

# **North Central Missouri College**



**ALLIED HEALTH SCIENCE  
DIVISION - NURSING**

## **Student Handbook 2011-2012**

Revised 7-25-11

## TABLE OF CONTENTS

	Page
Welcome .....	1
History of Nursing Programs .....	1
Philosophy of Allied Health Sciences .....	1
Philosophy of NCMC Department of Nursing .....	1
Allied Health Science Department Personnel Qualifications .....	1-2
<b>Level I Practical Nursing Information:</b>	
Description of the Program .....	2
Program Objectives .....	2
Graduate Competencies .....	2-3
Curriculum Plan Trenton and Maryville Campus' .....	3
Curriculum Plan Bethany Campus .....	4
<b>Level II Associate Degree Nursing Information:</b>	
Description of the Program .....	5
Program Objectives .....	5
Graduation Competencies .....	5
Curriculum Plan .....	6
General Admission Policy .....	6-7
Non-Discrimination Policy .....	7
Readmission of Students .....	7
Late Admissions .....	7
Transfer Students .....	7
Advanced Credit/Placement .....	7-8
Nursing Student Standards .....	8
Standards for Licensure Application .....	8
Students with Disabilities .....	8
Safety Regulations .....	8-9
Confidentiality and HIPAA .....	9
Cerner Statement .....	9
Class Rules .....	10
Policy for Student use of Skills Laboratory .....	10-11
<b>Academic Standards:</b>	
Nursing Courses .....	11
Division Grading Policies:	
Grading Scale .....	11
Academic Contracts .....	12
Plagiarism .....	12
Special Accommodations .....	12
Finals .....	12
<b>General Attendance Policy:</b>	
Classroom .....	12-13
Classroom Tardiness .....	13
Guests in Classroom or Laboratory Settings .....	13
Clinical .....	13-14
Clinical Tardiness .....	14
<b>Student Uniform Code and Equipment .....</b>	
Personal .....	14
Uniform Requirements .....	14
Care and Wearing of Uniform .....	15
Accessories .....	15
Behavior .....	15
Substance Abuse .....	15-16
Leave of Absence and Withdrawal .....	16
Probation and Dismissal .....	16
Student Grievance Procedure .....	16
Graduation Requirements .....	16-17

Student Expenses:

Tuition .....	17
Malpractice.....	17
Testing.....	17
Transportation .....	17
Housing .....	17
Meals.....	17
Health Services.....	17-18
Student Organizations .....	18
Student Records .....	18
Statement of Compliance for Level I and Level II .....	19-20

Welcome! We are glad that you chose North Central Missouri College for your nursing education. High standards are in place to promote quality nursing education and ultimately, safe nurses. The curriculum is designed in a way to foster academic success for those committed to achieving their educational goal.

The nursing faculty and staff have developed this handbook as a guide as you enter the nursing program and for reference throughout the nursing program. This handbook is extremely important because it outlines the rules and regulations for which you are responsible and to which you are accountable; therefore, it is important that you read this document CAREFULLY. If you have questions or are in need of clarification, do not hesitate to contact your nursing advisor, instructor, or Dean. This handbook is an addition to published policies and procedures of the college.

Our goal is to optimize learning so that you will be successful in your educational endeavors. This handbook, in conjunction with the curriculum plan and quality educators, will help us to achieve our mutual goals.

Congratulations and good luck!

### **HISTORY OF NURSING PROGRAMS**

Trenton Junior College was chartered under the laws of the State of Missouri pursuant to a resolution adopted by the Board of Trustees on May 19, 1925. Effective July 11, 1988 the Board of Trustees voted to rename the college North Central Missouri College.

The School of Practical Nursing was established in 1963, thereby becoming one of the forerunners in practical nursing education in the State of Missouri.

The Associate Degree program was formally opened with the admission of the first class of 16 students on January 15, 1973.

A revised nursing program was initiated August 25, 1997 (one plus one/ladder).

To further meet the needs of the surrounding area, an outreach site for the Associate Degree program was established at the Northwest Technical School in Maryville, Missouri. The first class started with 16 students in August 2002. In the fall of 2006, NCMC assumed sponsorship of the Northwest Technical School Practical Nursing program. In the spring of 2008, NCMC established an LPN program in Bethany, Missouri. The first class started with 12 students in January 2008.

All nursing programs are fully approved by the Missouri State Board of Nursing, the Missouri Coordinating Board for Higher Education, and the Department of Elementary and Secondary Education. The Higher Learning Commission, a commission of the North Central Association of Colleges & Schools, accredits North Central Missouri College.

### **PHILOSOPHY OF DIVISION OF ALLIED HEALTH SCIENCES**

The philosophy of the Division of Allied Health Sciences flows from the College Mission Statement. Faculty believes that in a time of changing health care, the consumer is the central focus with culturally competent care being provided in a community based system. Education is a lifelong experience which promotes awareness of both the freedom and the responsibilities of learning. The division believes students should assume the responsibilities to work toward the attainment of objectives that are defined for each level.

### **PHILOSOPHY OF NCMC DEPARTMENT OF NURSING**

The faculty believes the provision of health care is an art as well as a science concerned with health promotion, illness prevention, and restoration of maximum function, or to provide support toward a peaceful death. The student-instructor relationship reflects the philosophy of cooperation and community building through life-long learning. The overall goal of the department is for students to learn to work within a multi-disciplinary health care system, serve a multi-cultural population by preparing graduates to utilize the nursing process and critical thinking for entry into practice, and to effectively respond to the changing health needs of patients and their families.

### **ALLIED HEALTH SCIENCE DIVISION PERSONNEL & QUALIFICATIONS**

**Janet Vanderpool**, Dean, Allied Health Sciences

A.A.S., Trenton Junior College (ADN); B.S.N., Northwest Missouri State University; M.S.N., University of Phoenix

**Joyce Cutsinger**, Director of Allied Health Sciences

A.A.S., Trenton Junior College (ADN)

**Susan Nichols**, Maryville Site Coordinator

A.A.S., Iowa Central Community College (ADN); B.S.N., Northwest Missouri State University

**Beth Crawford**, Bethany Site Coordinator

Diploma, Burge School of Nursing; B.S.N., Evangel University; M.Ed., Drury University

**Kristi Cutsinger**, Assistant to the Division of Allied Health Sciences, Trenton  
A.A.S., North Central Missouri College; B.S., Northwest Missouri State University

**Stephanie Blaine**, Level I and II Faculty, Maryville  
B.S.N., Truman State University, M.S.N., Western Governors University

**Kelly Claycomb**, Level I Faculty, Trenton  
B.S.N., Missouri Western State University, M.S.N., Western Governors University

**Jewell Harris**, Level II Faculty, Trenton  
B.S.N., Missouri Western State University, M.S.N., Western Governors University

**Brooke McAtee**, Level I and II Faculty, Trenton  
B.S.N., University of Missouri; M.S.N., University of Phoenix

**Teresa Salmond**, Level I Faculty, Maryville  
Missouri Methodist School of Nursing (diploma RN); B.S.N., Missouri Western State College

**Korynn Skipper**, Level I Faculty, Trenton  
A.A.S., North Central Missouri College (ADN); B.S.N., University of Phoenix, M.S.N., Western Governors University

**Callie Hunter**, Skills Laboratory Supervisor  
B.S.N., Missouri Western State University

**Aimee Riley**, Assistant to the Site Coordinator, Maryville  
A.S., Parkland College

**Kassie Hodge**, Level I Faculty, Maryville  
B.S.N., Missouri Western State University

## **LEVEL I PRACTICAL NURSING INFORMATION DESCRIPTION OF THE PROGRAM**

### **Level I (PN)**

The Level I program is an INTENSE, FAST-PACED certificate program that takes three (3) semesters to complete or four (4) at Bethany. The programs are designed to prepare individuals for the role of a Licensed Practical Nurse as staff nurses in a variety of health care settings. Clinical experience is acquired at hospitals, extended care facilities, physicians' offices, and community agencies. Upon successful completion of Level I, the graduate is eligible to apply to take the NCLEX-PN (licensing) Examination for Licensed Practical Nurses. It is important to note that the Missouri State Board of Nursing may refuse to grant a student permission to take the licensing exam for reasons outlined in the State of Missouri Nursing Practice Act, Chapter 335.066.

