

Clinton Technical School



Practical Nursing Program

STUDENT HANDBOOK

Jake Fowler, CTS Director

Lisa Winkler, Adult Education Coordinator

Marla Gaston, RN BSN, PN Coordinator

Tanya Snethen, RN, BSN, PN Instructor

Melissa Bedwell, RN, BSN, PN Instructor

2019

ADMINISTRATION AND FACULTY

Superintendent of Schools:	Mr. Destry Brown
Clinton Technical School Director:	Mr. Jake Fowler, MS
Practical Nursing Program Coordinator:	Marla Gaston, RN, BSN--UCM
Practical Nursing Instructor:	Tanya Snethen, RN, BSN--MSV
Practical Nursing Instructor:	Melissa Bedwell, RN, BSN--UCM
Adult Education Coordinator:	Lisa Winkler, MA
Counselor/Career Services Coordinator:	Leslie Largent
Secretary/Bookkeeper:	Beverly Dickey
Secretary/Placement	Paula Jones

COMMITTEES

The following committees will be maintained to provide assistance with administration of the Practical Nursing Program:

ADVISORY COMMITTEE

The Advisory Committee members will be appointed by the Coordinator of the Practical Nursing Program in consultation with the other PN faculty and with the approval of the Director of the Clinton Technical School. Members will represent a variety of persons who are interested in practical nurse education, practice and improvement of patient care. The Advisory Committee is advisory only. The functions of the Advisory Committee are to: study and protect the needs of the program; assist with the interpretation of the philosophy and outcome criteria to the public; assist in securing funds for the program, scholarships and loans; advise on the development of policies and assist in recruitment; and establish admission policies which will be utilized by the faculty to select candidates for the class. This committee will meet twice a year or more often as needed.

FACULTY COMMITTEE

The faculty committee consists of the members of the Practical Nursing faculty. The purpose of this committee is to develop, implement, maintain and evaluate the curriculum, coordinate educational experiences for students, and develop and implement policies for student selection, progression and retention. This committee will meet monthly or more often as needed.

NOTICE OF NONDISCRIMINATION

Applicants for admission to the Practical Nursing Program are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, sexual orientation or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Clinton School District's compliance with the regulations implementing Title IX is directed to contact Mrs. Lori Shannon, Assistant Superintendent, at 701 S. 8th Street, Clinton, MO 64735 or at 660-885-2237 to coordinate the institution's efforts to comply with the regulations implementing Title VI and Title IX. Any person may also contact the Assistant Secretary of Civil Rights, U.S. Department of Education, regarding the institution.

ACCREDITATION

Clinton Technical School is accredited by the Commission of the Council on Occupational Education. 7840 Roswell Rd., Bldg 300, Ste 325, Atlanta, GA 30350. 770.396.3898; FAX 770.396.3790.



FACILITIES AND SERVICES FOR STUDENTS WITH DISABILITIES

The facilities at Clinton Technical School are accessible to individuals with physical disabilities. In most areas, work stations can accommodate individuals with special needs. Students with a disability in the Practical Nursing (PN) program may request an academic adjustment and/or auxiliary aid through the following process:

- A. The student shall initially make his/her request in writing to the PN program Coordinator, identifying the disability and type of accommodation being requested for the specific disability.
- B. The student must take the following actions and provide the following type(s) of documentation to support his/her request:
 1. Written request to the PN program Coordinator.
 2. Documentation from a licensed physician (MD, DO) or Psychiatrist which will support and reflect the need of the accommodation and advice on the type(s) of accommodations.
 3. Proof of previous assistance/accommodation provided for the same disability request.
- C. Academic adjustments, auxiliary aids or other accommodations that constitute a significant alteration to the content and operation of the program may require specific, additional documentation to preserve the integrity of the program and protect patient health and safety.
- D. Once the written request and supporting documentation is received, the PN Coordinator will respond to the student and his/her request in writing within two (2) weeks.
- E. If the Clinton Technical School denies the request, the School will explain the reasons for the denial in writing to the student and notify the student of the right to appeal or grieve the denial.
- F. The Practical Nursing program's Grievance Process can be found on page 23 of the Practical Nursing Handbook.
- G. If the request is granted, the PN Coordinator will be responsible for communicating the student's entitlement to the academic adjustment or auxiliary aid to the PN instructors orally.
- H. The PN instructors cannot unilaterally deny approved academic adjustments or auxiliary aids, nor may students be asked or required to negotiate with instructors or staff about the provision of academic adjustments or auxiliary aids that have been approved by the Clinton Technical School.
- I. If an instructor has concerns or disputes the provision of an approved academic adjustment or auxiliary aid, the instructor may provide a written dispute with rationale to the PN program Coordinator. If the concern/dispute is not resolved at this level, then the instructor shall submit a written concern/dispute to the Director of the Clinton Technical School. If the concern/dispute is not resolved at this level, then the instructor may submit in writing his/her concerns/dispute with rationale to the Associate Superintendent of the Clinton School District. The Associate Superintendent, Technical School Director, Program Coordinator, and Instructor disputing the adjustment will meet no later than two (2) weeks after the Assistant Superintendent has received the written concern/dispute to determine a resolution. During this time of concern/dispute by an instructor, the academic adjustments and auxiliary aids shall continue to be provided to the student.

If the student intends to request accommodations/auxiliary aids on the NCLEX examination, he/she will be responsible for the following as stated by the Missouri State Board of Nursing's position paper

regarding requests for modifications from disabled candidates. The following information can also be found on the Missouri State Board of Nursing's website:
<http://pr.mo.gov/boards/nursing/NursingADAPositionPaper.pdf>.

POSITION PAPER REQUESTS FOR MODIFICATIONS FROM DISABLED CANDIDATES

The purpose of this position statement is to delineate the **Missouri State Board of Nursing's** beliefs about appropriate modifications for NCLEX® examination candidates.

UNDERLYING PRINCIPLES

The Missouri State Board of Nursing has the statutory authority to approve applicants for a license by examination.

Chapter 335.036 and 335.046, RSMo, 1993.

The Missouri State Board of Nursing approves appropriate NCLEX® examination modifications which are psychometrically sound and safeguard the fairness and security of the testing process for all candidates. The Americans with Disabilities Act has encouraged nurses, educators, employers and regulators to identify the essential abilities needed by nurses to practice safely. The nurse must be aware of the abilities required for safe nursing practice and of any personal limitations with respect to these abilities. The nurse should either make or request the accommodations needed to practice nursing safely.

DESCRIPTION OF MODIFICATIONS REQUEST REVIEW & APPROVAL PROCESS

All requests for exam modifications from NCLEX® examination candidates must be accompanied by the following:

- A letter from the applicant requesting the modifications and detailing the specific modifications.
- A letter from the nursing education program indicating what modifications, if any, were granted by that program.
- An Application for a License by Examination.
- Application Fee.
- Appropriate documentation supporting the request for accommodation from a qualified professional with expertise in the areas of the diagnosed disability. Documentation must include:
 - * A history of the disability and any past accommodation granted the candidate and a description of its impact on the individual's functioning;
 - * Identification of the specific standardized and professionally recognized tests/assessments given (e.g. Woodcock-Johnson, Weschler Adult Intelligence Scale);
 - * Clinical diagnosis of disability (where applicable, list DSM Code Number and Title);
 - * The scores resulting from testing, interpretation of the scores and evaluations;
 - * Recommendations for testing accommodations with a stated rationale as to why the requested accommodation is necessary and appropriate for the diagnosed disability.

After the application for a license and all documentation are received, the members of the Missouri State Board of Nursing will review the request. If approved by the members of the Missouri State Board of Nursing, the request will be forwarded to the National Council of State Boards of Nursing, Inc. for final approval. Upon notification of approval from the National Council of State Boards of Nursing, Inc., the Board will inform the applicant of approved modifications.

Statement

Only physical or mental impairments that substantially limit one or more major life activities are disabilities subject to the protection of the Americans with Disabilities Act (ADA). "Major life activities" include walking, seeing, hearing, speaking, breathing, and learning, working, caring for one's self and performing manual tasks. Mental impairment includes any mental or psychological disorder such as organic brain syndrome, emotional or mental illness and specific learning disabilities. Almost everyone experiences some apprehension before taking an important examination. Careful diagnosis is required to address the issue of what point "normal" anxiety constitutes a disability protected under ADA. "Test anxiety, anxiety or phobia" without precise diagnosis, may not constitute a disability within the meaning of ADA for the threshold reason that such terms are not recognized physiological or psychological impairments which substantially limits a major life activity. English as a second language is not considered a disability under the Americans with Disabilities Act (ADA). Cultural factors (such as an individual's language), environmental and economic conditions cannot form the basis of a claim of disability.

Definitions

ADA - Americans with Disabilities Act (1990) 42 U.S.C., Section 12101, et.seq. NCLEX, NCLEX-RN, NCLEXPN are registered trademarks of the National Council of State Boards of Nursing, Inc.

References

National Council of State Boards of Nursing. (1995). *Developing a Model for Nursing Competence: A Working Draft*
National Council of State Boards of Nursing, (1997). *Policy for Requesting Testing Modifications for NCLEX® Examination Candidates with Disabilities*
Missouri State Board of Nursing Drafted 8/95
Approved by the Missouri State Board of Nursing August 23, 1995

CLINTON SCHOOL DISTRICT MISSION STATEMENT AND PHILOSOPHY

Clinton School District's Mission: Educate. Empower. Engage.

Clinton Technical School's Mission: To Prepare All Students for Productive Living.

Philosophy and Vision: It is the vision of Clinton Technical School that one of the fundamental rights of each individual is equal access to educational opportunity. Each person who receives the benefits of our educational services will have the opportunity to develop intellectually, socially and technically. Technical education provides the opportunity to develop skills and work habits needed to enter and progress in useful and productive employment. Because a comprehensive education is necessary in today's world, technical education, which has both cultural and utilitarian values, should supplement and build on the foundation the core program has provided. Technical education is not intended to replace the core or academic curriculum, nor is it intended to limit training to manual dexterity for the world of work.

PN Philosophy and Mission: The philosophy and the mission of the Practical Nursing Program at Clinton Technical School will adhere to the policies, procedures and philosophies of both the Clinton School District and the Clinton Technical School. The Practical Nursing Program at Clinton Technical School will prepare adult men and women to function safely and effectively as entry-level practical nurses within the guidelines established by the Missouri Nurse Practice Act. Graduates will become an integral part of the multidisciplinary healthcare team, and, after the eleven month curriculum, will be eligible to apply to take the state licensing examination for Licensed Practical Nurses.

The faculty believes in the human dignity of the individual regardless of condition, race, nationality, creed, sexual orientation, or handicap. The faculty provides the student with a basic knowledge of biological and social sciences in hopes the student will apply this knowledge to meet the emotional, physical, spiritual, and social needs of patients.

The educational program encompasses the restorative, promotion and maintenance of physical and mental health, and the prevention of illness for individuals and groups throughout the life cycle. The faculty will teach these concepts using a variety of methods suited to adult learning, relating previous experiences to newly presented material. The program will begin with a solid foundation and gradually build with more complex subjects of theory and practice. The Practical Nursing curriculum will provide learning experiences that are conducive to adherence to high levels of competency and ethical standards needed to become a Licensed Practical Nurse.

DESCRIPTION OF FACILITY

Clinton Technical School is a secure facility with restricted entry and a School Resource Officer available as needed. We offer adequate restroom facilities with handicapped stalls. The educational classroom provides students with adequate learning resources. Additionally, students have access to a skills and simulation lab. A media center is located within the PN setting. An additional skills lab is also available for additional learning.

PN PROGRAM OUTCOME CRITERIA

Six core competencies from the Institute of Medicine are aimed at increasing patient safety and providing quality care. These competencies include:

1. Patient-centered care
2. Interdisciplinary teams
3. Informatics and technology
4. Evidence-based practice
5. Quality improvement
6. Safety

The curriculum of the Clinton Technical School Practical Nursing Program will promote these criteria. The graduate of Clinton Technical School's Practical Nursing Program will be able to:

1. Perform nursing skills required of an entry level practical nurse by:
 - a. making safe nursing judgments based on sound knowledge
 - b. understanding normal versus abnormal physiology
 - c. recognizing and respect the diversity of sociology
 - d. demonstrate nursing principles and use the nursing process based upon evidence based practice
 - e. performing nursing skills with accuracy and dexterity in providing total patient care
 - f. applying basic nursing principals for clients with mental health needs and concerns in all settings
2. Recognize the role and responsibility of the practical nurse keeping safety in mind by
 - a. recording and reporting concisely and accurately all information
 - b. following procedures for identification and prevention of high risk incidents
 - c. applying safety measures in patient care and the environment at all times
 - d. utilizing techniques of infection control
 - e. dispensing medication safely and accurately using safe calculation, administration methods, and knowledge of medication

- f. applying the nursing process utilizing lifespan considerations for clients at all times
3. Cooperatively work with members of the health care team by:
 - a. evaluating and assisting in the plan of care for the client under the direction of a registered nurse or doctor
 - b. implementing and assessing care considering the needs of the client and client's family
 - c. following procedures for reporting and prevention of high-risk incidents
 - d. participating in events that meet health care needs of the community
 4. Interact with the client, client's family, multidisciplinary team, supervisors and employers in a meaningful, purposeful and effective way by:
 - a. demonstrating emotional maturity and maintain professionalism during all interactions
 - b. initiating and participating in activities to resolve conflict
 - c. maintaining patient confidentiality at all times and respect HIPPA guidelines
 - d. exhibiting dependability, honesty and reliability
 - e. maintaining a neat and professional appearance
 5. Recognize the importance of continuing education in relationship to quality improvement, information technology and self-development by:
 - a. participating in professional organizations
 - b. participating in continuing education courses
 - c. demonstrating self-motivation and self-direction
 - d. using technology to support safe processes of care and to coordinate care for patients
 - e. identify poor patient outcomes and participate in the evaluation of data to make potential necessary changes

SELECTION POLICY AND PROCEDURE

POLICY:

Students shall be selected on the basis of the philosophy and objectives of the program and the ability of the student to carry the program to completion. Selection for admission follows the school policy of nondiscrimination on the basis of sex, race, color, creed or national origin. The Advisory Committee will assist faculty in determining the selection criteria. The implementation will be conducted by the Practical Nursing Program faculty.

