NURSING & HEALTH SCIENCES

Nursing Student Handbook

2018-2019

Korynn Skipper, PN Program Director
Kelly Claycomb, PN to ADN Program Director

Revised 8/16/18
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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 Program Director. 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 Nursing 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 Associated Degree Nursing program was established at the Northwest Technical School in Mayville, 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. NCMC continues to provide a PN as well as a PN to ADN nursing program housed on the Northwest technical center campus located in Maryville.

In the spring of 2008, NCMC established a Practical Nursing program in Bethany, Missouri. The first class started with 12 students in January 2008.

In 2009, Cross Hall was dedicated as the Nursing and Health Sciences building on the NCMC campus. The nursing programs were moved in Trenton from Geyer Hall 3rd floor to the newly completed 33,000 square foot Cross Hall with an updated lab and simulators.

In the fall of 2013, NCMC piloted a two-year Online Associated Degree Nursing program through the MOHealthWINS grant with the entry of 10 students. In 2014, Missouri State Board of Nursing approved 15 seats for the online program and in the spring of 2015, NCMC was approved to continue the Online Associate Degree Nursing program. MSBN approved for an additional 10 seats in the PN to ADN online program due to its continued demand in 2017.

Currently, in 2017, we are identifying accepted numbers as the following for our PN Programs: Trenton – 66, Maryville – 36 and Bethany – 16. Accepted numbers for the PN to ADN Programs are as follows: Trenton – 46, Maryville – 33 and Online – 26.

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.
## Statement of Mission

<table>
<thead>
<tr>
<th><strong>North Central Missouri College Mission Statement</strong></th>
<th><strong>North Central Missouri College Nursing Program Mission Statement</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>North Central Missouri College (NCMC) provides accessible, affordable, and quality educational programs, with emphases on excellence in teaching, learning, workforce development and service,</td>
<td>Congruent with the mission of NCMC, the mission of the Nursing Department at NCMC is to assist individuals to attain their educational goals through a progressive curriculum delivered by caring and competent educators in a safe, technology-rich learning environment. The foundation upon which the Nursing Department operates is to provide quality nursing education that prepares nurse generalists to function in a diverse, global and dynamic healthcare environment.</td>
</tr>
</tbody>
</table>

### NCMC Vision

<table>
<thead>
<tr>
<th><strong>NCMC Vision</strong></th>
<th><strong>NCMC Nursing Program Philosophy Statement</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>North Central Missouri College aspires to become an exemplary comprehensive community college serving rural and small communities in its service region and beyond.</td>
<td>The NCMC nursing department strives to provide a commendable nursing education that prepares students to practice as nurses locally, nationally, and globally.</td>
</tr>
</tbody>
</table>

### NCMC Nursing Department Statement of Beliefs

Nursing faculty and staff care about the success of individuals, value the potential of each person, and model integrity and responsibility. The faculty and staff believe that the art of nursing is the creation of an environment conducive to promoting, maintaining, and restoring health, and a science through the body of knowledge and skills upon which practice is based.

The faculty and staff believe:

1. That the creation of a learner-centered educational environment empowers students to provide safe, quality patient care in a technology-rich healthcare environment.
2. That nursing requires competence, teamwork and collaboration, flexibility, critical thinking, clinical reasoning, and the ability to make sound nursing decisions supported by evidence in the provision of safe nursing care.
3. That modeling the roles of the nurse promotes the development of professionalism, leadership, and lifelong learning in our students.
4. That patient-centered care is an essential component of nursing practice that incorporates humanistic principles to optimize healthcare outcomes.
5. That nursing is a dynamic profession committed to continuous quality improvement, including the use of healthcare informatics and the application of evidence, in promoting the health of diverse individuals and populations.
6. That teaching and learning are a shared and interactive process with educators serving as the catalyst for learning.
Nursing Division Organizational Chart

NMC VP of Academic Affairs
Dr. Tristan Londre
tlondre@mail.ncmissouri.edu
660-359-3948 ext 1300

NMC Dean of Instruction
Mitch Holder
mholder@mail.ncmissouri.edu
660-359-3948 ext 1310

PN to ADN Program Director
Kelly Claycomb
kclaycomb@mail.ncmissouri.edu
660-359-3948 ext 1312

Trenton Administrative Assistant
Jenna Stevens
jstevens@mail.ncmissouri.edu
660-359-3948 ext 1316

Maryville Administrative Assistant
Aimee Riley
ariley@mail.ncmissouri.edu
660-359-3948 ext 1900

Trenton PN Program Coordinator
Jaime Pittman
jpittman@mail.ncmissouri.edu
660-359-3948 ext 1342

Night & Weeknd PN Program Coordinator
Beth Crawford
bcrawford@mail.ncmissouri.edu
660-359-3948 ext 1905

Maryville PN Program Coordinator
Ashtyn Wilson
awilson@mail.ncmissouri.edu
660-359-3948 ext 1904

Trenton PN to ADN Program Coordinator
Lisa Schilling
lschilling@mail.ncmissouri.edu
660-359-3948 ext 1309

Online PN to ADN Program Coordinator
Sue Nichols
snichols@mail.ncmissouri.edu
660-359-3948 ext 1901

Maryville PN to ADN Program Coordinator
Sophia Swink
sswink@mail.ncmissouri.edu
660-359-3948 ext 1903

Director of PN Programs
Korynn Skipper
kskipper@mail.ncmissouri.edu
660-359-3948 ext 1328
Nursing & Health Sciences Division Personnel and Qualifications