## **PROGRAM OBJECTIVES**

### **Level I (PN)**

The division defines particular terms as follows:

- ◇ Program Objective: What the program will prepare the graduate to do.
- ◇ Graduate Competencies: The knowledge/skills the graduate will possess at the completion of the program.
- ◇ Course Objective: What the course will teach the student.
- ◇ Course Outcome: Knowledge/skills students will possess at the end of the course.
- ◇ Unit/Lesson Objective: What the student will know at the completion of the particular lesson or unit.

Once each lesson/unit objective is met the student should then achieve the expected outcomes for the course, which leads to achievement of course objectives. Once all course objectives are met, the student should demonstrate the competencies, expected of a graduate, fulfilling the program objective.

### **PROGRAM OBJECTIVE:**

Upon successful completion of the Level I (PN) Program, the graduate is prepared to: apply, qualify, and pass the National Council of Licensure Examination for Practical Nurses (NCLEX-PN); function within the parameters of the Missouri Nurse Practice Act; and utilize knowledge of established standards and codes of ethics that guide nursing practice to excellence, in a geographically diverse, multicultural community, using a combination of critical thinking, effective interpersonal skills, and evidenced based practice.

### **GRADUATE COMPETENCIES:**

1. Demonstrate effective utilization of the nursing process.
2. Utilize a combination of critical thinking, effective interpersonal skills, and an interdisciplinary approach, while integrating principles from an ever expanding body of knowledge in the delivery of safe nursing care.

3. Demonstrate successful team leading skills.
4. Value and pursue learning as a life long commitment.

**NURSING PROGRAM(S) CURRICULUM PLANS:**  
**Trenton and Maryville Campus'**

A minimum grade of "C" is required for all courses in the nursing curriculum plan, theory, lab, and/or clinical.

**Level 1 – Practical Nursing Program Curriculum Plan:**

**Pre-Entry Courses:**

Course Number	Class	Credit Hours
BI 240	Anatomy (with lab)	4
BI 242	*Physiology (with lab)	4
SP 175	Speech	3
AH 106	Math for Allied Health Sciences (or)	3
MT 122	College Algebra	3
Semester Credits		14

**Pre-entry courses must be successfully completed prior to entry into the program**  
**\*Anatomy is a Pre-Requisite for Physiology**

**Nursing Courses Fall Semester**

Course Number	Class	Credit Hours
NR 108	* Foundations of Nursing I	2
NR 109	Foundations of Nursing II	7
NR 113	Personal Vocational Concepts (Online)	1
NR 116	Family and Community Living (Online)	1
NR 105	Introduction to Mental Health Nursing (Online)	1
NR 117	Pharmacology	4
NR 120	Geriatric-Nursing (Online)	2
Semester Credits		16-18

\* Credit for Foundations of Nursing I is awarded to Missouri Certified Nursing Assistants, in good standing, upon successful completion of Foundations of Nursing II.

**Nursing Courses Spring Semester**

Course Number	Class	Credit Hours
NR 104	Basic Nutrition (Online)	3
NR 121	Nursing of Adults I	11
NR 129	Maternal Child Nursing I	6
Semester Credits		20

**Nursing Courses Summer Semester**

Course Number	Class	Credit Hours
NR 162	Nursing of Adults II	6
NR 183	Maternal Child Nursing II	5
BT 240	Employment Strategies	1
Semester Credits		12

**TOTAL LEVEL I CREDITS**

**62 – 64**

**All nursing courses must be taken in sequence.**

## NURSING PROGRAM(S) CURRICULUM PLANS:

### **Bethany Campus**

A minimum grade of "C" is required for all courses in the nursing curriculum plan, theory, lab, and/or clinical.

### **Level 1 – Practical Nursing Program Curriculum Plan:**

#### **Pre-Entry Courses:**

Course Number	Class	Credit Hours
BI 240	Anatomy (with lab)	4
BI 242	*Physiology (with lab)	4
SP 175	Speech	3
AH 106	Math for Allied Health Sciences (or)	3
MT 122	College Algebra	3
Semester Credits		14

**Pre-entry courses must be successfully completed prior to entry into the program**

**\*Anatomy is a Pre-Requisite for Physiology**

#### **Nursing Courses Spring Semester**

Course Number	Class	Credit Hours
NR 108	* Foundations of Nursing I	2
NR 109	Foundations of Nursing II	7
NR 117	Pharmacology	4
Semester Credits		11-13

\* Credit for Foundations of Nursing I is awarded to Missouri Certified Nursing Assistants, in good standing, upon successful completion of Foundations of Nursing II.

#### **Nursing Courses Summer Semester**

Course Number	Class	Credit Hours
NR 122	Nursing of Adults I A	6
Semester Credits		6

#### **Nursing Courses Fall Semester**

Course Number	Class	Credit Hours
NR 123	Nursing of Adults I B	5
NR 162	Nursing of Adults II	6
NR 105	Introduction to Mental Health Nursing (Online)	1
NR 120	Geriatric - Nursing (Online)	2
BT 240	Employment Strategies	1
NR 113	Personal Vocational Concepts (Online)	1
NR 116	Family and Community Living (Online)	1
Semester Credits		17

#### **Nursing Courses Spring Semester**

Course Number	Class	Credit Hours
NR 129	Maternal Child Nursing I	6
NR 183	Maternal Child Nursing II	5
NR 104	Basic Nutrition (Online)	3
Semester Credits		14

**TOTAL LEVEL I CREDITS**

**62 – 64**

**All nursing courses must be taken in sequence.**

## **LEVEL II ASSOCIATE DEGREE NURSING INFORMATION**

### **DESCRIPTION OF THE PROGRAM**

#### **Level II (ADN)**

The Level II program begins each fall and takes two (2) semesters to complete. This program is an INTENSE, FAST-PACED program and is designed to prepare LPN's for the role of Registered Professional Nurse (RN) in a variety of health care settings. It is a rigorous course of academic studies and clinical experiences, which includes pre-entry courses and nursing classes. The program is designed to give graduates a broad scope of knowledge and ability, in order to meet the needs of the changing health care delivery systems. Clinical experience is acquired at various acute care hospitals and community agencies. Field trips and workshops are incorporated into the educational plan. Upon successful completion of Level II, the graduate is eligible to apply to take the NCLEX-RN (licensing) Examination for Registered Professional Nurses. It's important to note that the Missouri State Board of Nursing may refuse to grant a student permission to take licensing exams for reasons outlined in the State of Missouri Nursing Practice Act, Chapter 335.066.

### **PROGRAM OBJECTIVES**

#### **Level II (ADN)**

The division defines particular terms as follows:

- ◇ Program Objective: What the program will prepare the graduate to do.
- ◇ Graduate Competencies: The knowledge/skills the graduate will possess at the completion of the program.
- ◇ Course Objective: What the course will teach the student.
- ◇ Course Outcome: Knowledge/skills students will possess at the end of the course.
- ◇ Unit/Lesson Objective: What the student will know at the completion of the particular lesson or unit.