CRITERIA:

1. High School Diploma or HSE
 - The applicant must have graduated from an accredited high school, OR have a passing score on the High School Equivalency (HSE). All high school and/or continuing education transcripts are required.
2. Admission Testing Scores
 - The TEAS (Test of Essential Academic Skills) will be the test administered by Clinton Technical School or accepted from another facility. The fee for the TEAS is \$70.00 per test. ***This fee must be paid at least two days prior to taking the exam.*** Applicants will be allowed to take the TEAS at Clinton Technical School two (2) times per year or a maximum of four (4) times in a 5 year period. Only an Adjusted Individual Total score of 56% or higher will be considered in the selection process for the initial 29 available seats. If enrollment for the upcoming year does not fill the 29 seats, the faculty will consider applicants that scored between 55% and 56% on the TEAS. The faculty will interview these candidates and, based on the total scores, may accept the most qualified. This will be on an individual case by case

situation. The TEAS will be 80% of the total score for selection. This score will be weighted in Math and Reading. Acceptable scores taken within one year of the application process may be transferred via official transcript from the school where the exam was administered.

3. Work/personal reference

- Three letters of reference are required (forms provided by Clinton Technical School). The references will be 10% of the total score for selection and are based on a 5-point Likert Scale. Review of the recommendations helps to identify the individual's pattern of dependability, responsibility, and interpersonal relationships within the labor the force. References may be contacted. At least one letter from present/previous employer must be submitted. Recommendations other than employers, nurses, medical professionals, teachers, and/or counselors are given less consideration. Recommendations written by family members will not be considered. **Three separate reference forms must be returned prior to the deadline for selection for the applicant to be considered for the program.**

4. Interview

- All applicants will be required to meet with the PN Coordinator and other CTS staff members. This informal interview will allow CTS to learn more about the candidate as well as giving the candidate pertinent information regarding the PN program and financial aid requirements.

5. Application Form

- The Application Form must be submitted by using the Application form provided by Clinton Technical School. **The application must be submitted prior to the deadline for the applicant to be considered for the program.**

6. Criminal Background Check

- Final selection for the class is contingent upon successful background check. Any individual who has been convicted of a Class A or B felony is ineligible for completing clinical experiences and therefore unable to complete the requirements for this program. Please also see pages 25-26 in regards to the Missouri Nurse Practice Act RSMo 335.066 Refusal to Issue a License.

7. Family Care Safety Registration (FCSR)/Employee Disqualification List (EDL)

- If the applicant is flagged on the FCSR or on the EDL (or any other registry check required by a clinical site), he/she is ineligible for completing clinical experiences and therefore unable to complete the requirements for this program. If the student is added to the list or found to be on the list during the course of the program, he/she will be immediately terminated from the Clinton Technical School's Practical Nursing Program.

8. Physical Examination

- A physical examination by your personal physician or Nurse Practitioner is a requirement for admission. The physical examination forms will be provided. A statement from the examining physician or NP is required indicating that the student is physically and emotionally suitable for the practice of nursing. The applicant must provide proof of a negative mantoux TB test, or, if positive, a release statement and chest X-ray from the physician. An immunization record must be provided to the school. All immunizations must be current. Hepatitis B immunizations in progress must be current to remain in clinical. These must be obtained at the student's expense.

9. Order application is received

- If two applicants have the same score on the selection scoring, the student whose application to the program was received first has priority.

10. Drug Screen

- Clinton Technical School requires a pre-admission drug screening.

The above selection criteria will be evaluated by the faculty, with input as needed from the Advisory Committee. The 24-29 applicants with the highest scores will be admitted. The next 10 applicants will be placed on the alternate list for that year. No student shall be admitted later than five school days after the established entrance date of the program in accordance with Missouri Board of Nursing Minimum Standards.

If the administration or nursing faculty have questions or concerns regarding the references, high school performance, testing scores, background check, or discussions with the coordinator, the applicant may be called back for further interviewing or counseling, or be asked to submit additional information prior to acceptance into the program. A student may be conditionally accepted into the program based on recommendations of the faculty committee or the Director of the school. Final acceptance into the program, then, would depend on follow-through with the recommendations of the committee.

DRUG TESTING

Clinton Technical School seeks to maintain an environment free from the effects of intoxicants or other behavior-affecting substances. This environment is one that will benefit both students and employees of Clinton Technical School. The use of illegal/designer drugs or the abuse of alcohol, prescription drugs, or over-the-counter drugs may pose serious safety and health risk not only to the user, but also all people coming in contact with the user.

Clinton Technical School recognizes that substance abuse, chemical dependency and other medical/behavioral conditions are complex problems, which under most circumstances can be successfully treated.

A chemically impaired person is one who is under the influence of a substance that interferes with mood, perception, or consciousness resulting in physiological and/or behavioral characteristics. This impairment affects the individual's ability to meet standards of performance, computing, and safety in clinical settings, skill labs, classrooms, and office settings. In addition to the pre-enrollment drug testing as described in the Selection Policy, Clinton Technical School will utilize the following drug testing procedures:

1. If a student exhibits behavior that, in the opinion of the administration, Coordinator, and/or faculty, is considered to be consistent with the use of drugs and/or alcohol, he/she will be required to submit to a urine, breath, and/or blood test.
2. The instructor will remove the student to a private area. He/she will discuss with the student the signs and symptoms observed. The student will be allowed to provide a verbal explanation of the suspicious behavior.
3. The student will be placed on suspension pending the results of the drug screen.
4. The instructor will request immediate urine and/or blood testing if deemed appropriate. Refusal by the student to submit to testing will be grounds for dismissal from the program.
5. The student will be dismissed from class or clinical at this time, as soon as possible.
6. The fee for a random or suspicious drug screen will be paid by Clinton Technical School.

Handling of Drug Test Results

All students' test results will be maintained by the Practical Nursing Coordinator under lock and key.

CURRICULUM

COURSE TITLE	CLASS HOURS	CLINICAL HOURS	CONFERENCE HOURS	LAB HOURS	TOTAL
Personal & Vocational Concepts I	45				45
Growth and Development	45				45
Geriatric Nursing	50	42	12		104
Pharmacology I	84				84
Fundamentals of Nursing	120	6		53	179
Anatomy and Physiology	46				46
Medical/Surgical Nursing I	64	56	8		128
Medical/Surgical Nursing II	60	56	8		124
Medical/Surgical Nursing III	60	56	8		124
Mental Health Nursing	25	42	6		73
Maternal/Newborn Health	42	42	6		90
Pediatric Nursing	41	42	6		89
Nutrition	46				46
Nursing Leadership	24	42			66
IV Therapy	40	8			48
Personal and Vocational Concepts II	21				21
Total Hours	813	392	54	53	1312
TOTAL PROGRAM HOURS		1,312			

The school week is typically Monday through Thursday from 08:30 A.M.—4:00 P.M. but is subject to change with one week notice. However, additional time will be needed for completion of online/self-study components of the program. Fridays will be used as remediation days for students who are struggling in any theory or clinical component, open to students for lab/library/computer access, and/or utilized for enriching field trips or make-up days. Students must arrange their schedules to allow for study time and completion of written assignments, course work, and exams; as a general rule, for every 1 hour you are in the classroom or clinical setting, you should allow 1 hour study time for completion of assignments. Full-time work schedules are not recommended and counseling on a program performance in relationship to outside work hours will occur if a problem arises.

The 45-week program is divided into three instruction blocks called trimesters. The first 14 weeks of the program comprises the foundation or pre-clinical block. During this time, classes are held at the Clinton Technical School.

The following two trimesters of the program are referred to as the clinical blocks. During this time classes are held at the Clinton Technical School with clinical experiences at area facilities.

COURSE DESCRIPTIONS

PERSONAL AND VOCATIONAL CONCEPTS I: (45 clock hours)

This course is designed to acquaint students with information for personal as well as vocational growth. The student will gain a working knowledge of communication and legal and ethical issues. Cultural and spiritual issues will be addressed. Time will be given for personal goal setting, learning style evaluation, time management studies, and stress management skills.

OBJECTIVES: The student should be able to:

- Recognize the relationship between school, health agency, faculty and students in the educational program
- Identify functions and responsibilities of the health team
- Identify the role of the practical nurse in the varied health care settings
- Recognize each patient as an individual with unique problems and needs
- Demonstrate the ability to communicate effectively
- Participate in the student organization and be aware of the various professional organizations
- Describe the history of nursing and current trends
- Understand ethics and legal responsibilities in nursing
- Identify the various public agencies which offer assistance and/or regulate health care standards today
- Develop good study habits
- Identify and demonstrate appropriate interpersonal relationships
- Relate areas of cultural diversity as seen in the health care settings
- Recognize the importance of the policies and procedures in the success of the educational nursing program
- Define the basic meaning of medical terminology word roots, suffixes, and prefixes
- Recognize and understand basic medical terms
- Analyze unfamiliar terms using the knowledge of word roots, suffixes and prefixes gained in the course

GROWTH AND DEVELOPMENT: (45 clock hours) Course of study covering the physical, emotional, cognitive and psychosocial growth and development during the life span; newborn through the older adult. The characteristics of growth and development at each stage and the influence of heredity and environment on growth and development are covered. Community resources and daily living are discussed in relation to the patient and the family.

OBJECTIVES: The student should be able to:

- Identify main characteristics and needs in each stage of development
- Recognize abnormal characteristics and behavior in each stage of development
- Plan nursing care for selected patients in each stage of development, giving attention to the physical, emotional, personal, social and religious needs as determined by the stage of life
- Understand how community resources and everyday living affect the client and his/her family

NUTRITION: (46 theory hours)

This course incorporates basic principles of proper nutrition and its relationship to optimal health. The characteristics, functions, recommended daily allowances, and sources of each nutrient are reviewed. The changing needs of the individual during life stages, and the relationship of diet to disease processes will be addressed in Fundamentals, Maternal/Newborn, Pediatrics, Growth and Development, and Med-Surg.

OBJECTIVES:

- Discuss the structures and functions of the digestive system
- Recognize the role food plays in the prevention and treatment of disease

- Compare and contrast the general/regular diet to various modified diets and their specific diseases
- Discuss the contribution vitamins and minerals have to the body at the cellular level
- Discuss the function of proteins, carbohydrates, fats, vitamins, minerals, and water in the human body
- Compare and contrast fat and water-soluble vitamins
- Describe the potential concerns regarding supplements of vitamins and minerals, and herbal products
- Utilize principles of diet therapy, safe food handling, and importance of nutrition in regards to patient care
- Recognize the role of the nurse, or other health care professional in educating patients on the benefits of proper nutrition
- Recognize healthy weight management practices

PHARMACOLOGY: (84 clock hours)

Provides for the development of a basic knowledge of the concepts of Pharmacology, the skills and attitudes necessary for safe medication preparation and administration, and the patient's response to medications. A basic math review is included and drug dosage calculations are introduced in this course. Concurrent classroom and clinical experiences are integrated throughout this course.

OBJECTIVES:

- Identify the role of administering medications using the nursing process
- Develop basic knowledge in pharmacology to enable correct interpretation of drug orders, accurate preparation and administration of medications, and safe adherence to the "Six Rights" of drug administration
- Identify the different routes of medication administration, including rationale for choosing specified route of administration; accurately demonstrate medication administrations skills
- Learn to utilize drug references prior to administration, including facility policies; determine when nursing interventions are necessary
- Request assistance from appropriate persons when indicated; recognize inappropriate drug orders and seek clarifications; recognize favorable drug responses and adverse drug reactions, reporting patient responses when necessary
- Verbalize different drug classifications, including examples of medications that belong to these classifications
- Identify mechanism of action for drug related to classification; and associate common nursing implications with each drug classification
- Demonstrate efficiency in basic math review
- Identify and memorize the units utilized within the metric system; analyze & convert between units of measurement
- Apply want/have or dimensional analysis to drug calculations; accurately solve problems involving common equivalents

- Calculate drug dosages with 100% accuracy; double check calculations prior to administration using facility policy

FUNDAMENTALS OF NURSING: (120 theory hours, 6 clinical hours, 53 lab hours)

Provides for the development of competency-based skills, attitudes and concepts and their application to patient care. Concurrent classroom and lab experiences are integrated throughout the course.

OBJECTIVES: (lab and clinical included)

- Develop beginning skills in communication with the student, his/her family and co-workers by listening, speaking and recording
- Develop skills in carrying out basic nursing concepts by completing selected assignments and demonstrating procedure and proficiency
- Develop and/or maintain a sense of responsibility for the patient entrusted to your care and for the quality of care these patients receive
- Develop an awareness of capabilities and limitations

ANATOMY AND PHYSIOLOGY: (46 theory hours)

An introductory course that provides the basis for understanding information and skills presented in an interactive, multimedia training course to meet the learning objectives at the students own pace. The course begins with the elementary concepts of chemistry and physics that are a base for understanding the function of the human body. The next sections explain the human body from the basis unit – the cell – to more complex units as tissues, membranes, organs to body systems. Anatomical terminology is introduced. Body systems introduced are as follows: integumentary, cardiovascular including lymphatic, musculoskeletal, urinary, digestive and metabolism, nervous, respiratory, endocrine, sensory, and reproductive.

OBJECTIVES:

- Identify the basic structure and function of the body and its interrelationships
- Compare various systems and organs as they relate to the total functioning of the body
- Recognize the relationship of body structure and function to the effectiveness of care given to the patient
- Acquire a vocabulary of common medical terms to communicate interrelationship of body structure and function

MEDICAL-SURGICAL NURSING I: (64 theory hours 56 clinical hours, 8 conference hours)

This course is designed to further develop nursing fundamental skills and knowledge with an emphasis on disease processes and nursing management. Principles of nutrition, patient care, application of the nursing process, and problem solving are integrated through theory and pre and postoperative surgical patients. Common nursing problems of total patient care will be included throughout the clinical experiences. Pharmacology and Nutrition will be included as they relate to diseases studied.

THEORY OBJECTIVES:

- The student will be able to state various means of diagnosis, treatment, nursing care and outcomes in lecture and in the clinical setting.
- The student will identify nursing care for patients with alteration in the respiratory system.
- The student will recognize nursing care plans for the different types of respiratory problems.
- The student will describe the responsibility of the nurse in the care of cancer/oncology patients.
- The student will identify the body's mechanisms for fluid and electrolyte balance/imbalance.

