



BTC. Where we know you by name,
and help is always available.

Practical Nursing & Professional Nursing Handbook **2017 – 2018**

Effective July 1, 2017



Bolivar Technical College

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Table of Contents

Bolivar Technical College.....	1
Mission Statement	1
Philosophy of Nursing Program.....	1
Notice of Non Discrimination Policy	2
Functional Abilities	3
Academic Information and Policies	5
Grade Point Average for all Nursing Courses	5
Grade Point Average for all General Education Courses	6
Late Work and Make-Up Work Policy.....	6
Academic Progress	7
Academic Achievement and Retention.....	7
Academic Counseling.....	10
Code of Academic Integrity	10
Attendance Policy	11
Clinicals	11
Clinical Absences	12
Program Termination.....	12
Grievance and Appeal Policy	12
Graduation Requirements	13
NCLEX Review Requirement	14
Requirements for State Licensure.....	14
Reasons for Refusal to Issue License.....	14
General Information and Regulations	15
Tobacco-Free Facilities	15
Breaks	16
Employment.....	16
Inclement Weather Policy	16
Missouri State Board of Nursing Position Statement Regarding HIV or HBV Infection	16
Policy for the Prevention of HIV Transmission to Students in the Health-Care Setting.....	17
Student Health Policy	17
Classroom and Clinical Expectations	17
General Appearance and Conduct Policy.....	17
Clinical and Skills Lab Conduct Code.....	18
Clinical and Skills Lab Dress Code.....	18

Clinical Health Policy	19
Nursing Student Conduct Policy	19
Professional Conduct Policy	20
Students Rights and Responsibilities Related to Conduct.....	22
Computer Requirements.....	23
Use of Technology and Social Media	23
Drug and Alcohol Prevention	24
Graduate Competencies	27
Practical Nursing Program.....	27
Professional Nursing Program.....	28
Faculty	30

Bolivar Technical College reserves the right to modify the terms of this handbook, and other items, without prior notice. Should changes be necessary, appropriate notice will be given. The handbook is published for informational purposes only. Students are subject to the most recent handbook policies, and students must adhere to rules, regulations, and policies as outlined in the Bolivar Technical College student catalog and the Nursing handbook. This handbook should not be construed as constituting a contract between Bolivar Technical College and any person.

Bolivar Technical College

Bolivar Technical College (BTC) is a Not-for-Profit (501(C) 3) Corporation specializing in adult education. The institution is governed by a Board of Directors, administered by the President, and staffed by qualified faculty members. An Advisory Board serves in an advisory capacity.

The members of the Board of Directors are:

President	Charlotte Gray
Vice-President	Dr. William Gray
Secretary/Treasurer	Rachael Hammon

The administrative staff members are:

Campus Director	Charlotte Gray
Director of Admissions/Registrar	Clarice Casebeer
Admissions/Student Services	Nancy Brannon/Abby Gordon
Librarian	Jo Bass
Financial Aid Representative	Wendy McGowin
Financial Aid Representative/Administrative Assistant	Avril Pebworth
Director of Practical and Professional Nursing Programs	Marion Anema, Ph.D., RN
Professional Nursing Program Coordinator	Katrina Mawhiney, MSN, RN
Practical Nursing Program Coordinator	Erin Mock, BSN, RN

BTC provides quality instruction and an ideal learning environment both in the classroom and through hands-on experiences. The programs are designed to meet the community and business needs.

Mission Statement

Bolivar Technical College will provide the highest quality educational experience for individuals seeking affordable, personalized, technical programs and general education in response to the ever changing employment needs of the community.

Philosophy of Nursing Program

Nursing is a science and an art. Nursing draws upon the biological, behavioral, and social sciences as well as nursing's own unique body of knowledge. Nursing requires ethical behavior critical thinking, problem solving, and effective communication skills. Nursing spans these multiple disciplines to reflect the contemporary health care environment which highlights the continual improvement in safe quality client centered care. The nurse assists the client to achieve an optimal level of wellness through a caring interpersonal relationship.

The faculty recognizes the client is a unique person and an individual that draws on physiological, psychosocial, cultural, developmental, environmental and spiritual experiences. The individual is viewed in a holistic manner recognizing these variables which impact their healthcare response. The faculty believes the goal of nursing is to assist the person in the pursuit of quality of life as determined by the person. Towards this goal, the nurse is also involved with illness prevention and health maintenance.

Nursing accepts the humanistic approach of valuing the other person's opinions and viewpoints and believes in maintaining the dignity and integrity of the person. The nurse protects the person's confidentiality and the right and ability to make choices. Nursing students will be instructed to view the person as an individual who has the potential to reach an optimal level of health and functioning and not an individual with an illness with the focus on symptoms.

The faculty believes that the nurse's role in the complex healthcare environment is to work collaboratively as peers with interdisciplinary teams and to integrate evidenced based care for the client and community. The ever increasing complexity of nursing care requires safe practitioners that have the capacity to change and integrate new knowledge and evidenced based care into safe methods of healthcare delivery.

Nurses should be active continuous learners. Faculty strives to provide learning experiences designed to achieve synthesis of knowledge, values, and skills as outlined by course objectives. While the ultimate responsibility for learning remains with the student, the faculty has the responsibility to provide learning opportunities that encourage intellectual inquiry, critical thinking and fosters evidenced based care and use of informational technology to improve communication and safe quality client centered care.

Practical Nursing Program

The practical nursing cohort program at Bolivar Technical College is a twelve month/48 week certificate degree program that prepares students to take the national licensure exam for Practical Nurses (NCLEX-PN). Students are prepared both academically and clinically to care for clients in acute care and long-term care settings. Included in the certificate program is the state IV Therapy Course.

Professional Nursing Program

The professional nursing cohort program at Bolivar Technical College is a twenty month/64 week associate degree program that prepares students to take the national licensure exam for Registered Nurses (NCLEX-RN). Students are prepared both academically and clinically to care for clients from all walks of life in the complex, changing health care environment

Notice of Non Discrimination Policy

The college affirms a policy of equal employment opportunity, and nondiscrimination in the provision of educational services to the public. The college makes all decisions regarding recruitment, hiring, promotion, and all other terms and conditions of employment without discrimination on grounds of race, color, creed, religion, sex, sexual orientation, ancestry, national origin, age, genetic marker, disability, or any other characteristic which lawfully cannot be the basis for an employment decision by state, local, or federal law.

The college is obligated by and adheres to the provisions of:

- Section 493A, Title IV, Higher Education Act of 1965 as amended
- Title 38, United States Code, Veteran's Benefits
- Title IX, Education Amendments of 1972
- Section 504, Rehabilitation Act of 1973
- Family Education Rights and Privacy Act of 1974 as amended
- Drug-Free Schools and Communities Act Amendments of 1989

Inquiries concerning the application of these laws and their implementing regulations may be referred to the College president.

Bolivar Technical College complies with Section 504 of the Rehabilitation Act of 1973 and makes every effort to ensure that disabled persons admitted as students or employed by the college are afforded all of the rights and privileges provided to them by this state and federal laws. Bolivar Technical College is committed to providing a sound learning environment to academically qualified students with disabilities. Students must provide complete current documentation to the administrative office prior to beginning a program, and accommodations will be determined based on documentation, then communicated to the instructor with the consent of the student.

Functional Abilities

Nursing demands certain functional abilities in order to perform the necessary skills and job requirements; therefore, nursing students must also continuously meet these performance requirements. The following is a list of functional abilities for participation and progression of students in the nursing program.