Once each lesson/unit objective is met the student should then achieve the expected outcomes for the course, which leads to achievement of course objectives. Once all course objectives are met, the student should demonstrate the competencies, expected of a graduate, fulfilling the program objective.

#### **PROGRAM OBJECTIVE:**

Upon successful completion of the Level II (ADN) program, the graduate is prepared to: apply, qualify, and pass the National Council Licensure Examination for Registered Professional Nurses (NCLEX-RN); function within the parameters of the Missouri Nurse Practice Act; and utilize knowledge of established standards and codes of ethics that guide nursing practice to excellence, in a geographically diverse, multicultural community, using a combination of critical thinking, effective interpersonal skills, and evidenced based practice.

#### **GRADUATE COMPETENCIES:**

Upon successful completion of the Level II (ADN) program, the graduate should be able to:

1. Demonstrate effective utilization of the nursing process.
2. Apply knowledge of growth and development according to Erikson, Freud, and Piaget in the delivery of safe nursing care.
3. Demonstrate safe administration of pharmacological agents.
4. Use a combination of critical thinking, effective interpersonal skills, and an interdisciplinary approach, while integrating knowledge of the biological sciences, into care plan development, and the delivery of safe, comprehensive client care.
5. Develop proficiency with beginning leadership skills.
6. Value and pursue learning as a life long commitment.

**LEVEL II – ASSOCIATE DEGREE NURSING PROGRAM CURRICULUM PLAN:**  
**Trenton and Maryville Campus'**

A minimum grade of "C" is required for all courses in the nursing curriculum plan, theory, lab, and/or clinical.

**Pre- Entry Courses:**

Course Number	Class	Credit Hours
SP 175	Speech	3
BI 240	* Anatomy (with lab)	4
BI 242	** Physiology (with lab)	4
BI 241	* Human Chemistry	3
PY 121	General Psychology	3
BI 243	Microbiology (with lab)	4
EN 101	English I	3
HI 103	American History to Civil War (to 1877) (or)	3
PL 216	National Government	3
Pre-entry Credits		<b>24-27</b>

\* Students from Practical Nursing Programs with less than the required eight (8) credit hours of Anatomy and Physiology, with or without lab, or Body Structure and Function may be required to take additional course work, such as Human Chemistry. Transcripts are evaluated on an individual basis.

**Pre-entry courses must be successfully completed prior to entry into the program.**  
**\*\*Anatomy is a Pre-Requisite for Physiology**

**Nursing Courses Fall Semester**

Course Number	Class	Credit Hours
NR 225	Maternal Child III	4
NR 253	Nursing of Adults III	7
NR 230	Trends and Issues in Nursing (Online)	1
NR 295	Leadership in Nursing	2
Semester Credits		14

**Nursing Courses Spring Semester**

Course Number	Class	Credit Hours
NR 251	Maternal Child Nursing IV	4
NR 258	Nursing of Adults IV	7
NR 242	Mental Health Nursing	3
Semester Credits		14

<b>TOTAL LEVEL II CREDITS</b>	<b>52-55</b>
<b>TOTAL LEVEL I VALIDATION CREDITS</b>	<b>32</b>
<b>TOTAL ASSOCIATE APPLIED SCIENCE CREDITS</b>	<b>84-87</b>

**All nursing courses must be taken in sequence.**

**GENERAL ADMISSION POLICY**

North Central Missouri College is an “open-admission” institution. Any person who has a high school diploma, General Education Development tests (GED) or is able to profit from further education based on aptitude, interest, and abilities will be served by the college. Students must take the ACT, ASSET, or COMPASS test and any NCMC placement tests as required. Enrollment is limited to a maximum of 6 college credit hours the first semester if required testing is not completed. Students will also be referred to the GED Preparation Program and must successfully complete the GED during their first semester or receive permission to continue in college courses by writing to the Academic Standards Committee. Contact the Admissions Office for instructions.

Although the College has a General Admission Policy, some courses and programs, such as nursing, have specific criteria which must be met before admission will be granted. Detailed information is available from the Allied Health Sciences office. Each student admitted shall meet the admission criteria of the program to which he/she is applying. Students must complete a minimum of 15 credit hours at NCMC to meet graduation criteria. (Refer to academic college catalog, college web site, and Allied Health Sciences Office for additional information.)

### **NON-DISCRIMINATION POLICY**

Applicants for admission and employment, students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with North Central Missouri College are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment of employment in its programs and activities.

Anyone having inquiries concerning the College's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Human Resource Officer, North Central Missouri College, 1301 Main Street, Trenton, MO 64683, (660) 359-3948, Ext. 1502. The Human Resource Officer has been designated by the College to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section. 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

### **READMISSION OF STUDENTS**

Nursing students, who exit the program of study by declining entry, leaving the program for personal reasons, failing to adhere to the attendance policy, and/or failing a course, may apply for readmission. Application for readmission will be considered if a vacancy exists and the returning student meets admission criteria. (A re-entry application is required). Re-entry is not guaranteed. *If a student exits the program a second-time, that student will not be eligible for re-entry for three (3) years.*

Returning students must:

- Submit a re-admission application (Available in the Allied Health Sciences office)
- Pass a laboratory skills test specific to the point of re-entry.
- Contact the Skills Laboratory Supervisor to schedule the re-entry skills test in June for re-entry in the fall, November for re-entry in spring, and April for re-entry in summer. It is the student's responsibility to schedule and pass the skills test. Failure to schedule and pass the re-entry skills test may result in the student not being re-admitted into the nursing program.
- Print the current nursing department handbook from the website and turn in the signed signature sheet to the instructor by the first day of class.
- Upon re-admission the student will be required to attend and pass all clinical for the semester of re-entry.
- Returning students are required to attend all scheduled labs for the semester.

### **LATE ADMISSIONS:**

No student is admitted later than five (5) school days after the established entrance date of the program.

### **TRANSFER STUDENTS**

Nursing students transferring from other colleges/programs are expected to meet the same admission and graduation requirements as all other students in the class. Transcripts from other institution(s) shall be evaluated on an individual basis. NCMC accepts credits earned at other colleges and universities accredited by agencies recognized by the Higher Learning Commission. The statute of limitations for transfer of credit for nursing courses is five (5) years. Transfer students must complete a minimum of 15 credit hours at NCMC. Admission of transfer students is on a space available basis.

The student's final transcript shall denote the transferring institution, admission, date, course title, and number of credit hours earned. Transcripts denoting clock hours or quarter hours rather than credit hours will be recognized and converted to credit. (Conversion factor: theory 15:1; lab 30:1; clinical 45:1.) If course work completed in another educational institution does not meet the course requirements of North Central Missouri College, the student will be required to repeat the course.

### **ADVANCED CREDIT/PLACEMENT**

NCMC accepts credits earned from institutions accredited by agencies recognized by the Higher Learning Commission. To have credits considered for acceptance, students should have an official transcript sent directly to the Registrar. A Transfer Evaluation Report will be completed by the Registrar comparing the transferred in courses with courses at NCMC. A copy of this report is mailed to the student. Students may be asked to provide official course descriptions for specific courses.

A grade of “C” or higher must be obtained in all pre-entry courses in order to transfer. Quarter hours transferred to NCMC will be converted to semester hours using a two-thirds conversion factor. Transferred in credit is not used to calculate a student’s NCMC grade point average.

Nursing courses are evaluated on an individual basis. In order for the course to be considered for transfer, thus advanced placement in the nursing program, the course must:

- Have been taken within the last five years
- Have a transcript grade of “C” or greater
- Have a course description and syllabus from which to evaluate transfer

Credit for Foundations of Nursing I is awarded to current Missouri Certified Nursing Assistants, in good standing, upon successful completion of Foundations of Nursing II.

