



Nursing Handbook

2022 – 2023



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

Bolivar Technical College

Practical Nursing & Professional Nursing Handbook

2022-2023

Effective July 1, 2022

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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 Heneise

The administrative staff members are:

Campus Director	Charlotte Gray
Director of Admissions/Registrar	TBD
Assistant Registrar	Chelsye Scantlin
Admissions/Student Services/Education Coordinator	Nancy Brannon
Admissions/Student Services	Daniel Leith
Librarian	Jo Bass
Financial Aid Representative	Wendy McGowin/Avril Pebworth
Director of Nursing Education	Erin Mock, MSN, RN
Director of Simulation and Skill Center	Kayla Hendricks, MSN, RN
Professional Nursing Program Coordinator	Bailee Bailey, MSN, RN
Practical Nursing Program Coordinator	Shawn Mock, BSN, RN
Student Online Support	Haleigh Gray

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 12-month/47-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, clinic, and long-term care settings. Graduates of this program are IV Certified by the Missouri State Board of Nursing.

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 diverse clients in the complex, ever 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 of accommodations required to the administrative office. Bolivar Technical College requests that documentation for an existing disability be submitted prior to beginning a program. Newly diagnosed disabilities with accommodation requirements should be submitted to the administrative office as soon as available to the student. Accommodations provided by BTC will be determined based on documentation submitted, in conjunction with non-discriminatory policies, then communicated to the faculty with the consent of the student.

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	B	12 credits	3 points = 36
Course grade	C	3 Credits	2 points = 6
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 course instructor immediately after an absence in order to make up any missed tests and assignments.

The following policies are in effect for absences during all courses:

1. NO student will be given the opportunity to take a test/quiz early **for any reason. No Final Exam will be given early or late.**
2. Homework is considered late if not turned in on or before the time designated by an instructor. The office will document the receipt of an assignment even if class is not in session, but the campus is open.
3. Tests and quizzes are considered late if not taken at the designated testing time. It is the responsibility of the student to schedule a make-up time with the instructor.
4. Ten percent (10%) will be deducted from homework, tests, and quizzes not completed by the designated testing time/due date. (Day 1). An additional ten percent (10%) will be deducted each day the college campus is open following the designated testing time/ due date.
5. After 7 calendar days no points will be awarded for late homework, tests, or quizzes.
6. All exams must be taken prior to the next exam, regardless of points awarded.
7. Assigned exam remediation, if required, is due prior to the next exam.
8. If an exam has not been taken at the time of the next exam, or assigned remediation not completed, the next exam cannot be attempted, and the late penalty will be applied for each day that it is not attempted.
9. Individual circumstances of illness and emergency will be considered on a case-by-case basis by appeal to the program director. 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 request for an improvement plan may be issued for a student's average that falls below 82% in a core nursing class. In addition, failure to master course or clinical objectives may require remediation. The program coordinator or 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 timeline within which the student is to demonstrate mastery of the material or clinical skill(s). The plan will be kept in the

student's file. The student must successfully complete the remedial plan according to the timeline determined by the faculty. Evaluation of mastery will be required and documented. 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 for each clinical day and available for review. Students are responsible for reviewing the Clinical Evaluation Tool (CET) and using instructor feedback for clinical performance improvement. Clinical instructors may assign remediation as needed. A student will be terminated if he/she fails the clinical component of a course.

Course grades are made available to students through Moodle. The student is responsible to monitor his/her own grade averages and test scores. Students are strongly urged to request faculty guidance and assistance with any curriculum material or any clinical objective(s) that he/she is having difficulty mastering. Students may sign up for Success Lab for additional help.