- The student will describe the nursing care related to surgical patients.
- The student will identify how the body uses its natural defensive mechanisms to protect against infection.
- The student will recognize an understanding of pain as a specific entity requiring appropriate intervention.
- The student will identify relevant nursing issues for patients with chronic illness.
- The student will discuss nursing care of men and women with reproductive disorders.

CLINICAL OBJECTIVES:

- The student will recognize ability to observe and evaluate symptoms and report and record these findings.
- The student will be able to retrieve the patient's medical record and identify a holistic plan of care that will include nursing skills necessary for the individual patient.
- The student will identify the ability to communicate accurately and efficiently.
- The student will recognize the ability to develop therapeutic nurse-patient-family relationships.
- The student will maintain confidentiality at all times.
- The student will recognize the importance of patient safety.
- The student will recognize the need for assistance, or additional resources, related to patient, or family needs.

MEDICAL-SURGICAL NURSING II: (60 theory hours, 56 clinical hours, 8 conference hours)

This course is designed to further develop the knowledge gained in Medical-Surgical Nursing I with an emphasis on specific disease processes and nursing responsibilities of those disorders. The nursing process is integrated through the course and used for the development of critical thinking. Pharmacology and nutrition are included in each disease process and/or system. Systems covered are hematological, cardiovascular, neurological, musculoskeletal, and sensory system disorders.

THEORY OBJECTIVES:

- The student will be able to apply various means of diagnosis, treatment, nursing care and outcomes in lecture and the clinical setting.
- The student will compare and contrast interventions and treatment for patients with nervous system disorders.
- The student will apply nursing interventions and management for patients with cardiovascular system disorders.
- The student will implement nursing management skills for patients with hematologic and lymphatic disorders.
- The student will analyze diagnostic testing related to eye and ear disorders, musculoskeletal and connective tissue disorders.

CLINICAL OBJECTIVES:

- The student will demonstrate the ability to observe and evaluate symptoms and report and record these findings.
- The student will be able to interpret the patient's medical record and describe a holistic plan that will include nursing skills necessary for the individual patient.
- The student will demonstrate the ability to communicate accurately and efficiently.
- The student will implement therapeutic nurse-patient-family relationships.
- The student will continue to maintain confidentiality at all times.
- The student will apply patient safety in all aspects of care.

- The student will organize resources & assistance to meet patient, or family, needs.
- The student will implement nursing skills according to policy and procedure, to ensure patient safety.
- The student will apply appropriate nursing interventions when patient assessment changes are present, and to monitor the patient's response.
- The student will apply medication administration safety by knowing: generic/trade name, classification, mechanism of action, side effects, dosage, patient teaching, evaluation of effectiveness, and nursing interventions.
- The student will interpret abnormal values of all diagnostic testing.

MEDICAL-SURGICAL NURSING III: (60 theory hours, 56 clinical hours, 8 conference hours)

This course is a continuation of Medical-Surgical Nursing II. More complex systems are covered including gastrointestinal, urinary, endocrine, integumentary system and emergency and disaster management.

THEORY OBJECTIVES:

- The student will be able to plan and evaluate various means of diagnosis, treatment, nursing care and prognosis in lecture and the clinical setting.
- The student will compare and contrast treatment and evaluate outcomes for patients with digestive disorders such as peptic ulcers, acid reflux disease, colitis, and Crohn's disease.
- The student will evaluate and develop nursing interventions based on the results of the diagnostic testing for gastrointestinal, urinary, endocrine, and integumentary disorders.
- The student will prioritize the key components of emergency and disaster nursing care.

CLINICAL OBJECTIVES:

- The student will evaluate the patient's medical record and assist in implementing a plan of care that will include nursing skills necessary for the individual patient.
- The student will be able to analyze the patient's medical record and implement a holistic plan that will include nursing skills necessary for the individual patient.
- The student will evaluate the ability to communicate accurately and efficiently.
- The student will critique therapeutic nurse-patient-family relationships.
- The student always maintains confidentiality at all times.
- The student will evaluate the effectiveness of patient safety.
- The student will evaluate the effectiveness of appropriate patient, or family, resources.
- The student will critique nursing skills according to policy and procedure, to ensure patient safety.
- The student will validate the nursing interventions implemented for patient assessment changes, and will assess the patient's response.
- The student will justify medication administration safety by evaluating patient's response to medications.
- The student will report abnormal diagnostic results and anticipate nursing interventions as necessary

GERIATRIC NURSING: (50 theory hours, 42 clinical hours, 12 conference hours)

Geriatrics is the care of the elderly. Discussion includes the aging process, special geriatric needs, drug therapy, common physical difficulties and sociological considerations. Clinical experiences will provide hands-on experiences in working with geriatric patients.

OBJECTIVES:

- List characteristics an individual develops as they advance in age
- Describe personality traits of the elderly and their emotional adjustment to aging
- Identify nursing actions that will assist the elderly in continuing to direct his/her own destiny and contribute to society in advanced years
- List practices that provide for health maintenance in the elderly
- Identify common medical conditions that affect the elderly, their symptoms, treatments and nursing care
- Describe the five stages of death and dying
- Identify the difference in drug therapy and administration with the elderly
- List special geriatric needs concerning living facilities, finances, recreation, vocation, hygiene, nutrition and safety
- Discuss the nurse's role in assisting patients and their families to adjust to the changes and problems which occur as individuals age
- Discuss the nurse's responsibilities to patients and the family of patients who have cancer, a terminal illness, or are dying
- Identify his/her own feelings about aging and dying
- Recognize the nurse's role in restorative and rehabilitation nursing

CLINICAL OBJECTIVES:

- Plan, organize, provide and document basic nursing care for two to four residents in the LTC facility as evidenced by meeting all aspects of activities of daily living while providing the patient with privacy, maintaining confidentiality and dignity
- Demonstrate time management skills in the prioritizing and coordination of nursing care evidenced by completion of clinical assignment in designated time frame
- Plan nursing care in logical sequential manner and proceed in orderly fashion as evidenced by implementation of established plan of care
- Effectively and appropriately communicates with Team Leader/Charge Nurse about status of assigned residents
- Recognize that each resident is an individual with unique problems and needs as evidenced by inclusion of resident's preferences in organizing and planning care
- Apply safety measures in all activities as evidenced by adherence to established infection control policies
- Apply infection control principles in all activities evidenced by adherence to established infection control policies
- Perform fundamental nursing procedures according to established guidelines demonstrating dexterity and knowledge
- Correlate theory to clinical practice as evidenced by application of cognitive learning to implementation of nursing process
- Act as role model to other nursing personnel as evidenced by exhibiting exemplary professional behavior

NURSING LEADERSHIP: (24 theory hours, 42 clinical hours)

This course is designed to build on the knowledge and skills of fundamentals acquired in nursing and medical-surgical nursing courses. It introduces concepts of leadership for first-line nurse manager/caregivers. Skills for organizing time are presented and basic management levels and styles are identified. The learner is introduced to key leadership strategies, including decision making, time

management and delegating authority. Emphasis is placed on recognizing and distinguishing power and authority, peer relationships and the importance of effective communications

OBJECTIVES:

- Identify leadership roles and responsibilities of the practical nurse
- Utilize effective communication techniques
- Delegate job tasks
- Manage time effectively
- Differentiate between aggressive and assertive behavior and utilize assertive behavior techniques
- Utilize motivation techniques
- Describe methods for initiating change
- Describe methods to deal with conflict
- Discuss legal responsibilities of leadership

CLINICAL OBJECTIVES:

- To identify leadership roles and responsibilities of the LPN
- To observe delegation of job tasks
- To observe the direction of team members in the clinical setting
- To observe effective time management techniques
- To observe effective communication techniques used in assessment of the clients
- To observe methods used to initiate change in the plan of nursing care as well as change in CNA's responsibilities.
-

MENTAL HEALTH NURSING: (25 theory hours, 42 clinical hours, 6 conference hours)

This course is designed to provide the nursing student with a fundamental knowledge of the various mental disorders, the basic treatment, and nursing care of each. It reviews the basic dynamics of personality structure and development of behavior, recognizing behavioral manifestations as an expression of needs. Emphasis is placed on the role of stress and emotions in mental health and illness.

COURSE OBJECTIVES:

- Compare and contrast criteria for mental health and mental illness.
- Describe the process of conducting a mental status examination including the methods of data collection, the nursing process and the holistic nursing assessment used to conduct effective psychiatric assessments.
- Discuss communication skills and observations necessary to establish a therapeutic relationship.
- Relate client rights and legal aspects of mental health hospitalization and treatments.
- Describe appropriate psychotherapeutic drugs, treatments, and procedures and how they are integrated into the total treatment program.
- Discuss prevention of mental illness, rehabilitation and re-entry.

CLINICAL OBJECTIVES:

- Use the appropriate data collection tools and skills to holistically assess patients with alterations in mental health.
- Describe factors that affect an individual's mental health.
- Apply theoretical knowledge to the care of clients in a mental health setting.

- Communicate effectively with clients and interdisciplinary team members through implementation of therapeutic communication skills.
- Discover and report responses to medications, treatments, and procedures and communicate the same to other health care professionals concisely and accurately.
- Share observations with members of the interdisciplinary health care team relevant to the care, learning needs, and discharge planning for clients.
- Maintain confidentiality of client information at all times.
- Demonstrate initiative in interacting with clients and participating in learning opportunities.

MATERNAL AND NEWBORN NURSING: (42 theory hours, 42 clinical hours, 6 conference hours)

This course is designed to provide the nursing student with a fundamental knowledge necessary to provide competent, basic maternal and newborn care for the uncomplicated Obstetrics and Newborn client. Obstetrics clinicals will provide hands-on experiences.

OBJECTIVES:

- Recognize the roles that cultural, financial and geographic differences play in the family's birthing experience and the current trends in maternity care
- Identify the structure and functions of the male and female reproductive systems
- Identify the stages of embryology and fetal development
- Recognize the importance of early and adequate prenatal care in the prevention and early detection of physiological and/or psychosocial complications
- Discuss normal pregnancy, labor and delivery
- Describe common complications that may occur during pregnancy, labor, delivery, postpartum and neonate period
- Discuss common medications used in the prenatal, labor, delivery, postpartum and neonatal period of care
- Recognize the importance of accurate nursing assessment skills during the four stages of labor, the puerperium and neonatal period
- Discuss the appearance and care of the normal newborn and recognize the differing characteristics of the post-term and pre-term infant
- Demonstrate an understanding of the special needs of family members experiencing abortions, stillbirths, birth defects, sexually transmitted diseases and AIDS related problems
- Recognize, report and record on nursing care plan, the individual needs of the patient as determined by his/her personal, emotional, physical, ethical, social and religious needs
- Continue developing the ability to understand self and others and communicate accurately and efficiently
- Identify functions and responsibilities of the health care team
- Identify the various public agencies which offer assistance and/or regulate health care standards
- Identify and apply safety measures in all activities evidenced by adherence to established safety principles

CLINICAL OBJECTIVES:

- Observe and assist with providing safe and competent care to a variety of patients:
 - a. Patients in labor
 - b. Patients having vaginal deliveries
 - c. Patients having cesarean deliveries

- d. Postpartum patients
- e. Normal neonates
- Observe and recognize complications which may occur during labor, delivery, postpartum, and neonate periods. Identify and observe appropriate nursing interventions of each
- Utilize the nursing process in planning and performing care
- Develop skills needed for care of mothers and infants
- Observe and assist staff with patient education for the laboring patient and postpartum patient
- Identify the nurse's role and responsibilities in the varied OB settings
- Recognize that each patient is an individual with unique problems and needs
- Be professional and have an attitude conducive to learning at all times

PEDIATRIC NURSING: (41 theory hours, 42 clinical hours, 6 conference hours)

The major focus of this course is the nursing care of children within the family structure. Normal growth and development concepts common to each age group and the effects that illness will have on the child are discussed. Pharmacology is included with emphasis on the differences between adult and pediatric dosages and methods of administration. Nutrition will also be included as it relates to diseases studied.

OBJECTIVES: (Clinical Included)

- Identify normal growth and development patterns of the infant, the toddler, the preschooler, the school-age child and the adolescent
- Show the relationship of disease to alterations in the normal growth and development of the infant, toddler, preschooler, school-age child and adolescent
- Identify implications for nursing care of children of each age group who are ill
- Recognize, report and record on the nursing care plan, the individual needs of the patient as determined by his/her personal, emotional, physical, ethical, social and religious needs
- Recognize and initiate changes or adaptations in routine procedures, as determined by the needs of the patient and the nursing environment
- Calculate pediatric drug dosages with 100% accuracy
- Plan nursing care for selected children relative to the individual's needs and therapeutic environment
- Development skills in caring for children by completing selected assignments
- Request assistance from appropriate persons where indicated
-

IV THERAPY: (40 theory hours, 8 clinical hours)

This course includes didactic and clinical experiences required to meet the criteria for IV Therapy certification as outlined by the Missouri State Board of Nursing. It provides for instruction to prepared participants to perform limited intravenous fluid therapy treatment in accordance with Missouri Rule 4 CSR 2000.6010.

OBJECTIVES:

- Calculate the flow of intravenous parenteral fluid infusions including total parenteral nutrition, peripheral parenteral nutrition, blood and blood products
- Initiate peripheral venous access sites using devices that do not exceed three inches in length utilizing aseptic technique

- Administer parenteral intravenous fluid infusions including total parenteral nutrition and peripheral parenteral nutrition through established, patent peripheral venous lines and central venous lines
- Change peripheral venous administration set tubings and dressing utilizing asepsis
- Administer premixed drugs and solutions through established, patent peripheral and central venous lines either by continuous infusion or intermittent intravenous piggy-back methods
- Maintain the patency of locked peripheral and central venous catheters with saline and/or heparin flush solutions
- Administer packaged drug systems containing diluents and drug through established, patent peripheral and central venous lines

Administer continuous or intermittent parenteral fluid infusion via electronic infusion pumps and controllers, which includes assembling and programming of electronic infusion pump or

PERSONAL AND VOCATIONAL CONCEPTS II: (21 theory hours)

This course is designed to prepare the student for the expectations of the working environment. The concepts explored in Personal and Vocational Concepts I will be further examined. Resume writing, interview skills, and work practices will be discussed. Preparation for the NCLEX-PN exam will also be provided.

