the Bowman Building staff as listed below:

Mrs. Douglas, PN Director: 417-448-2016 ext. 230

Mrs. Mather, Secretary/Financial Aid: 417-448-2016 ext. 221

Mrs. Leer, Faculty: 417-448-2016 ext. 253

Mrs. Dunlap, Faculty: 417-488-2016 ext. 262

Please instruct family to leave a message if not answered or try another extension. Have the caller relay that the message is of an urgent nature. Otherwise, a message will be left for the student to receive during break. Student messages are posted on the *Memorandum* board located at the entrance of the classroom. Students should check this area as they leave for breaks.

STUDENT RIGHTS

WITHDRAWAL:

A student whom withdraws from school, for any reason, must officially withdraw in writing to the Director of the nursing program. **Failure to attend class does not constitute a withdrawal.**

For readmission, each case will be handled individually and be dependent on reason for withdrawal/termination. A written request for readmission must be given to the PN Director within 1 month of leaving the program; request may need to be submitted than 1 month depending on date of next class selection. A decision for readmission will be

made by the PN Director, faculty, and Technical Center Director. Some students may be allowed direct readmission while others may be required to reapply. No guarantee of class space availability will be made.

DISMISSAL:

A student may be dismissed from the nursing program for the following reasons. This is not an all-inclusive list:

- Inability to perform the functional abilities of nursing
- Exhibits lack of aptitude for nursing without improvement after a period of probation
- Violation of patient confidentiality
- Misconduct: professional, verbal, and physical behaviors
- Excessive absences (See Attendance Section)
- Poor academic or clinical performance (See Grades Section)
- Violation of the Nevada R-5 School Drug and Alcohol Policy (See Drug & Alcohol Policy)
- Placement on Department of Health & Senior Services employee disqualification list before or after admission to the program.
- Conviction of a Class A or B felony before or after admission. **(Student must keep the PN Director informed of any pending legal charges or potential employment abuse situations during the program year.)**

Students will be given written notice of reason for dismissal. If the student does not agree with a termination decision, the Appeals-Grievance Procedure may be implemented.

TRANSFERRING STUDENT FROM ANOTHER PRACTICAL NURSING PROGRAM:

Students requesting advanced placement shall submit the request in writing for credit of previously completed nursing courses at another institution. Student must apply for the next available school term from their drop date. The student will submit official transcripts, letter of reference from previous nursing school director, and mastered competency list as available. Each request will be considered individually and the student must fulfill the same requirements for graduation as all other students in this practical nursing program. The curriculum must be comparable to this school's curriculum. Course objectives and syllabi may be requested. Transfer students may be required to take tests and complete the admissions process necessary to meet the requirements of the program. This includes the criminal background check, employee disqualification list and a drug screen. Final decisions regarding acceptance rests with the PN director, faculty, and the technical center director.

TRANSFERRING WITHIN THE INSTITUTION:

Being the only adult program within this institution there is no transferring of students within this facility.

ADVANCED PLACEMENT FOR STUDENT WITH PREVIOUS COLLEGE LEVEL COURSES:

Students accepted into the nursing program may receive credit for successful completion of an Anatomy & Physiology course from an accredited college or university. The course must have been completed within the past three (3) years. If a student is given advanced placement in Anatomy & Physiology, that student must also have taken a college level medical terminology course or complete self-study assignments related to medical terminology. The student must submit official transcript, course objectives and grading scale. Curriculum and grading scale must be comparable to the NRTC Practical Nursing Program. Student will be required to pass exams with a 90% or higher to prove mastery of curriculum. Advanced Placement determination must be made at least one (1) week before the start of the practical nursing program school year. Final decision regarding advanced placement rests with the PN Director. If a student receives advanced placement in Anatomy & Physiology and later drops from the nursing school curriculum, the student must retake Anatomy & Physiology as part of the nursing school curriculum, if requesting to reenter at a later date.

REFUND POLICY:

See Financial Aid Policies & Procedures Handbook for Adult Students.

CONFIDENTIALITY OF STUDENT RECORDS:

Nevada Regional Technical Center assures the confidentiality of students' educational records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. Information that can be released to the public on any student is name and program, dates of attendance, certificate earned, awards received, and local and permanent address and telephone number. Information is not released to parents or employers without written consent. Period of enrollment, financial records, academic, and educational progress are components of the student file. All personal records will be maintained by the PN Director for five (5) years and then destroyed. Transcripts will be maintained indefinitely in a secure area of which the PN Director of this program will have supervision.

DRUG & ALCOHOL POLICY

This policy addresses ALCOHOL, DRUGS or NARCOTICS or any substances represented to be controlled or alcoholic. For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined under schedules I, II, III, IV, or V in Section 202 (c) of the Controlled Substances Act.

R5 District Policy states:

The use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances or in possession of any illicit drugs or drug paraphernalia on any district property, or off district property at any district-sponsored event, where students are under the jurisdiction of the school district, is prohibited and will not be tolerated.

Students in violation of this policy may be dismissed from the nursing program and are not eligible for readmission without documentation of rehabilitation.