Beth Crawford, Nurse Educator, Night & Weekend Site Coordinator
Diploma, Burge School of Nursing, B.S.N. Evangel University, M.Ed. Drury University

Kelly Claycomb, Nurse Educator, PN to ADN Program Director, Trenton
B.S.N. Missouri Western State University, M.S.N. Western Governors University

Kristi Cutsinger, Program Coordinator of Health Sciences
A.A. North Central Missouri College, B.S. Northwest Missouri State University, M.B.A. Western Governors University

Susan Nichols, Nurse Educator, PN to ADN Online Coordinator, Trenton
A.A.S Iowa Central Community College (ADN), B.S.N. Northwest Missouri State University

Jaime Pittman, Nurse Educator, Trenton
A.A.S North Central Missouri College (ADN), B.S.N. Western Governors University, M.S.N. Western Governors University

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

Lisa Schilling, Nurse Educator, Trenton
A.A.S. North Central Missouri College (ADN), B.S.N. Northwest Missouri State University, M.S.N. Western Governors University

Deanna Scroggie, Nurse Educator, Maryville
A.A.S North Central Missouri College (ADN), B.S.N. Northwest Missouri State University, M.S.N. Western Governors University

Korynn Skipper, Nurse Educator, PN Program Director, Trenton
A.A.S North Central Missouri College (ADN), B.S.N. University of Phoenix, M.S.N. Western Governors University

Jenna Stevens, Nursing & Health Sciences Division Secretary
B.F.A. Missouri Western State University

Sophia Swink, Nurse Educator, Maryville
B.S.N. Missouri Western State University

Vel Westbrook, Skills Laboratory Supervisor
A.A.S Indian Hills (ADN), B.S.N. University of Phoenix, M.S.N. University of Phoenix

Ashtyn Wilson, Nurse Educator, Maryville
B.S.N. Missouri Western State University
Practical Nursing (PN) Program Information

Description:

The PN program is an INTENSE, FAST-PACED certificate program that takes three (3) semesters to complete. 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 PN program, 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 335.046.

Curriculum Outcomes and Graduate Competencies

Patient-Centered Care

Student Outcomes: Demonstrate patient-centered, caring, culturally sensitive nursing care based on common physiological, psychosocial and sociological needs of patients.

- The provision of care that is based on the patient's physiological, psychological, and sociological needs, recognizing the individual’s preferences and values, and respecting the patient or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe, effective care (adapted from Massachusetts Nurse of the Future, 2010).

Teamwork and Collaboration

Student Outcomes: Collaborate as a member of the health care team to promote continuity of patient care.

- The delivery of patient-centered care in partnership with interprofessional members of the health care team, fostering open communication, mutual respect, and shared decision making, to achieve continuity of care and optimal patient outcomes (adapted from QSEN, 2007).

Evidence Based Practice

Student Outcomes: Identify best current evidence from scientific and other credible sources as a basis for quality nursing practice and clinical decision making.

- The integration of best current evidence coupled with clinical expertise and consideration of the patients’ or designees' preferences, experiences and values to make safe, quality practice decisions for optimal patient outcomes (Adapted from Massachusetts Nurse of the Future, 2010).

Quality Improvement

Student Outcomes: Participate in the implementation of quality improvement strategies to improve patient care.

- The use of data to monitor the outcomes of care processes and the use of improvement methods to design and inform change, continuously improving the quality and safety of health care services to meet the needs of patients and promote optimal healthcare outcomes (Adapted from QSEN, 2007).

Safety

Student Outcomes: Provide a safe environment for patients, self, and others.

- The minimization of risk factors that could cause harm or delay patient recovery while promoting quality care and maintaining a secure environment for patients, self, and others through both system effectiveness and individual performance (adapted from QSEN, 2007).

Informatics

Student Outcomes: Use information technology in the provision of patient care.

- The use of information and technology to communicate, manage knowledge, mitigate error, and support evidence-based decision making (adapted from QSEN, 2007)

Leadership

Student Outcomes: Use the leadership skills of time management, organization and priority setting when providing patient care.

- The process by which nurses use a set of skills that directs and influences achievement of shared goals in the provision of individualized, safe, quality patient care (adapted from Massachusetts Nurse of the Future, 2010).

Professionalism

Student Outcomes: Practice nursing using professional, ethical, legal, and humanistic principles within regulatory guidelines.

- The demonstration of accountable and responsible behavior by the nurse for the delivery of standard-based nursing care that incorporates legal, ethical, and humanistic principles within the parameters of regulatory guidelines (adapted from Massachusetts Nurse of the Future, 2010).
PN Program Curriculum Plans

Trenton & Maryville Campuses

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

Pre-Requisite Courses:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Class</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI 240</td>
<td>Anatomy (with lab)</td>
<td>4</td>
</tr>
<tr>
<td>BI 242</td>
<td>*Physiology (with lab)</td>
<td>4</td>
</tr>
<tr>
<td>BI 238</td>
<td>(or) Anatomy &amp; Physiology (with lab)</td>
<td>8</td>
</tr>
<tr>
<td>AH 106</td>
<td>Math for Health Sciences</td>
<td>3</td>
</tr>
<tr>
<td>MT 122</td>
<td>(or) College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MT125</td>
<td>(or) Elementary Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

Pre-Requisite Credits: 11

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

*BI 240 Anatomy is a Pre-Requisite for BI 242 Physiology

Nursing Courses Fall Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Class</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN 100</td>
<td>Foundations of Nursing</td>
<td>6</td>
</tr>
<tr>
<td>PN 103</td>
<td>Intro to Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>PN104</td>
<td>Personal Vocational Concepts (Online)</td>
<td>1</td>
</tr>
<tr>
<td>PY 121</td>
<td>*General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Semester Credits: 12

