

NorthCentral

MISSOURI COLLEGE



NURSING & HEALTH SCIENCES

Nursing Student Handbook

2022-2023

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Welcome!

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 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 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, the 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 an additional 10 seats in the PN to ADN online program due to its continued demand in 2017 and again in 2019.

Currently, in 2020, 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 – 36.

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.



North Central Missouri College Associate in Nursing program is accredited by the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA) located at 2600 Virginia Avenue, NW, Washington, DC 20037 (202) 909-2526

Due to COVID-19, North Central Missouri College has the option of transitioning students to a virtual learning environment if necessitated. Students will continue to adhere to attendance, educational and general guidelines regardless of the method of instructional delivery. Changes to any clinical, simulation or classroom procedures will be announced.

Statement of Mission

North Central Missouri College Mission Statement	North Central Missouri College Nursing Program Mission Statement
North Central Missouri College provides accessible, affordable, and quality educational programs, with emphasis on excellence in teaching, learning, student services, diversity and inclusiveness, and workforce development to all communities and rural areas of our 17-county service region.	The mission of the North Central Missouri College Nursing Department is to assist individuals with their educational goals through a progressive, quality curriculum delivered by caring and competent educators in a safe, technology-rich environment to prepare nurse generalists to function in a diverse, dynamic healthcare environment.
NCMC Vision	NCMC Nursing Program Philosophy Statement
North Central Missouri College aspires to provide exemplary academic programs and services to advance educational attainment and regional economic development.	The North Central Missouri College Nursing Department strives to provide a commendable nursing education that prepares students to practice as safe, competent nurses

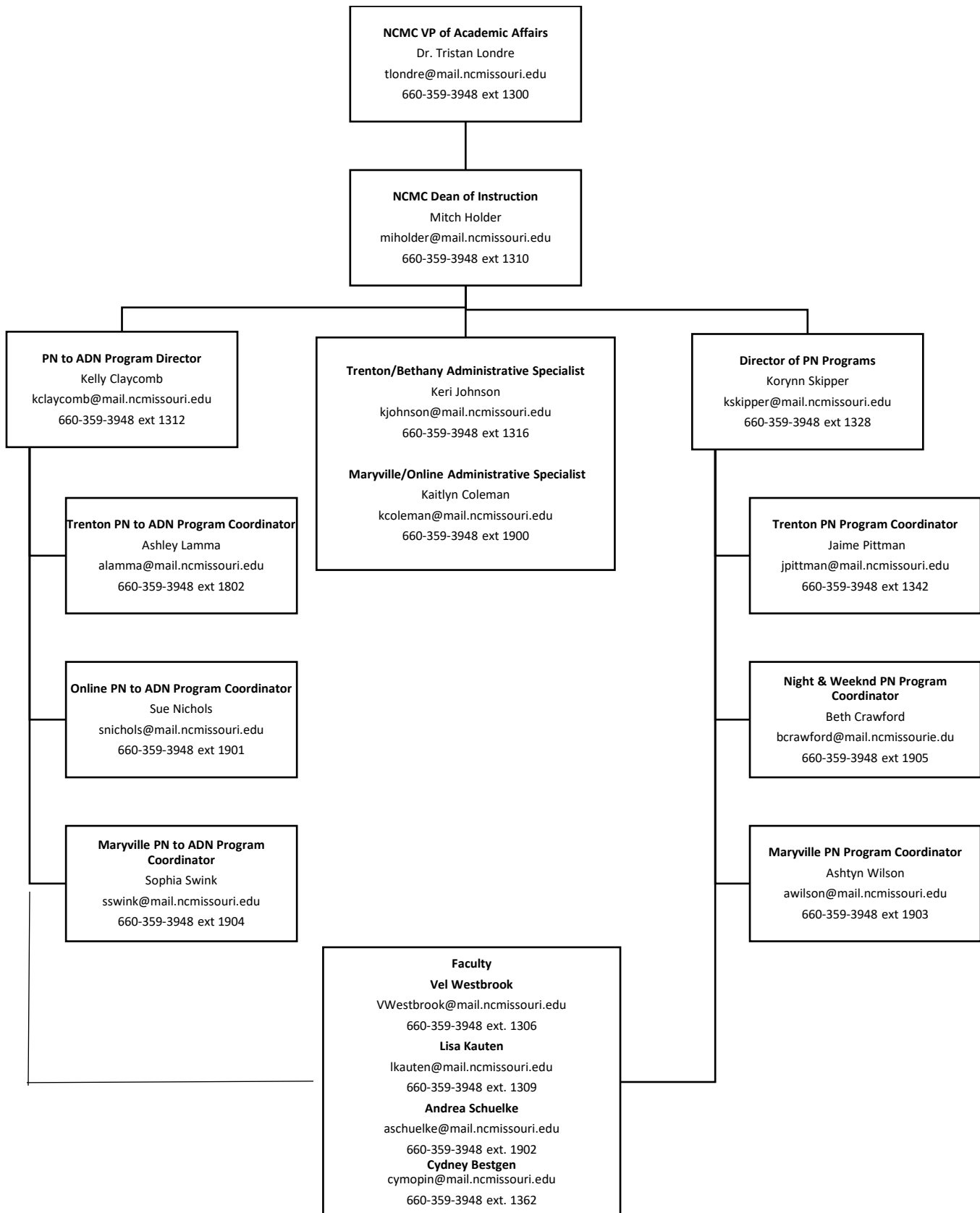
NCMC Nursing Department Statement of Beliefs