For further details on transferring credits, refer to College Catalog.

### **NURSING STUDENT STANDARDS**

The education of a nurse requires assimilation of knowledge and acquisition of skills and development. The practice of nursing emphasizes collaboration between a multidisciplinary health care team. Program expectations align with practice standards, as such, students should expect to be accountable to a higher performance standard.

The curriculum for each nursing program at NCMC requires students to engage in diverse, complex, and specific experiences essential to the acquisition and practice of essential nursing skills and functions. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. In addition to being essential to the successful completion of the requirements of each nursing program, these functions are necessary to ensure the health and safety of patients, colleagues, faculty, and other healthcare providers.

#### **STANDARDS FOR LICENSURE APPLICATION:**

Successful completion of the nursing program does not guarantee that the graduate will be allowed to take the licensing exam. The graduate must make application to and receive approval from the Missouri State Board of Nursing. There are circumstances for which the Missouri State Board of Nursing may refuse to allow the applicant to take the licensing exam. Refer to the Missouri Nursing Practice Act, statute 335.066 and/or pre-admission packet.

#### **STUDENTS WITH DISABILITIES**

All students with physical and/or learning disabilities should contact the Disability Services Coordinator in Alexander and the faculty member in each appropriate course before the end of the first week of the semester to discuss special needs, problems, or concerns the student might have. The College will allow for implementation of reasonable and appropriate accommodations necessary to ensure full participation in the educational program for students with appropriately documented disabilities.

Applicants for admission and employment, students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with North Central Missouri College are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment of employment in its programs and activities.

#### **SAFETY REGULATIONS**

1. All students will practice universal precautions.
2. No procedures will be performed during a clinical rotation without the presence, permission, or knowledge of the instructor.
3. The driver in a car pool is responsible for carrying adequate liability insurance to protect him/her self in the event of a car accident. The college is not liable for accidents or injuries when using personal vehicles.
4. All students will acquaint themselves with the operation of and location of fire extinguishers and exits in the school building and on clinical rotations.
5. Students will practice appropriate body mechanics.
6. Understand that being a student in the nursing education program requires practice of selected technical procedural skills and there is an element of risk involved.
7. Protecting an individual’s, patients’, clinical facility’s, or peer’s privacy through strictly adhering to the rules of confidentiality is fundamental to nursing practice.
8. The Allied Health Sciences Division endorses and follows the Standard Precaution policies of the institutions where laboratory and clinical experiences occur. Standard Precautions, as outlined by the Centers for Disease Control and Prevention (CDC), were developed to protect health care workers from blood-borne pathogens. All clients must be considered as having the potential to transmit infectious diseases. Students must take measures to protect themselves, their coworkers, and the community at large from possible exposure to blood-borne pathogens. Accidents will happen and when such accidents occur, students need to know what to do for the follow-up and treatment following the incident.

Personal protective equipment is available in health care facilities where students are assigned for clinical experiences. It is the student's responsibility to know the location of this equipment.

Should a needle stick or other possible exposure occur:

- Wash the area well with soap and water for 1-2 minutes.
- For mucous membrane exposure, rinse the area thoroughly with water or normal saline for 2 minutes.
- If a skin cut, puncture or lesion is exposed to blood or other potentially infectious material, immediately wash the area with soap and water until excess blood is visibly removed.
- Report the incident immediately to the instructor.
- The instructor will then follow the post-exposure plan as set by the institution where the incident occurs. The incident will be evaluated to determine if it is a true exposure. If the incident is found to be a true exposure, the source patient must be evaluated for known or suspected HIV infection preferably within one-half hour of the exposure report.
- The instructor will notify the Dean of Allied Health Sciences within 24 hours who will follow college policy for such incidences.

### **CONFIDENTIALITY AND HIPAA**

During clinical, students will have access to client information. ALL information is to be held in strict confidence. NO CLIENT RECORDS may be duplicated. No client information is to be communicated verbally or in writing unless pertinent to the client's care or educational purposes. Communication of confidential information to anyone who does not have a need or professional right to be given the information will result in dismissal from the program of study.

The Health Insurance Portability and Accountability Act (HIPAA) is a law that is designed primarily to protect an individual's right to privacy in relation to his/her health care status. (This is a simplified definition) For details regarding the law you should read the law in its entirety. It can be found at numerous sites on the Internet; just do a search for "HIPAA." You can find information regarding HIPAA at the following web sites: [www.hhs.gov/ocr/hipaa/](http://www.hhs.gov/ocr/hipaa/) or [www.hipaa.org](http://www.hipaa.org) or [www.hipaaadvisory.com/](http://www.hipaaadvisory.com/) Also, information is accessible through any health care entity or public library.

As a student preparing for a career as a health care professional, you receive numerous training sessions regarding HIPAA regulations and how the law impacts health care practice. The training in and of itself is a component of HIPAA regulation. If you do not understand what your responsibilities, as a nursing student, are in relation to this law and patient care you MUST contact your instructor and/or the Dean of Allied Health Sciences for clarification, immediately, not after the fact violation. As a student preparing for a career in health care, you have access to patient medical data. It is YOUR responsibility to safeguard your patient's privacy; therefore, you DO NOT put any identifiable data on care reports &/or other assignments; including discussion that you use for your professional education. For example (this is not an all inclusive list but rather a guide) NEVER use the name of a patient, family member, physician, health care provider, and health care entity, nor should you use any individual's title or the date of the clinical experience. Remember, any data you provide anyone that can in any way be traced back to the patient is in violation of the law and grounds for dismissal from the program.

If you need to cite a source for an assignment it is NOT acceptable to use any identifier with connection to the client. Simply keep the citing in general terms. For example, (again, this is not an all inclusive list) you would cite: patient, patient record, hospital web site, physician, nurse, and etc. Do not use titles such as, the Chief Nursing Officer, the Director of the Laboratory and so forth.

If you are in doubt as to whether or not you can use a particular reference or title, DON'T! You should ask your instructor or the Dean of Allied Health Sciences. Simply do not put patient medical data with an identifiable source, it is a HIPAA violation. It is important that you allow adequate time for contacting and receiving assistance from the instructor and/or the Dean. Waiting to ask for assistance the day before an assignment is due may result in an inability to receive the assistance you require in the time frame for which you need it.

This is a federal law and violations carry severe consequences for the individual professional and the health care entity. You may observe a violation and believe that it is proper based upon the individual(s) involved; however, IT ABSOLUTELY IS NOT!

Any student who violates this law may incur discipline or be dismissed from the program of study with no possibility of program re-entry. It is important to note that this means NO violations are allowed, which means if it occurs, even once, the consequence is final.

### **Cerner - Academic Educational Solution (AES)**

NCMC utilizes Cerner which is an Electronic Health Information Technology program. Cerner's AES contains student case records developed to support course activities and assignments. When you log into AES, you acknowledge you will access only those case records that have been specifically assigned to you by faculty. If it is determined that you have accessed any

case record without permission of faculty it may be construed that you have performed an act of academic dishonesty. As such, NCMC policies and procedures related to academic dishonesty will be enforced. Under no circumstance are you to access a fellow student's case record.