Nursing Courses Spring Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Class</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN 101</td>
<td>Nursing of Adults 1A</td>
<td>6</td>
</tr>
<tr>
<td>PN 105</td>
<td>Intro to Mental Health Nursing (online)</td>
<td>1</td>
</tr>
<tr>
<td>PN 106</td>
<td>Maternal &amp; Child Health Nursing</td>
<td>2</td>
</tr>
<tr>
<td>SP 175</td>
<td>*Speech</td>
<td>3</td>
</tr>
</tbody>
</table>

Semester Credits: 12

Nursing Courses Summer Semester

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Class</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN 102</td>
<td>Nursing of Adults 1B</td>
<td>4</td>
</tr>
<tr>
<td>EN 101</td>
<td>*English 1</td>
<td>3</td>
</tr>
</tbody>
</table>

Semester Credits: 7

TOTAL PN CREDITS: 42

*General Psychology, Speech and English I may be taken prior to or concurrently while in the PN program
**PN Program Curriculum Plans**

**Night & Weekend Campus**

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

**Pre-Requsite Courses:**

<table>
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</tr>
<tr>
<td>BI 238</td>
<td>(or) Anatomy &amp; Physiology (with lab)</td>
<td>8</td>
</tr>
<tr>
<td>AH 106</td>
<td>Math for Health Sciences</td>
<td>3</td>
</tr>
<tr>
<td>MT 122</td>
<td>(or) College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MT 125</td>
<td>(or) Elementary Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Pre-Requisite Credits:** 11

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

*BI 240 Anatomy is a Pre-Requisite for BI 242 Physiology

**Nursing Courses Spring Semester**

<table>
<thead>
<tr>
<th>Course Number</th>
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</tr>
<tr>
<td>PN 104</td>
<td>Personal Vocational Concepts (Online)</td>
<td>1</td>
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<tr>
<td>PY 121</td>
<td>*General Psychology</td>
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</tr>
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</table>

**Semester Credits:** 12

**Nursing Courses Summer Semester**

<table>
<thead>
<tr>
<th>Course Number</th>
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<td>6</td>
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<tr>
<td>SP 175</td>
<td>*Speech</td>
<td>3</td>
</tr>
</tbody>
</table>

**Semester Credits:** 9

**Nursing Courses Fall Semester**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Class</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN 102</td>
<td>Nursing of Adults 1B</td>
<td>4</td>
</tr>
<tr>
<td>PN 105</td>
<td>Intro to Mental Health Nursing (online)</td>
<td>1</td>
</tr>
<tr>
<td>PN 106</td>
<td>Maternal &amp; Child Health Nursing</td>
<td>2</td>
</tr>
<tr>
<td>EN 101</td>
<td>*English 1</td>
<td>3</td>
</tr>
</tbody>
</table>

**Semester Credits:** 10

**TOTAL PN CREDITS: 42**

*General Psychology, Speech and English I may be taken prior to or concurrently while in the PN program.
Associate Degree Nursing (PN to ADN) Program Information

Description:

The ADN 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 ADN 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 335.046.

Curriculum Outcomes and Graduate Competencies

Patient-Centered Care
Student Outcomes: Demonstrate patient-centered, caring, culturally sensitive nursing care based on complex physiological, psychosocial and sociological needs of patients.

- The provision of care that is based on the patient's physiological, psychological, and sociological needs, recognizing the individual’s preferences and values, and respecting the patient or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe, effective care (adapted from Massachusetts Nurse of the Future, 2010).

Teamwork and Collaboration
Student Outcomes: Collaborate with members of the interprofessional health care team to promote continuity of patient care and achievement of optimal outcomes.

- The delivery of patient-centered care in partnership with interprofessional members of the health care team, fostering open communication, mutual respect, and shared decision making, to achieve continuity of care and optimal patient outcomes (adapted from QSEN, 2007).

Evidence Based Practice
Student Outcomes: Use best current evidence, expert opinion, and clinical expertise as a basis for quality nursing practice and clinical judgment.

- The integration of best current evidence coupled with clinical expertise and consideration of the patients’ or designees' preferences, experiences and values to make safe, quality practice decisions for optimal patient outcomes (Adapted from Massachusetts Nurse of the Future, 2010).

Quality Improvement
Student Outcomes: Promote the development and implementation of quality improvement strategies to advance health care services.

- The use of data to monitor the outcomes of care processes and the use of improvement methods to design and inform change, continuously improving the quality and safety of health care services to meet the needs of patients and promote optimal healthcare outcomes (Adapted from QSEN, 2007).

Safety
Student Outcomes: Create a safe environment for patients, self, and others.

- The minimization of risk factors that could cause harm or delay patient recovery while promoting quality care and maintaining a secure environment for patients, self, and others through both system effectiveness and individual performance (adapted from QSEN, 2007).

Informatics
Student Outcomes: Integrate information technology resources into the provision of patient care.

- The use of information and technology to communicate, manage knowledge, mitigate error, and support evidence-based decision making (adapted from QSEN, 2007)

Leadership
Student Outcomes: Integrate leadership and management skills when directing and influencing patient care.

- The process by which nurses use a set of skills that directs and influences achievement of shared goals in the provision of individualized, safe, quality patient care (adapted from Massachusetts Nurse of the Future, 2010).

Professionalism
Student Outcomes: Model nursing practice using professional, ethical, legal, and humanistic principles within regulatory guidelines.