APPEALS/GRIEVANCE PROCEDURE

After admission, any student who does not agree with a decision of the faculty will need to follow the appeals procedure: Working days are defined as school calendar days for the R-5 District. The appeals procedure is as follows:

1. In the event that a student believes there is a basis for a grievance, it should be discussed with the person(s) involved.
2. If the complaint is not promptly resolved, the student may present a formal, written complaint to the PN Director within five (5) working days of the incident. This written statement will include the date of filing, date(s) and nature of the complaint, name of the person(s) involved, a summary of the action taken during the informal complaint, and reasons why appeal should be considered.
3. Within five (5) working days after receipt of the written complaint, the PN Director shall state a decision in writing. Copies will be distributed as follows: one to the student and one to the instructor/person involved.
4. If the grievance still exists, the student shall request an interview with the technical center director within five (5) working days of receipt of the PN Director's decision. A copy of the written complaint and PN Director's decision will be sent to the technical center director.
5. If the grievance still exists after receiving the decision of the technical center director, a meeting may be requested with the superintendent of the Nevada R-5 schools within five (5) working days.
6. If the student is not satisfied with the superintendent's reply, the grievance may be presented to the board of education for final determination within thirty (30) days of the meeting with the superintendent.
7. If the student is not satisfied, the judicial system remains as a final method of appeal.
8. A student appealing a decision will remain in class until a final decision is made, but this does not guarantee graduation from the Practical Nursing Program. Progression to the next course will occur until final decision is rendered but if decision is not in favor of the students, course grades completed after the filing of the appeal will not be recorded; this is in accordance with the MSBN progression policy.
9. All complaint information will be kept in the PN Director's file.

Students wishing to address a grievance, complaint or seek guidance concerning their grievance may at any time contact the Commission on the Council Occupational Education at 7840 Roswell Road, Building 300, and Suite 325 Atlanta, Georgia 30350. Phone number: 800-917-2081, Fax #770-396-3790 or www.council.org

NOTICE OF NON-DISCRIMINATION

Applicants for admission or employment, students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with Nevada R-V School District are hereby notified that the school district does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning Nevada R-V School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1965 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), is directed to the Compliance Coordinator below, who has been designated by our school District to coordinate our School District's efforts to comply with the laws and regulations implementing Title VI, Title IX, the Age Discrimination Act, Section 504, and Title II of the ADA. In addition, any inquiries concerning our School District's Compliance with the employment provisions of Title VII of the Civil Rights Act of 1964 or religious discrimination issues may also be directed to the Compliance Coordinator below.

Our School District has established grievance procedures for person unable to resolve problems arising under the statutes above. The Compliance Coordinator for the applicable law, whose position is listed below, will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under Title VI, Title IX, the Age Discrimination Act, Section 504. Or Title II of the ADA may contact the Office for Civil Rights, Region VII, and 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816) 268-0550.

Compliance Coordinator for Laws listed in the Notice: For Title VI, Title IX, Age Discrimination Act problems or grievance contact: Jodie McNeley, Assistant Superintendent, Nevada R-5 School District, 811 W. Hickory, Nevada, MO 64772; 417-448-2000. For Title II of the ADA or Section 504 problems or grievance contact the Special Services Director at Nevada R-5 School District, 800 W. Hickory, Nevada, MO 64772; 417-448-2012.

STUDENT RESPONSIBILITIES

NEVADA R-5 SCHOOL REGULATIONS AND POLICIES:

This school is conducted by the Nevada R-5 Public School District and is subject to the policies of the board. It is financed to a large extent from funds received from the Vocational Division, State Department of Education, and the Nevada R-5 School District, and is subject to their regulations.

PARKING:

Parking facilities are located west of the Bowman Building. Please do not park under the canopy. Students may park anywhere on the lot except the first two rows. When entering or leaving the parking area, a 15 mile per hour speed limit is enforced. Remember there are other NRTC classes in the building. Also remember this is a school, so no loud engines or squealing of tires when entering/exiting the parking lot.

CLEANING DUTIES:

A monitor system has been established in order to keep the classroom, lab, lounge, and computer area neat and clean. Students will be assigned duties. Students will be responsible for seeing the desks are clean and properly aligned, dry erase boards are clean, all trash is in the receptacles, the refrigerator and microwave area is clean, the coffee pot is turned off, window blinds are closed, and all areas are tidy at the end of each school day.

SMOKING:

Nevada R-5 School District is designated as a *smoke-free* school. Smoking or smokeless tobacco products nor e-cigarettes are allowed in the Bowman Building. Smoking is confined to inside personal vehicles only.

CELL PHONE USE:

Students are not allowed to have cell phones in the classroom, computer lab, or skills lab unless given permission of an instructor. Cell phones will be kept in student lockers on silent or turned off. If a student has phone in classroom, skills lab, or computer lab the following actions will be taken:

- 1st offense: A verbal warning will be issued.
- 2nd offense: Student will be dismissed from the remainder of current class, and a written disciplinary action will be issued. Absence hours will accumulate for time missed.
- 3rd offense: Student will be dismissed from school for the remainder of the day. Absence hours will accumulate for time missed.
- 4th offense: May be dismissed from the nursing program.