OBJECTIVES:

- Continue to develop good study habits
- Recognize the importance of continued personal and professional growth
- Recognize the signs of burnout, co-dependency, chemical dependency, stress and other personal obstacles
- Prepare credentials essential for job placement

PLANS FOR PROGRESSION AND RETENTION OF STUDENTS

GRADES

The grading and evaluation system at Clinton Technical School is designed to encourage the students to be successful in their training. The Practical Nursing Program consists of a series of academic courses and a series of clinical courses. Grading is based on a percentage system. Tests and quizzes are worth 80% of the final grade and homework is worth 20% of the final grade. A number of points will be given to each activity and test. To determine an individual's grade, add all students' test and quiz points, dividing this number by the total points possible for tests and quizzes. Then multiply this number by 80%. Add all students' homework points and divide this score by the total points possible for homework. Then multiply this number by 20%. Add these two scores together to obtain the total grade percentage.

Letter grades are assigned by the following system:

A	98 – 100%
A-	95 – 97%
B+	92 – 94%
B	89 – 91%
B-	85 – 88%
C+	83 – 84%
C	80 – 82%
F	Below 80%

Final grades will be calculated, recorded and students will be notified of the final grade no later than 10 days following the last day of the course. Each course must be passed with a grade of 80% or higher.

Theory courses that have clinical hours are considered as a unit. The clinical hours cannot be passed unless a grade of 80% or higher is achieved in the theory portion; likewise, the theory cannot be passed unless the clinical hours are passed. If the student does not receive a grade of 80% or higher for the final grade in any course, he/she will be dismissed from the program immediately and will not be allowed to complete any other courses that are being attended at the time of notification of the final grade less than 80%.

Remediation

Remediation is a faculty led learning process that the technical school provides to help ensure the success of their students in the practical nursing program. The remediation process is implemented at any time that the student has received a grade below 80% on an exam, does not meet the required benchmarks on ATI practice tests by the instructors required deadline or has an overall grade average less than 80% in any theory course or less than passing in a clinical evaluation. Remediation is held on Friday beginning at 8:00 am at the technical school and it is at the discretion of the instructor as to whether the student will need to stay until 11:00 am or may leave earlier. It is **mandatory** that a student attend remediation upon notification from the instructor and to perform any and all assignments given by the instructor. Failure by the student to attend scheduled remediation sessions or to complete assigned remediation work will result in disciplinary procedures being implemented. All assignments given for remediation if not completed on Friday when the student is at school will be due on the following Monday at 8:30 am to the instructor.

STUDENT/FACULTY CONFERENCE

Faculty members will be available for student conferences by appointment. See each instructor's posted office hours and respect these times for counseling.

ATTENDANCE

Just as attendance at the job site is important to career success, attendance is important to successful completion of this program. The following policies will be followed with regard to attendance:

1. Each student is expected to be in the class and ready to learn at the scheduled class time. If a student is not able to attend class or is going to be tardy, the student **must** speak with the coordinator at least 30 minutes prior to class start time. E-mails and texting are **NOT** acceptable methods of reporting an absence or tardy and may result in a no call no show occurrence. A student will receive attendance counseling if a pattern of tardiness or absence emerges.
2. **No Call No Show is NOT an acceptable form of professionalism.** One occurrence of NO Call No Show if for a class session will receive a verbal warning and if the first occurrence is for a clinical session it will result in a written warning. If the student fails to call prior to clinical start time it is at the instructor's discretion whether the student will be able to attend clinical that day. *Two occurrences whether it is for class or clinical sessions or one of each, will result in dismissal from the program.* Not having a phone or phone signal is not an acceptable excuse.

3. **Tardy.**

(1 – 60 minutes late for class) = 1 tardy. Four (4) occasions of being tardy is equal to one (1) day absent. A student will receive a tardy if they are not in their seats at the beginning of class this includes returning from breaks and lunch.

4. **Absences.**

Absences from school will be counted in the following manner:

- 1 hour and one minute to 3.5 hours absent from the school day = .50 or ½ of one absence
- 3.5 hours and one minute or greater = 1 day absence.

The year is divided into two semesters. At the beginning of the second semester, the student absence record will be reduced to zero. In the event that a student exceeds an absence total greater than 3 days classroom in either semester or more than 3 days clinical site absences in the school year, the student may be dismissed from the program. PN faculty will meet and discuss the student's circumstances involving the multiple absences. PN faculty recommendations will be forwarded to the PN Coordinator and recommendations will be reviewed with the CTS Director. A final decision of whether the student will be dismissed from the program lies with the CTS Director and PN Program Coordinator.

5. **Attendance Probation.**

Attendance probation will be initiated when a student has reached an absence total that equals 2 days in either semester. ***Students on attendance probation must meet with the Coordinator of the PN program monthly and after each absence.***

6. ***Make-up work, Exams, Quizzes, homework and in class activities.***

If a student is not in attendance, it is suggested that students contact a classmate to take notes and/or get handout materials for the day. Any quiz or in-class activity points given on a class day will be forfeited if the student is not in attendance. Arriving to class after a quiz has been distributed to students will result in a zero for the quiz. Exams missed on the day of absence ***must*** be taken on the following Friday or by instructor discretion. If the student is absent on exam day, 5% will be deducted automatically from the exam grade when taken. An additional 10% will be deducted from the exam if not taken at the scheduled retake time. Homework is due at 8:30 am on the date assigned or prior to the due date; late homework ***will not*** be accepted. If the student is going to be absent, homework can be sent to school with another student to be handed in or photos of the completed homework may be emailed to the instructor. It is at the discretion of the individual instructor whether the emailed photos will be accepted or the student will be allowed to turn the homework in on the first day the student has returned to school following the absence.

7. **Jury Duty:**

Days missed for jury duty WILL NOT count toward absence total AND points will not be deducted from exams administered on those days when documentation of duty is provided to the PN Coordinator. ***Documentation must include the student's name and dates of service of jury duty.***

8. **Clinical absence.**

If a student is to be absent from the clinical setting, he/she is responsible to inform the clinical instructor that the student is assigned to that day in addition to notifying the PN Coordinator by 6:00 A.M. If a student does not notify the instructor and the PN Coordinator by 6:00 A.M., the

occurrence can be considered a “no call, no show”. One incident of “no call, no show” could place the student at risk of failing clinical. Sending word with a friend is not acceptable. E-mails or texting are **NOT** acceptable forms of communication for a clinical absence. Not having a telephone or phone signal is not an acceptable excuse. This would not reflect good work ethic in the workplace and will not be accepted in this program. Students who miss clinical will be assigned makeup work during their makeup hours. This is at the discretion of the clinical instructor. This work must be satisfactorily completed and handed in to pass the clinical rotation.

9. Special circumstances.

Students with special circumstances (examples would be absences due to serious sudden illness of student or immediate family, hospitalizations of the student for illness or unplanned surgery, death of an immediate family member (immediate family includes: spouse, children, parents, mother-in-law, father-in-law, stepparents, grandparents, and step-grandparents), motor vehicle accidents and pregnant students or students with a medical complication resulting from pregnancy requiring absence from school for an extended period (greater than 3 class or 2 clinical days in a row) of time may appeal to the “Attendance Appeal Board” consisting of: the Clinton Technical School Adult Education Coordinator, one member of the Advisory Committee and one member of the community. The student’s request for review must be provided in writing to the Coordinator of the Practical Nursing program no more than 5 business days following the absence(s) for which the student is requesting the consideration of the Attendance Appeal Board. The written request must be clearly legible and include the following information: dates(s) of absence, reason for absence with appropriate corroborating documentation if available, and a statement explaining the situation. The Attendance Appeal Board may seek input from faculty members. The recommendation of the Attendance Appeal Board will be forwarded to the Clinton Technical School Director who will make the final determination. The decision of the Clinton Technical School Director will be final. The student will be notified in writing of the decision.

Students who fail to comply with the attendance policy may be dismissed from the program.

All students who have financial aid will be required to meet the guidelines of the programs for which they qualify.

SNOW DAYS

When the Clinton School District is dismissed due to inclement weather, Practical Nursing classes will also be dismissed. Clinical days that are missed as a result of snow days will result in makeup assignments at the discretion of the clinical instructor. These assignments will be due on the day the regular clinical paperwork is due. The coordinator and the faculty will reserve the right to delay start time for a clinical day based on weather forecasts. Snow days may be made up at the discretion of the Practical Nursing Coordinator. These clinical days could be made up on a Friday and attendance will be expected. Students will be given one week advance notice.

TRANSFER

Students who have partially completed a program of training in another accredited school may be accepted into the program if enrollment permits. Students must provide transcripts and course descriptions from courses taken at another institution. Each course must be completed with a passing grade and any courses not completed with a passing grade must be repeated. The school reserves the

right to contact faculty from the transferring school regarding the student's progress in a program. If more than one year has lapsed since the student has attended a program of nursing, no advanced standing will be given. The student must repeat the entire program. Tuition will be prorated based on the courses needed and determined by the Adult Education Coordinator. The curriculum must be comparable with the curriculum of Clinton Technical School. Transfer students will be required to take competency testing and demonstrate skills learned in previous schools. The student must also complete the readmission process necessary to meet the requirements of the Clinton Technical School PN program. Final decisions regarding acceptance of a transfer student rests with the PN Program Coordinator, the Adult Education Coordinator, and the CTS Director.

READMISSION

Consideration of readmission of any Practical Nursing student is only allowed for the immediate school year following withdrawal and/or dismissal. An applicant desiring re-entry to the program that begins the following January will follow the standard admission process as well as any of the following guidelines for readmission:

1. Resubmission of an application as well as a criminal background check, clear report from Family Care Safety Registry, drug screen, one reference form from Clinton Technical School from a recent or current employer or supervisor and a \$50.00 reservation fee. All must be received 60 days prior to scheduled return date. Readmission status will be granted only if enrollment permits.
2. Evaluation of previous academic and clinical performance. Students must complete an entire course with a passing grade to receive credit for the course. All courses or clinical not completed must be repeated in its entirety.
3. Evaluation of attendance record (prior to illness, if applicable). The student will be at risk for not being readmitted to the program if an attendance or tardiness pattern or a pattern of incomplete assignments were noted the year of dismissal or withdrawal as this would not reflect professional behavior.
4. A written plan for program success including competency testing of courses and skills learned the previous year, will be developed by faculty with the student within 30 days of admission. To successfully complete the program, the student will be required to complete all aspects of the written plan that was agreed upon. Student progress will be re-evaluated at 60 days; if the student has not met plan criteria, the student is at risk for program failure and dismissal. Written plan will be updated at this time and the student will be re-evaluated at 90 days.
5. Tuition will be prorated for the year of readmission and determined by the Adult Education Coordinator. The prorated tuition must be paid in full or financial aid arrangements must be made and completed prior to being readmitted.
6. Students being readmitted to the program must have obtained a Level II or higher on ATI Proctored exams for previously completed courses to ensure success. Any areas below a level II will require the student to complete the ATI Practice tests A and B until the required benchmark is met then the student will be administered the proctored test for that course to reach a level II.
7. Upon readmission, students will be required to demonstrate previous learned skills and go through a check off station with PN Coordinator to prove competency prior to attending any clinical.
8. Prior to being accepted for readmission the student must show a valid CPR card and TB testing.

Final decisions regarding readmission rest with the PN Program Coordinator, the Adult Education Coordinator, and the CTS Director.

Any student dismissed for unethical or illegal behaviors, incivility or unsafe clinical practice cannot qualify for readmission.

Students with a previous balance cannot be readmitted until all accounts are paid in full.

ADVANCED PLACEMENT POLICY

Students requesting advanced placement shall submit transcripts, references, and a written request for advanced placement if enrollment permits. Each request will be considered individually and the student must fulfill the same requirements for graduation as all other students in the class. Each case will be considered individually by the coordinator of the program. Testing may be required for advanced placement. Courses will not be accepted if more than one year has transpired since the course was completed. Final decisions regarding advanced placement rest with the PN Program Coordinator, the Adult Education Coordinator, and the CTS Director.

GRIEVANCE PROCEDURE

Any student who may have a grievance against a fellow classmate, instructor, or staff person at the Clinton Technical School must follow the appropriate chain of command to resolve the issue.

Alleged acts of unfairness or any decision made by school personnel which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the director or a designated representative. The following guidelines are established for the presentation of student complaints and grievances.

Students should try to resolve the problem with the teacher first.

The director shall schedule a conference with the student and any staff members involved to attempt to resolve the problem.

If the problem is not resolved to the satisfaction of the student, a written request must be submitted within 10 days for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem and inform participants of the action that will be taken.

If the student and/or parents are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. If they are not satisfied with the action of the Board, they may appeal complaints to the Missouri Department of Higher Education, 205 Jefferson Street, P.O. Box 146, Jefferson City, MO 65102-1469, Phone: (573) 751-2361, Fax: (573) 751-6635 and use the following compliant policy:

CBHE POLICY ON COMPLAINT RESOLUTION

Introduction

In order for institutions of higher education to participate in the federal student aid programs authorized by Title IV of the Higher Education Act of 1965, an institution must be legally authorized to provide post-secondary educational programs within the state in which it is

located. By rule promulgated by the U.S. Department of Education, part of this “state authorization” requirement is that the state must have “a process to review and appropriately act on complaints concerning the institution including enforcing applicable State laws” 34 C.F.R. § 600.9(a)(1). For its part, the institution must “provide students or prospective students with contact information for filing complaints with its accreditor and with its State approval or licensing entity and any other relevant State official or agency that would appropriately handle the student’s complaint.” Id. at § 668.43(b).

The Coordinating Board has determined that from the perspective of the institutions and of students and prospective students, it is preferable to have a simplified process with a central clearinghouse for addressing complaints rather than a complex matrix of contact points that might not cover every possible complaint and might also easily become outdated. Therefore, this policy sets out a process by which the Missouri Department of Higher Education will serve as the clearinghouse for complaints concerning colleges and universities authorized to operate in the State of Missouri, acting on those within its purview and forwarding those that are not to other entities for their appropriate action.

COMPLAINTS NOT COVERED

Complaints concerning laws not applicable to a state institution of higher education are not covered by this policy. Complaints of criminal misconduct should be filed directly with local law enforcement authorities. Complaints relating to violations of Federal law should be filed directly with the Federal agency having cognizance over the matter in question (e.g., violations of the Family Educational Rights and Privacy Act with the U.S. Department of Education).