- The demonstration of accountable and responsible behavior by the nurse for the delivery of standard-based nursing care that incorporates legal, ethical, and humanistic principles within the parameters of regulatory guidelines (adapted from Massachusetts Nurse of the Future, 2010).
A minimum grade of "C" is required for all courses in the nursing curriculum plan, theory, lab, and/or clinical. All nursing courses must be taken in sequence.

**Pre-Requisite Courses:**

<table>
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<th>Class</th>
<th>Credit Hours</th>
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</thead>
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<td>Anatomy (with lab)</td>
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<td>*Physiology (with lab)</td>
<td>4</td>
</tr>
<tr>
<td>BI238</td>
<td>(or) Anatomy &amp; Physiology (with lab)</td>
<td>8</td>
</tr>
<tr>
<td>BI 241</td>
<td>** Human Chemistry (only if less than 8 hours of A&amp;P)</td>
<td>3</td>
</tr>
<tr>
<td>PY 121</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SP 175</td>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>EN 101</td>
<td>English 1</td>
<td>3</td>
</tr>
</tbody>
</table>

**Pre-Requisite Credits: 17**

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

*BI 240 Anatomy is a Pre-Requisite for BI 242 Physiology

**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.

**Nursing Courses Fall Semester**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Class</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN 201</td>
<td>Adult Nursing I</td>
<td>6</td>
</tr>
<tr>
<td>RN 205</td>
<td>Mental Health Nursing</td>
<td>2</td>
</tr>
<tr>
<td>RN 203</td>
<td>Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>RN 204</td>
<td>PN to ADN Transition</td>
<td>1</td>
</tr>
<tr>
<td>BI 243</td>
<td>*Microbiology</td>
<td>4</td>
</tr>
</tbody>
</table>

**Semester Credits: 15**

**Nursing Courses Spring Semester**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Class</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN 202</td>
<td>Adult Nursing II</td>
<td>4</td>
</tr>
<tr>
<td>RN 200</td>
<td>Leadership in Nursing</td>
<td>2</td>
</tr>
<tr>
<td>RN 206</td>
<td>Maternal &amp; Child Health Nursing</td>
<td>4</td>
</tr>
<tr>
<td>HI 103</td>
<td>*American History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>PL 216</td>
<td>(or) National Government</td>
<td>3</td>
</tr>
</tbody>
</table>

**Semester Credits: 13**

*Microbiology and American History/National Government may be taken prior to or concurrently while in the PN to ADN program

**TOTAL PN TO ADN CREDITS: 45**

**TOTAL PN VALIDATION CREDITS (22 nursing credits with 3 math credits): 25**

**TOTAL ASSOCIATE APPLIED SCIENCE CREDITS: 70**
General Information for PN and PN to ADN Nursing Programs

Non-Discrimination Policy

North Central Missouri College is committed to assuring equal opportunity to all persons and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, genetic information, veteran status, marital status, ancestry, gender identity, gender expression, or sexual orientation in its admissions, educational programs, activities, services, or employment practices as required by law, applicable statutes, and College policy. Sexual harassment, to include sexual violence, is a form of sex discrimination and is prohibited. Inquiries concerning NCMC nondiscrimination policies should be referred to: Dr. Lenny Klaver, President, Frey Administrative Center, 1301 Main Street, (660)359-3948 x1200, or lklaver@mail.ncmissouri.edu

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. Upon application review, those students who successfully completed at least one core nursing course and have met all admission requirements, will be eligible for review during initial evaluation of student files. Core courses include all nursing courses with the exclusion of PVC (PN) and Transitions (ADN). If a student exits the program without successfully completing a core nursing course, application for readmission will be considered; however, only if a vacancy exists during the third file review and the returning student meets admission criteria. If acceptance is offered/given to an applicant and the offer is deferred or should the applicant lose eligibility for ANY reason, 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. Returning students must:

- Submit a new application (Available in the Nursing & Health Sciences office and NCMC website)
- Complete a background and drug screening
- Pass a laboratory skills test specific to the point of re-entry.
- Contact the Trenton Skills Lab Supervisor for the Trenton or online program to schedule the re-entry skills test. Students attending the Bethany Night and Weekend program or the Maryville campus should contact their respective program coordinator to schedule this test. It is the responsibility of the student 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 to the nursing program.
- Print the current nursing department handbook from Blackboard and turn in the notarized signature sheet to the Program Coordinator by the first day of class.
- Upon re-admission, the student will be required to attend and pass all clinical and simulation 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 four (4) 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 program. NCMC accepts credits earned from colleges and universities, accredited by agencies recognized by the Higher Learning Commission, when the course content is equal to NCMC courses. 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) Nursing coursework older than 3 years will not be accepted in transfer. The transferring institution and credit hours accepted in transfer will be recorded on the student’s NCMC transcript. Students must complete a minimum of 15 credit hours at NCMC to meet graduation criteria.
Nursing students who have completed practical nursing training from a vocational/technical center may have a block of credit awarded upon presentation of a current Missouri nursing license. The credit is placed on the NCMC transcript at the time of graduation from the ADN program.

**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/e-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 three years
- Have a transcript grade of “C” or greater
- Have a course description and syllabus from which to evaluate transfer

For further details on transferring credits, refer to the 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.