Gross Motor Skills:

- Move within confined spaces
- Sit and maintain balance
- Stand and maintain balance
- Reach above shoulders (e.g., IV poles)
- Reach below waist (e.g., plug electrical appliance into wall outlets)

Fine Motor Skills:

- Pick up objects with hands
- Grasp small objects with hands (e.g., IV tubing, pencil)
- Write with pen or pencil
- Key/type (e.g., use a computer)
- Pinch/pick or otherwise work with finger (e.g., manipulate a syringe)
- Twist (e.g., turn objects/knobs using hands)
- Squeeze with finger (e.g., eye droppers)

Physical Endurance:

- Stand (e.g., at client side during surgical or therapeutic procedure)
- Sustain repetitive movements (e.g., CPR)
- Maintain physical tolerance (e.g., ambulate client)

Physical Strength:

- Push and pull 50 pounds (e.g., position clients)
- Support 50 pounds of weight (e.g., ambulate client)
- Lift 50 pounds (e.g., pick up a child, transfer client)
- Move light objects weighing up to 10 pounds (e.g., IV poles)
- Move heavy objects weighing from 11 to 50 pounds
- Defend self against combative client
- Carry equipment/supplies
- Use upper body strength (e.g., perform CPR, physically restrain a client)
- Squeeze with hands (e.g., operate fire extinguisher)

Mobility:

- Twist, Bend, Stoop/squat
- Move quickly (e.g., response to an emergency)
- Climb (e.g., ladders/stools/stairs)
- Walk

Hearing:

- Hear normal speaking level sounds (e.g., person-to-person report)
- Hear faint voices
- Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes)
- Hear in situations when not able to see lips (e.g., when masks are used)
- Hear auditory alarms (e.g., monitors, fire alarms, call bells)

Visual:

- See objects up to 20 inches away (e.g., information on a computer screen, skin conditions)
- See objects up to 20 feet away (e.g., client in a room)
- See object more than 20 feet away (e.g., client at end of hall)
- Use depth perception
- Use peripheral vision
- Distinguish color (e.g., color codes on supplies, charts, bed)
- Distinguish color intensity (e.g., flushed skin, skin paleness)

Tactile:

- Feel vibrations (e.g., palpate pulses)
- Detect temperature (e.g., skin, solutions)
- Feel differences in surface characteristics (e.g., skin turgor, rashes)
- Feel differences in sizes, shapes (e.g., palpate vein, identify body landmarks)
- Detect environmental temperature (e.g., check for drafts)

Smell:

- Detect odors from client (e.g., foul smelling drainage, alcohol breath, etc.)
- Detect smoke
- Detect gases or noxious smells

Reading:

- Read and understand written documents (e.g., policies, protocols)

Arithmetic Competence:

- Read and understand columns of writing (flow sheets, charts)
- Read digital displays
- Read graphic printouts (e.g., EKG)
- Calibrate equipment
- Convert numbers to and/or from the Metric System
- Read graphs (e.g., vital sign sheets)
- Tell time
- Measure time (e.g., count duration of contractions, etc.)
- Count rates (e.g., drips/minute, pulse)
- Use measuring tools (e.g., thermometer)
- Read measurement marks (e.g., measurement tapes, scales, etc.)
- Add, subtract, multiply, and/or divide whole numbers
- Compute fractions (e.g., medication dosages)
- Use a calculator
- Write numbers in records

Emotional Stability:

- Establish therapeutic boundaries
- Provide client with emotional support
- Adapt to changing environment/stress
- Deal with the unexpected (e.g., client decompensation, crisis)
- Focus attention on task
- Monitor own emotions
- Perform multiple responsibilities concurrently
- Handle strong emotions (e.g., grief)

Analytical Thinking:

- Transfer knowledge from one situation to another
- Process information
- Evaluate outcomes
- Problem solve
- Prioritize tasks
- Use long term memory
- Use short term memory

Critical Thinking:

- Identify cause-effect relationships
- Plan/control activities for others
- Synthesize knowledge and skills
- Sequence information

Interpersonal Skills:

- Negotiate interpersonal conflict
- Respect differences in clients
- Establish rapport with clients
- Establish rapport with co-workers

Communication Skills:

- Teach (e.g., client/family about health care)
- Explain procedures
- Give oral reports (e.g., report on client's condition to others)
- Interact with others (e.g., health care workers)
- Speak on the telephone
- Influence people
- Direct activities of others
- Convey information through writing (e.g., progress notes)

Students MUST be able to achieve ALL clinical objectives, and the above items in the list of functional abilities are an inherent part of the clinical objectives. **Students returning to school following an illness/injury must submit a letter from his/her doctor indicating any restrictions.** Situations with a student placed on restrictions from a doctor will be considered on a case by case basis. Determination will then be made after evaluation of the restriction and time frame indicated by the doctor regarding the student's ability to MEET ALL CLINICAL OBJECTIVES and remain in the cohort.

Academic Information and Policies

Grade Point Average (GPA) for all Nursing Courses

Evaluations for each class within the program receive a specific number of points. The grade for each nursing class is determined by tests, quizzes and other assignments and a comprehensive course final; thus reflecting mastery of the course material based on the percentage of the total points scored as being correct. The percentage is then calculated on the following scale for core nursing classes:

<u>Letter Grade</u>	<u>Percentage Grade</u>	<u>Grade Points</u>
A	94-100%	4.00
B	86-93%	3.00
C	80-85%	2.00
F	below 80%	0.00

Grades are not rounded for any class. 79.99 is less than 80.0 and is an "F" in nursing classes.

Each certificate and degree program course syllabus will articulate required course work including student assignments outside of class with specific requirements. Outside of class work will be consistent with program objectives, documented, assessed/graded and will be an integral part of the sequenced educational program.

Grade Point Average (GPA) for all General Education Courses

<u>Letter Grade</u>	<u>Percentage Grade</u>	<u>Grade Points</u>
A	90 – 100%	4.00
B	80 – 89%	3.00
C	70 – 79%	2.00
D	60 – 69%	1.00
F	Below 60%	0.00

Grades are not rounded for any class. 59.99 is less than 60.0 and is an “F” in general education classes.

Grade point average is calculated by multiplying the credit hours by the earned grade points. The sum of this number is divided by total possible number of credit hours.

For example:

Course grade	A	3 Credits	4 points = 12
Course grade	C	3 Credits	2 points = 6
Course grade	B	12 credits	3 points = 36
Total		18	54

Divide 54 by 18 = 3.0 GPA

Late Work and Make-Up Work Policy

It is the student’s responsibility to report to the instructor immediately after an absence in order to make up missed tests and assignments if applicable. The specific course faculty member will need to be contacted for specific directions regarding make up work for that specific course.

The following policies are in effect for absences during core nursing courses:

1. NO nursing student will be given the opportunity to take a test/quiz early **for any reason.**
2. Homework is considered late if not turned in on or before the time designated by an instructor. Homework turned in after the specified time on the date due will have 50% deducted from the original point value. Individual instructors may assess an additional penalty for late assignments coming in the day after initial due date or later. The office will document the receipt of an assignment even if class is not in session, but the campus is open.
3. Ten percent (10%) will be deducted from tests and quizzes missed (Day 1). An additional five percent will be deducted each day the college campus is open following the scheduled test time.
4. After 7 calendar days or the next exam date, whichever is earlier, no points will be awarded for any make-up exams or quizzes.
5. All exams must be taken regardless of points awarded. Remediation, if required, for each test missed must be completed and submitted prior to the class’s next test. NO exceptions.
6. Individual circumstances of illness and emergency will be considered on a case by case basis by nursing faculty. Documentation must be presented upon return to school.

Academic Progress

Academic Achievement and Retention

Professional Nursing and Practical Nursing: Students must reach and maintain grades of “C” or higher in nursing core classes and general education classes. Grades will be monitored, and a written warning issued for a student’s average that falls below 82% in a core nursing class. The program director, program coordinator, or faculty member will counsel the student, and a written plan for improvement will be formulated and placed in the student’s file. Students who fail to achieve at least 80% in a core nursing class or a “C” grade or higher in a general education class by the end of the semester will be terminated. Clinical components of theoretical courses are an integrated requirement for that specific course, and clinical components must be mastered in order to pass the corresponding course. Clinical evaluations will be completed regularly and available for review. A student will be terminated if he/she fails clinicals.

Drug calculations and conversions tests are a part of the demonstration of mastery of objectives for both the professional nursing cohort and the practical nursing cohort. During the first cohort semester, practical nursing students and professional nursing students MUST pass both a calculation test and a conversion test, AND maintain a class average of 80% or higher in order to remain in the cohort. PN students must get a minimum score of 90% or higher; RN students must get a minimum score of 95% or higher. Students in both cohorts will have three (3) opportunities to achieve this mastery. However, the first grade will be the only one recorded and calculated in total class points. Failure to meet both the calculation and conversion testing requirements OR failure to maintain an 80% class average will result in a student being terminated from the cohort and a letter grade of “F” assigned on the transcript for the course. NO EXCEPTIONS.

Students are responsible to constantly monitor his/her own learning progress. The student is responsible to maintain his/her own grade averages and test scores. Students are strongly urged to request appropriate faculty guidance and assistance with any curriculum material or any clinical objective(s) that he/she is having difficulty mastering.

Failure to master theoretical material or clinical objectives requires remediation. Faculty member(s) responsible for the subject matter or clinical specialty will assist the student to formulate a plan and will monitor the student’s progress along with the time line within which the student is to demonstrate mastery of the material or clinical skill(s). The student must complete the remedial plan according to the time line determined by the faculty and before the next examination for that course is scheduled. The plan must be successfully met. Evaluation of mastery will be required.