DRUG SCREENINGS/BACKGROUND CHECK:

A background check will be performed at the student's expense before admission and must be free of A and B type felonies for admission to this nursing program.

A drug screen will be performed at the student's expense at an undesignated time. Results must be negative or justified by the Medical Review Officer (MRO). Student will be dismissed from the nursing program if results or MRO indicate illegal usage. Readmission to the nursing program is possible only after documented rehabilitation has occurred.

The use of drugs or alcohol on school property or during school or clinical hours is prohibited. This includes school sponsored events. See Drug and Alcohol policy. Drug testing may be done with reasonable suspicion by any faculty member or affiliated clinical site. Students may be dismissed if in violation of the policy.

During the school term, if the student has pending legal issues related to drug/alcohol use, the student must notify the PN Director. Some pending circumstances may limit the student's ability to take the NCLEX-PN examination.

MATERIALS AND RECORDS:

Classroom furniture and other fixtures are to be treated with respect. Any disfigured or broken materials will be replaced at student expense prior to graduation. The cost will be determined by the director of the technical center.

FOOD & DRINK:

Only drinks with secured lid are allowed in the classroom. Other food items must be approved by the instructor. No food or drink in computer, library or skills lab at any time.

ATTENDANCE REQUIREMENTS:

Graduates of the Practical Nursing Program will have a 95% attendance rate or higher. The following regulations will apply:

1. Students missing 20% of an individual course hours and/or 60 total program hours will be given written notice of placement on attendance probation. Failure to receive this written notice does not nullify the automatic probation period. Students missing 33% of an individual course hours or 95% of total program hours will be given written notice of termination.
2. If student is absent 3 consecutive days due to illness, see the Student Health/Illness policy.
3. If absence of 3 consecutive days is for reasons other than illness, appropriate substantiation for absence must be negotiated with PN director prior to return to classes.
4. Jury duty, court subpoena, or active military duty will not be counted in figuring course or total program hours missed but may need to be made-up to meet the 95% attendance requirement. Absence due to extended military deployment will be reviewed on an individual basis to determine completion criteria. Substantiating documents will be required to verify absence.
5. Absences will be recorded in intervals of 15 minute increments according to classroom clock arrival time. Student is **required to call** if not attending class. Call PN Director's office 417-448-2016 ext. 230; if no answer leave a message. Texts or emails are not an acceptable method for reporting absences. The student must report all absences personally with the exception of a medical emergency. In a medical emergency, a student representative may inform the PN Director
6. Student will fill out an absence form for time missed for any reason.
7. NO CALL or NO SHOW for longer than one (1) hour will result in written warning for first incident, attendance probation for 2nd incident, and dismissal from the program on 3rd incident.

PLAGIARISM:

The PN program's definition of plagiarism is "to steal and pass-off as one's own (the ideas or words of another); to present as one's own idea or product derived from an existing source." This practice will not be tolerated in this nursing program. References will be provided with any assignment that requires research, or as requested by your instructor. Infractions for plagiarism will result in:

- 1st offense: verbal warning
- 2nd offense: written warning
- 3rd offense: dismissal from this nursing program without readmission privileges

CHEATING:

The PN program's definition of cheating is "lying, defrauding, and deceiving." This practice will not be tolerated. If cheating occurs the student will be given a zero for assignment/test and if this occurrence presents itself again, the student will be dismissed from the program.

INCLEMENT WEATHER:

Whenever the R-5 School district closes due to weather conditions, the PN Program will close as well. Students may listen to 97.5 FM. The Remind App and a calling-tree will be used for notification. Do not call the instructors as this delays implementation of notification.

ADDITIONAL ACTIVITIES

Students are **required** to attend the following activities which occur outside of program hours:

1. Nursing convention which may involve overnight stays.
2. Nevada sport's physicals.

GRADES

A satisfactory grade of 80% or above is required in all courses for continuance in the program.

Exceptions:

- MO State Board of Nursing requires that each student pass the IV Therapy Exam with 85.0% or higher
- Math Proficiency Exam with 90.0% or higher

The following grade scale will apply to all classes and students:

94.0-100%	= A
88.0-93.9%	= B
87.9-80.0%	= C
79.9-70%	= D (non- passing)
Below 69.9% and below	= F (non- passing)

Criteria for passing each course is a cumulative course grade of 80.0% or higher AND an end-of-course exam average of 80.0% or higher. If a course is failed, the student may remain in concurrent course(s) if currently passing the course(s) and more than 80% of course(s) has been completed. All grades will be considered final after being posted for 2 weeks.

ABSENCE ASSIGNMENTS:

Any assignment(s) missed due to an absence will be made up on the first day of the student's return to class. The student will be expected to make arrangements with the appropriate instructor(s) related to any missed assignments. This must be done before lunch time the first day of return to class. The student needs to be prepared to stay after school if necessary.

The following reductions will occur:

- 25% after the 1st calendar day,
- 50% after the 2nd calendar day,
- 75% after the 3rd calendar day, and
- 100% after the 4th calendar day and thereafter.

All work is required to be completed as per assignment guidelines in order to pass a course regardless if a grade is awarded.

Reductions for late assignment(s) due to absence(s) will not start occurring until student returns to school.