**Accessibility Services**

North Central Missouri College complies with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990. Students who have a disability and wish to make a request for disability related accommodations or services must do so through the Accessibility Services office. Students are encouraged to meet with the Accessibility Services Coordinator prior to the upcoming semester. Once eligibility is determined, appropriate accommodations, based on the submitted documentation, are put in place. Accommodations are determined on a case-by-case basis. Students can self-identify by contacting the Accessibility Services office in writing at: Accessibility Services Coordinator, Alexander Student Center, 1301 Main Street, Trenton, MO 64683 or call 660-359-3948, ext. 1405 for an appointment. Services provided can be found at: [http://www.ncmissouri.edu/accessibility-services/](http://www.ncmissouri.edu/accessibility-services/)

**Gainful Employment**
For more information about our graduation rates, the median debt of students who completed the program, and other information, please visit our website at [http://www.ncmissouri.edu/consumerinfo/gainful-employment/](http://www.ncmissouri.edu/consumerinfo/gainful-employment/).

**Safety Regulations**

1. The 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.
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/herself 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. Orientation to the clinical facilities is provided.
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.

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 to blood-borne pathogens 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 program coordinator within 24 hours who will follow college policy for such incidences.

Chemicals are used throughout the campus environment, including particular coursework. As a result, there is exposure to volatile and toxic substances/chemicals and noxious fumes. For students participating in clinicals, possible exposure to bacterial diseases, viral diseases and radioactivity may also exist. If any student has an existing or pre-existing condition, including pregnancy, and is concerned about the risk of possible exposure, it is the student’s responsibility to notify the instructor and work with the Accessibility Services Office to determine what alternative arrangements can be made.

**Confidentiality and HIPAA**

During clinical, students will have access to client information. All information is to be held in strict confidence. Communication of confidential information to anyone who does not have a need or professional right to be given the information will incur discipline or be dismissed from the program of study with no possibility of program re-entry.

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. For further details regarding the law, refer to the following websites: [www.hhs.gov/ocr/hipaa/](http://www.hhs.gov/ocr/hipaa/). Additional information is available through any health care entity, public library, or ATI Tutorial, Skills Module, HIPAA. Students are responsible for understanding and adhering to the HIPAA Act.

As a student preparing for a career as a health care professional, you will receive training sessions regarding HIPAA regulations and how the law impacts health care practice. The training in and of itself is a component of the 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 Program Director for clarification, immediately, not after the fact of a violation. As a student preparing for a career in health care, you have access to patient medical data. It is the student’s responsibility to safeguard patient privacy. This includes:

- Do not put any identifiable data on care reports, other assignments, or discussion that you use for your professional education.
• Do not duplicate client records
• Do not communicate client information verbally, in writing, or electronically unless the information is pertinent to the client care needs and is within the HIPAA privacy guidelines of the clinical facility.
• Never use the name of a client, family member, healthcare provider, individual’s title, or healthcare entity.
• Do no use any identifier with connection to the client or facility. If it is necessary to cite a source for an assignment, simply cite patient, patient record, hospital web site, physician, nurse and etc. Do not use titles such as, Chief Nursing Officer, the Director of the Laboratory and so forth.
• 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.
• Do not communicate clinical or facility information via social media.

The aforementioned is not an all-inclusive list. If you are in doubt as to whether or not you can use a particular reference or title, do not record it and ask your instructor or the Program Director. 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 Program Director.

This is a federal law and violations carry severe consequences for the individual professional and the health care entity. Any student who violates this law will 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.

Social Media Usage
Social media includes, but is not limited to, text, images, audio and video communicated by the following:
• Blogs
• Podcasts
• Social networks such as Twitter, Facebook or Snapchat
• Professional networks such as LinkedIn
• YouTube
• Photo sharing sites such as Instagram or Flickr

The use of social media is prohibited while in the clinical setting. As a nursing student, you have an ethical and legal obligation to maintain patient privacy and confidentiality at all times. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

Do not post confidential or proprietary information about NCMC, clinical facilities, patients/clients, or others with whom you have contact with in the role of an NCMC nursing student.

Patient privacy must be maintained in all communications. Do not disclose information that may be used to identify patients or their health condition(s).

Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information.

Class Rules
1. Read and follow the policies stated in this program handbook/course syllabus and refer to them. The student is responsible for the knowledge and practice of these policies and is held accountable to them.
2. Smoking is not permitted on NCMC campuses. All clinical facilities and adjacent grounds are smoke free for NCMC nursing students and faculty.
3. The educational environment is one of respect of all persons, at all times. Any student, who talks excessively, conducts phone conversations, demonstrates disruptive behavior, or sleeps in class will be required to leave the classroom, skills laboratory, or clinical setting.
4. Refer to the course syllabus for specific testing instruction(s) and final grade determination.
5. 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.

6. Instructors are available during posted office hours. Only notify 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 Program Director. 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.

7. Be respectful of others' rights. Disruptive behavior will not be tolerated and may result in disciplinary action. Students are expected to present themselves professionally.

8. Students using social media are encouraged to be mindful of their postings, avoid breaches of college policy and remain respectful of the individual. Proper ‘netiquette’ is expected of all electronic interactions. All communications must be respectful. It is fine to disagree with another and to vent; however, responses should never be derogatory, demeaning, or abusive.

9. Students should follow the NCMC policy on class cancellation. Students are encouraged to use “Community Connection” available for free from https://www.onlinefarmersbank.com/community-connection for the latest information regarding college closings. Maryville and Bethany students will need to refer to their site coordinator/faculty for the specific inclement weather policies.

10. Inappropriate use of equipment is unacceptable behavior and subject to discipline.

11. Insubordination will result in disciplinary action, which may be dismissal from the program of study. (Insubordinate means disobedient to authority.)