An ATI subject specific comprehensive computerized exam for each applicable subject area will be given prior to the end of each appropriate semester. The student is expected to obtain a minimum of a Level 2 competency (Proficiency = Level 2 or higher).

1. If a student achieves a non-passing score of Proficiency Level I or below, NO score is recorded, and student must begin remediation.
2. Student will complete remediation per instructor’s directions and submit by the deadline given.
3. The student will pay \$50.00 fee to retake the proctored exam designated by the coordinator or instructor.
4. Students have ONE (1) opportunity to retest.

ATI assessment exams will be given a specific point value included in the total points for each specific course.

1. Level 3 Proficiency = 100% of ATI assessment points
2. Level 2 Proficiency = 88% of ATI assessment points
3. Level I Proficiency or below = 0 points until retest is completed
4. Student’s score on retake exam will be recorded as follows:
 - Level 2 or higher = 78% of ATI assessment points
 - Level I = 68% of ATI assessment points
 - Below Level I = 58% of ATI assessment points

At completion of the program, a comprehensive “Exit” ATI exam is given. The test covers all content from the program. The student is expected to achieve a 95% predicted probability. A student that obtains a predicted probability of below 95% must remediate to receive the percentage of points possible. A student that obtains a predicted probability of below 90% must remediate and retake the ATI comprehensive predictor to receive the percentage of points possible. The cost for the additional testing is paid by the student. The percentage of the first predicted probability will be the percentage of ATI assessment points earned. (i.e. an 92% predicted probability will result in 92% of ATI assessment points)

Professional Nursing ATI Exam	First Semester	Second Semester	Bridge Only Semester	Third Semester	Fourth Semester	Scoring Methods
Critical Thinking						
Pre-test	X					Points awarded within the ADN-RN 101 course (FoN)
Post-test					X	Points will be awarded within the ADN-250 course (M&L)
Content Mastery Exams (CME)						CME Levels Level 3 = 100% of assigned points Level 2 = 88% of assigned points-1st attempt Below Level 2: see ATI policy & process for remediation/retesting
Fundamentals for Nursing	X					Points awarded within the ADN-RN 101 course (FoN)
Nutrition for Nursing		X	X			Points awarded within the ADN-RN 125 course (M/S-I) <u>Bridge students:</u> Points awarded within the ADN-RN 190 course (Transition)
Pharmacology for Nursing		X	X			Points awarded within the ADN-RN 112 course (Pharm) <u>Bridge students:</u> Points awarded within the ADN-RN 190 course (Transition)
Mental Health Nursing				X		Points awarded within the ADN-RN 210 course (MH)
Community Health Nursing					X	Points awarded within the ADN-RN 210 course (MH)
Maternal Newborn Nursing					X	Points awarded within the ADN-RN 240 course (MC)
Nursing Care of Children					X	Points awarded within the ADN-RN 240 course (MC)
Nursing Leadership & Management					X	Points awarded within the ADN-RN 250 course (M&L)
Adult Medical Surgical Nursing					X	Points awarded within the ADN-RN 230 course (MS III)
Comprehensive Exit Exam						This test will generate an individualized score (% Correct), indicating predicted probability to pass NCLEX-RN®.
Comprehensive Predictor					X	Points will be equitably divided between the fourth semester courses

Practical Nursing ATI Exam	First Semester	Second Semester	Third Semester	Scoring Methods
Critical Thinking				
Pre-test	X			Points awarded within the NUR 120 course (FoN)
Post-test		X		Points will be awarded within the NUR 213 course (Med-Surg I)
Content Mastery Exams (CME)				CME Levels Level 3 = 100% of assigned points Level 2 = 88% of assigned points- 1st attempt Below Level 2: see ATI policy & process for remediation/retesting
Fundamentals for Nursing	X			Points awarded within the NUR 120 course (FoN)
Maternal Newborn Nursing		X		Points awarded within the NUR 204 course (MC-OB)
Pharmacology for Nursing			X	Points awarded within the NUR 302 course (Pharm)
Mental Health/Community Health Nursing			X	Points awarded within the NUR 323 course (MH)
Nursing Care of Children			X	Points awarded within the NUR 304 course (MC-Peds)
Nursing Leadership & Management			X	Points awarded within the NUR 343 course (Leadership)
Adult Medical Surgical Nursing			X	Points awarded within the NUR 313 course (MS II)
Comprehensive Exit Exam				This test will generate an individualized score (% Correct), indicating predicted probability to pass NCLEX-RN®.
Comprehensive Predictor			X	Points will be equitably divided between the third semester courses

Failure to demonstrate mastery of the clinical or course objectives may require the student to withdraw from the program or result in termination from the program.

Academic Counseling

Individual faculty and administrative staff are available to students during regular office hours for discussion of course or program academic concerns. Students experiencing academic difficulties are required to meet with course instructors to determine a plan for improving the student's academic standing. Faculty may assist students in study habits and provide limited tutoring concerning specific content. The staff may make referrals to outside resources.

Students are encouraged to make an appointment with faculty

Code of Academic Integrity

Bolivar Technical College is an academic community whose fundamental purpose is the pursuit of knowledge. It is believed that academic integrity is vital to the success of this educational endeavor and without it, the opportunity to develop the full understanding of the material is missed (Harding, Carpenter, Finelli, & Passow, 2004). The value of education awarded by an institution is based on the belief that graduates earn their education honestly, and that graduates have the knowledge and skills inherent to that education. The faculty at Bolivar Technical College believe that quality education leads to quality care. The college accepts this responsibility to the community and to the profession of nursing by expecting academic integrity of students and faculty.

The highest standards of ethical and professional conduct are integral to success in the nursing programs. As members of the nursing profession, the student shares a commitment to adhere to the American Nurses Association Code of Ethics for Nurses. The faculty's duty is to maintain an environment supportive of personal growth, as well as to ensure the provision of safe and effective health care to the public.

The nursing faculty at Bolivar Technical College believes students who develop the values of nursing during their course of study will portray those values as a nurse. The values of nursing include lifelong learning, diversity, individuality, respect, responsibility, and integrity. These values are essential to continued success in the profession of nursing.

Code of Ethics For Nurses

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions, and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

American Nurses Association (2015)

Attendance Policy

Good attendance is a mark of dedication which is a component of professionalism that future employers consider seriously. Students are expected to attend all classes in order to get maximum benefits from the instructional program and to develop the habits of punctuality, self-discipline, and responsibility. Employers consider regular attendance as the first step in becoming a successful and productive employee. Education at Bolivar Technical College is designed to prepare each student in the proper skills and attitudes necessary for success in the nursing field.

- Students are to maintain a minimum of 90% attendance, or higher, for each semester. Clinical hours are included in the same semester. If a student misses the number of hours where he/she is unable to obtain 90% attendance by the end of the semester the student will be dismissed from the program. **Due to the nature of the Practical Nursing cohort and Professional Nursing cohort programs, attendance probation is NOT an option for those programs.**
- Extenuating circumstances will be considered on a case by case basis. Documentation for extenuating circumstances must be submitted within **seven calendar days of return to class.**
- All missed clinical hours **MUST** be made up. Time made up for clinical rotations does not decrease the total number of hours missed.
- Work missed for core nursing classes will follow the Nursing Program Late Work and Make-up Work Policy; work missed in general education classes may or may not be made up at the instructor's discretion.
- **The school or clinical instructor must be notified by the student at least one hour prior to the report time if the student is going to be late or unable to attend class or clinical rotation. In the event that class is scheduled to begin at 0730 a call must be received no later than 0730. Non-compliance with calling is considered a "no call, no show" and may be grounds for dismissal. Sending a message by another student is not acceptable.**

Phone number is: Bolivar Technical College (417) 777-5062

The school has staff to answer calls at 0730.

The instructor must be contacted by 0530 for clinical rotation.

- Doctor's visits and other appointments should be scheduled beyond school hours.
- **Any absence of 3 consecutive days or longer due to illness will require a doctor's written statement.** Illness verification by a doctor may also be required any time as deemed necessary by the Director.
- Any **hospitalization** requires a release from the doctor to return to class/clinical.
- Tardy policy: Class roll call will be held at the beginning of each class. If the student is 1-15 minutes late one quarter of an hour will be added to total hours missed, 16-60 minutes late will result in 1 hour being added to total hours missed.
- Early departures will be calculated as follows: Departing 1-15 minutes early will result in one quarter of an hour added to the total hours missed. 16-60 minutes early will result in 1 hour added to total hours missed.
- Faculty are under no obligation to offer extraordinary assistance to students who are chronically absent.