LATE WORK not related to an absence:

All assignments not handed in on the date and time due must be handed directly to an instructor to document receipt of time. Late assignments will accrue the following reductions:

- 5% within 1 hour
- 10% within two hours
- 15% within three hours
- 20% within four hours
- 25% within 8 hours
- 50% within 24 hours
- 0% after 24 hours

All work will need to be completed as per assignment guidelines in order to pass the course.

WEIGHTED GRADES

All classes will be using a weighted grading scale according to the individual course syllabus.

EXAM RULES

All unit assignments and focused enrichment is required to be submitted prior to testing. If assignments are not complete, the student is not eligible to test and late testing rules will apply.

No electronic devices, watches, costume jewelry, coats/jackets, hats/hoods, scarves, gloves, candy, tissues, lip balm, etc. will be allowed in the testing area. Instructor will provide pencil and paper for use during exams; paper and pencil must be turned in to instructor before leaving the exam area. If the student leaves the room prior to finishing an exam, unsupervised by an instructor, the exam will be forfeited. There will be no talking after the instructor begins instructions. If there is suspicion of cheating during the test, faculty will remove the test/close the computer test and the exam will be forfeited.

Any exam taken after the scheduled time will automatically receive a 5% reduction. Any course final exam taken after the scheduled time will automatically receive a 10% reduction. Early testing is at discretion of instructors.

Only one take-home or open-book exam will be allowed to average into the weighted exam category per course. Any additional alternative test will be weighted in the homework category.

Grades will be posted within 1 week of all students completing the exam. No questions concerning exams will be answered until the test grades are posted.

ENRICHMENT

Enrichment is a scheduled time for educational purposes. The main objective of enrichment is to assist the student in achieving and maintaining passing grades. Students whom have an exam average of 82% or higher in all courses will use this time to complete homework, group assignments, tutoring, ATI, practice skills, read, or study independently. If an exam score was 80% or below, the student will use this time to review and correct missed exam items and provide rationale(s) and page numbers for the correct answer. Students whom have an exam average less than 82% in any course will be required to participate in Focused Enrichment.

Focused Enrichment assignments will be instructor led, and will vary dependent on student needs. During Focused Enrichment students not meeting the 82% test average benchmark may be required to complete additional assignments, participate in a study group, or evaluate study skills, etc. Any focused enrichment task given to a student *must* be completed by the given deadline for the student to be eligible to sit for the next course exam. It is the student's responsibility to communicate with the appropriate instructor(s) about focused enrichment requirements.

ACADEMIC ADVISEMENT

In an attempt to reduce student attrition rates and improve course grades, student will be assigned an academic advisor. Each advisor will be responsible for providing support to the student through-out the program which may include but is not limited to: tutoring, remediation, goal setting, time management, and post-graduation planning.

The student will be responsible for scheduling the meeting time with their advisor during the assigned time frame. The meeting will document the student's current progress/past performance, long term and short term academic goals, study habits, and any concerns of the student or advisor.

At a minimum, all students will meet with their academic advisor in October and March. Students are encouraged to seek out advisor at any time throughout the program length.

ASSESSMENT TECHNOLOGY INSTITUTE (ATI)

ATI, an e-learning system, is used in this program to prepare students for the NCLEX-PN. The

ATI package includes:

- online tutorials
- online practice testing
- online proctored testing
- video case studies
- Skills modules for pharmacology, dosage calculation, medical-surgical nursing, and fundamental skills
- NCLEX Review Product
 - Completion of the ATI virtual or live NCLEX review within the specification of the product is a graduation requirement. Transcripts will not be released until ATI completed according to product specifications.

Proctored Assessments Include:

- Critical Thinking (entrance & exit)
- Fundamentals
- Pharmacology
- Nursing Care of Children
- Mental Health
- Maternal Newborn
- Management
- Adult Medical Surgical
- Comprehensive Predictor
- Custom-built exams at instructor discretion

For courses in which an ATI proctored assessment is assigned, the assessment will be worth 5% of the course grade. ATI assessments are scored in proficiency levels: below level 1, level 1, level 2, and level 3. Proctored Assessment scores will be applied as follows:

- Below Level 1: 75/100pts
- Level 1: 80/100pts
- Level 2: 100/100pts
- Level 3: 105/100pts (bonus points may only be earned on the **1st attempt**)

If the student scores Level 2 or 3 this will be entered into the grade book of the respective course.

If the student scores Level 1 or below he/she will be required to complete a focused review assignment and take a second proctored assessment with the ability to earn a 5 point increase for each level increased; i.e. if the student scores below Level 1 on the first attempt the student will receive 75 points in the grade book then on the second attempt if a Level 2 is earned, the student will receive 85 points (10 points for achieving 2 Levels higher than original score).

There will be a grade incentive to achieve a higher score on the second attempt; however there is not an opportunity to earn full points on the second attempt; 100% or bonus points are only for those that meet the benchmark on the first attempt.

If student takes 2nd proctored attempt and still does not earn a Level 2 score, the student will be required to complete a remediation assignment that is considered homework that must be submitted to earn course completion.