12. Any electronic devices MUST HAVE POWER TURNED OFF AND THE DEVICE NOT VISIBLE. If extreme circumstances exist, notify the instructor prior to class or clinical so that appropriate arrangements can be made.

Class Rules (specific to on-ground classes)

13. Students may have non-alcoholic beverages to drink during class time as long as the beverage has a lid.

14. Breaks (at least 10 minutes) are given approximately every hour. The instructor designates when the breaks occur and when class resumes.

15. Students are responsible for keeping the classroom, lab, and student common areas clean and litter free.

16. No children or unauthorized individuals are allowed in the classroom. Children are not to be left unsupervised while on college premises.

17. Do not use adhesive to secure items to table or desk tops. Personal items left in the classroom are not the responsibility of NCMC; subsequently, are not protected from theft.

Policy for Student Use of Skills Laboratory

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

- Conduct themselves professionally. Disruptive and inappropriate behaviors will not be tolerated.
- Demonstrate appropriate use of equipment. The equipment is to facilitate student learning.
  - At no time is the equipment 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.
  - Food and drink is allowed only in designated areas. There is a commons area at each site for use by students.
  - 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. 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.
  - Open skills laboratory times will be posted and/or individual appointments made with the skills laboratory supervisor/instructor.
- Respect others by turning off all electronic 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 dismissed from the experience.
- 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. Refer to the clinical dress guidelines elsewhere in this document
- Maintain safety of self and others at all times.
  - Follow standard precautions
  - Being a health sciences student requires practice of selected technical procedural skills; therefore, there is an element of risk.

**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. Please refer to course/clinical syllabus for details.

**Division Grading Policies**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>B</td>
<td>85-92</td>
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<tr>
<td>C</td>
<td>80-84</td>
</tr>
<tr>
<td>D</td>
<td>73-79</td>
</tr>
<tr>
<td>F</td>
<td>72 and below</td>
</tr>
</tbody>
</table>

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 Program Director. Failure to achieve an 80% exam average will result in a failing grade and make the student ineligible to take the final exam. In these cases, the final letter grade posted will be based off of the student’s unit exam average.

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

**Academic/Clinical/Behavior Contracts**

After faculty post exam grades, students who earn below an 80%, must contact the instructor of the course using their Pirate email account to acknowledge their failed grade. (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). After receiving the “failed grade acknowledgement” email from the student, if the instructor deems it necessary to meet, he/she will notify the student. If you need information on how to access your grade via Blackboard, it is your responsibility to contact the instructor, staff, or the Director of the program for assistance.

During the post-exam conference the instructor and student will plan and complete 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. The student is expected to fulfill any requirements as specified by the contractual agreement. Please refer to course syllabus for specific course/faculty requirements regarding academic contracts. Important to note that each instructor may differ in expectations; therefore, students must familiarize themselves with each course syllabus.
Other contracts may also be applicable for clinical experience and/or behavioral issues. Three contracts per academic year for clinical and/or behavior will result in dismissal from the program of study. If you need clarification or have questions regarding this requirement, please contact an instructor or the Program Director.

**Academic Misconduct**

Academic integrity is expected and required of all NCMC students. Students and faculty are responsible and accountable for personally upholding that integrity. Each instructor is assigned jurisdiction for class conduct and grades. Cheating will not be tolerated, and students found guilty of cheating in any way will be disciplined according to the following policy.

**Cheating Offenses:**

Cheating offenses include, but are not limited to, the following:

- Copying from another student in an examination situation.
- Using unauthorized material or aids in the preparation of an assignment, paper or project.
- Possessing unauthorized material or aids in an examination situation.
- Allowing another person to take an examination in one’s place.
- Altering or falsifying academic records in any way.
- Submitting false medical, academic or other documentation required by the college.
- Improperly obtaining an examination prior to the examination.
- Aiding or abetting anyone in a cheating offense.
- Plagiarizing materials or works, in whole or in part, prepared by another person without citing appropriate reference credit.
- Copying and submitting, in whole or in part, the work of another in an assignment, report, paper, project, etc. as one’s own.
- Claiming to have completed assigned tasks that were, in fact, completed by another person.
- Failing to accurately document information, wording, or visual images obtained on the World Wide Web.
- Violating federal copyright laws including unauthorized duplication of copyrighted materials.

**Procedure:**

1. When a student is suspected of cheating, the instructor or other individual who suspects the student of cheating will, at the earliest opportunity, investigate the situation, discuss the matter with the student and come to a decision regarding the student’s innocence.

2. In the event a decision is made that the student is responsible of cheating, before determining an appropriate penalty, the course instructor will ascertain from the Program Director and/or Dean of Instruction whether the student has been found responsible of any previous cheating offense while enrolled at North Central Missouri College.

3. In the event that the instructor determines this to be a first offense for the student, the instructor will apply an appropriate penalty. The instructor should give due consideration to the seriousness of the offense as well as the impact of the penalty imposed on the student’s education. The penalty should also be consistent with the range of penalties outlined in this policy.

4. The instructor will inform the Dean of Instruction/Program Director of the cheating offense and the penalty applied.

5. In the case of a second offense by the student, the Program Director and/or Dean of Instruction will determine the appropriate penalty for this offense and will ensure that the penalty is more severe than the penalty imposed for the previous offense. The student will be advised that if found responsible of a third offense of academic dishonesty at North Central Missouri College, the penalty of expulsion from the College could result.

**Penalties:**

A student responsible of cheating will be subject to a penalty appropriate to the nature and seriousness of the offense.