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



Nursing Program Personnel and Qualifications

Cydney Begsten, Nurse Educator, Maryville

A.A.S. North Central Missouri College (ADN), B.S.N. Western Governors University

Kelly Claycomb, Nurse Educator, PN to ADN Program Director, Trenton

B.S.N. Missouri Western State University, M.S.N. Western Governors University

Beth Crawford, Nurse Educator, Night & Weekend Site Coordinator

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

Kaitlyn Coleman, Nursing & Health Sciences Administrative Assistant, Maryville

B.S. Northwest Missouri State University

Keri Johnson, Nursing & Health Sciences Administrative Specialist

A.A. North Central Missouri College

Ashley Lamma, Nurse Educator, Trenton

A.A.S. North Central Missouri College (ADN), B.S.N. Western Governors University, M.S.N. Northwest Missouri State 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

Andrea Schuelke, Nurse Educator, Maryville

B.S.N. Augustana 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

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

Sophia Swink, Nurse Educator, Maryville

B.S.N. Missouri Western State University, M.S.N. Western Governors 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, M.S.N. Western Governors University

Practical Nursing (PN) Program Information

Description:

The PN (Practical Nursing) program is an intense, fast-paced certificate program that takes three (3) semesters to complete and is 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 the 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 335.066

Curriculum Outcomes/Graduate Competencies

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

- The provision of holistic care that recognizes an individual's preferences, values, and needs and respects the patient or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe and effective care. (adapted from Massachusetts Nurse of the Future, 2016).

Teamwork and Collaboration: Collaborate as a member of the health care team to promote continuity of patient care.

- The delivery of patient-centered care in partnership with inter-professional 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: Identify best current evidence from scientific and other credible sources as a basis for quality nursing practice and clinical decision making.

- The integration of the best evidence available using nursing expertise and the values and preferences of individuals, families and communities who are served by health care. (Adapted from Massachusetts Nurse of the Future, 2016).

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

- The influence of the behavior of individuals or groups of individuals within their environment in a way that will facilitate the establishment and acquisition/achievement of shared goals. (Adapted from Massachusetts Nurse of the Future, 2016).

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

- The demonstration of accountability for the delivery of standard-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles. (Adapted from Massachusetts Nurse of the Future, 2016).

Program Outcomes:

- 60% of students will complete the program within 150% of program length.
- 85% of graduates will pass the NCLEX-PN on the first attempt.
- 85% of graduates who respond to the 6-12 m Graduate Survey will be employed.
- 90% of alumni 6-12 month post-graduation score 3 or better (4 ranking highest degree of satisfaction) of overall program satisfaction.

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.

As a professional, it is important to have knowledge in a wide variety of disciplines and liberal educations. Liberal education provides future nurses with a broad understanding of the world (science, culture and society); establishing a sound base for critical thinking, clinical judgement and ethical decision making. As a student of North Central Missouri College's nursing program, you will be required to take such general education courses. These courses include Anatomy and Physiology, Mathematics, General Psychology, Speech, and English I. These courses, in conjunction with nursing courses, will prepare and empower nursing students to embrace complexity, diversity and change.