For each course in which an ATI proctored assessment is required the ATI e-learning system will be implemented as follows:

- Step 1: Practice Assessment A followed by a minimum of 1 hour of Focused Review *with* an active learning template or 3 critical points (per faculty instruction)
- Step 2: Practice Assessment B followed by a minimum of 1 hour of Focused Review *with* an active learning template or 3 critical points (per faculty instruction)
- Step 3: Proctored Assessment (5% of course grade)
- Step 4: Remediation of Proctored Assessment
 - Below Level 1: Minimum of 3 hours of online Focused Review *with* an active learning template or 3 critical points (per faculty instruction)
 - Level 1: Minimum of 2 hours of online Focused Review *with* an active learning template or 3 critical points (per faculty instruction)
 - Level 2: Remediation Minimum of 1 hour online Focused Review *with* an active learning template or 3 critical points (per faculty instruction)
 - Level 3: No Remediation Required

ATI BINDERS

A 1½ inch 3 ring binder will be utilized for ATI transcripts, focused review, active learning templates, and skills module logs. The student will be expected to maintain this folder with appropriate documents per directions of course instructor.

PORTFOLIO

Portfolios are bound leather folders containing a letter of recommendation from the director of the Practical Nursing Program, a copy of the student's competency skills mastered during clinical, and a place to put any award certificates the student has earned. To earn a portfolio, the following criteria is taken into consideration:

1. Professionalism
2. Attitude
3. Overall academic grade
4. Clinical performances
5. Attendance

DRESS CODE

Acceptable dress at school should mirror dress at a place of employment. Modesty should be the norm. The following guidelines for acceptable dress should be followed:

- The bottom of the shirt must meet the waistline of the pant/skirt/short. Tube tops, halter tops, tank tops and spaghetti straps are prohibited. Other garments that have excessively wide or low cut openings, are excessively tight and/or are immodest in nature while standing, sitting or walking should not be worn, this applies to males and females. Midriffs, cleavage and backside should be covered always.
- Clothing that promotes the use of drugs, alcohol, tobacco, could have hidden meanings or contains other subjects offensive to community standards will not be permitted.
- Clothing with abusive or suggestive language or symbolism, or reflecting gang affiliations (including the wearing of bandanas, and chains) will not be permitted. This includes symbols, flags, or other items that are insensitive or offensive to a specific group of people or offensive to community standards i.e., Confederate flags, Swastikas, etc.
- When standing upright with arms at your side, shorts or skirts must reach your mid-thigh.
- Jeans that sag below the waistline, or excessively tight garments are considered inappropriate for a school setting. Leggings, jeggings, yoga type pants (if worn) should have proper attire over them to meet the dress code expectations (mid-thigh rule). Undergarments must not be visible at any time while standing, sitting, or walking. • Footwear will be worn always.
- Hats, head coverings, caps, or sunglasses will be put in lockers or left in vehicles. They are not permitted to be worn in the building.
- Pajama bottoms or tops, and slippers are not acceptable dress.

COURSE DESCRIPTIONS

Math Boot Camp	This class is to assess current knowledge of simple multiplication, division, fractions, decimals, and percentages. Rounding rules will be discussed. After this class students will be ready to learn medical math	Included in Pharmacology course
Orientation	Will review Practical Nursing Handbook, cover emergency procedures, & provide for building tour	7.5
Anatomy & Physiology	This course is designed to furnish the beginning student with a basic understanding of how the parts of the body are structured & how they perform the complex functions necessary to maintain life. Vocabulary & spelling are stressed. This course provides the basis for other nursing courses.	101.5
Personal & Vocational Concepts I	Concepts emphasized are those relating to stress, time management, study skills, nursing history, nursing process, personal & social wellness, therapeutic communications, cultural & spiritual differences	52.0
Personal & Vocational Concepts II	This course will cover legal & ethical decision-making, leadership & management styles, delegation, quality assurance, resume writing and job interviewing skills.	28
Fundamentals in Nursing I	Begins with an introduction of skills & concepts that allows performance of basic patient care. Included are theories of wellness, physical & emotional support of patients, safety issues, medical vocabulary, growth & development principles, and skill check-offs.	90.0
Fundamentals in Nursing II & IV Therapy	Upon successful completion of Fundamentals I, more complex nursing skills are taught & demonstrated. Skill competency, CPR, time management, scenarios, therapeutic relationships, and direct patient care are performed in a patient care setting with direct supervision. The IV therapies major emphasis to prepare the LPN to participate in IV fluid therapy. Certification is included. Student must pass IV therapy final examination with an 85% or better in order to graduate from the PN program as required by MO rule 4 CSR 200-3.100.	152.0
Fundamentals in Nursing III	Continuing the progression from most basic to most complex, this course extends into the realm of clinical nursing practice. Previously learned skills, care maps, and problem-solving methods are transferred to patient care in a variety of clinical settings and under direct supervision. Leadership skills are enhanced by using the knowledge gained and the supervision of preceptors and instructors. Students participate in scheduled activities such as preschool screening, case study, simulation scenarios, athletic physicals, and GM5K with the Middle School Girl Empowerment Club. Prerequisite is successful completion of Fundamentals of Nursing I, II, and III.	313.5
Medical/Surgical Nursing I & II	Instruction involves scientific principles associated with illness, effects on body systems & current trends in patient care. Course will include both nutritional and pharmacological aspects that apply to each disease/disorder.	MS 1 = 116.5 MS 2 = <u>268.5</u> 385.0