Clinicals

Part of the educational program is offered in a health-care facility that is contracted to provide instructional opportunities for nursing-related activities. Students are required to participate and be eligible to participate at all assigned clinical sites. **NO EXCEPTIONS.** Students must also comply with the facilities' policies and procedures. The school is not obligated to locate an additional clinical site to accommodate a student for any reason.

Courses with a clinical component require mastery of the clinical objectives in order to successfully complete the course. The clinical component of any course is an integral portion of that course. Clinical experiences are graded on a pass/fail basis. If a student fails in clinical, he/she will fail the course. The clinical cumulative evaluation should be used as a guideline to determine when a student requires faculty assistance to master a clinical objective or skill. Students

receiving faculty feedback on evaluations that indicate concerns with the student's clinical performance should immediately request faculty intervention and assistance with a remedial plan. **All clinical objectives must be mastered in order to successfully complete the corresponding course. Students must be sent home from the clinical setting for unsafe or unprofessional behavior. Students missing clinicals due to being sent home for unsafe or unprofessional behavior must make up the clinical time, and pay the clinical fee of \$32.00 per hour for each hour missed.**

Clinical Absences

If a student is to be absent from the clinical setting, he/she is responsible for informing the clinical instructor by 0530. If the student does not notify the instructor by 0530, the occurrence will be considered a "no call, no show". One incident of "no call, no show" may result in dismissal from the program. **All clinical hours missed must be made up regardless of reason missed.**

- Clinical absence **requires** notification to the clinical faculty member.
- Students coming into clinicals at one minute through nine minutes after the clinical starting time will be considered tardy. Students tardy within the above time frame may remain at clinicals but must make up the hour and pay the one hour clinical makeup fee (\$32.00 per hour).
- Students 10 minutes late reporting to their clinical rotation will be sent home and required to make up the time at the student's expense.
- Clinical absences require the students to make up the absence on a scheduled day at a \$32.00 per hour fee payable to the college. Specific make up days are scheduled at the instructor's convenience. Students must make up clinical absences on those assigned days.
- Students admitted to the hospital, those who have a death of an immediate family member (parent, spouse, sibling, child), or those who have a funeral of an immediate family member on the day of clinical will be excluded from makeup clinical charges. Clinical hours **MUST** be made up.
- Students absent for more than two (2) days of clinical or skills lab time per semester may be removed from the program regardless of hours made up.

Program Termination

A student may be terminated from the nursing program due to excessive absenteeism, unprofessional or unethical conduct, failure to master course or clinical objectives, violation of rules and regulations, unpaid tuition, falsifying application information, or academic dishonesty. In addition, nursing students may be dismissed from the program based on patient care safety issues, a positive drug screen without appropriate documentation, or failure to maintain clinical site expectations.

Grievance and Appeal Policy

The successful accomplishment of the school's mission requires prompt consideration and equitable adjustment of any appeal or grievance. It is the desire of the administration and staff to address appeals or grievances informally, and the supervisors, instructors, employees, and students are expected to make every effort to resolve problems as they arise.

Students have the right to appeal any action or decision that directly affects their academic performance or records such as grades, probation, warnings, suspension of financial aid or dismissal from a program, etc. due to not making satisfactory academic progress. Grievances or appeals submitted signed by a group will not be addressed. The student should first request consideration of a decision from the person who initiated the action.

An appeal regarding a final grade should be made within fifteen business days of the last day of a class and should initially be addressed to the instructor of the class. If a student is not satisfied with the result, the student may file an appeal following the steps listed below.

Appeals may be granted based on error or unanticipated mitigating circumstances, which may include, but are not limited to: Loss of transportation, civic duties, conflicting personal responsibilities, illness, death of a close relative, etc. that may affect a student's attendance or classroom performance. The grievance and appeal policy outlined below does not apply to actions taken in response to positive drug screens. Please refer to substance abuse policy on page 24.

When an appeal is requested, suspension of financial aid or dismissal from a program is delayed until the appeal has been decided. Students who have appealed are expected to continue in their program until the appeal is decided. When an appeal is not granted, the date of suspension of financial aid or dismissal from a program will be the date of the original action. Should the student withdraw immediately following the denial of an appeal, the student will not be charged for any attendance following the date the student was originally suspended from financial aid or dismissed from a program.

- Step 1: Students with a complaint relating to a particular class or instructor should discuss it first with that instructor. If the complaint is not resolved satisfactorily, within three (3) business days following the documented meeting with the instructor, the student should present his/her complaint as outlined in Step 2.
- Step 2: A student may present his/her grievance to the program director (or campus director as applicable). All grievances will be submitted in writing. If a satisfactory solution is not achieved, within another three (3) business days from the receipt of the campus director's decision, the student may proceed with Step 3.
- Step 3: A student may then present the grievance to the Bolivar Technical College president. All grievances will be submitted in writing. If a satisfactory solution is not achieved, within another three (3) business days from the receipt of the president's decision, the student may proceed with Step 4.
- Step 4: A student may then present the grievance to the Board of Directors. The student has three (3) business days to present the grievance in writing to the Board of Directors after Bolivar Technical College's president has made a decision. The decision of the Board of Directors is final.

Complaints against the school may be registered with:

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980,
Washington, DC 20002-4241
1- 866-510-0746

Missouri Department of Higher Education
205 Jefferson Street
PO Box 1469
Jefferson City, MO 65102-1469
1-800-473-6757

Graduation Requirements

To graduate, students must have earned a minimum cumulative grade point average of 2.00 and successfully completed the required number of courses in their program of choice within the maximum number of credits that may be attempted. Students must have a grade of C or higher on all courses within the nursing programs. Upon satisfactory completion of their program, students will receive a Certificate or Associate Degree.

NCLEX Review Requirement

Nursing Students: The college schedules an NCLEX live review for all nursing students the week following program completion, and students are required to attend the entire NCLEX review. Once verification of attendance at the review has been turned in to the administrative office staff, and all other graduation/financial obligations are met, those students who attend ALL sessions of the NCLEX review offered through the college will have official transcripts sent to the Board of Nursing.

Students who cannot or choose not to attend all of the scheduled NCLEX review at the college may select from a list of pre-approved NCLEX reviews (list available in the administrative office). Upon successful completion of an alternate review course, students must provide documentation to the registrar showing proof of completion. Students taking an alternate NCLEX review are responsible for cost incurred.

Requirements for State Licensure

- A. Successful completion of the Nursing Course of Study. Meet all requirements of the Nursing Program.
- B. Successful completion of the course of study does not guarantee eligibility to take the licensure examination. Section 335.066, RSMo, as shown on pages 14-15 lists grounds for possible denial of licensure. The Missouri State Board of Nursing will grant or deny eligibility to test after submission of application for nursing licensure.
- C. Validation of status for taking examination will be forwarded to the applicant from the Missouri State Board of Nursing. Information related to completion of the NCLEX Exam will be included.
- D. CAT - Computer Adaptive Testing-NCLEX Exam is to be taken and passed at the first opportunity.

Reasons for Refusal to Issue License

335.066 Refusal to issue or revocation of license, grounds for, hearing, how made.

All applicants, students, and graduates are hereby notified that the Missouri State Board of Nursing may refuse to issue a license for specific reasons related to moral turpitude, intemperate use of alcohol or drugs, or conviction of a crime. The Nursing Practice act and rules can be found on the Missouri State Board of Nursing webpage at <http://www.pr.mo.gov/boards/nursing/npa.pdf>.

1. The board may refuse to issue any certificate of registration or authority, permit or license required pursuant to sections 335.011 to 335.096 for one or any combination of causes stated in subsection 2 of this section. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621, RSMo.
2. The board may cause a complaint to be filed with the Administrative hearing commission as provided by chapter 621, RSMo, against any holder of any certificate of registration or authority, permit or license required by sections 335.011 to 335.096 or any combination of causes stated in subsection 2 of this section. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621, RSMo.
 - Use or unlawful possession of any controlled substance, as defined in chapter 195, RSMo, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096;
 - The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo

contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated pursuant to sections 335.011 to 335.096, for any offense involving moral turpitude, whether or not sentence is imposed;

- Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096;
- Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;
- Incompetency, misconduct, gross negligence, fraud, misrepresentation or dishonesty in the performance of the functions or duties of any profession licensed or regulated by sections 335.011 to 335.096;
- Violation of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096, of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096;
- Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school.
- Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;
- A person is finally adjudged insane or incompetent by a court of competent jurisdiction.
- Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;
- Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
- Violation of any professional trust of confidence;
- Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;
- Violation of the drug laws or rules and regulations of this state, any other state or the federal government;
- Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency.