Pre-Requisite Courses:

Course Number	Class	Credit Hours
BI 240	Anatomy (with lab)	4
BI 242	*Physiology (with lab)	4
BI 238	(or) Anatomy & Physiology (with lab)	8
AH 106	Math for Health Sciences	3
MT 122	(or) College Algebra	3
MT125	(or) Elementary Statistics	3
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

Course Number	Class	Credit Hours
PN 100	Foundations of Nursing	8
PN 103	Intro to Pharmacology	4
PN104	Personal Vocational Concepts (Online – First Session Only)	1
PY 121	*General Psychology	3
Semester Credits		16

Nursing Courses Spring Semester

Course Number	Class	Credit Hours
PN 101	Nursing of Adults 1A	8
PN 105	Intro to Mental Health Nursing (hybrid)	2
PN 106	Maternal & Child Health Nursing	4
PN 107	Intro to Pharmacology B (Hybrid)	1
SP 175/SP 220	*Speech/Interpersonal Communications	3
Semester Credits		18

Nursing Courses Summer Semester

Course Number	Class	Credit Hours
PN 102	Nursing of Adults 1B	6
EN 101	*English 1	3
Semester Credits		9

TOTAL PN CREDITS: 42

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

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.

As a professional, it is important to have knowledge in a wide variety of disciplines and liberal educations. Liberal education provides future nurses with a broad understanding of the world (science, culture and society); establishing a sound base for critical thinking, clinical judgement and ethical decision making. As a student of North Central Missouri College's nursing program, you will be required to take such general education courses. These courses include Anatomy and Physiology, Mathematics, General Psychology, Speech, and English I. These courses, in conjunction with nursing courses, will prepare and empower nursing students to embrace complexity, diversity and change.

Pre-Requisite Courses:

Course Number	Class	Credit Hours
BI 240	Anatomy (with lab)	4
BI 242	*Physiology (with lab)	4
BI 238	(or) Anatomy & Physiology (with lab)	8
AH 106	Math for Health Sciences	3
MT 122	(or) College Algebra	3
MT125	(or) Elementary Statistics	3
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

Course Number	Class	Credit Hours
PN 100	Foundations of Nursing	8
PN 103	Intro to Pharmacology	4
PN104	Personal Vocational Concepts (Online – First Session Only)	1
PY 121	*General Psychology	3
Semester Credits		16

Nursing Courses Summer Semester

Course Number	Class	Credit Hours
PN 102	Nursing of Adults 1B	6
PN 105	Intro to Mental Health Nursing (hybrid)	2
SP 175/SP 220	*Speech/ Interpersonal Communications	3
Semester Credits		11

Nursing Courses Fall Semester

Course Number	Class	Credit Hours
PN 101	Nursing of Adults 1A	8
PN 106	Maternal & Child Health Nursing	4
PN 107	Intro to Pharmacology B (Hybrid)	1
EN 101	*English I	3
Semester Credits		16

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 PN to 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 LPNs 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. Upon successful completion of the PN to ADN program 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/Graduate Competencies

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

- The provision of holistic care that recognizes an individual's preferences, values, and needs and respects the patient or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe, and effective care. (adapted from Massachusetts Nurse of the Future, 2016).

Teamwork and Collaboration: Collaborate with members of the inter-professional health care team to promote continuity of patient care and achievement of optimal outcomes.

- The delivery of patient-centered care in partnership with inter-professional 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: Use best current evidence, expert opinion, and clinical expertise as a basis for quality nursing practice and clinical judgment.

- The integration of the best evidence available using nursing expertise and the values and preferences of individuals, families, and communities who are served by health care. (Adapted from Massachusetts Nurse of the Future, 2016).

Quality Improvement: 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: 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: 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: Integrate leadership and management skills when directing and influencing patient care.

- The influence of the behavior of individuals or groups of individuals within their environment in a way that will facilitate the establishment and acquisition/achievement of shared goals. (Adapted from Massachusetts Nurse of the Future, 2016).

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

- The demonstration of accountability for the delivery of standard-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles. (Adapted from Massachusetts Nurse of the Future, 2016).

Program Outcomes:

- 70% of students will complete the program within 150% of program length.
- 85% of graduates will pass the NCLEX-RN on the first attempt.
- 90% of graduates who respond to the 6-12 m Graduate Survey will be employed.
- 90% of employers rate new graduates as 3 or better on a 4-point scale on how well the graduate outcomes prepared students for their current role as a practicing nurse.
- 90% of alumni 6-12 month post-graduation score 3 or better (4 ranking highest degree of satisfaction) of overall program satisfaction.

PN to ADN Program Curriculum Plans

Trenton, Maryville & Online

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.

As a professional, it is important to have knowledge in a wide variety of disciplines and liberal education. Liberal education provides future nurses with a broad understanding of the world (science, culture, and society); establishing a sound base for critical thinking, clinical judgment, and ethical decision making. As a student of North Central Missouri College's nursing program, you will be required to take such general education courses. These courses include Anatomy and Physiology, General Psychology, Speech, English I, Microbiology, and National Government/American History. These courses, in conjunction with nursing courses, will prepare and empower nursing students to embrace complexity, diversity, and change.