### **CLASS RULES**

1. Read and follow the policies stated in your program handbook/course syllabus. You will need to refer to them. You are responsible for the knowledge and practice of these policies and will be accountable to them.
2. Smoking is NOT permitted on NCMC campus. All clinical facilities and adjacent grounds are smoke free for NCMC nursing students and faculty.
3. Ample opportunity exists for talking, phone conversations, and eating outside of class time. If you choose to participate in any of these activities during class time, you will be requested to leave the classroom.
4. During discussion(s) only one person should speak at a time. Too many talking at once is confusing and not conducive to learning.
5. You may have non-alcoholic beverages to drink during class time as long as you have a lid on it. No food or drink allowed in the classrooms or skills laboratory for Trenton Campus
6. Breaks (at least 10 minutes) are given approximately every hour. Class will start without you if you are late.
7. Scantrons must be completed using a #2 pencil. The final test grade will be determined from the scantron.
8. Anyone caught cheating on an exam or exhibit behaviors indicative of cheating will receive a failing grade "F" for the course and will be dismissed from the program.
9. Your instructors are available during posted office hours. Only phone them at home if an emergency arises. For individual attention and privacy, please make an appointment with an instructor, otherwise, it will be "first come, first served." It is important that you allow adequate time for contacting and receiving assistance from the instructor and/or the Dean. Waiting to ask for assistance the day before an assignment is due may result in an inability to receive the assistance you require in the time frame for which you need it.
10. Knock before entering faculty offices and wait for permission to enter.
11. Be respectful of others' rights.
12. Disruptive behavior will NOT be tolerated.
13. You are practicing to be professionals; you are expected to conduct yourself accordingly.
14. You are responsible for keeping your area of the classroom, lab, refrigerator, and student lounge clean and litter free.
15. The inclement weather call list will only be initiated by an instructor. It is then each student's responsibility to call the next person on the list with the information given to them. Remember this is college; therefore, classes are seldom cancelled.
16. Inappropriate use of equipment is unacceptable behavior and subject to discipline.
17. You should be well rested prior to class time. Sleeping during class will not be tolerated. You will be asked to leave the classroom if you decide to sleep during class.
18. Insubordination will result in disciplinary action, which may be dismissal from the program of study. (Insubordinate means disobedient to authority.)
19. No children or unauthorized individuals are allowed in the classroom.
20. Children are NOT to be left unsupervised while on college premises.
21. Any electronic devices MUST HAVE POWER TURNED OFF AND THE DEVICE NOT VISIBLE and kept in backpack, purse, etc...during class or clinical time. If extreme circumstances exist, notify the instructor prior to class or clinical so that appropriate arrangements can be made.
22. Do not tape pictures or any thing else to the desk/table tops.

### **Policy for Student use of Skills Laboratory**

All allied health students are expected to follow the guidelines set forth with this policy. All allied health students will:

- Conduct themselves professionally.
  - Disruptive and inappropriate behaviors will not be tolerated.
  - As individuals practicing to be professionals you are expected to conduct yourself accordingly.
- Demonstrate appropriate use of equipment. The equipment is to facilitate student learning.
  - Inappropriate use of equipment is unacceptable.
  - At no time is the equipment to be used as a toy or the Internet to be used for anything other than content/assignment specific tasks.
- Maintain integrity of skills laboratory and equipment.
  - Skills laboratory equipment does not leave the skills laboratory.
  - No food or drink allowed in the skills laboratory area.
  - Skills laboratory will be kept clean and neat.
  - Skills laboratory will present as if it were a health care facility.
- View videos/DVDs in the skills laboratory or designated classrooms only.

- Students may check out videos/DVDs with instructor/skills laboratory supervisor's permission AND supervision.
- Videos and/or DVDs do not leave the building.
- Occupy the skills laboratory only when assigned/scheduled AND supervised by faculty/skills laboratory supervisor.
  - No students are allowed in the skills laboratory without supervision.
  - Skills and clinical simulation laboratory experiences will be scheduled and posted at the beginning of each semester in the skills laboratory and the classroom (there may be course specific experiences the instructor will not post but will be announced in class)
  - Open skills laboratory times will be posted and/or individual appointments made with the skills laboratory supervisor/instructor.
- Provide contact numbers in the event an appointment must be rescheduled.
- Maintain the integrity of the building.
  - Food and drink is allowed only in designated areas. There is a commons area at each site for use by students.
- Respect others by turning off all cell phones, pagers, musical devices and etc. while in the skills laboratory.
- Maintain a safe environment.
  - No children allowed in the skills laboratory other than for specific, pre-approved assignments and then the child must be supervised by an adult at all times.
- Meet all assignment requirements prior to participation in the skills/simulation laboratory experience.
  - Underprepared students or students with incomplete assignments will be sent home.
  - It is the student's responsibility to reschedule the missed assignment with the skills laboratory supervisor/instructor.
- Bring tools necessary for the assigned activity on the day of the assignment.
- Maintain confidentiality with simulation and skills laboratory experiences.
- Deliver care during the skills laboratory experiences as the professional you are preparing to be.
  - Attire for the skills laboratory should not limit the ability to perform tasks, hair should be pulled back and no excessive jewelry.
- Follow standard precautions.
- Maintain safety of self and others at all times.
  - Being an allied health sciences student requires practice of selected technical procedural skills; therefore, there is an element of risk.

**NOTE:** Failure to comply with the above listed policies WILL result in an appropriate contract and/or further disciplinary action.

## **ACADEMIC STANDARDS NURSING COURSES**

A minimum grade of "C" is required for all courses in the nursing curriculum plan, theory, lab, and/or clinical. Practicum/Clinical, with theory courses, shall be graded on a pass/fail basis. Clinical **MUST** be passed in order to pass the course and to progress in the program of study. A satisfactory clinical performance shall be determined through an evaluation process based on attendance, pre and/or post conference participation, clinical counseling notes and overall evaluation indicating the degree to which the student has met the written clinical objectives of the course.

Certain courses within the nursing curriculum may require a unit exam average of 80% as criterion for participation in the clinical portion of the course. Inability to participate in the clinical portion will result in failure of the course "F". Please refer to course/clinical syllabus for details

## **DIVISION GRADING POLICIES**

### **Grading Scale:**

A = 93 – 100

B = 85 – 92

C = 80 – 84

D = 73 – 79

F = 72 and below

Students **MUST** achieve an 80% unit exam average AND an 80% cumulative course grade, at the end of each semester, in order to progress to the next semester. *If you need clarification or have questions regarding this requirement, please contact an instructor or the Dean of Allied Health Sciences.* Failure to achieve an 80% unit exam average will result in a failing course grade, therefore, not eligible to take the final.

All grades are calculated and averaged. Grades will **NOT** be rounded. Only the whole number will be used. No extra credit is given.

### **Academic Contracts:**

After faculty posts exam grades, students who earn below 80%, must schedule an appointment with the instructor prior to the next exam. (Faculty will post exam grades within 24 hours or post an explanation of extenuating circumstances that prevents a grade posting within the 24 hour time frame). Students can contact the instructor prior to the next exam date by e-mail or by signing the unit exam or other document to arrange a conference with the instructor. (If you need information on how to log on to Blackboard it is your responsibility to contact faculty, staff, or the Dean of Allied Health for assistance.)

During the post-exam conference the instructor and student will complete and plan an academic contract as a means to improve the likelihood for student success. The academic action plan is a mutual agreement between instructor and student. It is not sufficient or acceptable for a student to complete his/her portion of the contract and submit it independent of the instructor's input. Failure of the student to schedule, meet, and develop the contract prior to the next scheduled exam will result in 10% reduction of the failed exam grade.

The student is expected to fulfill any requirements as specified by the contractual agreement. Should the student fail to fulfill the contractual requirements, by the specified date, then he/she forfeits their status and will be exited from the course with a failing grade, thus will be exited from the program of study.