A record of all such cases will be kept in the office of the Dean of Instruction. Second offenses for the same individual will be subject to a more serious penalty than the one previously imposed.

The following penalties may be applied:

- Reprimand.
• Requirement that the student repeats and re-submits the same or alternate assignment. In such cases, the grade or mark awarded will be reduced or limited at the discretion of the faculty member.
• A mark of “0” will be given for the assignment with no opportunity to resubmit. This may result in failure of the course.
• A failing (F) grade will be awarded in the course.
• Automatic failing (F) grades in all courses in which the student is registered, and no tuition or fees will be refunded for that semester. This penalty will only be imposed by the Dean of Instruction.
• Expulsion from North Central Missouri College, permanently recorded on the student’s record. This penalty will result in automatic failing (F) grades in all courses in which the student is registered, and no fees will be refunded for that semester.

**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**

**On-Ground 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. Students may be asked to volunteer for participation in learning activities on days beyond scheduled times.

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) percent deduction 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.

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. Maryville and Bethany students may be required to travel to the Trenton campus to meet skills laboratory or clinical requirements.

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.

**Pregnant/Parenting Students**

NCMC will excuse a student’s absence related to issues regarding pregnancy, childbirth or parenting a new child. To be excused, the student must provide medical documentation to the Accessibility Services Office indicating that the absence(s) is medically necessary. When the student returns to school, they will be allowed to return to the same academic and extracurricular status as before their leave began and be allowed to make up any missed work. The student must contact the Program Director to create an academic plan for the
time missed.

**On-Ground 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.

Attendance requirements specific to the online program is outlined in each course syllabus.

**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 Health sciences clinical students are required to have their physical, immunizations, CPR certification, background check and drug screen completed by a specified due date. If students do not meet the specified due date, one point will be deducted from the final grade of the clinically related class of the highest credit hour. 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. If a student’s drug screen has a result of negative diluted, the student will be required to re-test at their own expense per MoKAN requirements.

The student is responsible for the cost of testing. Detailed instructions will be provided the first week of class. 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.

**For PN Students:** Due to long-term care guidelines, all students will need to provide proof of an initial 2-Step screening (if never screened) or 2-Step results with up-to-date annual testing documentation.

**For PN to ADN Program:** Documentation of two consecutive years of a TB skin test (TST) or IGRA (blood test for TB) will be required with one of those years being within the year of starting the program. Or, if never skin tested, a 2-step screening is required. If allergic to PPD an IGRA will be required. If a positive reaction is noted in either a TST or IGRA, must have a chest x-ray and notify the Program Director.

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 clinical will be specified within the specific course syllabus and on the course Blackboard. Clinical schedules may be altered in order to provide students 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 clinical. Failure to notify the instructor of an impending clinical absence at least 15 minutes prior to the scheduled time of clinical 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 program coordinator. Failure to notify the clinical 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 PN program, failure of three (3) clinical experiences/days inhibits progression. For the ADN program, failure of two (2) clinical experiences/days inhibits progression. Clinical make-up days may be scheduled based on need and at the instructor’s discretion. All clinical assignments/requirements must be completed/submitted by a specified deadline. Failure to complete/submit assignments/requirements by the specified deadline results in a failed clinical day. No more than 10% of the clinical experience each semester can be missed without make up. The rules for a failed clinical experience still apply.
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 (see Student Skills Lab Remediation form at the end of this packet).

**PN students please note:**
In order to participate in Foundations of Nursing clinical, you must be passing all components of the course. This includes having actively participated in all lab sessions, passed all skills validations, as well as be passing the class with a minimum of an 80% unit exam average. Failure to meet these requirements will prevent you from going to clinical and subsequently avert you from continuing in the nursing program.

**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 clinical instructor of tardiness or reason for tardiness will not be allowed to return to the clinical area until they have met with the program coordinator. Failure to notify the clinical 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. Professional attire is required for school-related functions.

**Personal**

1. Good personal hygiene. Perfume, colognes, scented toiletries or aftershave is not to be worn in the clinical setting. Good hygiene, such as bathing, use of deodorant and brushing teeth is expected.
2. Hair: Secured and away from the face. Hair should be controlled so that it does not fall over the eyes in the immediate work area or on patients. (No visible hair ornaments, a plain barrette/a quarter inch plain black, white or red headband may be used to secure hair appropriately without embellishments). Hair should be neat and clean without extreme colors (acceptable colors are only those that naturally exist).
3. False eyelashes are not allowed.
4. 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. Facial hair should be short, clean and well-groomed and must in no way interfere with the technical and professional requirements of a nursing student’s work assignment. Some settings, such as the operating room, may require covering over a beard.
5. Make-up, if desired, must be used in moderation.
6. 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.
7. 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). If the lab jacket is worn, it must have program patches attached. 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 be worn, but not visible and should not show through 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 (PN – only)
   c. gait belts (PN – 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 of the shirt or jacket, centered, 2 inches below the shoulder.
8. Name badges are required.
9. Plain white hose are to be worn with skirt and dress uniforms. Plain (no emblems or lace) white, red, or black socks may be worn with pant uniforms.
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. If in doubt, check with your instructor. Shoes worn in the clinical setting must be closed toe and heel and made of non-permeable material.

**Care and Wearing of Uniform**

1. The student uniform shall be clean, wrinkle-free, and in good repair.
2. Uniforms must be laundered and pressed after each wearing before returning to clinical area.
3. Uniforms are worn to the 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. Flesh or clear spacers must be worn in other piercings or gauges.
3. Regulation name badge: worn on left side
4. Non erasable black ink pens (or of a color required by the clinical facility) for documentation and care plans. No felt tip markers.