Pharmacology & Math for Meds	This course will cover principles of drug actions and interactions, the nursing process as it related to pharmacology, patient education and health promotion, math review and medication calculations, principles of medication administration and an introduction to drug classifications. Students must pass a Math for Meds final with a 90% or above to remain in this nursing program. Course also includes a Math Boot camp held prior to classes starting	88.5
Maternity Nursing	This course is designed to provide students with the skills & scientific knowledge base to perform basic patient care of the maternity patient/family in a variety of settings. Critical thinking & ethical decision-making are stressed	42.0
Pediatric Nursing	This course emphasizes nursing care of children with common childhood illnesses as well as children with special problems	42.0
Mental Health & Mental Illness	This course is to assist the student in developing a basic understanding of anxiety & its relationship to stress & change. The mental illness component is designed to enable students to recognize maladaptive behaviors and ineffective coping mechanisms.	52.5
Gerontology	Modification of nursing skills to maintain & optimize the quality of life of the aging client is stressed	56.0
Enrichment	This time is used for teacher-student conferences, independent & group study, professional enrichment, ATI testing and student organizational meetings Students will have also scheduled open study time to enhance learning.	1 st semester: 21.0 2 nd semester: <u>26.0</u> 47.0
Total Program Hours		1457.5

CLASS SCHEDULE

Program length is 1457 hours. The length of the school days varies between 8-9 hours including lunch. Thirty (30) minutes is allowed for lunch and is not counted as part of absence time. Class length may vary by instructor's discretion. If class is dismissed early, faculty will be present to ensure availability of resources to all students throughout the day.

The PN schedule is set up in weeks. There are two semesters, the first ends at Christmas break and second starts in January and ends with graduation. A semester schedule is provided to each student. Courses are divided into the following Semesters:

First Semester
Fundamentals I and II
Anatomy & Physiology
Personal & Vocational Nursing I
Basic Geriatric Nursing
Introduction to Pharmacology
Medical/Surgical Nursing I

Second Semester
Medical/Surgical Nursing II
Maternity/Newborn Nursing
Pediatric Nursing
Personal & Vocational Nursing II
Foundation of Mental Health Care
Fundamentals III

STUDENT FILES

Student academic files will be secured in a filing cabinet in faculty offices. The following criteria will be used to view the student file:

1. Give your ID number to the instructor
2. Instructor will remove file from filing cabinet
3. File cannot be removed from the office
4. No pens/pencils/markers etc. may be used during viewing
5. No notes will be made from your student file
6. No book bags, purses, cell phones, coats, blankets will be allowed in area while reviewing file.
7. Reviewing previous unit exams will not be allowed after 2 weeks have lapsed, unless approved by faculty

STUDENT SAFETY

Nevada Regional Technical Center Fire and Tornado Drill Procedures:

Fire

1. Fire alarm signal = LOUD INTERMITTENT BUZZING SOUND
2. "All clear" given by the instructional staff
3. Follow the instructions of the faculty
4. Proceed in a single file on your prescribed route of exit
5. Move quickly, but DO NOT RUN
6. Stay with your class or section
7. Maintain silence and be alert for further instructions
8. Once outside, move a safe distance from the building
9. EXIT ROUTE = SOUTH STAIRCASE
10. Do not use the elevators

Tornado

1. Tornado Alarm _VERBAL WARNING OVER P.A. SYSTEM
2. "All clear" signal over P.A. System
3. Students follow the instructions of their faculty
4. All students will proceed in single file to their designated shelter area by the nearest route
5. Move quickly, but DO NOT RUN
6. Absolute silence must be maintained at all times until the "all clear" is sounded
7. SHELTER AREA = INTERIOR HALL WAY FROM WINDOWS
=RESTROOMS ON FIRST AND SECOND FLOORS

Equipment Safety

1. Sharps:
 - A. Clean
 1. Kept in a locked cabinet when not being utilized
 2. Faculty will each have one key to cabinet and will secure all sharps
 3. Student education
 - a. Fundamentals I will receive needle and syringe safety
 - b. Fundamentals II will receive intravenous safety

- B. Dirty
 - 1. Student education
 - a. Fundamentals I students will be taught to never recap used needles and the scoop method of covering a needle if need to transport for disposable for student safety.
 - 2. Wall mounted sharps containers are available in arts lab
 - 3. Sharps containers are the responsibility of the PN Director
 - a. Secured when full
 - b. Hangs new one

STUDENT NURSE ASSOCIATION (SNA) BY-LAWS

Article I This association shall be called the Student Nurse Association of Nevada Regional Technical Center School of Practical Nursing.

Article II

The objectives of the association are to:

- 1. Supplement the education of the student in the area of practical nursing
- 2. Form a democratic governing body
- 3. Promote unity & order
- 4. Stimulate knowledge of parliamentary procedures
- 5. Promote an alumni association
- 6. Encourage participation in nursing & other extracurricular organizations throughout one's lifetime

Article III

Membership is open to students in the Nevada Regional Technical Center School of Practical Nursing.