General Information and Regulations

Tobacco-Free Facilities

Effective July 1, 2013, BTC is a tobacco free school and campus.

The tobacco-free policy prohibits the use of tobacco products in our college and all adjacent areas. Tobacco products cannot be used by students/employees anywhere on the grounds or inside the facilities.

Furthermore, students/employees may not smoke or use tobacco in any form while wearing their BTC ID badge, at any clinical facility, or college activity representing BTC.

Students/employees may NOT smoke in their vehicles while on campus. Employees/students with an offensive odor in their clothing may be asked to change or be sent home on their own time to change clothes.

The administration recognizes that smoking is a personal choice, and students/employees may smoke or use other forms of tobacco while off duty and off college grounds as long as they are not representing BTC in an official capacity.

Breaks

Breaks may be taken in designated areas. All break areas must be cleaned after use.

Employment

It is recommended that students work no more than 16 hours per week and should not work at all if not maintaining a "C" in theory and/or practice.

Inclement Weather Policy

Extreme weather may require Bolivar Technical College to cancel classes. Information regarding class cancellation will be available on local television and radio stations. If no announcement is made, it may be assumed classes will be in session. Nursing students in a semester with a clinical component will be advised of notification procedures pertaining to inclement weather by their clinical instructors.

If students believe road conditions are unsafe near their home, they are responsible for contacting the instructor.

Days missed due to inclement weather will be made up, and regularly scheduled days or holidays may be required as make-up days. Every effort will be made to post make-up days as soon as possible.

Missouri State Board of Nursing Position Statement Regarding HIV or HBV Infection

The Missouri State Board of Nursing recognizes the serious implications the spread of HIV or HBV has on the health, safety, and welfare of the public and the Board's mandated responsibility to the public for assuring safe and competent nursing care.

As mandated by Section 191.694 RSMo, 1992 all licensed nurses and nursing students shall immediately implement and adhere to the universal precautions recommended by the Centers for Disease Control in the care of all clients.

All licensed nurses and nursing students who discriminate against a client on the basis of HIV or HBV infection, or makes HIV or HBV testing a condition of treatment shall be subject to the denial of licensure or the disciplinary processes of the Missouri State Board of Nursing.

All licensed nurses and nursing students with HIV or HBV who perform invasive procedures are encouraged by the Missouri State Board of Nursing to voluntarily participate in the Department of Health's evaluation process.

All licensed nurses and nursing students who violate a restriction or limitation placed on their practice by the Department of Health shall be subject to denial of licensure or the disciplinary processes of the Missouri State Board of Nursing. It is the position of the Missouri State Board of Nursing that all licensed nurses and nursing students with HIV or HBV are entitled to the same reasonable accommodation guaranteed by the Americans with Disabilities Act.

References: North Carolina Board of Nursing (1991). Policy regarding HIV/AIDS infection Raleigh: Author.

Policy for the Prevention of HIV Transmission to Students in the Health-Care Setting

The Bolivar Technical College nursing students are to follow the Policy for the Prevention of Human Immunodeficiency Virus (HIV) Transmission of the health-care facility in which they are practicing. Additionally, following the Center for Disease Control (CDC) recommendations, students are to observe “universal blood and body fluid precautions” in the care of all patients, especially including those emergency care settings in which the risk of blood exposure is increased and the infection status of the patient is usually unknown. Principles of HIV Transmission, precautions and procedures will be covered in the program curriculum. Students are expected to follow the guidelines as taught.

Student Health Policy

Students may be exposed to certain risks and dangers in the nursing programs. Students should be aware they will be in close contact with other individuals having a variety of health problems in which the cause may not be known. ALL patients and/or clients must be considered as having the potential to transmit infectious diseases. Students enrolled in the nursing programs who experience injury or who have been diagnosed with an infectious disease or who have been exposed to an infectious disease which could place either clients or others at risk should immediately inform the director of the program.

It is the responsibility of students to inform the director/coordinator/faculty members about conditions of limited functioning (ie crutches, surgery, pregnancy, etc) which could require accommodation of clinical assignments. It is the responsibility of the students to inform the director/coordinator/faculty members about ANY health conditions (mental or physical) or changes in health status that could place them or their clients at risk. A health care provider’s statement may be necessary to assure faculty that the student is able to participate in class and clinical activities without harm to self or others.

As long as students are able to meet standards and functional abilities, and medical evidence indicates that their health is not a threat to themselves or others, students may continue in the program.

Classroom and Clinical Expectations

Health care professionals are representatives of the nursing profession. The first impression a nurse makes to the client results from what is seen and heard. How a nurse looks and acts establishes the basis and acceptance from his/her client.

General Appearance and Conduct Policy

- The student may wear street clothes that are modest and well kept.
- The student must be clean and well groomed. No drug, alcohol, or offensive logos.
- The student is expected to conduct himself/herself in a professional manner while attending classes.
- Jewelry may be worn in the classroom only. [See clinical setting rule for Practice Lab.] No body jewelry (body piercing).
- Verbal and /or non-verbal profanity is prohibited.
- Drug Free Environment is strictly enforced.
- The use of illegal drugs or the abuse of prescription medications at any time is grounds for dismissal.
- No midribs may be exposed.
- No cell phones will be allowed on during class or during the clinical rotation.
- Students must adhere to the clinical facility(s) policy and procedures.

Clinical and Skills Lab Conduct Code

- The student is required to maintain patient confidentiality at all times. **Any** breach in confidentiality could result in termination from the nursing program.
- The student is required to maintain confidentiality at all times in ANY clinical/skills activity. This includes, but is not limited to, simulation labs and class skills labs. Sharing of simulation lab scenarios with other students is considered disclosing of information or unauthorized collaboration between students and is considered academic dishonesty. Academic dishonesty is grounds for termination.
- The student must be covered by a student nursing liability insurance throughout the course of study which is provided by the school.
- Gum chewing is prohibited during clinical rotations.
- Students are not to leave the clinical unit without express permission from the instructor or supervising nurse.
- No pagers or cell phones or other electronic devices (excluding class/clinical assigned devices) are allowed during the clinical rotation while in patient care areas. This policy may be superseded by facility policy if the facility's policy is more restrictive. Simulation days are considered part of the clinical experience.
- Families may contact the school in case of emergencies. A school employee will notify the student/clinical instructor or supervising nurse responsible for that area and she/he will notify student. NO PERSONAL CALLS.
- Smoking is not allowed during the clinical rotation or pre-conference hours. Tobacco odor stays on uniforms and is offensive to many clients.
- The use of alcoholic beverages and/or drugs (illegal or prescription abuse) during regular school hours on school property, during clinical hours or pre-clinical preparation hours is strictly prohibited and is grounds for dismissal.
- The use of prescription medication that alters cognitive or physical functioning is not permitted during pre-clinical preparation and clinical rotations.
- Children are not allowed to attend pre-clinical preparation.

Clinical and Skills Lab Dress Code

- The student must wear required clinical attire according to the course description and/or clinical protocol.
- The school uniform is to be clean and neatly worn. Name tag and identification patch must be worn during all clinical rotations.
- No additional accessories or pins may be worn with the school uniform.
- Undergarments worn with the nursing uniform and at clinical rotations must be white or skin-colored and non-revealing. No thong panties are allowed. Brassieres must be worn by female students. White undershirts should be worn by male students.
- Long hair must be pulled away from the face so that it does not contaminate clean areas. Bangs must not obstruct student line of sight.
- Hair must be neat, clean, and off the collar.
- The student must wear professional street clothes (no shorts, jeans, no open toed shoes, tank tops or midriffs exposed) and a lab coat with name tag for any pre-clinical preparation.
- Uniform shoes must be white and kept clean. [White polish is essential.]

- The student may wear a plain band ring only. [*Stones have a tendency to scratch clients or cause skin tears.*]
- ONE pair of stud earrings only may be worn on the ear lobe; earrings not permitted in any other part of the ear. [*No hoops, dangling earrings, or gauges. These have a tendency to get caught and ripped out of ear.*]
- No body piercing, to include nose, eyebrow, tongue, umbilical rings, etc.
- Natural colored contacts only.
- Only natural hair colors allowed in clinicals/simulations/lab skills.
- NO tattoos are allowed on the hands or face; any other tattoos must be completely covered.
- No midriffs may be exposed.
- No false nails may be worn. Nails must be cut short, not to extend more than 1/8th inch from the finger tips. Nail polish is not allowed during clinical rotations.
- Faculty may send students who do not meet the dress code requirements home from the clinical rotation. Clinical time must then be made up at the student's expense.