Other contracts may also be applicable for clinical experience and/or behavioral issues. A student may not receive more than three (3) contracts for clinical and/or behavioral problems per year. More than (3) contracts for clinical and/or behavior will result in a failing grade, dismissal from the course, and dismissal from the program of study. *If you need clarification or have questions regarding this requirement, please contact an instructor or the Dean of Allied Health Sciences.*

### **PLAGIARISM**

All members of the learning community at NCMC are expected to be honest. The College will not tolerate cheating or plagiarism on tests, examinations, reports, laboratory reports, and/or other assignments. Those who engage in such misconduct may be subject to disciplinary action that may result in expulsion. Any student who commits or attempts to commit an act of misconduct shall be subject to disciplinary sanctions. Acts of misconduct include, but are not limited to:

- Cheating includes, but is not limited to, giving or receiving unauthorized assistance in taking quizzes or examinations; using inappropriate or unallowable sources during an examination or in preparing course assignments; obtaining or distributing tests or other academic information without permission; or falsifying data or any official college record.
- Plagiarism includes, but is not limited to, using by direct quotation or paraphrase the words or material of another person without properly crediting the author; presenting ideas or creations of another as one's own without consent or appropriate attribution.
- Deliberate alteration or destruction of the academic work or intellectual property of another member of the College community.

### **SPECIAL ACCOMMODATIONS:**

North Central Missouri College complies with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990. Students with documented disabilities who need special classroom accommodations must make their requests in writing to: Disability Services (attention – Kristi Weldon) 1301 Main Street, Trenton, MO 64683 or call 660-359-3948 ext. 1405 for an appointment.

### **FINALS:**

If an emergency occurs that prevents the administration of a final examination, the student's final course grade will be calculated based on the work in the course completed to that point in time and the faculty member's considered judgment. Final exams will NOT be rescheduled, and a grade of "I" will NOT be given as a result of the missed exam. This Finals policy does NOT apply to online courses.

## **GENERAL ATTENDANCE POLICY**

### **CLASSROOM**

STUDENTS ARE EXPECTED TO ATTEND ALL CLASS SESSIONS of the courses in which they are enrolled. Absence places a student in jeopardy of failing. A student who has accumulated a number of clock hours of absence equal to the credit hours of the course will be notified of such absences. Any additional absence will result in the removal of the student from the class on the recommendation of the faculty. (Read and refer to course syllabus for additional classroom attendance regulations.) If half of any given class time is missed, an absence is given. The student is responsible for finding out what

information was missed in his/her absence. One (1) point will be deducted from the final course grade for every two absences per semester.

When a student finds it necessary to be absent, the student must notify the instructor of the impending absence before class. Failure to notify the instructor prior to class start time will result in two (2) points being deducted from the final course grade. It is acceptable to leave a message regarding the absence on the instructor's voice mail or e-mail. The student will be responsible for obtaining lecture notes from other students and must hand in any work due. A zero will be assigned for any missed quiz; quizzes are not subject to make up.

Testing is a vital component of the evaluation process. Exams will be given on a scheduled basis. If a student should be absent on any test date, it is the responsibility of the student to contact the instructor within the specified time frame to make arrangements for the make-up exam (refer to course syllabus for specific time frame). If arrangements are not made with the instructor, a grade of "0" will be assigned for the missed exam. You will not be allowed to take the next exam if the missed one has not been completed. Failed exams are not subject to retake. Additional requirements specific to a particular course will be found in the course syllabus.

Upon prior and reasonable notification, class meeting dates and times are subject to change at the instructor's discretion.

Extenuating circumstances will be evaluated on an individual basis (i.e., death or serious illness of an immediate family member, emergency surgery, military or jury duty, scheduled events that are uncontrollable.) Appropriate documentation for validation of the circumstance will be required of the student upon return.

### **CLASSROOM TARDINESS**

Classes start according to the official college time which is determined by the College computer system. Anyone entering one (1) minute after the official starting time is considered tardy. Six (6) tardies will result in a deduction of one (1) point from the final grade.

### **GUESTS IN CLASSROOM OR LABORATORY SETTINGS**

In order to provide a safe and positive learning environment, children or guests are NOT allowed to accompany students to any learning setting. Children are not to be left unattended in any area of the College including college lounges, hallways, laboratories, or faculty and staff offices.

### **CLINICAL**

All Allied Health clinical students are required to have a drug screen prior to entering a clinical facility. If a student's drug screen is positive, the student must submit written proof of a current prescription for the appropriate medication. Failure to provide the appropriate documentation will result in the student's dismissal from the program. The student may apply for re-entry the next year.

The student is responsible for the full cost of testing. Detailed instructions are provided. All effort is taken to ensure the student's privacy while at the same time preventing testing falsification. Testing procedure is established by the testing agency to ensure the integrity and chain of custody of the specimen.

Clinical experience is a vital learning component of the nursing education program. Failure to meet clinical attendance requirements will result in a failing grade. The required number of clinical days is specified, for each clinical rotation, within the specific course syllabus. Clinical schedules may be altered in order to provide the best clinical opportunities. Students will be notified and provided the opportunity to volunteer for any altered scheduling.

If clinical absence is necessary, students must notify the instructor at the assigned clinical facility at least 15 minutes prior to scheduled time of work. Failure to notify the instructor of an impending clinical absence at least 15 minutes prior to the scheduled time of work will result in a "0" (zero) clinical grade for that day. This missed clinical day will not be subject to make up. The student will not be allowed to return to the clinical area until they have met with the instructor and/or the Dean of Allied Health Sciences. Failure to notify the instructor of absence is considered cause for dismissal. Contacting another student is not appropriate or acceptable as notification.

A failed clinical experience/day is NOT subject to make-up. For the Level 1 program, failure of more than two (2) clinical experiences/days will result in failure of the clinical component of a course. For the Level 2 program, failure of more than one (1) clinical experience/day will result in failure of the clinical component of a course and therefore, will receive a failing grade in the course. Clinical make-up days may be scheduled based on need and at instructor's discretion. All clinical assignments/requirements must be completed/submitted by specified deadline. Failure to complete/submit assignments/requirements by specified deadline will result in a zero (0) for that clinical day.

If an instructor refers a student for remediation of clinical skills, the student must contact the Skills Laboratory Supervisor or appropriate faculty within 48 hours of the recommendation, to schedule an appointment. Remediation is mandatory for continuation in the nursing program.

Extenuating circumstances will be evaluated on an individual basis (i.e., death or serious illness of an immediate family

member, emergency surgery, military or jury duty, scheduled events that are uncontrollable). Appropriate documentation for validation of the circumstance will be required of the student.

### **CLINICAL TARDINESS**

If tardiness is anticipated, students must notify the instructor at the assigned clinical facility at least 15 minutes prior to scheduled time of work. Students, who are more than 30 minutes tardy, without prior notification, will not be allowed in the clinical area and will be considered absent for the day.

Students who fail to notify the instructor of tardiness or reason for tardiness will not be allowed to return to the clinical area until they have met with the Dean of Allied Health Sciences. Failure to notify the instructor of tardiness is considered cause for dismissal.

### **STUDENT UNIFORM CODE AND EQUIPMENT**

The following guidelines are consistent with standards of professionalism. Even when not in uniform in a health care setting, students are to convey an image of competence, confidence, and professionalism. To assure a professional appearance is maintained, students will be instructed in additional dress policies relevant to specific settings. Sweats, blue jeans, shorts, tube or halter tops are not acceptable attire. No attire that exposes the midriff is to be worn during clinical or other school related activities.