EXHAUSTION OF REMEDIES AT THE INSTITUTIONAL LEVEL

Many issues fall within areas that generally are within the sole purview of an institution and its governing board. Examples include, but may not be limited to, complaints related to student life (such as, student housing, dining facilities, or student activities and organizations) and certain academic affairs (such as the assignment of grades). Moreover, issues or complaints are generally more speedily and appropriately resolved within the grievance channels available at the institution. Face-to-face discussion of the matter through open door policies or other informal means is the preferred starting point. Should that fail, the complainant should use formal dispute resolution mechanisms provided by the institution. Exhaustion of all informal and formal institutional processes, including both campus processes and any applicable system processes, is a prerequisite to filing any formal complaint with the MDHE pursuant to this policy.

PROCESS

If a mutually agreeable resolution cannot be reached at the institutional level, the student or prospective student may proceed with the MDHE’s formal complaint process. The complaint must be submitted in writing, using a complaint form provided by the MDHE. It may be mailed or faxed to the department and should include any other supporting documentation. The MDHE will acknowledge receipt of the complaint, either in writing or by email. Such acknowledgment, however, will not constitute a determination that the complaint addresses a law applicable to the institution or otherwise is a complaint covered by the policy. If there is no indication that institutional remedies have been exhausted, the complaint will be returned for that purpose. Filing a complaint pursuant to this policy cannot, and does not, extend or satisfy any statutory

deadlines that may apply to filing particular complaints with any other state or federal agency having jurisdiction over such matters.

Complaints that fall within the jurisdiction of the CBHE will be investigated and resolved as appropriate by the relevant unit of the MDHE. Complaints that fall within the jurisdiction of another State agency or are within the purview of an institution's accrediting body will be forwarded to that agency for appropriate investigation and resolution. The agency to which the complaint is forwarded will keep the MDHE apprised of on-going status and final disposition of the complaint. All parties to the complaint will be notified of its resolution by mail.

The MDHE will keep a log of all complaints and record the date received, the name of the complainant, the institution against which the complaint is made, a brief description of the complaint, the agency addressing the complaint, and the date and nature of its disposition.

Note: Prior to initiating this formal process, complainants must first call the MDHE at 573-526-1577 to indicate their desire to file a complaint. At that time, the MDHE will ascertain whether the issue can be resolved through informal means and also determine whether administrative processes available within the institution of concern have been exhausted. If after that screening the complainant still desires to initiate a formal complaint, the MDHE will send the complainant the form to be filled out and returned for that purpose. All persons are assured that they may utilize this procedure without reprisal.

All records of notices, conferences, and actions taken to resolve student complaints and grievances will be filed and identified as grievance records and will not be placed in student files.

If the student is still unsatisfied with the appeal process, they can contact Council of Occupational Education at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. Phone: 770.396.3898 or 800.917.2081 Fax: 770.3963.3790

STUDENT RIGHTS AND RESPONSIBILITIES

Clinton Technical School's Practical Nursing Program is designed to provide an environment conducive to learning. Students in the Practical Nursing Program have the right to be treated with respect and dignity. They have the right to pursue the Grievance Procedure for issues that have not been resolved through the informal review process of the Practical Nursing Program. Each student is encouraged to communicate his/her learning needs to the faculty.

Practical Nursing students are expected to conduct themselves in a professional manner at all times. Students will follow the rules and guidelines in the CTS Student Handbook. Students are subject to the same disciplinary actions as outlined in the CTS Student Handbook. Additional rules of conduct will be added for the clinical setting, and situations, which apply only to the Practical Nursing program. Practical Nursing students will abide by the following Code of Ethics as established by the National Association for Practical Nurse Education and Service (NAPNES) in 1972.

The Licensed Practical Nurse shall:

1. Consider as a basic obligation, the conservation of life and the prevention of disease.
2. Promote and protect the physical, mental, emotional, and spiritual health of the patient and his family.
3. Fulfill all duties faithfully and efficiently.

4. Function within established legal guidelines.
5. Accept personal responsibility for his/her acts and seek to merit the respect and confidence of all members of the health care team.
6. Hold in confidence all matters coming to his/her knowledge, in the practice of his/her profession, and in no way at no time violate this confidence.
7. Give conscientious service and charge just compensation.
8. Learn and respect the religious and cultural beliefs of his/her patient and of all people.
9. Meet his/her obligation to the patient by keeping abreast of current trends in health care through reading and continuing education.
10. As a citizen of the United States of America, uphold the laws of the land and seek to promote legislation, which shall meet the health needs of its people.

REFUSAL TO ISSUE LICENSE

All students must comply with the Missouri Nurse Practice Act section 335.066 to sit for the NCLEX-PN Board exam. The decision to write the board exam rests with the Missouri State Board of Nursing and **graduation from this program does not guarantee eligibility to write the NCLEX-PN Board exam.**

335.066. Denial, revocation, or suspension of license, grounds for, civil immunity for providing information.

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 person who has failed to renew or has surrendered his or her certificate of registration or authority, permit or license for any one or any combination of the following causes:
 - a. 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;
 - b. 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 an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;
 - c. 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;
 - d. Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;

- e. 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;
 - f. Violation of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096, or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096.
 - g. 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;
 - h. 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;
 - i. A person is finally adjudged insane or incompetent by a court of competent jurisdiction;
 - j. 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;
 - k. Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
 - l. Violation of any professional trust or confidence;
 - m. 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;
 - n. Violation of the drug laws or rules and regulations of this state, any other state or the federal government;
 - o. 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.
3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621, RSMo. Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section, for disciplinary action are met, the board may, singly or in combination, censure or place the person named in the complaint on probation on such terms and conditions as the board deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license, certificate, or permit.
 4. An individual whose license has been revoked shall wait one year from the date of revocation to apply for re-licensure. Re-licensure shall be at the discretion of the board after compliance with all the requirements of sections 335.011 to 335.096 relative to the licensing of an applicant for the first time.
 5. The board may notify the proper licensing authority of any other state concerning the final disciplinary action determined by the board on a license in which the person whose license was suspended or revoked was also licensed of the suspension or revocation.
 6. Any person, organization, association or corporation who reports or provides information to the board of nursing pursuant to the provisions of sections 335.011 to 335.259 and who does so in good faith shall not be subject to an action for civil damages as a result thereof.

TOBACCO USE

Clinton School District is a tobacco-free district and prohibits the use of tobacco or tobacco products of any kind in and on all school grounds at all times. Tobacco shall not be used in the clinical setting at any time. Students smelling of smoke at a clinical site will be dismissed from clinical and this will result in failure of that clinical rotation.

HARRASSMENT

It is the intent of the Clinton School District to provide an atmosphere conducive to learning. Any type of harassment (sexual, racial, or otherwise) will not be tolerated. Harassment is defined as any conduct that causes another individual discomfort or embarrassment. Persons who believe they are victims of sexual harassment should report the alleged acts immediately to a teacher, counselor, Director, or other staff member. Report forms are available in the Director's office, but reports may also be verbal or an informal written note. The school will investigate all complaints as quickly as possible. Individuals who sexually harass either a student or a staff member may be subject to civil or criminal litigation or both, as well as discipline by the school district, including possible suspension or expulsion.

DISMISSAL

Mature behavior of Clinton Technical School students is essential to the safety and success within each class. Proper behavior and general work habits are basic requirements for successful employment stressed as part of the educational program and are as important as the skilled areas of the course. If students fail to conduct themselves properly and do not abide by the Clinton Technical School standards, disciplinary action will become necessary. Practical Nursing students will follow the discipline policies in the CTS handbook.

Additional causes for dismissal include, but are not limited to, the following:

1. Failure to meet attendance requirements. Please refer to the attendance policy.
2. Failure to achieve satisfactory progress in theory or clinical.
3. The possession or use of illegal drugs. Use of alcohol or illegal drugs during the school day, or on any school activity. Reporting to the classroom or clinical site with signs of alcohol or drug use. This includes odor of alcohol on breath. CTS has the right to require a drug/alcohol test. Please refer to the drug testing policy.
4. Stealing property of the school or at the clinical site.
5. Two episodes of documented cheating.
6. Unprofessional or unethical behavior in the classroom or clinical setting. This includes incivility to a classmate or instructor. Please refer to the incivility policy.
7. Violation of patient confidentiality.

TRANSPORTATION AND PARKING

Students must register their vehicles at Clinton Technical School on the first day of class. Students are responsible for their own transportation to and from the clinical site. Students may be asked to car pool if parking space is limited at the clinical site. Attendance policies are strictly enforced and students will be counted tardy if driver/riders are late.

Students will park in designated areas at each clinical facility. Students will comply with parking regulations for each facility.

STUDENT SERVICES

CTS Director

The director is the building administrator for the Clinton Technical School. Responsibilities include supervision of the school's education/learning program leading in the development, determination of appropriateness and monitoring of the instructional program; and establishing and maintaining an effective learning climate in the school. In addition, the director will enforce discipline as necessary, according to due process to the rights of students.

Adult Education Coordinator

The adult education coordinator assists with the Practical Nursing Program and community education. He/she also serves as the financial aid administrator.

Counselor

A full-time guidance counselor is available to provide services to students such as individual personal counseling, scheduling, support of special needs students regarding academic pursuits, as well as testing and evaluating of all students.

Placement Coordinator

A placement coordinator will assist the students in relating their personal educational development to their planning and decision-making processes. Graduate follow-up studies, job development and placement activities will be coordinated with the PN faculty to assist students in locating and obtaining employment.

EMERGENCY HEALTH CARE

The school district shall be responsible for providing first aid or emergency treatment for students or members of the professional and/or support staff in cases of sudden illness or injury. Further medical attention to students in case of emergency is the responsibility of the student(s) or their designee.

Emergency Form

All students at Clinton Technical School will complete an emergency procedure form to be on file in the front office. This form will include names of persons to be contacted in case of emergency, spouse's name (if applicable), and name of doctor. In addition, the student will indicate their wish to be taken to the nearest hospital emergency room in case of serious injury, and permission from the student for the school to contact their doctor. Medical care received from a hospital or physician is at the expense of the student.

CLASSROOM RULES

1. Requirements for dress in the classroom will be in accordance with the Clinton Technical School Student Handbook.
2. Students must be in their seats and ready to start on time. Respect is crucial.
3. ***No sleeping in class.*** This will result in disciplinary action.
4. Individuals must raise his/her hand and be recognized before speaking. One person talks at a time. Get permission to speak. **Do not whisper or talk to your neighbor. This is rude, inconsiderate, and disruptive.**
5. Use lab equipment only after you have been instructed on its proper use and care.
6. Any drinks allowed in the classroom **MUST** be in a container with a lid that can be closed.
7. **NO FOOD ALLOWED IN THE CLASSROOM**

8. **CLEAN UP YOUR OWN MESS!!!** A schedule for refrigerator clean-up will be posted for each week. Place your name and date on your food and drink in the refrigerator. Items without identification will be discarded.
9. Children, relatives, or friends are NOT permitted to be in attendance during school hours. The Coordinator of the program must be notified in all instances where anyone, other than those regularly in attendance, is to be present.
10. Do not monopolize class time. Give only pertinent information when answering questions.
11. Only one handout is printed for each student. If a student is absent, it is their responsibility to obtain the handout from the instructors and notes from classmates.
12. Students may not enter instructors' offices without the instructor's permission.
13. **NO obscene language, gestures or put-downs of others will be tolerated.**
14. Confidentiality will be maintained at all times. What is said and heard in the classroom and in the clinical area must remain there. Breach of confidentiality will result in dismissal from the program.
15. Breaks are scheduled by the instructors. Students must return in the allotted time period. Tardiness in returning from breaks will be counted toward the absence total. Students should not leave the classroom unless it is absolutely necessary to use the restroom.
16. Students should make appointments to have conferences with instructors or the Coordinator.
17. Students will perform duties as assigned.
Behavior that interferes with learning will be addressed in an appropriate manner.
18. Assignments, unless otherwise specified, shall be completed and handed in on standard (8 1/2" X 11") white paper. Assignments should be written in **blue or black ink**, or preferably **typewritten** and **double-spaced**, or as the instructor requires. All assignments shall be legible with correct spelling.
19. Students shall hand in all assignments by 8:30 am on the date it is due. No late homework will be accepted. Special projects or assignments may be given different consideration by the individual instructors with approval.
20. **Cell phones are only to be used during lunch or breaks.** Students will place their cell phone in the student locker on silent mode until breaks or lunch. Please give family members the office phone number to call for emergencies. Students will not be called from the classroom to receive phone calls unless it is an urgent phone call. Smart watches must be removed and placed in the student locker during testing.

Classroom/Clinical Incivility Definitions

1. The Practical Nursing program at Clinton Technical School supports the principle of freedom of expression for both faculty and students. The school respects the rights of faculty to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede the learning process. **Disruptive classroom and/or clinical behavior will not be tolerated.** An individual engaging in such behavior will be subject to disciplinary action.
2. Faculty members have the responsibility and authority to determine, maintain, and enforce an atmosphere in their classrooms that is conducive to teaching and learning, in accordance with policy and practice.

Incivil/Disruptive classroom behavior involves physical actions, verbal statements, and/or other activities which interfere with either the faculty member's ability to conduct the class or the ability of other students to profit from the instructional program.

DISCIPLINARY PROCEDURE

1. Verbal warning.
2. Written warning for personal file.
3. Termination from program.

Students will comply with Clinton Technical School and Clinton School District Conduct Policies.