Article IV

The presence of a majority of members shall be necessary to form a quorum at any meeting.

Article V

The meeting shall be held during the first week of each month/or as deemed necessary, during school hours.

Article VI

Dues shall be levied, according to the majority rule each year. Health Sciences students shall not be liable for dues.

Article VII

Officers of the association shall be:

- 1. President
- 2. Vice-President
- 3. Secretary
- 4. Treasurer

Officers shall hold offices for a full school year term or until successors are elected.

Elections will be held at the second regular meeting of the association each year & at a specified time, if applicable, in the second half of the year. The first meeting of the year will be conducted by the instructors.

If an officer is placed on attendance probation during the school year, the officer must forfeit their office. As an officer the expectation will be that you will keep accurate records of absences and your grades.

At beginning of second semester, if an officer has been placed on attendance probation or is not maintaining 82% overall grades in each course, the officer will voluntarily resign. A new election will be held to select a new officer during the second week of second semester.

Article VIII

Duties of the officers shall include the following:

1. President—preside at all meetings of the association & shall appoint the chairman of specified committees (ex-officio member of committees)
2. Vice-President—preside in the absence of the president & perform any other duty designated by the president
3. Secretary—keep the records of the proceedings of all meetings & of all other matters of which a record shall be deemed advisable & shall conduct the correspondence of the association with concurrence of the president & advisory council & shall keep a roll of the members
4. Treasurer—collect & disburse all funds of the association under the direction of the advisory council (records shall, at all times, be open for inspection by any member)—report annually & more often, if required, & his/her accounts shall be audited if deemed advisable

Article IX

Appointees to positions of responsibility will include:

1. Reporter—inform the public of school events via news media—**Required** to be approved by the PN Director before submitting
2. Courtesy chairman—purchase cards, flowers or gifts as needed
3. Social chairman—organize parties & receptions (with committee assistance)
4. Historian—take & prepare scrapbook of class activities; prepare graduation slide show

Article X

The faculty of the school shall serve as an Advisory Council.

Article XI

Bylaws may be changed, amended or repealed by 2/3 vote of the membership at any regular meeting

LEGAL REQUIREMENTS FOR STATE LICENSURE

Graduating students from this program receiving a diploma of completion are candidates to set for the state licensure examination for practical nursing. Each candidate must meet requirements as stated in the Missouri Board of Nursing Practice Act and Rules Publication. This information can be found on the Missouri State Board of Nursing web site: www.pr.mo.gov/nursing.asp. under Rules & Statues (Nursing Practice Act). Need to click on Rules it will take you to Division 2200 – State Board of Nursing, click on Chapter 4 –General Rules; then go to 20 CSR 2200-4.020 section: Requirements for Licensure. This information will be covered in the Personal & Vocational Concepts II class.

Excerpts from the MSBN Practice act: April 2014

335.016. Definitions.

As used in this chapter, unless the context clearly requires otherwise, the following words and terms mean:.....

(12) "Licensed practical nurse" or "practical nurse", a person licensed pursuant to the provisions of this chapter to engage in the practice of practical nursing;

(13) "Licensure", the issuing of a license to practice professional or practical nursing to candidates who have met the specified requirements and the recording of the names of those persons as holders of a license to practice professional or practical nursing;

(14) "Practical nursing", the performance for compensation of selected acts for the promotion of health and in the care of persons who are ill, injured, or experiencing alterations in normal health processes. Such performance requires substantial specialized skill, judgment and knowledge. All such nursing care shall be given under the direction of a person licensed by a state regulatory board to prescribe medications and treatments or under the direction of a registered professional nurse. For the purposes of this chapter, the term "direction" shall mean guidance or supervision provided by a person licensed by a state regulatory board to prescribe medications and treatments or a registered professional nurse, including, but not limited to, oral, written, or otherwise communicated orders or directives for patient care. When practical nursing care is delivered pursuant to the direction of a person licensed by a state regulatory board to prescribe medications and treatments or under the direction of a registered professional nurse, such care may be delivered by a licensed practical nurse without direct physical oversight;

Excerpts from the MSBN Practice act 335.066. Denial, revocation, or suspension of license, grounds for, civil immunity for providing information-complaint procedures. See handout copied from Nurse Practice act pages 20-24. In other words: Every student in the nursing program should be aware that MSBN may refuse to issue a license to any person who has been found guilty of violating federal or state laws as listed in section 335.066 of the Missouri Revised Statutes.

PROFESSIONAL OPPORTUNITIES

Graduating students that are successful in passing NCLEX-PN have numerous career advancement opportunities including but not limited to, continuing nursing education, and employment in community and clinical settings. There are local educational programs that provide the practical nurse the opportunity to receive an associate or bachelor degree in nursing. These programs make their unique requirements available on the web. These programs include: Crowder College, Fort Scott School of Nursing, Missouri Southern State University and Pittsburg State University.

REQUIRED PRACTICAL NURSING FUNCTIONAL ABILITIES

Performance standards for admission and progression in the NRTC Practical Nursing Program.