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 and submit by the deadline given.
3. The student will pay \$50.00 fee to retake the proctored exam.
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 with 15-minute Focused Review.
2. Level 2 Proficiency = 88% of ATI assessment points with 30-minute Focused Review.
3. Level I Proficiency or below = 0 points until retest is completed with 60-minute Focused Review.
4. Below Level I Proficiency score will require a retake and 90-minute Focused Review.
5. 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 ATI exam is given. 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 points possible. A student that obtains a predicted probability of below 90% must remediate and retake the ATI comprehensive predictor to receive the 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 Semester Only	Third Semester	Fourth Semester	Scoring Methods
Critical Thinking						
Pre-test	X		X			
Post-test					X	
Content Mastery Exams (CME)						<u>CME Levels – 1st attempt</u> Level 3 = 100% of assigned points Level 2 = 88% of assigned points Below Level 2: see ATI policy & process for remediation/retesting
RN Fundamentals	X					Points awarded within the ADN-RN 101 course (Fundamentals of Nursing)
RN Nutrition		X	X			Points awarded within the ADN-RN 220 course (Medical Surgical Nursing II)
RN Pharmacology				X		Points awarded within the ADN-RN 114 course (Pharmacology III)
RN Mental Health				X		Points awarded within the ADN-RN 210 course (Mental Health)
RN Maternal Newborn					X	Points awarded within the ADN-RN 241 (Maternal Child)
RN Nursing Care of Children					X	Points awarded within the ADN-RN 241 (Maternal Child)
RN Leadership					X	Points awarded within the ADN-RN 250 course (Management & Leadership)
RN Adult Medical Surgical					X	Points awarded within the ADN-RN 230 course (Medical Surgical Nursing III)
Comprehensive Exit Exam						This test will generate an individualized score (% Correct), indicating predicted probability to pass NCLEX-RN®.
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			
Post-test			X	
Content Mastery Exams (CME)				CME Levels – 1st attempt Level 3 = 100% of assigned points Level 2 = 88% of assigned points Below Level 2: see ATI policy & process for remediation/retesting
PN Fundamentals	X			Points awarded within the NURS 112 course (Fundamentals of Nursing)
PN Maternal Newborn		X		Points awarded within the NURS 204 course (Maternal Child I-OB)
PN Pharmacology			X	Points awarded within the NURS 302 course (Pharmacology III)
PN Mental Health			X	Points awarded within the NURS 323 course (Mental Health)
PN Nursing Care of Children			X	Points awarded within the NURS 304 course (Maternal Child II-Peds)
PN Management			X	Points awarded within the NURS 343 course (Leadership)
PN Adult Medical Surgical			X	Points awarded within the NURS 313 course (Medical Surgical nursing II)
Comprehensive Exit Exam				This test will generate an individualized score (% Correct), indicating predicted probability to pass NCLEX-PN®.
PN 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 encouraged to meet with course instructors to determine a plan for improving the student's academic standing. BTC "Success Lab" is available to nursing students who desire to have additional instruction and/or practice of skills. Success Lab may also be assigned to a student for remediation in an area identified as needing improvement. Faculty may assist students in study habits and provide tutoring concerning specific content. The staff may make referrals to outside resources.

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 and participate in all classes in order to get maximum benefits from the instructional program and to develop the habits of punctuality, self-discipline, and responsibility.

Students enrolled in **seated courses** will be counted present for the time attending class while distance education courses will have attendance recorded by participation in academic events. An academic event for distance education courses is defined by submitting a class assignment, participating in threaded discussions, completing quizzes and exams, or completing synchronous activities as required.

Students enrolled in **seated courses** must attend (be present in class) a minimum of 90% of time scheduled for the course. This includes clinical time if applicable.

- *Example:* a 3-credit hour course will be scheduled 45 in-person class hours (3 hours weekly for 15 weeks). Therefore, the student must attend 90%, or 40.5 hours.

Students enrolled in **distance education (online courses)** will have weekly scheduled assignments in place of in-person attendance. Participation in the assignments result in being 'present'. Students must maintain a 90% minimum attendance in each course, based on assignment participation. The number of events assigned in a week is a direct reflection of the course credit hours earned.

- *Example:* a 3-credit-hour course will have weekly assignments scheduled in place of in-person class time. Students should anticipate 2 hours of work for each online credit hour earned weekly (3 credit hours x 2 hours = 6 hours weekly).
- Participation in a weekly assignment prior to the scheduled due date counts as class attendance. (All assignments complete for the week = present all hours)
 - Students who do not participate in an assignment will be counted absent for that assignment's weekly time equivalent.
 - If no assignments are attempted, the student will be counted absent for all hours.

Students enrolled in a **hybrid course** must also maintain a minimum attendance of 90% and will have attendance components of seated and distance education (see above). Students are responsible to maintain minimum attendance requirements in both components. Hybrid courses

are delivered in a flipped classroom format with 2 credit hours of work assigned online prior to attending class, and 1 credit hour of seated class each week.