#### **PERSONAL:**

1. Good personal hygiene. Perfume or aftershave is not to be worn in the clinical setting.
2. Hair: Secured and away from the face. (No visible hair ornaments plain barrettes may be used to secure hair appropriately). A beard must be close-cropped and well groomed. A mustache must have easily visible lip margins and not to be grown or hang below corners of the mouth. No visible chest hair.
3. Make-up, if desired, must be used in moderation.
4. Clean, short fingernails. No nail polish. No artificial nails. No acrylic overlays. Fingernail length is not to extend more than ¼ inch beyond the tip of the finger pad.
5. Body paintings or tattoos must be concealed appropriately.

#### **UNIFORM REQUIREMENTS:**

Each student must purchase at least two red uniforms. A short black or white lab jacket may be purchased (not mandatory). Uniforms and equipment may be purchased at the College Bookstore or the vendor of your choice. The uniform should be clean, pressed, and the fit should be sufficiently loose as to not show underwear lines.

1. The female student uniform will be red scrubs. NO CAPRIS will be allowed. Dress and skirt uniform length must be no shorter than the kneecap. A plain white or black tee shirt or turtleneck may be worn beneath uniform tops.
2. The male student uniform will be red scrubs. A plain white or black tee shirt or turtleneck may be worn beneath uniform tops.
3. Undergarments (bra, underwear) should not show through or outside of the clinical uniform
4. The waistband of the pants should sit at the true waist, not the hips.
5. The hem of the clinical pants should not drag on the floor.
6. Students will need the following equipment prior to skills laboratory experience:
  - a. bandage scissors
  - b. blood pressure cuff (Level I – only)
  - c. gait belts (Level I – only)
  - d. pen light
  - e. stethoscope
  - f. watch with second hand
7. Program patches are purchased from the College Bookstore and sewn on LEFT SLEEVE centered 2 inches below the shoulder.
8. Name badges will be required.
9. Plain white hose are to be worn with skirt and dress uniforms. Plain white, red, or black socks may be worn with pant uniforms. Socks are to be plain and have no emblems or lace.
10. White or black leather shoes will be worn with the uniform. Shoes will be clean and in good repair. NO CANVAS SHOES OR BOOTS. No large flashy logos or colors permitted.

### **CARE AND WEARING OF UNIFORM:**

1. The student uniform shall be clean, wrinkle-free, and in good repair.
2. Uniforms laundered and pressed after each wearing before returning to clinical area.
3. Uniforms worn to clinical area, during clinical, and home only. It is not professional to grocery shop, etc., in uniform or lab coat.

### **ACCESSORIES:**

1. Jewelry: Wedding and/or one ring only. One single pair of post earrings, small, gold, silver, or pearl balls worn in the ear lobe. No posts or hoops in other pierced body parts.
2. Watch: Second hand. No decorative bands.
3. Regulation name badge: worn on left side.
4. Black ink pens (no gel ink). No felt tip markers. Black ink for charting (non erasable ink).

### **BEHAVIOR:**

1. Alcoholic beverages: Not permissible 12 hours prior to or during clinical hours. Alcohol on breath is cause to be sent home, and failing grade for the day recorded. If behaviors indicate the misuse of a substance, the student will be dismissed.
2. Gum chewing is not permitted on duty.
3. No smoking is allowed at clinical sites for NCMC nursing students and faculty. (If you smell strongly of smoke you may be asked to leave the facility and given a zero for that clinical day.) A clinical day for which a zero is earned is not eligible for make-up.
4. If you are tardy for any reason, DO NOT interrupt report!

Evaluation of clinical dress is considered part of the clinical evaluation. A student not in compliance with dress guidelines will be sent home at the instructor's discretion. A failing clinical grade for that day will be recorded.

Specific clinical dress guidelines for a particular course may be found in the course syllabus. Additional clinical dress restrictions may be instituted at faculty discretion.

### **SUBSTANCE ABUSE**

Students are expected to comply with local and state laws pertaining to alcoholic beverages, controlled substances, and illegal drugs. In addition, the manufacture, distribution, sale, possession, use, or transportation of alcoholic beverages, controlled substances, and illegal drugs by any student on campus or at NCMC approved events off campus shall be strictly prohibited. Tobacco usage is prohibited in all campus buildings and clinical sites.

1. Should a student's behavior cause reason to suspect use of any drugs/alcohol such behavior will be documented. It is the legal and ethical responsibility of the faculty to confront and report any student suspected of substance use and or abuse. Behaviors indicating use and or abuse are:  
  
irritability, mood swings, memory loss, deterioration of personal appearance, deterioration of work performance, difficulty meeting schedules and deadlines, frequent tardiness, excessive lethargy, frequent absenteeism without adequate explanation, repeated absenteeism following days off, deterioration of prepared assignments, smell of alcohol on breath, disruptive behavior.
2. A student who is perceived to be under the influence of alcohol and/or drugs during class or clinical time will be confronted and sent home. Clients/patients and coworkers have the right to the best and safest health care. Following a meeting with the Instructor, Dean of Allied Health Sciences, Dean of Student Services, or Vice President of Student Services and School Counselor, appropriate action will be taken which may include but is not necessarily limited to:
  - a. Immediate blood/urine screening at college appointed test site, at the student's expense.
  - b. Suspension
  - c. Probation
  - d. Substance abuse evaluation
  - e. Dismissal from program/college

Immediate dismissal will result if ANY student functions as a nursing student while under the influence of ANY illegal substance.

3. Each student is encouraged to disclose to their instructor any occasion when prescribed medication is taken which might affect the student's judgment, level of activity, or mood.
4. The faculty reserves the right to conduct random drug screens at the student's expense.
5. Nursing students refer to the Nurse Practice Act Section 335.066, RSMo. Denial, revocation, or suspension of license, grounds for.
6. NCMC and Northwest Technical School are tobacco-free campuses.

### **LEAVE OF ABSENCE AND WITHDRAWAL**

Leave of absence is granted on an individual basis. A student requesting a leave of absence should consult with their advisor/faculty, and should present a WRITTEN request for leave, stating the purpose and expected duration to the Dean of Allied Health Sciences. Readmission and continuation in the program(s) will be considered on a space available basis, after the student has made a formal readmission application, and successfully completed readmission testing.

A student wishing to withdraw voluntarily from the nursing program(s) should consult with their advisor/faculty. The student is responsible for initiating and completing the "drop course" process. If a student fails a class with a clinical component, they can stay in a class that does not have a clinical component (Ex. if fail Foundations, can stay in Pharmacology) but must drop or withdraw from Foundations. If a student fails a non clinical class, they must withdraw from that class plus all classes with a clinical component (Ex. if fail Pharmacology, must drop or withdrawal from all nursing courses).

### **PROBATION AND DISMISSAL**

A student will be placed on probation or dismissed from the program on the basis of unsatisfactory academic standing, conduct, or inability to meet clinical requirements.

The Allied Health Sciences Division of NCMC reserves the right to place on probation or dismiss students from the program whose conduct or performance is detrimental to the interests of the College or program specific profession. Probation may or may not precede dismissal. Examples of behavior that would violate college standards include, but are not limited to the following:

1. Acting in a manner which is disruptive to an educational or extra-curricular activity or failure to conduct oneself in a responsible, safe, and professional manner.
2. Intentionally damaging, destroying or defacing college property or property of any member of the College community.
3. Harassing, exploiting or intimidating any member of the College community.
4. Using or threatening to use force in order to intentionally inflict bodily harm upon any person on College premises.
5. Possessing, storing or using firearms, dangerous weapons, explosives or fireworks in any area of the College premises or on premises used by the College.
6. Making a false report of a fire or any report of false emergency in a College building, facility residence or on premises related to College activities.
7. Stealing, assisting or attempting to steal College property or property of any member of the College community.
8. Knowingly misrepresenting facts to any official of the College which includes academic misconduct, plagiarism, cheating, or dishonesty.
9. Breaching standards of confidentiality.
10. Purposely misleading others or misrepresenting themselves.
11. Use of or being under the influence of alcohol and/or illegal drugs in the classroom, laboratory or clinical setting.
12. Conviction of a felony.
13. A HIPAA violation will result in dismissal with no possibility of program re-entry.