Pre-Requisite Courses:

Course Number	Class	Credit Hours
BI 240	Anatomy (with lab)	4
BI 242	*Physiology (with lab)	4
BI 238	(or) Anatomy & Physiology (with lab)	8
-	**Any additional science course w/lab	3
PY 121	General Psychology	3
SP 175/SP 220	Speech/Interpersonal Communications	3
EN 101	English 1	3
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, will be required to take additional science coursework. Transcripts are evaluated on an individual basis.

Nursing Courses Fall Semester

Course Number	Class	Credit Hours
RN 201	Adult Nursing I	6
RN 205	Mental Health Nursing	2
RN 203	Pharmacology	2
RN 204	PN to ADN Transition	1
BI 243	*Microbiology	4
Semester Credits		15

Nursing Courses Spring Semester

Course Number	Class	Credit Hours
RN 202	Adult Nursing II	4
RN 200	Leadership in Nursing	2
RN 206	Maternal & Child Health Nursing	4
HI 103	*American History to 1877 (or) American History from 1877	3
HI 105	(or) National Government	3
PL 216		3
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
<u>TOTAL PN VALIDATION CREDITS (30-35)</u>	<u>30</u>
TOTAL ASSOCIATE APPLIED SCIENCE CREDITS	75

General Information for PN and PN to ADN Nursing Programs

Non-Discrimination Policy-Title IX

North Central Missouri College does not discriminate in its programs, activities and facilities 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, as those terms are defined under applicable law, as it administers its admissions policies, educational policies, financial aid, athletic programs, student treatment and services, housing, and other institutionally administered programs or activities and employment. The College also provides equal access to the Boy Scouts and other designated youth groups. North Central Missouri College prohibits sexual harassment, including sexual violence. Sources: Title IX of the Educational Amendments of 1972; the Americans with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973; Title VII of the Civil Rights Act of 1964; discrimination prohibited by Title VI Public Law 88-352, 1964; Title IX, Public Law 88-380, 1972; the Age Discrimination Act; Missouri Statutes; and other applicable statutes and College policies. Title IX prohibits a recipient from discriminating on the basis of sex in admissions, recruitment, financial aid, academic programs, activities, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, housing, use of buildings, and employment.

Questions regarding this policy statement or compliance with its provisions may be directed to Dr. Lenny Klaver, President, Frey Administrative Center, 1213 Mabel Street, Trenton MO 64683, (660) 359-3948 ext. 1200, lklaver@mail.ncmissouri.edu; or Dr. Kristen Alley, Vice President of Student Affairs, Alexander Student Center Office 12, 1204 Main Street, Trenton MO 64683, (660) 359-3948 ext. 1400, kalley@mail.ncmissouri.edu.

North Central Missouri College's policy on non-discrimination can be found at <https://www.ncmissouri.edu/consumerinfo/notice-non-discrimination/>

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. If acceptance is offered/given to an applicant and the offer is deferred or should the applicant lose eligibility for any reason, a nursing application is required. Re-entry is not guaranteed.

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 the 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, an application for readmission will be considered; however, only if a vacancy exists during the third file review and the returning student meets admission criteria. This policy will apply for three academic years after the initial exit from the program. After this time frame, if a student applies for readmission, the student will be eligible for review during the initial evaluation of student files.

For students who have successfully completed a core nursing course, those courses will count as credit (at NCMC) for three academic years. At the end of three academic years, if accepted, students will be required to complete all nursing courses in the curriculum regardless if the student passed the course or not. At the point of re-entry, students will be held to the standards of the current academic year's nursing handbook and pre-admission packet.

If a student exits the program a second time, that student will not be eligible for re-entry. Returning students must:

- Submit a nursing application (Available in the Nursing & Health Sciences office and on the NCMC website)
- Meet all requirements for acceptance into the program
- 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 and to ensure all re-entry requirements are met prior to the first day of the semester. Failure to do so may result in the student not being re-admitted to the nursing program.

- Submit a notarized signature sheet from the nursing department handbook by the first day of class.
- Upon re-admission, the student will be required to attend and pass all clinical and simulation for all courses for the semester of re-entry and complete all required clinical/simulation assignments.
- Returning students are required to attend all scheduled labs for the semester.
- Returning students may be required to complete remediation activities as designated by the program coordinator or director including to but not limited to scheduled meetings with the Success Coordinator, skills lab coordinator, and ATI activities.

If applying to re-enter in the second semester of the program, applications must be received by the last day of regular classes in the prior 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/>

Safety Regulations

1. We follow 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 healthcare 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 carpool 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 the 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/. Additional information is available through any health care entity, public library, or ATI Skills Module-HIPAA. Students are responsible for understanding and adhering to the HIPAA Act.