- *Example:* a 3-credit-hour hybrid course will have two components—weekly assignments to be completed at home prior to class and one hour of in-person class attendance.
 - Students must participate in all the online assignments prior to the scheduled due date to be counted present for those hours.
 - Students who participate in none of the weekly assignments are counted absent.
 - Students who participate in only part of the weekly assignments will be counted absent for the missed assignment's time equivalent.
 - Students must also attend the scheduled seated portion of the class weekly to be counted present for those hours. (1 hour weekly for 15 weeks)
- **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 0700. 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 0700.

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: students must be in their seats, prepared for class, at the time class is scheduled to start. The door will be closed, and no one will be admitted until the next scheduled break. The same rule applies for exams. A student may leave the room but will not be permitted to reenter until the next break. Students will be counted absent when not in the classroom.

- 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. Clinical objectives and associated competencies are listed in each course syllabus and reflected in the Clinical Evaluation Tool (CET). Each clinical rotation of a semester, the student will receive a formative evaluation on the CET. It is the student's responsibility to review their CET weekly and faculty feedback should be utilized by the student for improvement. Students will receive daily marks of Exemplary (E), Accomplished (A), Needs Improvement (NI), or Unsafe (U) on the CET. Based on the daily CET scores, the student's clinical site performance, and the student's clinical paperwork, the clinical day will be marked a pass or fail on the CET. Clinical remediation will be assigned at the discretion of the clinical instructor.

Students may be assigned Success Lab for clinical or simulation remediation, however, students may also request a Success Lab for any clinical skill that they wish to practice.

Students who receive a clinical fail on the CET will be required to participate in the following, based on the total number of fails on their CET in a semester:

- First clinical fail on CET: meet with clinical instructor.
- Second clinical fail on CET: meet with program coordinator.
- Third clinical fail on CET: meet with clinical faculty panel and Director of Nursing Education.
 - Student may be required to demonstrate clinical competency to .
 - Student may be dismissed from program.

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 and will awarded a clinical fail for the day. In addition, termination from the program may be warranted. Students missing clinicals for any reason 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 (grandparent, 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 simulation & skills center time per semester may be removed from the program regardless of hours made up.

Clinical and Skills Lab Conduct Code

- The student is required to always maintain patient confidentiality. **Any** breach in confidentiality could result in termination from the nursing program.
- The student is required to always maintain confidentiality 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.
- Students may not work an overnight shift prior to their clinical rotation. If it is determined that a student has worked an overnight shift prior to their clinical rotation, the student will be sent home, not be allowed to attend that clinical day, and will be required to make up the missed clinical hours. Missed clinical hours are made up at \$32.00 per hour. According to state regulations, nurses are not allowed to work more than sixteen hour (16) continuous hours.
- The student must be covered by a student nursing liability insurance throughout the course of study and 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.
- 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 DURING CLINICAL OR SIMULATION.
- Smoking is not allowed during the clinical rotation or pre-conference hours. Tobacco odor stays on uniforms and is offensive to many clients. Students will be sent home if smelling of smoke or other offensive odors and will be required to make up the

clinical day, per the make up policy.

- 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 at clinical or instructional facilities.
- Simulation days are considered clinical experience and expectations and penalties are equivalent.

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, without wrinkles, and should not be worn outside of the clinical day. The school uniform includes: white scrub top, blue scrub pants, white tennis shoes, BTC nursing T-shirt, and white undershirt. Name tag and identification patch must be worn during all clinical rotations.
 - Students may purchase a blue lab coat to match the scrub pants, if desired.
- 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. Brassieres must be worn by female students. White undershirts must be worn under uniform top.
- 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.
- Men's faces are to be either clean shaven or beards short/trimmed and groomed.
- Uniform shoes must be white and kept clean. (White polish is essential.)
- The student may wear a plain band ring only. (*Stones may scratch clients or cause skin tears.*)
- ONE pair of stud earrings may be worn on the ear lobe; earrings not permitted in any other part of the ear. Clear spacers can be used in place of gauges. (*No hoops, dangling earrings, or colored gauges. These may get caught and ripped out of ear.*)
- No smart watches, fit bits, or other electronic devices. Watches must be analog or digital, waterproof, and with a flexible band.
- No body piercing, to include nose, eyebrow, tongue, umbilical rings, etc.
- Natural colored contacts only.
- Only natural hair colors allowed in clinicals, skills & simulation center.
- Students must be clean and well groomed. No offensive body odors (including perfumes, scented products, etc.)
- Most tattoos may be visible if deemed unoffensive*. Tattoos on the head, face, neck,

and scalp must be covered, regardless of content.