Disciplinary Procedures for Disruptive Classroom Behavior

1. Discipline not involving immediate removal from the classroom:
 - a. The faculty member responsible for the class or activity where the alleged disruptive behavior occurred will inform the student that the student's behavior has been inappropriate. The faculty member will describe to the student the necessary changes in the student's behavior per behavioral contract. Following the incident, the faculty member will give to the student a written, dated summary of the discussion in the form of a behavioral contract, and the faculty member and student will retain a file copy of this summary. The student will be provided an opportunity to modify his or her behavior in accordance with the changes identified.
 - b. If the student believes the faculty member's expectations are unreasonable, the student may confer with the PN Coordinator (or the Director if the instructor is the PN Coordinator), about the matter. The Coordinator and/or Director may choose to support the guidelines developed by the faculty member, or may work with the faculty member to develop a modified set of expectations. If there are changes in the faculty member's original set of expectations, a signed and dated copy will be provided by the Coordinator to both the student and the faculty member.
 - c. Should the student's behavior continue to be unacceptable, the faculty member will inform the Coordinator of the circumstances and will share the written summary of the discussion with the student. The Coordinator may initiate additional discussion with the faculty member and/or the student. If the Coordinator and Director concur with the faculty member's view that the problem has not been resolved, the situation shall qualify for **dismissal from the program.**
2. Discipline involving immediate removal from the classroom:
 - a. A faculty member has the right to demand and secure the immediate removal of any student from the classroom whenever it is the faculty member's belief that such student has compromised the faculty member's right to teach or the student's right to learn. The faculty member will inform the student whether the removal is for the current classroom meeting only or the removal also includes subsequent classroom meetings for the day. The student will report to the PN Program Coordinator's office.
 - b. When the removal is for the current classroom meeting, the faculty member responsible for the class or activity will inform the student that the student's behavior has been inappropriate and describe to the student the necessary changes in the student's behavior. The faculty member will give to the student a written, dated summary of the discussion in the form of a behavioral contract, and the faculty member and student will retain a file copy of this summary. The student will be provided an opportunity to modify his or her behavior in accordance with the changes identified.
 - c. A student may not be dismissed without a formal review. When the faculty member has removed the student from the current classroom meeting and from subsequent classroom meetings, the faculty member will inform the student that to be considered for

reinstatement into the class the student must meet with the PN Coordinator. The student is entitled to a conference with the PN Coordinator and Director before the next classroom meeting after the temporary removal. This may result in either:

1. Approve an agreement of expectations (behavioral contract) between the student and the faculty member and reinstate the student to the class, **or**
2. Permanent removal of a student from the program shall be effected according to the severity procedures for discipline of students. **(See items that may result in immediate termination below.)**

TERMINATION OF DISRUPTED CLASS SESSION

If a disruptive person refuses to remove him or herself from the classroom when requested to do so by the faculty member or the faculty member feels that there is a threat of imminent physical danger, the faculty member has the right to declare the class session terminated and leave the classroom. Any classroom disruption that prompts the faculty member to terminate a classroom meeting must be reported in writing to the Director and PN Coordinator immediately. The Director and Coordinator shall investigate the circumstances of the situation, including in such investigation testimony from, if possible, at least three randomly selected students enrolled in the class who were not involved in the disruption. Appropriate action to resolve the situation will be taken.

EXAMPLES OF INTERACTIONS WHICH WILL RESULT IN IMMEDIATE TERMINATION:

1. **FALSIFICATION** of records (includes hospital records and preceptor evaluations). (**To give an untruthful account of; to misrepresent; to alter or tamper with in order to deceive; to forge.)
2. Refusal to follow instruction assigned to you by your instructor; insubordination/**incivility**.
3. Possession, transportation, concealment, sale of or consumption of alcohol, illegal or prescription drugs or any narcotics while on school grounds or clinical site property.
4. Reporting to a clinical site under the influence of any drug including prescriptions that impairs behavior or judgment.
5. Possession of a weapon such as a gun, knife, or other harmful implement on school premises or clinical sites.
6. Performing any task outside the scope of practice of a student practical nurse.
7. Breach of confidentiality.
8. Assault of client, instructor, visitor, any staff member or classmate verbally, emotionally, or physically.

EXAMPLES OF INTERACTIONS WHICH WILL RESULT IN DISCIPLINARY ACTION OR DISMISSAL:

1. Unauthorized absence from assigned duty station during scheduled hours.
2. Loitering, loafing, or sleeping while in assigned clinical area.
3. Use of abusive or obscene language, gestures, or acting in a disrespectful manner to any classmate, instructor, patient, visitor or staff member while in the classroom or at a clinical site, this includes the parking lots of the school district or any clinical site.
4. Threatening, intimidating, or coercing a classmate, instructor, staff member, patient, or visitor.
5. Fighting, horseplay, annoying others or other disorderly conduct on school or clinical site premises.
6. Failure to follow call-in policy.
7. Failure to report to clinical instructor/preceptor upon arrival to clinical site.

8. Academic misconduct violations will result in a minimum penalty of receiving a zero on the paper, assignment or test.

CLINICAL POLICIES

The uniform is a symbol of your school. The emblems on your uniform represent the foundation the program was built upon and are significant to the pride and history of nursing. Wear the uniform and conduct yourself in a manner which reflects credit to you and to the school at all times. The school's official uniform shall be worn only for purposes of specified lab, clinical, and school activities. It shall not be used for work or any other activities outside the realm of the school of nursing, and the uniform shall not be treated as street clothes. If a student misses a clinical day, he/she will be required to make up the clinical hours in the classroom/lab setting on a Friday as scheduled by the coordinator or clinical instructor. The uniform will be worn for school functions and simulation clinical as requested by the instructors

ATTIRE FOR THE CLINICAL SETTING

1. The student shall wear only the official uniform of the program. This includes the scrub top, pants, and warm up jacket for women or lab coat for men. CTS polo shirts with black pants are to be worn at all mental health clinical sites and conferences.
2. The student's uniform shall be clean, wrinkle free, and in good repair. Hem lines on the uniform pants **must** be off the floor.
3. Student nametags are to be worn on the right front chest area at all times. (If nametag is lost, it must be replaced **immediately**. See Coordinator for replacement arrangements). If a student arrives to the clinical site without their nametag the student will be sent home to get the nametag and return to the clinical site. The 2nd offense will result in the student receiving a zero for the clinical day.
4. Students shall wear appropriate undergarments with the uniforms. Only white or skin tones are appropriate with the white graduation uniform. No visible bikini lines are permitted. White or black dickies, t-shirts, or turtlenecks must be worn under the V-neck tops to preserve modesty and professionalism.
5. Black shoes and black socks are to be worn with the CTS uniform. They must be clean, polished, and have clean shoestrings. A small amount of other color may be acceptable. If you have a question, ask before you purchase.
6. Jewelry is limited to a wristwatch with second hand or second display. (A leather or metal stretch band is required.) A wedding band may be worn. Only small post earrings in the ear lobe only are allowed in the clinical setting. This is for patient safety and infection control purposes. **Body piercings with body jewelry will NOT be allowed in the clinical setting, this includes tongue rings and ear spacers.**
7. All artwork on the skin shall be covered appropriately with clothing or skin colored bandages or skin colored make-up. Please see your Clinical instructor if questions arise.
8. Students should bathe daily and use deodorant. No perfumes or aftershave are to be worn due to possible client allergies.
9. Students should have adequate oral hygiene.
10. Male students are required to shave daily. Those with beards or mustaches must keep them trimmed and well groomed.
11. Nails should be kept trimmed short. Only clear nail polish is to be worn. Artificial nails are **prohibited** in the clinical setting.
12. Hair is to be clean and worn in a conservative style without gaudy hair ornaments. Hair must be contained so that it does not fall into the work area and must be pulled back off the

- shoulder and out of the eyes so procedures can be kept sterile and can be visualized. Only natural colors of hair are permitted in the clinical areas.
13. Conservative fresh make-up is acceptable. Contacts with symbols or anything that doesn't resemble the human eye are prohibited.
 14. Only official school lab coats may be worn over the uniform for warmth.
 15. Any appearance that is unprofessional in nature will be addressed.
 16. Clinical attire policies are to be adhered to any time the student is required to be at the facility, including pre-clinical nights as well as simulation clinical. If these policies are not followed, clinical faculty will send the student home and failure of the clinical rotation can result
 17. The graduation uniform is to be white scrub pants and top for male students and white scrub pants or skirt and white top or white nursing dress with the white nursing cap for female students. White shoes are to be worn with the uniform. White or suntan hose are to be worn with the graduation dress uniform.

OTHER RULES FOR THE CLINICAL SETTING

- 18. Cell phones are not to be brought in to the clinical site at all and may not be utilized in the clinical area.**
19. Smoking is *NOT* allowed on the entire grounds of any clinical site. Students who do smoke on a lunch break must leave the clinical site. The student must freshen their breath, clothes, and hair so they do not smell like smoke upon returning to the clinical site.
20. Students may be asked to car pool if parking space is limited at the clinical site. Attendance policies are strictly enforced and students will be counted tardy if driver/riders are late.
21. If a student is to be absent from the clinical setting, he/she is responsible to inform the clinical instructor that the student is assigned to that day in addition to notifying the PN Coordinator by 6:00 A.M. If a student does not notify the instructor and the PN Coordinator by 6:00 A.M., the occurrence can be considered a "no call, no show". One incident of "no call, no show" could place the student at risk of failing clinical. Sending word with a friend is not acceptable. E-mails or texting are *NOT* acceptable forms of communication for a clinical absence. Not having a telephone or phone signal is not an acceptable excuse. This would not reflect good work ethic in the workplace and will not be accepted in this program. Students who miss clinical will be assigned makeup work during their makeup hours. This is at the discretion of the clinical instructor. This work must be satisfactorily completed and handed in to pass the clinical rotation.
22. Students are to complete clinical assignments in a timely fashion and be at the post clinical conference on time. If the student knows that he/she will be unable to arrive to post clinical conference on time due to clinical learning experiences, the student must make the clinical instructor aware of the situation prior to post-clinical conference. If appropriate, a complete report must be given to the staff person caring for your patients and all charting must be completed before leaving the clinical area. Students' charting is to be reviewed and signed by the clinical instructor.
23. When preparing to perform a skill in the clinical area which has not been checked off or requires supervision, the instructor must be present. Gather all supplies and equipment before notifying the instructor. The need for instructor presence for completion of skills in the clinical area will be determined by the individual instructor. Failure to inform the instructor of a skill to be performed may result in failure of the clinical rotation.
24. Students will not practice outside the scope of the LPN at any time; doing so will result in failure of the clinical and possible dismissal from the program.

We are guests in the clinical facilities. Please reflect your pride in your school and professional behavior at all times. We want to remain welcomed guests. **Failure to comply with rules of the clinical facility may result in failure of the clinical rotation.**

SOCIAL NETWORKING POLICY

When using social networks or public blogs, the opportunity to violate other person's privacy is greatly increased. Using social media to violate the confidentiality of any patient or facility by sharing information that the student may become aware of or be exposed to as a result of being a student in the practical nursing program will be considered a violation of patient confidentiality policies, and a student may be subject to disciplinary action as a result of posting information obtained as a result of these experiences as a practical nursing student.

LIBRARY POLICY

The Practical Nursing classroom is equipped with a reference library and internet access. Continued efforts will be made to add to this very important part of the program. References include books, pamphlets, and professional journals. The library is cataloged according to subject. Students are encouraged to use these resources to enhance their learning. The library policy is as follows:

1. Materials may be checked out for **OVERNIGHT ONLY**. This is courtesy for others who may wish to use the reference.
2. **TO CHECK OUT BOOKS AND JOURNALS** – The student checking out the book should write his/her name on the sign-out form and give to the Coordinator or designee. The book should be returned to the Media Center. Reserved materials may also be checked out overnight. During school hours the reserved materials must be retained in the Media Center.
3. Students are responsible for all overdue and lost books from the library. Should books be lost, the student will replace the text with a book of today's value before final grades will be given. If books are overdue, a student may lose the privilege of checking out books from the library.
4. Information from the internet may be copied with permission from faculty observing copyright laws. At the completion of the student's use for the information it is to be returned to the faculty for future students' use.
5. Quiet time will be observed in the classroom and library during breaks and lunchtime. The library will be available 30 minutes before and after class on non-lab and non-clinical days for student use; students can also access the library on Fridays from 0800-1100 by appointment with the Media Service Coordinator. If a student is having difficulty accessing a resource, notify the Media Services Coordinator.

CLINICAL SKILLS LAB

The Clinical Skills Laboratory (CSL) makes available the opportunity for the student to learn and practice basic skills in preparation for the administration of safe quality care to the client. Specific hours for CSL practicing opportunities will be posted outside the lab. During the first trimester, the lab will be open from 1530-1600 for practice and completion of recorded skills Monday through Thursday and from 0800-1100 on Fridays by appointment made in advance with an instructor. Additional time may be requested and scheduled at the discretion of the faculty. The lab setting contains updated learning resources such as audiovisual equipment, scientific charts and models, and disposable and non-disposable supplies utilized in patient care. The lab can provide a simulated hospital and clinical environment with various equipment and life-size manikins to simulate patient care situations. CSL

assignments include activities such as climbing in and out of bed, exposing parts of the body for assessment, and working in close proximity to other students. Recommended dress includes clothing which allows comfort during physical activity and consideration for modesty of all participants. Uniforms or appropriate clothing such as scrubs are acceptable attire in the CSL. Individual faculty (course sections) may require students in the CSL to wear their uniforms.

All students will do return demonstrations for specific clinical procedures. Return demonstrations must be passed in the CSL prior to going into or returning to a clinical setting. If a student fails to demonstrate a procedure accurately, that individual will be afforded additional opportunities to demonstrate the procedure correctly (see individual Course Information Handouts and discuss with instructor for repeat opportunities). To facilitate success, the student should schedule and complete an adequate practice session before each subsequent return skills check off demonstration.

All students are encouraged to return to the CSL throughout the program to keep current on all skills. It is the responsibility of each individual student to be able to demonstrate competent nursing practice learned in previous semesters. You will be scheduled for specific CSL periods during Fundamentals. If you need additional practice time, make arrangements with an instructor. Please remember to be courteous to all other students utilizing the lab and respect their requirements for quiet and concentration.

SKILLS LAB GUIDELINES

1. There shall be no eating or drinking in the labs during student use, demonstration or return demonstration.
2. Access to the doorway in the labs will be evident at all times. Furniture will not be placed to obstruct the exits.
3. NO open toed shoes are allowed in the skills lab during student use, demonstration or return demonstration.
4. All doors and cabinets shall remain closed when not in actual use.
5. The skills lab will not be used as a health center for ill students, staff or instructors.
6. Children or unauthorized personnel are not allowed in the labs at any time. Injury to unauthorized personnel in the lab will not be considered the responsibility of Clinton Technical School.
7. All students shall practice proper hand washing technique while utilizing skills lab.
8. Gloves are worn by students and faculty during any contact with body fluids. Gloves are utilized for practice and demonstration of skills. Gloves are utilized for personnel using harsh disinfectants to clean the lab. The Practical Nursing Program will provide sterile and non-sterile gloves. *Avoid using petroleum-based hand creams.* These can interfere with glove integrity.
9. The labs (skills and computer) are not to be used as a social area.
10. Students should report any misconduct occurring in the skills laboratory. Students may be held responsible if misconduct is discovered and was not reported.