As a student preparing for a career as a healthcare professional, you will receive training sessions regarding HIPAA regulations and how the law impacts healthcare 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 discussions 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 not 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 website, 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, TikTok 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 within 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.

Student Guidelines

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 for 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 for 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 exhibiting 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. All communications must be respectful.
9. Students should follow the NCMC policy on class cancellations. 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.)

Student Guidelines (specific to on-ground classes)

12. Any electronic devices must have the 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.
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.
16. No children or unauthorized individuals are allowed in the classroom, lab, or in the clinical setting. Children are not to be left unsupervised while on college premises.
17. 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 by 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 the integrity of skills laboratory and equipment.
 - Skills laboratory equipment does not leave the skills laboratory.
 - Food and drink are 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.
- Occupy the skills laboratory only when assigned/scheduled AND supervised by faculty/skills laboratory supervisor.
 - 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 while in the skills laboratory.
- Maintain a safe environment.
 - No children are 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. 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 the practice of selected technical procedural skills; therefore, there is an element of risk.
- Complete a self-assessment to evaluate achievement of simulation goals and objectives

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.

Division Grading Policies

NCMC Nursing Program Grading Scale		
A	92-100	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.
B	85-91	
C	80-84	
D	73-79	
F	72 and below	

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 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 acknowledgment" 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 Brightspace, it is your responsibility to contact the instructor 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 the 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. Students cannot retake an exam for any reason.

Other contracts may also be applicable for behavioral issues including but not limited to professionalism concerns, clinical concerns, and inappropriate behavior. Three contracts per academic year for behavior concerns will result in dismissal from the program of study regardless of where the student is at in their program of study.

If you need clarification or have questions regarding this requirement, please contact an instructor or the Program Director.

NCMC Nursing Testing Policy

Testing is a vital component of the evaluation process. Exams will be given on a scheduled basis. Course exams may be given in the classroom, testing center, through the testing platform; ExamSoft, or online per ATI. (Please see computer specifications in course syllabus). If a student should be absent on any exam date, it is the responsibility of the student to contact the instructor to let them know of the absence as per class attendance policy. Acceptable causes for missing an exam will include illness, sanctioned school activity and/or family emergency. It is the student's responsibility to make arrangements with the instructor to take the exam within the specified time frame (refer to course syllabus for specific time frame). Missed exams may be given at the NCMC testing center, classroom, through ExamSoft or ATI. If administered per ExamSoft or ATI, the test will be open for a specific time frame on a specific day. Exams must be taken in sequence so students will not be allowed to take the next exam if the missed one has not been completed. If arrangements are not made with the instructor, a grade of "0" will be assigned for the missed exam. Students cannot retake an exam for any reason.

If a student is tardy, notification of the instructor must be done per class tardy notification guidelines. Students who arrive late will be allowed to take the course exam but no additional time will be allotted.

Grades and Academic Contracts:

Faculty will post exam grades within 24 hours or post an explanation of extenuating circumstances that prevents a grade posting within the 24-hour timeframe. Students who score below 80% on an exam will need to complete an academic contract.

Steps to take if you earn below 80% on a unit exam

- **You must contact the instructor** via e-mail or office phone and acknowledge your score, explain what you felt was the major issue for not being successful and see if the instructor would like a meeting/consultation, or if you would like to schedule a meeting.
 - During a post-exam conference, the instructor and student can complete and plan an academic contract for success as a means to improve the likelihood for student success. The Academic Action Plan is a mutual agreement between instructor and student, that outlines strategies for future success.
 - **There will be no meeting with the instructor to complete contracts on the same day as next scheduled exam after a contract has been earned.**
- **Rationale:** The purpose of the contracts is to give the instructors opportunity to help the student identify areas where he/she is struggling and give the student ideas for improved study habits and learning. This will be ineffective if the student doesn't implement the action plan while studying for the next exam. The morning of the next exam is too late.
- The instructor may give requirements that must be met prior to the next exam, students are advised to not wait until the last minute to schedule a meeting.
- **You must download a blank academic contract**
 - It is the student's responsibly to print, completely fill out the top portion of the academic contract, and make arrangements to get the contract to the instructor.
 - Academic contracts may be placed in the instructor's mailbox, handed in during the face-to-face meeting, or electronically filled out, signed with Lucinda Handwriting and emailed to the instructor. The instructor keeps the contract.
 - Students **MUST** contact and complete an academic contract prior to the next exam.
 - Any contract requirements must be completed prior to the next unit exam unless otherwise advised by the instructor.
 - The instructor may require a student consultation if the instructor believes the student would benefit.
 - Students may always make an appointment to meet with the instructor in person, or online by phone/video conference regardless of their exam grades.