- 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 fingertips. Nail polish is not allowed during clinical rotations, including shellac and dip polish.
- 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.

*Bolivar Technical College and our partnering clinical sites reserve the right to deem a tattoo offensive. Examples include tattoos that convey violence, discrimination, profanity or offensive language, sexually explicit depictions, gang affiliation, extremist philosophy, or depiction of illegal activity or illegal symbols. Bolivar Technical College will defer to the clinical site recommendations and policy if a tattoo is deemed offensive by that clinical site, even if previously approved by the college.

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 (100.4 ° Fahrenheit or above)
- Vomiting or Diarrhea
- Cognitive deficits
- Signs or symptoms of communicable diseases
 - i.e. pink eye, strep throat etc. which have not been treated for 24 hours with antibiotics.
 - i.e. cold, flu with fever in the last 24 hours.
- A positive COVID-19 test (home tests must be verified) per the most current CDC recommendations.

Students missing clinical or 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.

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 that are signed by a group will not be addressed. The student should first appeal 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 decided. The decision of the Board of Directors is final.

Complaints against the school may be registered with:

Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314N
Falls Church, VA 22043
703-917-9503

As of Sept 1, 2022, new contact information is:

*6116 Executive Blvd., Suite 730
North Bethesda, MD 20852
301-291-7550*

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. Upon satisfactory completion of their program, students will receive a Certificate or Associate Degree.

NCLEX Review Requirement

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.

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>. Section 335.066, RSMo, as shown on pages 17-20 in the Nurse Practice Act 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.

- I. Students can petition the Missouri State Board of Nursing for a criminal history determination at any time in writing using [this form](#).
- C. Validation of status for taking examination will be forwarded to the applicant from the NCSBN—this is known as the Authorization to Test (ATT). 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.

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, use tobacco, or vape 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. Food & drinks will be allowed in designated areas only. No food in the classrooms, computer labs, science lab, or skills & simulation center. Drinks are permitted in the classrooms.

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 social media. 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: Missouri State Board of Nursing [HIV or HBV Infection](#) Retrieved from the [Mo State Board website](#), 6/15/2022

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

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 prior to clinical rotations, and throughout. 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 (i.e. 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.

Students who meet standards and functional abilities, and medical evidence indicates that their health is not a threat to themselves or others, may continue in the program.

Instructors may allow students to enter approved isolation rooms to participate in patient care once the clinical instructor has determined this is allowed by the clinical facility's policy, the risks for exposure are discussed with the student (including appropriate hygiene procedures), and it is not a restricted isolation. Specific restricted isolation types that students should never care for including, but not limited to: MERs, SARs, tuberculosis, varicella, and bacterial meningitis. Students are also prohibited from screening for the restricted isolation types.

If a patient is put on isolation during the clinical rotation, the clinical instructor will determine if the student should continue caring for the patient or if they should be reassigned based on the infectious organism, the clinical facility's policy, and the potential for cross-contamination.

Final semester nursing students who are completing their capstone hours can be assigned (as allowed by clinical facilities) to all isolation patients except those that are restricted.

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 and skills lab dress code*.]
- 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 midriffs may be exposed.
- No cell phones will be allowed during class or during the clinical rotation.
- Students must adhere to the clinical facility(s) policy and procedures.

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 7)
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 defined as: to steal and pass off the ideas or words of another as one's own and/or use another's production without crediting the source (Merriam-Webster.com, Retrieved 6/2022)

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 or in the classroom:
 - 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. Prejudicial statements, rude or uncaring statements
- 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, and clients.
8. Uphold school policies and procedures.

Technical Support

Beginning the Spring 2022 semester, Technical Support will be available during the following hours:

Monday – Friday	8:00am – 10:00pm CST
Saturday	8:00am – 8:00pm CST
Sunday	8:00am – 11:00pm CST

Students may access the BTC Technical Support Chat on the homepage of our learning management system, Moodle, or by going to https://chat.socialintents.com/c/btc_chat.