Clinical Health Policy

Students will not be able to attend clinical rotations due to safety concerns for clients and other staff, faculty or students if the student is exhibiting one or more of the following health issues:

- Elevated temperature of 100.4 ° Fahrenheit or above
- Vomiting or Diarrhea
- Cognitive deficits
- Signs or symptoms of communicable diseases (i.e. pink eye, cold, flu, streptococcus treated for less than 24 hours with antibiotics etc.)

Students sent home due to any of the above issues will be **required to make up clinical time** missed at the student's expense of \$32.00 per clinical hour missed.

Nursing Student Conduct Policy

Student nurses are expected to maintain mature, professional conduct. They are also expected to abide by the policies of the school. Student conduct is expected to reflect integrity and trust. Problems with behavior will require counseling/conference with the instructor of the course or clinical rotation. Serious or repetitive problems of behavior will require counseling/conference with the Program Director. Written documentation will be required and student will be provided with a copy of the documentation and expectations for correction. Students consistently exhibiting unprofessional disruptive behavior in the classroom may be subject to disciplinary action. Conduct is a critical element considered in evaluation of the student(s).

Students may be terminated for any of the following reasons: failure to follow school rules and regulations, cheating, theft, destroying or vandalizing school or an individual's property (student will be held responsible for cost of any damages), conduct/profanity/gestures/comments or jokes considered undesirable, unethical or unprofessional conduct, insubordination, weapon usage, the possession, distribution, or usage of drugs/alcohol on the facilities or at any school activity. Facilities must be left clean and orderly. Food or drinks may only be consumed in pre-designated areas.

Children are not permitted in instructional facilities and/or clinical facilities at any time.

Professional Conduct Policy

All forms of unprofessional behavior are prohibited, and will result in disciplinary action including possible dismissal. It is expected that those who observe incidents of misconduct to provide a written and signed report of such incidents to course faculty or the director of the program as soon as possible.

A. Unethical/Unsafe Professional Behaviors:

Violations include, but are not limited to:

1. Inadequate preparation for clinical rotation
2. Failure to properly notify the supervising or assigned faculty of a clinical absence
3. Falsifying information or reporting falsified information
4. Breach of client confidentiality/Health Insurance Portability and Accountability Act
5. Unsafe nursing practice*
6. Violation of the American Nurses Association's Code of Ethics for Nurses (page 10)
7. Violation of signed Academic Integrity statement

*DEFINITION OF UNSAFE NURSING PRACTICE

Unsafe nursing practice is behavior conflicting with that expected of a reasonably prudent licensed nurse and has the potential to cause physical or emotional harm to the client. Nursing students will perform within their level of competency, be aware of limitations of their knowledge, have sound rationale for nursing care, and ask for assistance when performing any tasks outside of their level of knowledge or competency. Failure to follow infection control procedures or other safety protocols also constitutes unsafe nursing practice.

Unethical/Unsafe professional behavior may result in dismissal from class or clinical rotation. Additional penalties may apply depending on severity of incident or repeat occurrences.

B. Academic Dishonesty is defined as students providing or obtaining unauthorized help in academic coursework, or accepting recognition for work which is not theirs (Kaufman, 2008).

1. Cheating is behaving in a dishonest way in order to achieve your goal (Cambridge Online Dictionary).

Examples of cheating include, but are not limited to:

- a. Copying from another student's work, examination paper or other exam instrument (i.e. computer)
- b. Allowing another student to copy from any work, an examination, paper, or other exam instrument
- c. Unauthorized use of books, notes or other materials to complete an examination, quiz, project or other academic assignment
- d. Unauthorized collaboration with others on a test, quiz, assignment or other academic project
- e. Using or processing unauthorized or concealed materials (such as notes, formula

- lists, cheat sheets, Web sites) during an examination
 - f. Receiving communications such as, but not limited to notes, text messages, phone messages, computer-based message or nonverbal signs during examinations
 - g. Disclosing examination questions or topics to other students; receiving information about examination questions or topics from other students
 - h. Submission or use of falsified data
 - i. Theft of or unauthorized access to an examination
 - j. Submission of the same work for credit in more than one course, without obtaining permission of all faculty beforehand
2. Plagiarism is the unauthorized use or close imitation of the language and thoughts of another and the representation of them as one's own original work. (Dictionary Com., 2009)

Examples of plagiarism include, but are not limited to:

- a. Quoting another person's actual words, sentences, phrases, paragraphs or entire piece of written work without acknowledgement of the source
- b. Using another person's ideas, opinions or theory, even if it is completely paraphrased in one/s own words, without acknowledgement of the source
- c. Borrowing facts, statistics, illustrations or other materials that are not clearly common knowledge without acknowledgement of the source
- d. Copying another student's written work, computer file or other academic assignment
- e. Allowing a student to copy written work, computer file or other academic assignment
- f. Collaboration on or sharing of an assignment in any form (written or computer file) which is then submitted as individual work of each student
- g. Submission of the same work for credit in more than one course, without obtaining permission of all faculty beforehand
- h. Unintentional acts of plagiarism are defined as those involving acknowledgement of sources but incorrect use of citations or citation format

Incidents of academic dishonesty result in a zero for the assignment and may result in dismissal from the program.

C. Uncivil Behaviors:

Examples of uncivil behavior include, but are not limited to:

- 1. Behavior disruptive to the educational process:
 - a. Consistently missing deadlines
 - b. Repeatedly arriving to class late, leaving early, or otherwise coming and going during class
 - c. Sleeping in class
 - d. Using electronic devices during class for purposes unrelated to the course
 - e. Failure to turn cell phones or pager ringers off during class

- f. Conducting side conversations during class
 - g. Dominating discussion during class
2. Discourteous, disrespectful, and impolite behavior directed toward faculty or other students/persons at clinical facilities:
 - a. Use of profanity
 - b. Rudeness, belittling, or use of judgmental tone
 - c. Taunting, harassing, or bullying
 - d. Yelling, threatening behavior or words, personal attacks, or unfounded accusations
 - e. Use of racial, ethnic, sexual, or other discriminatory slurs
 3. Imposing physical harm on faculty or other students/persons
 4. Intentionally destroying property
 5. Possession of firearms or weapons
 6. Violation of the College Drug and Alcohol Use Policy

Faculty reserve the right to not admit students to class who are late until the next class break. Students, who engage in disruptive behavior, are unruly, or who interfere with the faculty's teaching/learning environment will be dismissed from class.

Disrespectful communication, incivility, and behaviors that are distracting to the learning environment will not be tolerated.

Behaviors that are distracting to the learning environment may include but are not limited to:

- a. Intimidation behavior
- b. Refusal to comply with faculty requests
- c. Persistent arguing
- d. Yelling, eye rolling, foul and/or inappropriate language

Any threats made against faculty or disrespectful conduct will be reported to the director and will result in penalties to the student.

Students Rights and Responsibilities Related to Conduct

It is the student's right to:

1. A quiet, safe, respectful and positive learning environment.
2. Respectful consideration from co-workers, faculty and administration.
3. Assurance of personal and record confidentiality.
4. Communicate with instructors regarding learning needs and program concerns.
5. Competent instruction and achievable objectives.
6. Knowledge and awareness of school policies.

It is the student's responsibility to:

1. Be quiet, dignified, and courteous in the classrooms, the corridors, the lunchroom and any other place where students appear in the school uniform.
2. Report to classes promptly.
3. Be prepared for classes upon arrival to school.
4. Provide a positive classroom environment which is conducive to a positive learning experience.
5. Respect self, classmates, and instructors.
6. Accept responsibility for your thoughts, communication and behavior.
7. Respect the rights of classmates, instructor's coworkers as and clients.
8. Uphold school policies and procedures.

Computer Requirements

Computers are an essential part of all programs at BTC. Students are required to have one of the following:

1. A personal computer with some type of word processing software and reliable internet access. Or,
2. Access to a personal computer with some type of word processing software and reliable internet access.

Use of Technology and Social Media

Policy: Nursing students may not collect, share, or post any material that could potentially violate patient/family confidentiality or professional behavior guidelines on social media sites. Although Moodle, SimChart and other online tools used in a nursing course are not considered social media sites, students are expected to observe professional standards for communication in all interactions.