SKILLS LAB SAFETY MEDICATION/FLUID ADMINISTRATION

1. Students will be instructed to practice and return demonstrate only those skills for which they have had prior instruction and gained familiarity with content and proper procedure. Students are expected to come to the laboratory prepared according to the prior instruction on the procedure.

2. Students should at all times practice safe techniques while learning in the CSL. Standard precautions should be followed at all times.
3. When breaking ampules for practice, students should protect their fingers by using an ampule breaker, gauze covering, or an alcohol wipe and should break the ampule in the opposite direction of their face.
4. Needles provided for practice of injections are used in the skills laboratories ONLY when instructors are present for assistance.
5. Students must demonstrate safety precautions while utilizing needles during practice as instructed in class. Any irresponsible use of needles will result in disciplinary action and possible failure to pass that skills lab.
6. Students are to practice injections ONLY on the demonstration inject pad provided in the lab and/or manikins provided in the skills lab unless an instructor is present and approves of the injection.
7. Needles must be recapped only using the scoop technique for practice purposes. Used needles are to be discarded in the sharps disposal container provided in the skills lab.
8. Needles and other sharp objects **must not** be discarded in the trash or left out openly in the lab at any time.
9. Venipuncture is performed only on manikins.
10. Placebos (candy pieces, commercially prepared practice-med and water) will be used for simulation of oral/topical medications. Old medicine bottles are labeled to use when simulating preparation of an actual medication order.
11. IV fluids with expired dates may be used for practice and demonstration unless obviously contaminated. These fluids are NOT for internal use, but for practice with manikins only. Any IV fluids and tubing which have been used will be discarded at the end of each semester.

CLINICAL LAB MISCELLANEOUS SAFETY

1. The policies and procedures of the specific clinical agency/site will be adhered to as well as those policies and procedures of the Clinton Technical School Practical Nursing Program by both instructors and students during the clinical experience.
2. Each student will submit evidence of a health examination, required laboratory studies and vaccinations as required by the Practical Nursing Program at time of admission.
3. Each student must notify the Coordinator and submit a completed "Change in Health Status" form specifying any changes in the student's health.
4. A syllabus will be provided for each clinical nursing course with additional clinical safety guidelines, as appropriate.

ELECTRICAL SAFETY

1. Wet materials may not be used around electrical outlets or equipment.
2. Instructors and students are responsible for reporting to the appropriate instructor/staff any frayed electrical cords, cracked plugs, missing outlet covers, etc., as well as any problems encountered while using electrical equipment.
3. No electrical cords will be left in the pathway of walking traffic. Extension cords will be properly taped to the floor if used over a walkway.
4. Electric hospital beds in the skills lab will be inspected as needed for repairs.
5. Electric beds shall be maintained in the lowest position.
6. Only three-prong plugs that contain a ground wire should be used to power equipment in the skills lab.

PHYSICAL SAFETY

1. Students will be instructed in principles of body mechanics prior to practice and return demonstration of moving, lifting, and transferring skills.
2. Students should use caution when practicing lifting skills and should not lift another student who is too heavy without assistance.
3. Students practicing lifting techniques will not perform these procedures in a foolish or unsafe manner. Irresponsible behavior will result in the student's failure to pass that particular skills lab.
4. Equipment used for body mechanics practice (beds, wheelchairs, stretchers, etc.) will be maintained in good working condition. Any broken part will be reported immediately to Coordinator and/or PN instructors.
5. The wheels of all equipment (wheelchairs, stretchers and beds) are to be locked during practice and return demonstration.

REPORTING OF AN INJURY

1. Any incident occurring in the CSL during school hours must be reported to the instructor, PN Program Coordinator and Director immediately.
2. An incident report must be filled out for the injury. The report must be signed by the instructor and the student involved as soon as possible after the incident. Incident forms are available in the main office.
3. Protocol for a physical injury/occupational exposure:
 - a. Report the incident to the instructor, PN Coordinator and Director.
 - b. An instructor will assess the student/staff and administer first aid as needed.
 - c. Vital signs will be taken if necessary.
 - d. The instructor/staff/student will be assisted to appropriate agency, or personal physician depending upon the nature of the injury. Call 911 depending on the severity of the injury.
 - e. Drug and alcohol testing may be conducted.
 - f. The Coordinator will follow up with the student within 3 working days.
 - g. A copy of the incident report and a written follow up report will be kept in the Coordinator's office.

CLEANING OF LABORATORY AND EQUIPMENT

1. The PN Program Coordinator, and instructors will be responsible for the disinfection and maintenance of equipment, and monitoring of the labs at all times.
2. The PN Program Coordinator may delegate this task, but will be responsible for the overall performance of these duties.
3. Students and instructors are responsible for the cleanliness of the lab during and after use.
4. Floors, counters and furniture will be cleaned by appropriate personnel at the end of each day and more frequently if needed.
5. Equipment located in the skills lab will be cleaned after each skills lab section and more often as necessary with the appropriate cleaning agent.
6. Linens on beds will be changed when soiled, after extensive use, and at the end of each skills lab section.
7. Bedspreads may be used more than once during demonstration of bathing.
8. All soiled linen will be cleaned and stored in a clean, closed cabinet upon return to the school.

WORK PRACTICE CONTROLS & COMPLIANCE METHODS

Standard precautions will be observed in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to instructors, staff and students on this campus. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. Engineering controls and work practice controls may include, but are not limited to, the following:

1. **Handwashing** – Hands or any other skin area should be washed with soap and water, or mucous membranes flushed with water immediately or as soon as feasible following contact of such body areas with blood and other potentially infectious materials; or, when provision of handwashing facilities is not feasible, appropriate antiseptic hand cleaner or antiseptic towelettes will be used. When antiseptic hand cleaners or towelettes are used, hands shall be washed with soap and running water as soon as feasible.
2. **Handling and Disposal of Needles and Sharps** – Needles and other sharps will not be bent, recapped, broken or reused. Scoop method to cover needle is recommended. Contaminated sharps shall be disposed of immediately after use in an appropriate container. These containers must be puncture resistant, labeled as biohazard, and leak proof on sides and bottom. Containers that are moved from one location to another must have fully sealable caps. Sharp containers must be disposed of when 2/3 full.
3. **Handling and Disposal of Non-sharp Infectious Waste** – Non-sharp infectious waste is placed in a designated infectious waste container. The container used for this purpose will be labeled or color-coded in accordance with the requirements of the OSHA standard. When utilizing Standard Precautions in the handling of all specimens, the labeling/color coding of specimens is not necessary provided containers are recognizable as containing specimens. If outside contamination of the primary container occurs, the primary container shall be placed within a second container, which prevents leakage during handling, processing, storage, transport or shipping of the specimen. Any specimens that could puncture a primary container will be placed within a secondary container that is puncture resistant.
4. **Transport of Biological Waste** – The Director handles the disposal of biohazard waste when notified by the instructors that the containers are full.
5. **Personal Protective Equipment (PPE)** – Appropriate PPE will be available to instructors and students exposed to infectious materials. Personal protective equipment (PPE) will be chosen on the anticipated exposure to blood or other potentially infectious materials. PPE will be considered “appropriate” only if it does not permit blood or other potentially infectious materials to pass through or reach the instructor’s or student’s clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used. If blood or other potentially infectious materials penetrate a garment, the garment(s) shall be removed immediately or as soon as possible. All PPE shall be removed prior to leaving the work area. When PPE is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.
 - a. **Gloves**
 - i. Must be worn when it can be reasonably anticipated that there will be exposure to blood, body fluids, mucous membranes or non-intact skin of any patient.
 - ii. Must be worn when demonstrating procedures in skills lab.

- iii. Must be worn by the instructor and/or student when he/she has non-intact skin such as cuts, lesions or chafed hands or dermatitis. The student with weeping dermatitis may not practice in skills lab until lesions are no longer weeping.
 - iv. Gloves should be of appropriate size, material and quality.
 - v. The use of gloves does not exclude the necessity for handwashing. Disposable (single use) gloves such as surgical or examination gloves shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when the integrity of the glove material is compromised.
 - vi. Disposable (single use) gloves are not to be reused.
- b. Masks, Eye Protection and Face Shields – masks in combination with eye protection devices, such as goggles or glasses with solid side shields shall be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated. Students are expected to wear the issued protective eyewear in skills lab for demonstration of procedures. Students are to bring the issued protective eyewear to all skills lab and clinical labs.
 - c. Gowns, Aprons, and Other Protective Body Clothing – appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets, or similar outer garments shall be worn in occupational exposure situations. The type and characteristics will depend upon the task and degree of exposure anticipated.
 - d. Surgical Caps, Hoods, Shoe Covers or Boots – surgical caps or hoods and/or shoe covers or boots shall be worn in instances when gross contamination can reasonably be anticipated (operating room, delivery room).
 - e. Uniforms – uniforms, lab coats and other apparel that is soiled with blood or other body fluid must be handled as contaminated laundry. In the clinical facilities, remove it immediately when noticed, if feasible, and have it decontaminated. For instructors and/or students in non-clinical or non-traditional health care settings, apparel must be removed, appropriately bagged and transported. When removed at home, wash the item as a single item in hot water and bleach solution. Appropriately labeled biohazard bags must be used to contain and transport contaminated apparel.
6. **Miscellaneous Guidelines** – Skills and clinical labs will be maintained in a manner to eliminate or minimize occupational exposure. Instructors and students are not to eat, drink, apply cosmetics or lip balm, or handle contact lenses in areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials.

All procedures will be conducted in a manner that will minimize splashing, spraying, splattering and generation of droplets of blood or other potentially infectious materials.

If an instructor's and/or student's skin or mucous membranes come into contact with blood, he/she is to wash with soap and water and flush eyes with water immediately.

Instructors and students must wash their hands immediately or as soon as feasible after removing protective equipment. If soap and water are not immediately available, other handwashing measures must be employed, such as moist towelettes or hand sanitizer.

Faculty/students still must wash with soap and water as soon as possible.

Specimens of blood or other potentially infectious materials will be placed in a container that prevents leakage during the collection, handling, processing, storage, and transport of the specimens.

All equipment, environmental and working surfaces shall be cleaned and decontaminated with appropriate disinfectant solution. Broken glassware that may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means such as a brush and dustpan, tongs, or forceps.

POST EXPOSURE EVALUATION AND FOLLOWUP

Students should report any incident considered to place them at risk (needle stick, puncture or cut from a potentially contaminated source) to instructor and to the appropriate clinical facility personnel. Instructor/student exposure incidents must be reported to the PN Program Coordinator within **24 hours** of the exposure incident. **NOTE: ALL COSTS INCURRED RELATIVE TO EXPOSURE INCIDENTS, INITIAL AND FOLLOW-UP, ARE THE RESPONSIBILITY OF THE INDIVIDUAL STUDENT.**

Clinical Agency

Summary of actions to be taken when an exposure incident occurs:

1. Report the incident to instructor/clinical agency/Coordinator.
2. Seek immediate medical attention/testing.
3. File required paperwork at Clinton Technical School and clinical agency.
4. Complete post exposure follow up and record keeping according to OSHA Guidelines and Clinton Technical School protocol

Skills Lab

Summary of actions to be taken when an exposure incident occurs:

1. Report incident to the instructor and PN Program Coordinator.
2. Complete Accident/Incident Report Form obtained from the office.
3. Post-exposure follow-up and record keeping will be according to OSHA Guideline.

Community Clinical Experiences

Summary of actions to be taken when an exposure incident occurs:

1. Report the incident to instructor/community agency (if applicable).
2. Seek immediate medical attention/testing
3. File required paperwork at Clinton Technical School and community agency (if applicable).
4. Complete post exposure follow up and record keeping according to OSHA Guidelines and CTS protocol.

COMMUNICATION OF HAZARDS

Education regarding hazards and warning labels is discussed in the orientation program for faculty and students. Additional information shall be made available to instructors and students when changes such as modifications of tasks or procedures or institution of new tasks or procedures affect the instructor's/students occupational exposure.

RECORD KEEPING

Student and instructor health records are maintained in a separate file from performance/academic records. Confidentiality is maintained.

TRAINING RECORDS

The PN Program Coordinator and Fundamentals Instructor will maintain training records regarding Standard Precautions viewed at the Clinton Technical School PN Program. Instructors and students will attend any required presentation on Standard Precautions at each of the individual clinical facility sites.

STUDENT ORGANIZATIONS

Students will join the following organizations:

MOSALPN (Missouri State Association of Licensed Practical Nurses)

Practical Nursing Association of Clinton Technical School (dues levied by each class)

You may also join the following professional organization if you choose:
NAPNES (National Association for Practical Nurse Education and Service)

BYLAWS OF THE STUDENT NURSING ORGANIZATION OF CLINTON TECHNICAL SCHOOL

ARTICLE I

This organization will be known as the Student Nursing Organization of Clinton Technical School.

ARTICLE II

The objectives of the organization are:

1. To promote and maintain high standards of learning, honor, and character.
2. To augment pride in the Clinton Technical School Program of Practical Nursing.
3. To foster a positive relationship with the health care community.
4. To participate in local, state, and national organizations.
5. To establish a democratic governing body.

ARTICLE III

Membership is open to students in the Clinton Technical School Program of Practical Nursing.

ARTICLE IV

Direction and management of affairs and finances shall be by the executive board.

Section I. The executive board shall include:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Historian or e-Historian
6. Parliamentarian

Section II. Nominations and elections shall be governed by bylaws. Elections shall be held in the first three weeks of the program.

1. Written or verbal nominations will be accepted from the membership.
2. Vote will be as directed by the faculty advisor.

ARTICLE V

This organization will be under the supervision of the faculty advisors.

ARTICLE VI

Meetings will be scheduled monthly on the last Monday of the month except when holidays or school breaks are scheduled on that Monday, then the meeting will be held the Monday prior. Meetings may also be called to session as needed.