Students can expect a response from a technical support agent during the posted hours of operation. Chats sent during 'off' hours will receive a response the next business day. To begin the technical support chat, students will be asked to enter their name, school email address, and reason for chatting.

Computer Requirements

Computers are an essential part of all programs at BTC. All students are required to have a personal computer with word processing software, up-to-date anti-virus software, web camera (with microphone) and reliable, high-speed internet access. A personal printer is highly recommended.

	Minimum	Recommended
Operating system: PC	Microsoft Windows 8.1	Microsoft Windows 10
Operating system: Mac	macOS X 10.10 (Yosemite)	macOS X 10.15 (Catalina)
Processor	Intel: i5 Processor AMD: Quad Core 2 Ghz	Intel: i7 Processor AMD: Ryzen 3

Hard Drive	250 GB standard hard drive	250 GB solid state hard drive or greater
Memory	8 GB random access memory (RAM)	16 GB RAM or greater
Network	Integrated Gigabit Ethernet and Wi-Fi ac/a/n	Integrated Gigabit Ethernet and Wi-Fi ac/a/n
Devices	720p Webcam and Microphone	1080 (HD) Webcam and USB Headset with microphone
Internet Connection	LAN, cable or DSL connection of 5Mb down/1Mb up	LAN, cable or DSL connection of 10Mb down/5Mb up

*The Windows version must be a 64 bit OS. Windows 10 S Mode and Windows RT are not supported: support.microsoft.com/en-us/help/4456067/windows-10-switch-out-of-s-mode

** Mac OS 10.10 and newer is supported, but there are some applications that require Windows OS. Be prepared to run a Windows OS instance if you elect to use a Mac system by installing Boot Camp: support.apple.com/en-us/HT201468

*** How to test your computer speed: <https://www.speedcheck.org/>

- How to update Windows OS: <https://support.microsoft.com/en-us/windows/update-windows-3c5ae7fc-9fb6-9af1-1984-b5e0412c556a>
- How to update macOS: <https://support.apple.com/en-us/HT201541>

Supported Internet Browsers:
Mozilla Firefox—Version 65 or newer
Google Chrome—Version 73 or newer
Microsoft Edge—Version 17 or newer
Apple Safari—Version 11 or newer

Browser Settings
Java script must be enabled: Help
Cookies must be enabled: Help
Pop-ups must be enabled: Help

Bolivar Technical College students may access the Free Version of Microsoft Office 365 for Students. Enroll using your *BTC student email* at: <https://www.microsoft.com/en-us/education/products/office>

Students have access to the LMS Moodle through [Google Play](#) and [Apple App](#) stores by searching for **Open-LMS**. Choose student access and enter learning.bolivarcollege.edu. You may now sign in using your Moodle credentials.

BTC students may use the school's computer labs/library/printer anytime they are available during regular business hours.

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 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 electronic charting, 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 aid 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

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 |
| • Springfield Alcohol & Drug Treatment | 800-435-2890 |

Polk County

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

Bolivar Technical College Nursing Curriculum Framework

The Bolivar Technical College nursing faculty have identified the following nine standards on which to base the nursing programs curricula. The faculty believe that this framework represents essential areas of nursing practice from which to develop graduate competencies (end of program student learning outcomes) and course learning outcomes.

Bolivar Technical College Curriculum Framework



Graduate Competencies (End of Program Student Learning Outcomes)