Nursing students must follow the related policies of the clinical sites and the school.

Students may be subject to disciplinary action by the school and the clinical site for comments that are either unprofessional or violate patient privacy. HIPAA regulations apply to comments and images made and shared on social networking sites. Violations involving Moodle or other online tools are subject to the same prosecution as with other HIPAA violations.

Students are expected to conduct themselves as professionals, and, therefore, should refrain from negative posts regarding school, courses, classmates, or instructors.

Guidelines:

1. Social media includes but are not limited to blogs, podcasts, discussion forums, online collaborative information and publishing systems that are accessible to internal and external audiences (i.e., Wikis), RSS feeds, video sharing, and social networks like Instagram, Twitter, and Facebook.
2. Collecting, sharing, and posting on social networking sites are subject to the same professional standards as any other personal interactions. The permanence, worldwide access, and written nature of these postings make them even more subject to scrutiny than most other forms of communication.
3. Restricted postings include but is not limited to protected health information –individually identifiable information (oral, written, or electronic) about a patient's physical or mental health, the receipt of health care, or payment for that care.
4. Online postings or discussions of specific patients are prohibited, even if all identifying information is excluded. It is possible that someone could recognize the patient to which you are referring based on

the context. Remember, if you wouldn't want YOUR own health information being posted to the internet, do not post that of anyone else.

5. Under no circumstances should photos or videos of patients or photos depicting the body parts of patients be taken or displayed online.
6. Statements made by you within online networks will be treated as if you verbally made the statement in a public place.

Electronic communication and information devices are a part of everyday life for most people today. However, learning to be a professional nurse includes discriminating when, where and how technologies are to be appropriately utilized. Students should use hospital or agency computers for patient care related tasks only. Students are not allowed to use hospital computers for Facebook, personal email or any other use.

Staff use always take priority over student use of the computers. It is essential that faculty clarify with managers and staff, before students begin clinical, what access students will have to the computers at the clinical site where students are placed.

Students are not allowed to use electronic devices for personal reasons while in a clinical setting. Use of SimChart, for clinical assignments may be done at the approval of your clinical instructor. Students may only use their phones on lunch or dinner break, or by special arrangement with the clinical instructor.

Instructors are to bring any violations to the attention of the course coordinator immediately.

Source: Modified from Wegmans School of Nursing- St. John Fisher College, Rochester, NY, Clinical Instructor Guidelines & Information (2013).

Drug and Alcohol Prevention

Bolivar Technical College is committed to providing a healthy, safe, and learning environment for their students, faculty, staff and guests. Part 86, the Drug and Alcohol Abuse Prevention Regulations (EDGAR) requires, that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees both on school premises and as a part of any of its activities.

BTC has created a program that complies with the Drug-Free Schools & Community Act (DFSCA) to do the following:

1. Annually notify each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and campus policy; a description of health risks associated with alcohol and drug use; information on available treatment programs.
2. Develop a sound method for distributing annual notification information to every student and staff member each year.
3. Conduct a biennial review on the effectiveness of its alcohol and drug use program and the consistency of sanction enforcement.
4. Maintain its biennial review material on file so that, if requested to do so by the US Department of Education, the campus can submit it.

DFSCA Biennial Review Information

The regulations do not specify a date by which the biennial review must be completed and on file – they simply require that a campus complete a review every two years. Since the regulations went into effect in an even-number year (1990), BTC will conduct a biennial review by the end of each even number calendar year, and the review will be conducted by the President, Campus Director, and Registrar.

Documentation

Reports filed through the disciplinary process are made available for review to determine whether incidents or types of reports are increasing. Any changes in prevention or intervention initiative can then be made to address trends. Within the last two years, no student has been terminated from any program due to alcohol abuse or illicit drug usage.

Policy/Program

BTC has a zero tolerance for drug or alcohol usage on school premises or at any facility used by the school for additional training.

Through an assessment of the previous two years of activity, the following components have been identified as actively in place:

1. Mandatory drug screening for acceptance into any nursing program.
2. Random drug screening for any student or employee if deemed necessary.
3. Information session regarding drug and alcohol abuse/prevention is given during student orientation at the beginning of each new program and in the student catalog.
4. Drug and alcohol abuse prevention is embedded throughout the curriculum utilizing a variety of methods to include but not limited to guest speaker expertise, field trips, clinical rotations, classroom assignments & projects, etc.
5. Employees are provided with information on policies related to alcohol and illicit drug use through distribution of the Employee Handbook.

The consumption of ALCOHOLIC BEVERAGES and ILLEGAL DRUGS on the property of BTC is ABSOLUTELY PROHIBITED, and violators will be prosecuted by local law enforcement agencies. Prohibited unlawful use includes violation of the Missouri law prohibiting possession or use of alcohol by persons under 21 years of age and all other state and federal laws regulating use, possession or distribution of alcohol or drugs. Also, prohibited are the unlawful or unauthorized use and/or possession of narcotics, drugs, drug paraphernalia and/or other chemicals; the distribution and/or sale of alcoholic beverages and the unlawful or unauthorized distribution and/or sale of narcotics, drugs and/or chemicals. Students and employees are notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol on the school's property or as part of the school's activities are prohibited and will be grounds for immediate dismissal from a program or employment. Any student or employee whose behavior is illegal, endangering the safety of students or employees, or considered to be disruptive to normal college activities will be dismissed immediately. Those employees or students dismissed for illegal behavior will be reported to the appropriate authorities and subject to the penalties of federal, state, and city laws.

Legal Sanctions

Local, state, and federal laws prohibit the unlawful possession, use, distribution, and sale of alcohol and illicit drugs. Criminal penalties for violation of such laws range from fines up to \$20,000 to imprisonment for terms up to and including life.

Health Risks: Specific serious health risks are associated with use of illegal drugs and alcohol. Some of the major risks are:

- Alcohol and other depressants (barbiturates, sedatives, and tranquilizers): addiction, accidents as a result of impaired ability in judgment, overdose which can result in death, damage to a developing fetus, heart and liver damage.
- Marijuana: addiction, panic reaction, impaired short-term memory, increased risk of lung cancer and emphysema, and impairment of driving ability.

- Cocaine: addiction, heart attack, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants such as speed and uppers.
- Hallucinogens (acid, LSD, PCP, MDMA, etc.): addiction, unpredictable behavior, emotional instability, violent behavior, organic brain damage in heavy users, convulsions, and coma.
- Narcotics (heroin, Demerol, Morphine, Codeine, etc.): addiction, accidental overdose, and risk of hepatitis and AIDS from contaminated needles.
- Inhalants (harmful gases and aerosols, glue, nitrous oxide, etc.): loss of consciousness, suffocation, damage to the brain and central nervous system, sudden death, nausea and vomiting, nosebleeds, and impaired judgment.

A drug screen may be requested of a student and/or employee who demonstrates drug and/or alcohol use. All expenses related to screening, counseling, treatment, and rehabilitation are the responsibility of the student and/or employee.

If a student or employee is terminated from a program/employment for positive results on a drug screen, and he/she wishes to appeal the decision, the following steps must be completed:

1. Notify the program director or campus director in writing within 24 hours (excluding weekends) following termination of the decision to appeal. This time limitation is due to the time constraints concerning specimens maintained by the laboratory.
2. Request that Sample B of the split sample specimen be sent to a second independent laboratory for testing. ALL FEES for this additional testing are the responsibility of the student/employee and must be paid at the time the appeal is submitted.

The findings from the second independent laboratory are final, and decisions made regarding student/employee retention resulting from those findings are final.

BTC strongly encourages a student or employee who might be dealing with a drug or alcohol abuse to seek counseling, treatment, and/or rehabilitation. BTC will provide assistance with referrals or other methods to connect the student or employee with counseling, treatment, and/or rehabilitation. The drug and alcohol abuse resources are available in the near-campus community, on-line, and/or by telephone.