Section I. A 2/3 majority must be present to constitute a quorum.

ARTICLE VII

The duties of the officers shall be as follows:

Section I. The president shall preside at all meetings. He/she shall inform the news media of organization events.

Section II. The vice-president shall preside in the absence of the president and perform duties assigned by the president. He/she shall keep the roll of the membership. He/she shall fulfill the duties of the president in the event the president is unable to do so.

Section III. The secretary shall keep minutes of the proceedings of all meetings. He/she shall handle all correspondence of the organization.

Section IV. The treasurer shall collect and disburse all funds of the association under the direction of the association. The records shall at all times, be open for inspection by any member. The treasurer shall report at each meeting. The accounts shall be audited annually.

Section V. The historian shall keep a historic account of the class activities by means of a scrapbook, including newspaper articles, photos, cards, and all memories of the class.

Section VI. The parliamentarian will oversee Robert's Rules of order and ensure that the meetings are conducted in an orderly manner.

Section VII. A new officer will be elected in the event that a student is unable to complete the program.

ARTICLE VIII

The following standing committees shall be established:

Section I. Graduation Committee. This committee will plan and prepare for the graduation ceremony.

Section II. Fundraising Committee. This committee will direct the class in fundraising activities.

Section III. Social Committee. This committee will schedule and organize social events for the class.

Section IV. Community Service Committee. This committee will plan community service activities for the class.

Section V. Professional Development Committee. This committee will plan professional development activities for the class.

Each member of the class shall serve on a committee. Committees shall be established in the third week of the program. Members shall either volunteer for committees of interest, be elected to the committee or be appointed to one by the faculty advisor or President.

FINANCIAL AID

Applications for Student Financial Aid (FASFA) may be obtained online at <http://www.fafsa.ed.gov/> at the Clinton Technical School. Refer to the Financial Aid Handbook. Scholarships and/or grants may be available as well.

FINANCIAL AID REFUND POLICY

Federal student assistance program regulations require institutions of higher education which participate in the Title IV aid programs to have a fair and equitable refund policy for all students who withdraw, drop out or are expelled from school. This regulation can be found in the Department of Education Federal Student Assistance Program provisions. Detailed information is available upon request in the financial aid office.

The CTS Institutional Refund Policy is outlined below:

1. The school will retain 0% of tuition for students who withdraw prior to the beginning of training. The Practical Nursing \$50 reservation fee paid prior to class is nonrefundable.
2. The school will retain 25% of tuition for students withdrawing in the first week of class.
3. The school will retain 50% of tuition for students withdrawing in weeks 2, 3, and 4 of the program.
4. Students' tuition and fees are divided into two payments. The first tuition payment plus fees and supplies are charged in the first payment period. **If you withdraw during or after week 5,** you are responsible for 100% of the first tuition payment plus fees and supplies only. If you withdraw after the second tuition payment is due in September, you are responsible for both tuition payments.
5. Books and student activity fees are non-refundable. Applicable fees and supplies **may be** refunded if the expense has not been incurred.

For students leaving CTS with a balance due to the school, he/she must pay this balance in full or make monthly installments to satisfy this debt. Outstanding balances may be turned over to a collection agency.

This refund policy applies to all post-secondary students who execute a complete withdrawal from coursework during the academic year, or who are dismissed or expelled from a program.

For additional Financial Aid information, please refer to the Financial Aid Handbook.

Please see the following page for a list of Tuition, Fees and Supplies.

Fees and supplies costs may be subject to change. Out of pocket expenses are estimated.

Practical Nursing Program
Estimated Fees and Tuition
2019

Arrangements for payment and/or financial aid must be made before the first day of class.

TUITION: *Collected* \$ 10,450.00

PROGRAM FEES:

Fees

Liability Insurance	<i>Collected fee</i>	35.00
Total Testing Program/NCLEX Review	<i>Collected fee</i>	920.00
MOSALPN Dues	<i>Collected fee</i>	25.00
NCLEX Service Application	<i>Collected fee</i>	200.00
State Board Exam	<i>Collected fee</i>	41.00
CALM Training	<i>Collected fee</i>	55.00

Subtotal 1,276.00

Supplies

Textbooks	<i>Collected fee</i>	955.00
Lab supplies	<i>Collected fee/Supply</i>	150.00
Graduation supplies	<i>Collected fee</i>	120.00

Subtotal 1,225.00

TOTAL TUITION, FEES AND SUPPLIES DUE TO CTS **12,951.00**

(Estimated)

Out-of-pocket

Uniforms	<i>Non-collected</i>	132.00
USB Drive	<i>Non-collected</i>	15.00
Pictures (white uniform)	<i>Non-collected</i>	35.00
Graduation uniform/shoes	<i>Non-collected</i>	100.00
Shoes -black athletic shoes	<i>Non-collected</i>	60.00
Watch with second hand	<i>Non-collected</i>	25.00
Pen light	<i>Non-collected</i>	3.00
Stethoscope	<i>Non-collected</i>	50.00
Bandage Scissors	<i>Non-collected</i>	8.00
Finger Printing	<i>Non-collected</i>	53.00

Total Out-of-pocket Expenses 481.00

\$ 13,432.00

EVALUATION

At the end of each academic unit, students shall complete “Instructor Evaluation in the Classroom Setting” surveys. At the conclusion of each clinical rotation, students shall complete “Evaluation of the Clinical Experience” surveys. The results of the evaluation forms will be compiled by the PN Coordinator and/or his/her designee. Prior to graduation, students shall complete “End of the Year Evaluation” of the Practical Nursing Program. The completed program evaluation forms are sealed and not opened until after the class graduates. Students will also be sent “Graduate Survey” forms six (6) months post graduation. Personnel from each clinical facility will also be asked to provide input by completing an evaluation form regarding the clinical learning experience.

The CTS Director and the Adult Education Coordinator will review the program appraisal, and with the PN Coordinator and staff, plan improvements for the upcoming year based on the results. Input and data from all the assessment sources will be used to enhance and improve every aspect of the Practical Nursing Program.

GRADUATE COMPETENCIES

Graduates from Clinton Technical School’s Program of Practical Nursing must successfully satisfy all the requirements for the courses of this program in preparation for the provision of good nursing care. This is demonstrated by the following:

1. Each course/clinical must be passed with a score of 80% or higher.
2. The student must meet the attendance guidelines as described in this handbook.

Each student must demonstrate the ability to develop plans of care utilizing the nursing process and recognize changes in patients’ conditions indicating the need for professional assistance. This ability is demonstrated by the following:

1. Clinical databases demonstrate understanding of individual patient care needs and analysis of the care provided by the student.
2. Case studies and clinical simulations are completed successfully to indicate understanding of client needs and priority setting.
3. Critical thinking skills are demonstrated by successful completion of written tests, writing assignments and other learning activities.

The ability to assist the professional nurse in care of patients in complex situations by meeting specific nursing requirements of patients as directed must be demonstrated through the following:

1. All clinical skills identified on the clinical skills check-off must be successfully completed either in the clinical setting or in the classroom laboratory under the direction of an instructor.
2. The clinical rotations must be successfully completed as evidenced by the evaluation completed by the clinical instructor.
3. Written tests with items requiring critical thinking must be completed with a cumulative score of 80% or greater. Other written assignments will be included in the cumulative score.

Disclaimer – All statements in this publication are subject to change at any time without prior notice. All policy decisions are at the discretion of the Director of the Clinton Technical School, PN Program Coordinator, and any Missouri State Board of Nursing Recommendations or Clinton Board of Education policies supersede any and all policies contained in this handbook.

PORTFOLIOS

Only qualified program completers are given a portfolio at graduation. This person is competent in the basic skills necessary to succeed in his/her career field

Student criteria for earning this Portfolio are:

1. Earn a 3.5 GPA or higher in the PN program.
2. Master 100% of program "Essential Skills."
3. Attend 97% or more of possible time.
4. Maintain membership in a professional organization.
5. Receive a positive recommendation from the instructor.

COPIES OF TRANSCRIPTS

Transcripts will not be released at any time after dismissal or withdrawal from the program unless the student's account balance is zero. After withdrawal/graduation, copies of transcripts will be mailed or Faxed after receipt of a written request and a payment of \$4.00 per transcript after the first transcript (which will be sent free of cost).

ATI PROGRAM POLICY

What is ATI?

- Assessment Technologies Institute® (ATI) offers an assessment driven review program designed to enhance student NCLEX-PN success. CTS integrates ATI as a comprehensive assessment and review program for all nursing students.
- The comprehensive program offers multiple assessment and remediation activities. These include assessment indicator for academic success, critical thinking, and learning styles, online skills modules, online practice testing, and proctored testing over the major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content.
- Data from student testing and remediation is used for the PN program's quality improvement and outcome evaluation.
- ATI information and resources are available by visiting their website at www.atitesting.com
- ATI materials will become available in designated courses during the school year.

How can ATI help?

- The Critical Thinking score is a baseline measure. A similar exam near graduation will be completed to track improvement. No score or points will be allotted within courses for this test.
- The Self-Assessment is taken online. These results help students learn more about their individual learning styles and how they best learn. No score or points will be allotted within courses for this test.
- There are a series of Proctored Assessments completed each trimester. Some of these assessments have practice assessments that will be part of the requirements. The practice assessments have rationales provided to facilitate learning from the tests and assure readiness for completing the Mastery Assessment. It is important to use these practice assessments for independent study.

How can ATI materials from each trimester and from various courses be used outside of the scheduled assessment tests to maximize academic and NCLEX-PN success?

- Each student will receive soft cover review books and online access (e.g. fundamentals, adult medical/surgical, community health, etc.).
- The corresponding ATI materials are a resource as content is covered over the 3 trimesters. Faculty can guide use of specific materials needed for their classes.
- Practice assessments will be available for specific content areas.
- At key points in the nursing curriculum, students will be expected to have mastered content areas. To assess mastery, students will be instructed to take a Proctored Assessment in designated courses. These assessments will provide feedback including areas that need further study and remediation. Proficiency levels will be indicated following each Proctored Assessment. Students receiving Proficiency Level 2 or above will not require a focused review.

What is a focused review?

- Assessments help to identify what the student knows and areas not mastered and requiring more review time.
- A focused review is a process of reviewing content not learned or not correct on the exam. This helps clarify areas in which knowledge is lacking.
- ATI Comprehensive Exam Results (atitesting.com) gives a printout listing the topics needing review. This printout should guide study. Repeat testing then checks knowledge to see if remediation has paid off with a better performance.

What is a proficiency level for the Proctored Assessment?

- Expert professors from around the USA have agreed upon the ATI scores for each Mastery Assessment. Test scores relate to different levels of proficiency.
- Listed below are the description of each proficiency level and how each level fits into course grading:
 - **Proficiency Level 3** - indicates a student is likely to exceed NCLEX-PN in this content area. Students are encouraged to engage in continuous focused review to maintain and improve their knowledge of this content.
 - **Proficiency Level 2** - indicates a student is fairly certain to meet NCLEX-PN standards in this content area. Students are encouraged to engage in continuous focused review in order to improve their knowledge of this content. **The CTS goal is for all students to reach proficiency levels 2 or 3 in all areas.**
 - **Proficiency Level 1**- indicates a student is likely to just meet NCLEX-PN standards in this content area. **Remediation is required.** Students at this level are expected to fully remediate according to the instructor's directions and must complete a retest of the proctored exam.
 - **Proficiency Level 0 (or Below Level 1)** - indicates a need for thorough review of this content area. **Remediation is required.** Students at this level are expected to fully remediate according to the instructor's directions and must complete a retest of the proctored exam.

Students are required to complete all assigned proctored tests before transcripts will be mailed to the Missouri State Board of Nursing after graduation. If a student has received a level 1 or below on any proctored test, the student will be required to complete a focused review for each content area that they receive a level 1 or below on. After completing the focused review, the student will be required to retake the test. If a student receives a level 1 or below a level 1 they will be required to complete a review prior to or during the last week of the program before transcripts will be mailed.

If a student receives less than 90% predicted probability of passing the NCLEX on the first attempt with the comprehensive assessment given at the end of the year, the student is then required to complete a focused review then retake the test. If the student scores less than 90% on the second test, they will be required to complete an additional focused review on the second test before transcripts are mailed to the Missouri State Board of Nursing.

ATI Practice/Proctored Test Expectations:

A student may have the opportunity to achieve up to 5 % additional percentage points after their final grade is calculated as passing (80 % or greater) in Pharmacology, Fundamentals of Nursing, Medical-Surgical III, Mental Health, Leadership, Maternal/Newborn and Pediatrics. The following guidelines apply

1. A student must reach the benchmark for both versions A and B of the practice tests for each content area by the scheduled date of the proctored test for that course. EVERY test must have been taken at least 72 hours apart for these additional points to be applied. If a student reaches the set benchmark for the practice test for the course content by the scheduled date for the proctored test and continues to meet it for all practice tests following, the student will receive 2 percentage points added to the final grade that is recorded on the official transcript. Meeting the benchmark for Medical Surgical Nursing will result in percentage points being added to Medical Surgical Nursing III's grade. **This option is not available for the Comprehensive assessment.** If the student does not reach the benchmark by the scheduled date, they will have to wait to take the proctored test until they are able to reach the benchmark. As a result, the student will be required to attend remediation each Friday working on practice tests and or focused reviews until the required benchmark is reached. Upon reaching the required benchmark, the student will be required to take the proctored test the Friday after reaching the practice test benchmark. If the student does not achieve a level 2 on any test at the end of the year they will be required to complete focused review after each assessment and complete a retake. If at this time the student receives a level 1 on the retake, they must then complete a focused review on the retake prior to transcripts being mailed.
2. If a student achieves a level 3 after taking the first proctored test they will receive 3 additional percentage points added to the final grade. If a level 2 is achieved on the proctored tests, 2 additional percentage points will be added to the final grade.
3. Points ARE NOT given on any second proctored tests.
4. Percentage points WILL NOT be added to any final grade less than 80 % to increase the final grade to passing. Points are only added after the student has passed the class with 80 % or greater.
5. Benchmarks are as follows:

Fundamentals of Nursing	72%
Pharmacology	70%
OB	74%
Mental Health	77%
Leadership/Management	80%
Medical Surgical	72%
Pediatrics	72%
Comprehensive Predictor	78%

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