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

- I. Essentials from the Sciences and Liberal Arts
 - a. Acknowledge the necessity for life-long learning as part of personal and professional growth.
 - b. Integrate knowledge, principles, and theories of other disciplines and areas of study into nursing care.
- II. Interprofessional Communication and Collaboration
 - a. Utilize the requisite knowledge, skills, and technologies to practice independently and collaborate with all health professionals as an entry level practical nurse.
 - b. Collaborate within health care teams, using open communication, mutual respect, and shared decision making for planning, delivery, and revision of optimal nursing care.
- III. Social Justice, Advocacy, and Cultural Competence
 - a. Create an environment that promotes caring and professionalism with consideration for the client's cultural/societal beliefs and practices.
 - b. Validate individuals, families, and communities as partners in holistic care.
- IV. Nursing as a Role in the Healthcare System Today
 - a. Utilize skills and knowledge to implement safe, effective, therapeutic and holistic nursing care including meeting physiological, psychological, cultural, and spiritual needs of the client.
 - b. Recognize the role and scope of practice for the practical nurse in health care delivery.
- V. Disease Prevention and Health Promotion
 - a. Advocate for clients in a way to promote self-determination and health while reinforcing client education for positive outcomes.
 - b. Identify and remove barriers to health promotion.
- VI. Patient Safety, Evidence-based Practice, and Quality Care
 - a. Incorporate best practices based on current evidence into safe, effective, competent, nursing care with concern for client/family preferences and values.
 - b. Ensure client safety using critical thinking, problem solving, and evidence-based practice to guide clinical decision making.
 - c. Participate in quality improvement.
- VII. Information Systems and Health Care Technologies
 - a. Utilize technologies to strengthen communication, manage information, and mitigate error in client care delivery.
- VIII. Clinical Decision Making
 - a. Demonstrate use of best current evidence and clinical expertise when making clinical decisions in the provision of client centered care.
 - b. Demonstrate thinking processes and strategies to evaluate data and implement

interventions.

IX. Professional Values

- a. Accept responsibility and accountability for the effectiveness of one's own nursing practice and professional growth as a learner, clinician, and team member within the parameters and expectations of scope of practice.
- b. Integrate professional caring into practice decisions that encompass values, ethical, moral, and legal aspects of nursing.

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

I. Essentials from the Sciences and Liberal Arts

- a. Acknowledge the necessity for life-long learning as part of personal and professional growth.
- b. Integrate knowledge, principles, and theories of other disciplines and areas of study into nursing care.

II. Interprofessional Communication and Collaboration

- a. Utilize the requisite knowledge, skills, and technologies to practice independently and collaborate with all health professionals as an entry level professional nurse.
- b. Collaborate within health care teams, using open communication, mutual respect, and shared decision making for planning, delivery, and revision of optimal nursing care.
- c. Delegate and evaluate care appropriately, according to the client need, ability of the delegate, and scope of practice.

III. Social Justice, Advocacy, and Cultural Competence

- a. Create an environment that promotes caring and professionalism with consideration for the client's cultural/societal beliefs and practices.
- b. Validate individuals, families, and communities as partners in holistic care.
- c. Practice professional nursing competently and safely in diverse settings, utilizing leadership, clinical judgement, and therapeutic nursing interventions with individuals, families, and communities at any developmental stage and with varied beliefs and health concerns.

IV. Nursing as a Role in the Healthcare System Today

- a. Utilize skills and knowledge to implement safe, effective, therapeutic and holistic nursing care including meeting physiological, psychological, cultural, and spiritual needs of the client.
- b. Recognize the role of the professional nurse in shaping health care delivery.
- c. Promote nursing as an independent profession, with a body of knowledge and characteristics of both a science and an art.

V. Disease Prevention and Health Promotion

- a. Provide client education that promotes positive health outcomes, is personalized, holistic, and culturally sensitive.
- b. Advocate for clients in a way to promote self-determination and health.
- c. Identify and remove barriers to health promotion.

- VI. Patient Safety, Evidence-based Practice, and Quality Care
 - a. Incorporate best practices based on current evidence into safe, effective, competent, nursing care with concern for client/family preferences and values.
 - b. Ensure client safety using critical thinking, problem solving, and evidence-based practice to guide clinical decision making.
 - c. Participate in quality improvement.
- VII. Information Systems and Health Care Technologies
 - a. Utilize technologies to strengthen communication, manage information, and mitigate error in client care delivery.
- VIII. Clinical Decision Making
 - a. Demonstrate use of best current evidence and clinical expertise when making clinical decisions in the provision of client centered care.
 - b. Demonstrate thinking processes and strategies to evaluate data and implement interventions.
- IX. Professional Values
 - a. Accept responsibility and accountability for the effectiveness of one's own nursing practice and professional growth as a learner, clinician, and team leader within the parameters and expectations of scope of practice.
 - b. Integrate professional caring into practice decisions that encompass values, ethical, moral, and legal aspects of nursing.

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Effective 07/01/2022

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