Competency Category	Evaluation Standard	Essential Skills/Activities Involved (Not all-inclusive)
Critical Thinking	1) Effective planning & organization of nursing care 2) Integration of knowledge with clinical environment 3) ability to use nursing judgment	a) Uses critical thinking & problem solving skills in nursing care b) Establishes priorities in the care setting c) Recognize disturbances of growth & development in a selected patient population & problem-solve care according to age d) Monitor & assess effects of medication & intervene when needed e) Measure capillary glucose levels & problem-solve results f) Identify & utilize leadership roles & responsibilities in practical nursing g) Uphold legal, moral & ethical aspects of practical nursing
Interpersonal Skills	1) Establishes effective interpersonal relations 2) Assesses emotional/spiritual needs 3) Integration of knowledge with clinical environment 4) Participation in clinical conference	a) Respond to emotional need of patient & his/her family b) Utilize effective interpersonal skills c) Establishes effective relationships with patients, classmates, faculty, and healthcare team d) Takes advantage of constructive criticism
Communication	1) Appropriate charting/reporting 2) Reports absence/attendance properly 3) Effective in obtaining & using information 4) Participation in clinical conference	a) Assist with patient teaching b) Observes, reports & records on appropriate chart forms c) Charts & reports at appropriate times d) Charts & reports accurately with correct terminology e) Discuss nursing history f) Prepare a resume g) Demonstrates effective interviewing skills
Physical Strength & Endurance	1) Stamina sufficient to participate in continuous clinical activities for length of time required by course (9 hour shifts) 2) Strength to perform daily assignments	a) Sustain repetitive movements, maintain physical tolerance b) Defend self against combative client c) Move & lift objects of up to fifty (50) pounds
Mobility	1) Provide for physical needs of patients 2) Organize space & equipment	a) Provides physical care which requires moving & lifting for clients & equipment b) Use principles of body mechanics c) Perform adult, infant & child CPR d) Twist, bend, stoop, squat, move quickly, climb & walk

Competency Category	Evaluation Standard	Essential Skills/Activities Involved (Not all-inclusive)
Motor Skills	1) Practice safety measures 2) Provide for physical needs of patients	a) Wash hands b) Follow standard precautions c) Position, move & lift patients d) Assist patient to transfer from bed to chair, wheel/chair, commode, & stretcher e) Assist patient to ambulate f) Maintain safe patient environment g) Measure vital signs, height, weight in all age groups h) Perform physical assessment i) Monitor food & fluid intake & output j) Assess & maintain skin integrity k) Apply & remove sterile gloves l) Perform urinary bladder catheterization & empty drainage systems m) Administer oxygen n) Control external bleeding o) Provide post-operative care p) Suction patients of all ages groups q) Initiate venipuncture r) Monitor IV therapy s) Change IV dressing & tubing t) Assess general nutritional status u) Use a computer
Hearing Acuity	1) Provides for physical need of patients 2) Practice of safety measures 3) Obtains & uses information utilizing the sense of hearing	a) Responds to call light promptly b) Observes changes in patient's condition & records same c) Obtain vital signs in all age groups d) Perform physical assessment
Visual Acuity	1) Provides for physical needs of patients 2) Practice of safety measures 3) Obtains & uses information utilizing the sense of sight	a) Responds to call light promptly b) Observes changes in patient's condition & records same c) Follows physician's orders d) Utilizes rights of medication administration e) Identifies & describe parameters for shock f) Perform physical assessment g) Assess & maintain skin integrity
Tactile Acuity	1) Provides for physical needs for patients 2) Practice of safety measures 3) Obtains & uses information utilizing the sense of touch	a) Observes changes in patient's condition & records same b) Identifies & describe parameters for shock c) Perform physical assessment d) Obtains vital signs in all age groups e) Perform pain assessment f) Initiate venipuncture g) Control external bleeding h) Assess & maintain skin integrity

Competency Category	Evaluation Standard	Essential Skills/Activities Involved (Not all-inclusive)
Health Stamina	1) Health status level which allows the student to meet the classroom & clinical objectives with reasonable accommodations 2) Maintain standard of attendance	a) Reports to clinical area & classroom on time b) Plans to take lunch of thirty (30) minutes & one (1) ten (10) minute break c) Completes assignments in allotted time d) Passes medications in a timely fashion e) Maintains ninety-five percent (95%) attendance in nursing program
Mathematics Competence	1) Provides pharmacological care 2) Appropriate charting/reporting	a) Able to score ninety percent (90%) on Math proficiency examination b) Convert & calculate dosages of medications for patients of all ages c) Accurately calculates IV fluid rates d) Monitors food & fluid intake & output e) Able to obtain minimum score on pre-entrance exam
Emotional Stability	1) Exhibits professional conduct 2) Establishes effective interpersonal relations	a) Establishes therapeutic boundaries and provides emotional support b) Demonstrates courtesy, nonjudgmental & cooperation c) Adapts to stress & deals with the unexpected in a professional & responsible manner d) Handles strong emotions e) Performs multiple responsibilities concurrently f) Takes advantage of constructive criticism

lkd: 6/30/2017