Academic Dishonesty:

See common syllabus for official NCMC college-wide policy available in the Campus Resources area at <https://ncmc.brightspace.com/d2l/home>.

Academic Misconduct on a Nursing Exam:

When a student is suspected of academic misconduct on a nursing exam, the instructor will, at the earliest opportunity, investigate the situation, view the exam recording thru ExamSoft, discuss the matter with the student and come to a decision regarding the student's innocence. Anyone caught cheating on an exam or who exhibits behaviors indicative of cheating can be dismissed from the program and will receive a failing grade "F" for the course. Academic misconduct is not tolerated in this program, related to the standard of ethics of our profession. Thus our policy is more stringent than that of the college.

Additional Policies:

For information about special accommodations, Title IX, Academic Alert, Communications, and Finals, please see the common syllabus for official NCMC college wide policies available in the Campus Resources area at <https://ncmc.brightspace.com/d2l/home>.

Student Success Coordinator

Purpose: The purpose of the Student Success Coordinator is to assist nursing students who are struggling with the adjustment to the rigors of nursing school and/or struggling academically. This is not limited to these students as any student can self-refer in order to improve class performance. The Student Success Coordinator and the student will work together to better utilize resources and develop a plan to be more successful moving forward. Services provided include assistance with:

- Note Taking
- Study Skills
- Time Management
- Managing Personal Obligations
- Use of Resources
- Exploring Individual Assessments
- Test Taking Prep
- Test Taking Anxiety
- Review of Previous Exams
- Follow Up of Academic Contract
- Course Content Tutoring

Referrals: Referrals may be instructor and/or student-initiated. An instructor may refer if a student is needing assistance in the adjustment to nursing school and/or consistently scoring below 80% on the unit exams. A student may self-refer to the Student Success Coordinator at any time. Contacts can be made by emailing:

Trenton Campus: Lisa Kauten at lkauten@mail.ncmissouri.edu

Maryville/Online Campus: Sue Nichols at snichols@mail.ncmissouri.edu

Please note: Strategies suggested by a Student Success Coordinator are provided as guidance to assist the student. Suggested strategies are not the equivalent to, nor supplant, prescriptive accommodations provided by the Accessibility Services office. Students having a disability and wishing to request disability-related accommodations or services must do so through the Accessibility Services Office

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. When a student finds it necessary to be absent, the student must notify the instructor of the impending absence before class. 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.

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) percentage point will be deducted from the final course grade for every two absences per semester. Depending on what the student's final grade is attendance point deductions could lead to a final course grade of less than 80% leading to course failure.

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 may be required of the student upon return. The Program Director will make the ultimate decision regarding point deductions from the student's final course grade.

No Call/No Show Policy

North Central Missouri College's Nursing programs expect and teach professional behaviors. Attendance and proper notification of absence are considered in these professional behaviors. As explained in the attendance policy in the Nursing Student Handbook, regular attendance to class/clinical is crucial to the successful completion of the program. Failure to adhere to the attendance policy can result in percentage point deductions in course grades as well as potential dismissal from the nursing program. For each day that a student is absent from class or clinical without giving the proper notification, the student will receive a behavior contract. As per the Nursing Student Handbook, three contracts per academic year will result in dismissal from the program of study regardless of where the student is at in their program of study.

Inclement Weather Policy Procedure

Extreme weather conditions during the winter months may require NCMC to cancel or delay classes. Students may check the NCMC website, check the NCMC text message alert system, or messages left on the NCMC phone system. Local radio and television stations will also relate any weather closure.

Typically, if the outreach site is cancelled due to poor weather conditions, classes are cancelled as well, however, there may be instances where the outreach site is closed but nursing classes will continue to meet. Maryville and Bethany students will need to refer to their site coordinator/faculty for specific inclement weather cancellations. Online classes will continue as usual unless otherwise announced.

If class is canceled due to weather, faculty will post lecture-related material or assignments on Brightspace and will hold virtual class sessions. Students should check their specific course Brightspace Announcements and emails for class instructions.

Clinical:

- If classes are cancelled at the Trenton campus or at an outreach site, clinical in that community will be cancelled as well.
- When the NCMC campus or outreach location is closed, clinical located in a community outside of Trenton or the outreach site will be cancelled based on the weather conditions of the clinical location. This determination will be made by the course instructor and communicated appropriately.
- The decision to cancel clinical during a time when the college is not open (weekends/nights) will be made by the course instructor and communicated appropriately.