**Behavior**

1. Alcoholic beverages are not permissible 12 hours prior to or during clinical hours. Alcohol on the 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 or use of tobacco products are 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!
5. For further information regarding substance abuse, please refer to the substance abuse policy located within this document.
6. Insubordination or disrespectful behavior results in a failed clinical day.

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, Program Director, Dean of Student Services, or Vice President of Student Services, appropriate action will be taken which may include but 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, civil immunity for providing information – complaint procedures.

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 Program Director. Readmission and continuation in the program(s) will be considered on a space available basis, after the student has submitted an updated nursing application.

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 "withdraw" 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 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.
10. Purposefully 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.
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. Please refer to the NCMC college catalog for the student grievance and/or grade appeals process. The college catalog can be accessed at: [http://www.ncmissouri.edu/academics/ncmc/college-catalog/](http://www.ncmissouri.edu/academics/ncmc/college-catalog/)

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**

- A student in their last semester of the nursing program must take the Comprehensive Exit Exam to receive their final transcript. If the program benchmark is not met the student must remediate and re-test.
- 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, including completing a graduation application, as outlined in the College Catalog.
- Students are expected to participate in the College commencement ceremony in May. Students must purchase one white cord (PN Program), or two white cords (ADN Program) 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 and background screening.

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**Student Expenses**

**Tuition**

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. Nursing and clinical fees cover the cost of liability insurance, clinical, testing and supplies.

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.

A+ eligible students accepted into the Nursing Program, who are enrolled in less than 12 credits hours, continue to be eligible for A+ if they have taken all of the general education requirements for their declared program of study prior to entrance into the program. If general education requirements have not been met for the student’s declared program of study, a student must enroll in a minimum of 12 credit hours until all general education requirements are met in order to be eligible for A+. All other A+ requirements continue to apply. Nursing fees are not eligible for A+. Therefore, students will have a balance due for fees assessed. Students are encouraged to apply for Pell Grants, loans and scholarships to aid in the cost.

**Laptop**

Students are required to bring a laptop to each nursing class with the below minimum hardware requirements.

- Windows 7 or newer operating system
- 1 gigahertz (GHz) or faster processor
- 2GB RAM
- 50 GB available hard disk space
- Optical Drive (optional, but recommended)
- Internal or external webcam (for testing purposes)
- Ethernet capabilities (internet cord)

Students will need to ensure that their laptop has the suggested software listed in the student portal downloaded. These are provided free of charge by NCMC and can be downloaded from the student portal by clicking on “MyResources” from the Menu, then “Suggested Software” under IT Services.

**Malpractice**

Liability insurance is included in the overall nursing program fees.

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 and testing software.
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 for the Trenton Campus can be made through Student Services. Students must be accessible by telephone in case of emergency or schedule changes. Refer to the Residential Life Contract Terms and Conditions for a complete list of guidelines.

Meals

Each student is responsible for his/her own meals whether in the cafeteria, deli, or local restaurants.

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 Program Director 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 Program Director as soon as possible but within 24 hours. The Director 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.

If a student experiences any illness that lasts more than one week and/or requires them to be seen by a doctor, a medical release will need to be provided to the instructor in order to return to clinical.

Student Organizations

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 PN to ADN Students:

The Student Nurses’ Association is open to students in the Associate Degree Nursing program (ADN). 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 (PN). 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
Available Student Services

- Academic Placement and Testing
- Academic Reinforcement Center
- Bookstore
- Business Office
- Cafeteria Services
- Counseling
- Financial Aid
- Intercollegiate Athletics
- Intramurals
- Library
- Organizations
- Parking
- Personal Counseling
- Placement Services
- Student Activity Center
- Student Government
- Residential Housing
- Student Support Services
- Computer Access

REFER TO ACADEMIC CATALOG, CALENDAR, AND/OR NCMC STUDENT HANDBOOK FOR DESCRIPTIONS OF STUDENT SERVICES, RIGHTS AND REGULATIONS, TUITION AND FEE SCHEDULE AND REFUND POLICY.

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.

Nursing coursework records shall be kept in accordance to minimum standard guidelines established by the Missouri State Board of Nursing.
NORTH CENTRAL MISSOURI COLLEGE
DIVISION OF HEALTH SCIENCES

PN Program ________
PN to ADN Program ________

I, ________________________________, hereby certify that I have read the Health Science Division – Nursing Student Handbook 2018-2019, NCMC Student Handbook and College Catalog for the academic year of 2018-2019. 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. I further authorize North Central Missouri College to provide the necessary documentation, to individual clinical affiliates to verify my eligibility to participate in the clinical experience. 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
PN Program ________
PN to ADN Program ________

I, ____________________________________________, hereby certify that I have read the Health Science Division – Nursing Student Handbook 2018-2019, NCMC Student Handbook and College Catalog for the academic year of 2018-2019. 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. I further authorize North Central Missouri College to provide the necessary documentation, to individual clinical affiliates to verify my eligibility to participate in the clinical experience. 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, ____________________________, (Student) known to me to be 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
Student Skills Lab Remediation

Name of Student ____________________________________________________________

Phone Number of Student ____________________________________________________

Name of Faculty Referring Student ____________________________________________

Date of Referral __________________________________________________________________

Area of Concern

Please describe in detail what type of problem the student has been having:

Skills Lab Instructor Feedback

Date student remediated: __________________

Outcome or recommendations of review:

Skills Lab Instructor Signature ________________________________________________