The following contact numbers and hotlines are available for counseling, treatment and rehabilitation:

Substance Abuse Treatment Locator

- www.findtreatment.samhsa.gov 1-800-662-HELP
or
1-800-662-4357

Alcoholics Anonymous

- www.aa.org

Cocaine Anonymous

- www.ca.org 1-800-347-8998

Nar-Anon

- <http://nar-anon.org> 1-800-477-6291

National Council of Alcoholism and Drug Dependence Hopeline

- www.ncadd.org 1-800-NCA-CALL
or
1-800-622-2255

Springfield

- Alcoholics Anonymous 417-823-7125
- Carol Jones Recovery Center for Women 417-862-3455
- Alternatives Counseling Center 417-883-7227
- Alcohol and Other Drug Information and Referral 417-865-5200

Greene County

- Sheriff's Office 417-868-4040
- Springfield Police 417-864-1810
- Missouri Drug/Alcohol Help Hotline 800-662-4357
- Missouri Drug Rehabilitation Treatment Center 800-435-2890

Polk County

- Bolivar Police 417-326-5298
- Polk County Sheriff's Office 417-777-9020

Graduate Competencies

Upon Completion of the Bolivar Technical College Practical Nursing Program, the Graduate Practical Nurse will:

- I. Utilize skills and knowledge to implement safe, effective, therapeutic and holistic nursing care, including meeting the physiological, psychosocial, cultural, and spiritual needs of the patient/client.
- II. Assume leadership skills in stable nursing situations where consultation and supportive guidance is available and provided as the situation mandates.
- III. Manifest attitudes and behaviors which reflect a respect for the patient/client, their family, co-workers and themselves.
- IV. Cooperatively function as a member of the health care team in health maintenance, illness prevention, data gathering for assessment, planning, implementation, evaluation and revision of nursing care for the patient/client.
- V. Utilize appropriate written, verbal, and electronic communications with members of the health care team and therapeutic interaction techniques with patient/clients and their family to provide evidence based client centered care.
- VI. Assume responsibilities for personal growth in daily life as well as in their vocation through involvement in self-directed learning activities, continuing education programs, in-service education and nursing organizations.
- VII. Support and promote a positive public concept and awareness of nursing by participating in community activities and association efforts to enhance his/her professional status.
- VIII. Assume responsibility for safe, competent, nursing practice including legal and ethical obligations as set forth by the Nurse Practice Act.
- IX. Utilize critical thinking, problem solving, evidence based practice and interpersonal skills in the delivery of quality nursing care.
- X. Exhibit an attitude of lifelong learning and professional development necessary to maintain and strive for quality improvement by providing safe client centered nursing care that demonstrates usage of evidence based care.

Upon Completion of the Bolivar Technical College Professional Nursing Program, the Graduate Professional Nurse will:

I. Member of the Profession:

- A. Function within the nurse's legal scope of practice and in accordance with the policies and procedures of the employing health care institution or practice setting.
- B. Assume responsibility and accountability for the quality of nursing care provided to patients and their families.
- C. Participate in activities that promote the development and practice of professional nursing.
- D. Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning.

II. Provider of Patient-Centered Care:

- A. Use clinical reasoning and knowledge based on the diploma or associate degree nursing program of study and evidence-based practice outcomes as a basis for decision-making in nursing practice.
- B. Determine the physical and mental health status, needs, and preferences of culturally, ethnically, and socially diverse patients and their families based upon interpretation of comprehensive health assessment findings compared with evidence-based health data derived from the diploma or associate degree nursing program of study.
- C. Analyze assessment data to identify problems, formulate goals/outcomes, and develop plans of care for patients and their families using information from evidence-based practice in collaboration with patients, their families, and the interdisciplinary health care team.
- D. Provide safe, compassionate, comprehensive nursing care to patients and their families through a broad array of health care services.
- E. Implement the plan of care for patients and their families within legal, ethical, and regulatory parameters and in consideration of disease prevention, wellness, and promotion of healthy lifestyles.
- F. Evaluate and report patient outcomes and responses to therapeutic interventions in comparison to benchmarks from evidence-based practice, and plan follow-up nursing care.
- G. Develop, implement, and evaluate teaching plans for patients and their families to address health promotion, maintenance, and restoration.
- H. Coordinate human, information, and material resources in providing care for patients and their families.

III. Patient Safety Advocate:

- A. Demonstrate knowledge of the Missouri Nursing Practice Act (NPA) and the Missouri Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.
- B. Implement measures to promote quality and a safe environment for patients, self, and others.
- C. Formulate goals and outcomes using evidence-based data to reduce patient risks.
- D. Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.
- E. Comply with mandatory reporting requirements of the Missouri NPA.
- F. Accept and make assignments and delegate tasks that take into consideration patient safety and organizational policy.

IV. Member of the Health Care Team:

- A. Coordinate, collaborate, and communicate with patients, their families, and the interdisciplinary health care team to plan, deliver, and evaluate patient-centered care.
- B. Serve as a health care advocate in monitoring and promoting quality and access to health care for patients and their families.
- C. Refer patients and their families to resources that facilitate continuity of care; health promotion, maintenance, and restoration; and ensure confidentiality.
- D. Communicate and collaborate in a timely manner with members of the interdisciplinary health care team to promote and maintain the optimal health status of patients and their families.
- E. Communicate and manage information using technology to support decision-making to improve patient care.
- F. Assign and/or delegate nursing care to other members of the health care team based upon an analysis of patient or unit need.
- G. Supervise nursing care provided by others for whom the nurse is responsible by using evidence-based nursing practice.

Faculty

Effective 07/01/2017

Lisa Beals, MSN, RN	Simulation Lab Coordinator/Nursing Faculty (Full time) Associate Degree in Nursing, University of New York-Regents College, Albany, NY Bachelor of Science in Nursing, South University, Savannah, GA Master of Science in Nursing, South University, Savannah, GA
Debra Britt, RN	Nurse Assistant Faculty (Adjunct) Diploma Nurse, St. John's School of Nursing, Springfield, MO
Kristina Amber Ennis, DNP, RN	Nursing Faculty (Part time) Associate of Science in Nursing, St. John's School of Nursing, Springfield, MO Bachelor of Science in Nursing, St. John's School of Nursing, Springfield, MO Doctorate of Nurse Practitioner, Sinclair School of Nursing, Columbia, MO
Crystal Ericksen, BSN, RN	Nursing Faculty (Adjunct) Bachelor of Science in Nursing, Grand Canyon University, Phoenix, AZ Bachelor of Science in Chemistry, Ball State University, Muncie, IN
Melissa Fletcher, BSN, RN	Nursing Faculty & Medical Assistant Faculty (Adjunct) Associate Degree in Nursing, Bolivar Technical College, Bolivar, MO Bachelor of Science in Nursing, Cox College of Nursing, Springfield, MO
Tami Glessner, MSN, RN	Nursing Faculty (Full Time) Associate Degree in Nursing, Mercy College of Nursing, Springfield, MO Bachelor of Science in Nursing, Western Governors University, St. Louis, MO Master of Science in Nursing, Western Governors University, St. Louis, MO
Barbara Toni Hudson, MSN, RN	Nursing Faculty (Adjunct) Bachelor of Science in Nursing, University of South Alabama, Mobile, AL Master of Science in Nursing, University of Alabama, Birmingham, AL Post-Masters Family Nurse Practitioner program, University of Missouri, Columbia, MO
Camille Kochs, BSN, RN	Nursing Faculty (Full time) Associate of Science in Nursing, Cox College, Springfield, MO Bachelor of Arts in Children's Ministry, Central Bible College, Springfield, MO Bachelor of Science in Nursing, Western Governor's University, St. Louis, MO
Katrina Mawhiney, MSN, RN	Professional Nursing Coordinator and Faculty (Full time) Associate of Arts in Nursing, Bacone College, Muskogee, OK Bachelor of Science in Nursing, Kaplan University, Chicago, IL Master of Science in Nursing, Chamberlain College of Nursing, Addison, IL
Erin Mock, BSN, RN	Practical Nursing Coordinator and Faculty (Full Time) Associate of Science in Nursing, Fort Scott Community College, Fort Scott, KS Bachelor of Science in Nursing, Missouri State University, Springfield, MO

Lucinda Schmidt, MSN, RN	Nursing Faculty (Full time) Associate Degree in Nursing, Bolivar Technical College, Bolivar, MO Bachelor of Science in Nursing, University of Phoenix, Phoenix, AZ Master of Science in Nursing, University of Phoenix, Phoenix, AZ
Donna Segelberg, BSN, RN	Nursing Faculty and Nurse Assistant (Part time) Bachelor of Science in Nursing, Mount Marty College, Yankton, SD
Blair Stockton, BSN, RN	Nursing Faculty (Full time) Bachelor of Science in Nursing, Missouri State University, Springfield, MO
Sabrina Stockton, BSN, RN	Nursing Faculty (Part time) Associate of Science in Nursing, Southwest Baptist University, Bolivar, MO Bachelor of Science in Nursing, Southwest Baptist University, Bolivar, MO



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