Pregnant/Parenting Students

Information regarding concerns related to pregnancy/parenting students can be found at <https://www.ncmissouri.edu/accessibility-services/pregnant-parenting-students/>

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 without notifying the instructor prior is considered tardy. Six (6) tardies will result in a deduction of one (1) percentage point from the final grade.

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

Clinical

All nursing students are required to have their physical, immunizations, CPR certification, background check, and drug screen completed by a specified due date. Students admitted to either nursing program must be trained and certified in the American Heart Association's Basic Life Support (BLS) for the healthcare provider. The course must include a physical hands-on validation of skills. Students must maintain recertification throughout the nursing program. If students do not meet the specified due date, one percentage 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. Legally prescribed medical marijuana is not allowed as it is against federal regulations and prohibited by clinical sites. 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.

The student is responsible for the cost of drug testing and must pass the background screening prior to being allowed in the clinical area. Detailed instructions will be 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.

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.

Our clinical partners have the right to deny placement to any student. Students denied clinical placement for any reason will not be able to complete the program requirements; therefore, they will be withdrawn from the program. North Central Missouri College will NOT seek additional areas for clinical placement should a student be denied placement.

Students with criminal findings on the background check and/or a positive drug screen who are denied clinical placement will not be able to complete the program, therefore, they will be withdrawn from the program.

Clinical Attendance

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

If a clinical absence is necessary, students must notify the instructor at the assigned clinical facility at least 15 minutes prior to the 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 program dismissal. Contacting another student is not appropriate or acceptable as a notification. 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, and scheduled events that are uncontrollable). Appropriate

documentation for validation of the circumstance will be required of the student

A failed clinical experience/day is NOT subject to make-up. For the PN program, failure of three (3) clinical/simulation days prevent further completion of the program and the student will be exited. For the ADN program, failure of two (2) clinical/simulation days prevent further completion of the program and the student will be exited. 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. Refer to the Student Skills Lab Remediation form at the end of this packet.

If a director, faculty member, or clinical instructor becomes aware of a situation that may pose a risk to the student's ability to perform essential duties in the clinical setting, documentation from a licensed healthcare provider will be required to verify the student can safely meet clinical obligations prior to the student returning to the clinical setting.

Clinical Tardiness

If tardiness is anticipated, students must notify the instructor at the assigned clinical facility at least 15 minutes prior to the 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 the 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.

Verification of Essential Qualifications for Nursing Students

Upon acceptance into the NCMC nursing program, students are required to complete a physical examination through the healthcare provider of their choice. Part of the examination will include verification of the following essential qualifications:

- Motor skills-sufficient strength to safely within reasonable limits lift, move, ambulate, reposition, and transfer patients; perform CPR; able to reach items overhead; stand for 8-12 hours. Able to bend, stoop, and move around adequately in confined spaces, among other nursing duties. Fine motor skills include manipulating syringes, IVs, assisting with feeding and hygiene, writing, documenting in an electronic health record, and performing sterile procedures.
- Communication-able to speak clearly and to communicate effectively and sensitively with patients, faculty, staff, family, students, and other professionals.
- Sensory-visualize patients in order to assess and observe their health status at a distance and close at hand. Appreciate non-verbal communication. Must be able to perceive signs of health alterations manifested through physical examination. Hear alarms, patient voices, call lights and assess client conditions; hear through a stethoscope. Palpate changes in various organs and tissues.
- Behavioral/Emotional-possess the emotional health for the full utilization of intellectual abilities, the exercise of good judgment, and the prompt completion of responsibilities in the care of patients and families. Adapt to an environment that may change rapidly without warning and/or in unpredictable ways

Nursing Student Standards

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.

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. Each student must purchase at least two red uniforms. Uniforms and equipment may be purchased at the College Bookstore or the vendor of your choice.