### **STUDENT GRIEVANCE**

Students are responsible for conducting themselves and maintaining academic performance established by the program in which he/she is enrolled, in accordance with policies outlined by North Central Missouri College. Failure to meet or maintain standards of conduct or grading standards on academic performance as established by North Central Missouri College, the program, or the instructor, can result in probation, suspension or dismissal from the program. Please refer to the NCMC college catalog for the student grievance and/or grade appeals process. It is important to note that the process must be followed exactly as stated in the catalog. Failure to follow the process as outlined in the catalog will invalidate the process.

### **GRADUATION REQUIREMENTS:**

- ❖ Successfully complete the Comprehensive Exit Exam. NCMC will meet the financial obligation for the first exam only. If a student must re-take the exam more than the one time in order to qualify for graduation, expense for subsequent exams is the financial responsibility of the student.
- ❖ Students must complete all course work requirements of the program in which he/she is enrolled, with an overall GPA of 2.0. Students must meet the graduation requirements of North Central Missouri College as outlined in the College Catalog.
- ❖ The Cashier collects graduation fees. Students are expected to participate in the College commencement ceremony in May. Students must pay the graduation fee, plus purchase one white cord (Level I), or two white cords (Level II) for the commencement ceremony. Cords are available through the bookstore.
- ❖ Program pins are available for purchase through the bookstore. Students are responsible for the payment of ordered pins prior to program completion.
- ❖ Students who are eligible to take the NCLEX exam must pay: a fee for application as determined by the Missouri State Board of Nursing; a fee for the examination; and a fee for finger printing.

## **STUDENT EXPENSES**

### **TUITION**

Tuition is based on place of residence. Refer to the website, the pre-admission packet, or the college catalog for tuition and fees.

Tuition and fees are subject to change without prior notice.

Tuition and fees are due at time of registration. Uniforms, books, equipment, and a limited number of other items may be purchased from the College Bookstore.

### **MALPRACTICE**

Liability insurance is included in fees for the courses Foundations of Nursing II (Level I) and Nursing of Adults III (Level II).

Students are advised that they may be held personally responsible for acts of negligence while in the clinical setting and judgments may be made against them in a court of law.

Therefore, it is a requirement of this division that each student purchase liability insurance, to be paid at time of enrollment, the first semester of each year. Students who transfer or re-enter the program are responsible for the purchase of liability insurance at the time of enrollment.

### **TESTING**

Achievement exams/review course may be given throughout the year as an evaluation tool. Students are responsible for the cost of the testing service. Fees are paid through the Cashier each semester as a course fee, at the time of registration.

### **TRANSPORTATION**

Students are responsible for their own transportation and will need the use of an automobile to travel to clinical practice sites in surrounding communities. The cost of gasoline and maintenance must be considered as part of the total expense of the program.

### **HOUSING**

Students choose their own housing. Application to residence halls can be made through Student Services.

Students need to be accessible by telephone in case of emergency or schedule changes.

### **MEALS**

Each student is responsible for his/her own meals whether in the cafeteria, deli, or local restaurants. The lounge is equipped with soda and candy dispensers.

### **HEALTH SERVICES**

There are no formal health services provided by the College. All students are urged to carry health and accident insurance.

In the event of illness during College hours, the student is advised to contact a physician of his/her choice. The Dean of Allied Health Sciences or Site Coordinator is notified of any nursing student requiring emergency care; Emergency Medical services

will be called and transportation is arranged to the nearest hospital, at the expense of the student.

**IN CASE OF EMERGENCY CONTACT LOCAL  
EMERGENCY MEDICAL SERVICES**

Should accident or injury occur to the student while in a clinical area, institutional employee policy shall be followed. The student must notify his/her clinical instructor immediately and the instructor will notify the Dean of Allied Health Sciences as soon as possible but within 24 hours. The Dean will assist them in filing the necessary reports and obtaining emergency medical care provided by the institution, at the expense of the student. Students are reminded that the cooperating clinical institutions, by agreement, are not held responsible for student accident or injury.

A medical release for participation in class and clinical is required as soon as possible and/or by the end of the second month of pregnancy. All illnesses of more than one week, and/or all hospitalizations and pregnancies require a medical release to be allowed to return to class and/or clinical.

### **STUDENT ORGANIZATION**

Nursing students are required to join and actively participate in the professional organization representing their program of study. The purpose of such organizations is to encourage students to be aware of their responsibility to their profession, at the local, state and national level.

Faculty members shall be designated as sponsors to this organization.

- Student organization dues are collected by the designated individual. Attendance at seminars/conventions may be a part of the required educational program. Refer to organization by-laws.

Nursing students are encouraged to actively participate in college activities and organizations.

**Student Nurses' Association for ADN Students:**

The Student Nurses' Association is open to students in the Associate Degree Nursing program (Level II). It was organized in 1973 to encourage fellowship, to provide an opportunity for the development of leadership ability, to promote an interest in the nursing profession, and to communicate with the state and national professional nurses' associations.

**Student Practical Nurses' Association:**

The Student Practical Nurses' Association is comprised of students in the Practical Nursing program (Level I). It was chartered to aid in the personal development of individuals and to urge students to be aware of and contribute to improving the health care of all people. The organization encourages student participation in community affairs and communication with the Missouri State Association of Licensed Practical Nurses.

### **STUDENT RECORDS**

Student records shall be kept in accordance with policies as established by North Central Missouri College.

The final cumulative record shall be maintained in the Registrar's office, located in the Alexander Student Center, after completion of the program

NORTH CENTRAL MISSOURI COLLEGE  
DIVISION OF ALLIED HEALTH SCIENCE

Level I \_\_\_\_  
Level II \_\_\_\_

I, \_\_\_\_\_, hereby certify that I have read the Allied Health Science Division – Nursing Student Handbook 2011-2012, NCMC Student Handbook and College Catalog for the academic year of 2011-2012. I realize my signature indicates that I understand that I am responsible for and will be held accountable to the standards and guidelines therein. I understand the process and have had the opportunity to ask questions for clarification. Failure to comply with the policies/guidelines may result in disciplinary action and/or dismissal from the program.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me, \_\_\_\_\_

(Notary)

Notary Public in and for said state, personally appeared, \_\_\_\_\_, known to me to be

(Student)

the person who executed the within instrument and acknowledged to me that he/she executed the same for the purposes therein stated.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal the day and year last above written.

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
My commission expires

NORTH CENTRAL MISSOURI COLLEGE  
DIVISION OF ALLIED HEALTH SCIENCE

Level I \_\_\_\_  
Level II \_\_\_\_

I, \_\_\_\_\_, hereby certify that I have read the Allied Health Science Division – Nursing Student Handbook 2011-2012, NCMC Student Handbook and College Catalog for the academic year of 2011-2012. I realize my signature indicates that I understand that I am responsible for and will be held accountable to the standards and guidelines therein. I understand the process and have had the opportunity to ask questions for clarification. Failure to comply with the policies/guidelines may result in disciplinary action and/or dismissal from the program.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me, \_\_\_\_\_  
(Notary)

Notary Public in and for said state, personally appeared, \_\_\_\_\_, known to me to be  
(Student)  
the person who executed the within instrument and acknowledged to me that he/she executed the same for the purposes therein stated.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal the day and year last above written.

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
My commission expires