1. The student uniform is red scrubs.
 - A plain white or black t-shirt or turtleneck may be worn beneath the uniform top
 - The waistband of the pants should sit at the true waist, not the hips
 - No capris
 - The hem of the clinical pants should not drag the floor.
 - If a dress or skirt is worn, the length must be no shorter than the kneecap. 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.
 - Undergarments (bra, underwear) should be worn, but not visible and should not show through the clinical uniform
 - A short black or white lab jacket may be purchased (not mandatory). If the lab jacket is worn, it must have program patches attached.
 - No hooded sweatshirts or hooded jackets are allowed in the clinical setting.
2. The uniform should be clean and pressed, and the fit should be sufficient.
3. Students will be required to wear their NCMC clinical badge (ID), which clearly identifies them as a student, above the waist at all times in the clinical setting.
4. Program patches are purchased from the College Bookstore and sewn on the left sleeve of the shirt or jacket, centered, 2 inches below the shoulder.
5. 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.
6. Hair should be neat and clean without extreme colors (acceptable colors are only those that naturally exist).
 - To avoid contamination hair should be controlled so that it does not fall over the eyes, and in the immediate work area or on patients (ex. long ponytails will be required to be pinned up to avoid falling into work areas).
 - Head coverings worn for religious reasons or for protection must be appropriate and secured to prevent any cross-contamination. 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.
7. 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. A beard must be close-cropped and well-groomed. A mustache must have easily visible lip margins and not be grown below the corners of the mouth. No visible chest hair. Some settings, such as the operating room, may require covering over a beard. If being fit-tested to utilize N95 masks, prior to fit-testing, all facial hair needs to be removed.
8. Make-up, if desired, must be used in moderation. False eyelashes are not allowed
9. 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.
10. Body paintings or tattoos must be concealed appropriately.
11. 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 are permitted. Shoes worn in the clinical setting must be closed-toe and heel and made of non-permeable material. If in doubt, check with your instructor.
12. 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.
13. 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

14. Jewelry acceptable while in uniform in the clinical setting includes a watch (no “smart” watches), plain band (simple with no raised stones*), and one set of simple post earrings 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. If wearing a post piercing in the ear for alleviating migraines (Daith piercing), the sum total of ear piercings may not exceed three. A healthcare provider’s note for wearing a Daith Piercing may be requested.
15. Non-erasable black ink pens (or of a color required by the clinical facility) for documentation and care plans.

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 a 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, vaping or use of tobacco products are allowed at clinical sites for NCMC nursing students and faculty. If you smell strongly of smoke or vapor, 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, state, and federal 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 the 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 the 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, the 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 and/or Dean of Student Services, appropriate action will be taken which may include but is not necessarily limited to:
 - a. Immediate blood/urine screening at a 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.

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.

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 nursing program 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 that 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 the 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

The North Central Missouri College (NCMC) Student Complaint Policy is available to students who wish to have a concern resolved regarding a process or person of the college community not covered by existing policies. Please refer to the NCMC college catalog and <https://www.ncmissouri.edu/consumerinfo/student-complaint-policy/> for further information.

Policy Changes

Students will be provided with written notice of any nursing program policy change a minimum of two weeks prior to implementation.

Graduation Requirements

- A student in their last semester of the nursing program must take a Comprehensive Exit Exam. If the program benchmark is not met the student must remediate and re-test.

- Students must complete all coursework 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 or online.
- 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 fingerprinting and background screening.

Student Expenses

Tuition

Tuition and fees are due at the time of registration. Uniforms, books, equipment, and a limited number of other items may be purchased from the College Bookstore. Nursing and clinical fees cover the cost of liability insurance, clinical, testing and supplies. Tuition and fees are subject to change without prior notice. Tuition and fees can be found at <https://www.ncmissouri.edu/financialaid/tuition-and-cost/>

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+. Information about A+ is located at <https://www.ncmissouri.edu/a-plus-program/>

Laptops:

Students are required to have a laptop with minimum hardware requirements as noted at <https://www.ncmissouri.edu/it/minimum-requirements-for-student-technology-devices/>. If you have any questions/concerns, please notify a nursing faculty member.

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 and Meals

Students choose their own housing. Information about residence halls for the Trenton Campus can be found at <https://www.ncmissouri.edu/studentlife/residence-halls/>. 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 healthcare provider of his/her choice. The Program Director or Site Coordinator is notified of any nursing student requiring emergency care; Emergency Medical Services will be notified and transportation is arranged to the nearest hospital, at the expense of the student.

IN CASE OF EMERGENCY, CONTACT LOCAL EMERGENCY MEDICAL SERVICES

Should an 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 accidents or injuries. If a student experiences any illness that lasts more than one week and/or requires them to be seen by a healthcare provider, 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 of 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 Association of Licensed Practical Nurses.

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
- Peer Counseling
- Placement Services
- Student Activity Center
- Student Government
- Residential Housing
- Student Support Services
- Computer Access

REFER TO THE ACADEMIC CATALOG AND WEBSITE 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 with minimum standard guidelines established by the Missouri State Board of Nursing.

NORTH CENTRAL MISSOURI COLLEGE

DIVISION OF HEALTH SCIENCES

Student Copy

I, _____, hereby certify that I have read the Health Science Division – Nursing Student Handbook 2022-2023, and the College Catalog for the academic year of 2022-2023. 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

NORTH CENTRAL MISSOURI COLLEGE

DIVISION OF HEALTH SCIENCES

Submit as required

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