STATE TECHNICAL COLLEGE OF MISSOURI

PRACTICAL NURSING TECHNOLOGY
&
ASSOCIATE OF APPLIED SCIENCE IN NURSING

One Technology Drive

Linn, MO 65051

Student Handbook
2025-2026

State Technical College of Missouri is accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education.
The State Technical College Practical Nursing Technology and Associate of Applied Science in Nursing Programs have full approval from the Missouri State Board of Nursing

The nursing program does not discriminate on the basis of race, gender identity, gender expression, sex, sexual orientation, religion, color, national origin, disability, or status as a protected veteran.

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WELCOME TO STATE TECHNICAL COLLEGE OF MISSOURI

Students who attend State Technical College of Missouri (State Tech) are interested in developing marketable skills that will prepare them for a technical position in industry. The staff and faculty of State Technical College of Missouri are here to guide that preparation in a practical and systematic manner and to assist students in learning under the best of conditions. This handbook was prepared to help the students understand the procedures and regulations of State Technical College of Missouri.

Students at State Technical College of Missouri are expected to participate actively in each class. The classes are small so that students can get intensive hands-on experience and receive personal attention from the instructors. Attendance is important, but participation (interaction and active, critical thinking) is equally important in order to get the most out of their technical education.

Students need to apply themselves to studies at State Technical College of Missouri. Neither instructors, administrative staff, nor parents can assure the students' success. Success depends on each student's willingness to take responsibility for his/her own learning.

ABOUT THE COLLEGE

Legislative History

Linn Technical Junior College and later Linn Technical College (1968), supported by a grant to the Osage County R-II School District from the National Defense Education Act of 1958, offered its first program in electronics in the fall of 1961. By 1965, the College was awarded the status of an Area Vocational Technical School by the Missouri State Board of Education through the federal Vocational Education Act of 1963. In 1991, statutory authority was established for the granting of associate degrees and certificates. In 1995, Senate Bill 101 created "Linn State Technical College." The College continued to be governed by the Osage County R-II School Board until July 1, 1996 when the Board of Regents accepted full responsibility for the institution as Linn State Technical College. It became Missouri's first and only public institution devoted solely to technical education at the Associate of Applied Science level. In 2013, House Bill 673 changed the name of the institution to "State Technical College of Missouri" effective July 1, 2014. This change better reflects the institution's statewide role in technical education.

Guarantee

State Technical College of Missouri guarantees satisfaction with the training it provides. Any graduate of the College who is found by either his or her employer or the graduate to lack entry-level skills (competencies) listed in the graduate's records as having been satisfactorily demonstrated may return to State Technical College of Missouri for retraining with the tuition being waived. This guarantee shall be subject to the following terms:

1. The guarantee shall be good for 180 days after graduation, i.e., the performance deficiency must be identified within 180 days.
2. The graduate must notify the College of his or her intent to return for retraining within 210 days after graduation.
3. The retraining must be completed the first time it is offered as a part of the College's regular schedule after the College is notified of the graduate's intent to accomplish retraining.

Mission
State Technical College of Missouri prepares students for profitable employment and a life of learning.

Nursing Program Overview

State Technical College of Missouri nursing programs prepare nurses to provide quality, safe, nursing care to individuals with a variety of healthcare needs. The State Technical College of Missouri Practical Nursing Technology Program and Associate of Applied Science in Nursing Program are organized to meet the requirements of the State Board of Nursing and the Higher Learning Commission.

The Practical Nursing Technology program began as the Program of Practical Nursing at Nichols Career Center. The first class was admitted on September 12, 1960. On July 1, 1976, the Program of Practical Nursing was nationally accredited by the National League for Nursing. In 1977, Nichols Career Center post-secondary program received full accreditation according to standards of the Missouri Department of Elementary and Secondary Education and the United States Office of Education. On August 1, 2013, the program was transferred to Linn State Technical College and renamed the Practical Nursing Technology Program. In 2013, House Bill 673 changed the name of the institution to "State Technical College of Missouri" effective July 1, 2014.

The Associate of Applied Science in Nursing Program was started in January of 2019. The Associate of Applied Science Degree in Nursing prepares the licensed practical nurse (LPN) to become a professional registered nurse (RN).

State Technical College of Missouri Practical Nursing Technology and Associate of Applied Science in Nursing programs have been granted full approval by the Missouri State Board of Nursing. The Practical Nursing Technology program is approved to admit 32 students each summer. The Associate of Applied Science in Nursing is approved to admit 24 students each fall.

Mission Statement

The nursing programs at State Tech educate and support students in their professional growth towards achieving profitable employment, providing quality care, and maintaining a life of learning.

Vision Statement

The State Tech nursing programs aspire to be premier accredited programs with community respect. Students will be prepared to serve the rapidly-changing health care needs of individuals, families, and communities.

Statement of Philosophy

The faculty believes that all individuals are unique with physical, psychosocial, emotional, and spiritual needs, and have the right to optimal health. Although individuals are responsible for their own health and wellness, health professionals must promote wellness and provide accurate information to assist with health care decisions.

Nursing is a discipline based upon various scientific principles. Nursing practice utilizes the nursing process when assisting the individual in promoting, maintaining and regaining their optimal level of health. Nursing collaborates with other health team members to assist the individual in meeting their physical,

psychosocial, emotional, and spiritual needs throughout the life span. Development of effective interpersonal relationships is essential in assisting the individual to meet these needs. The quality of nursing care depends upon the knowledge, skills, and attitudes of each individual nurse. The foundation of these concepts is taught in nursing education.

Nursing education is a formal process, which includes theory and skills progressing from simple to complex. This process allows the student to notice, interpret, and analyze patient data. Then students are able to prioritize, generate solutions, respond and reflect on outcomes. Nursing education includes knowledge of biological, psychological, and social sciences, which is applied through planned and guided active learning. The principles of teaching and learning are essential in assisting the student to function responsibly.

Nurses are a vital and integral part of the health care team. The focus of nursing education is providing the individual with preventive, therapeutic, rehabilitative health information and restorative nursing care. The primary role of the nurse is to provide care to individuals in community based, acute care, long-term care health settings. The nurse provides care in compliance with the Missouri Nurse Practice Act.

Nursing education prepares the student nurse to perform basic nursing skills and utilize the nursing process and clinical judgment when caring for individuals. The curriculum is updated on an as needed basis to reflect the changing needs of the health care system and provides a foundation to advance to higher levels of nursing education and practice.

We believe nursing students should embrace lifelong learning to keep up with the demands of the ever-changing healthcare field. Participation in professional organizations are encouraged and is introduced through the Student Nurse Organization.

The goal of the faculty is to provide an educational program, which meets the health needs of society, recognizing the unique needs of the learner, and establishing an environment conducive to learning. Student participation is important in the teaching-learning process. The faculty function as a role model and a facilitator of learning.

We believe in non-discrimination regarding sex, age, race, color, creed, national origin, or handicap, as specified by federal and state laws and regulation.

Reviewed 2023

CONCEPTUAL FRAMEWORK

The conceptual framework for the nursing programs utilizes concepts from Quality and Safety Competencies for Nurses (QSEN). The end-of-program student learning outcomes evolve from the QSEN competencies. QSEN competencies are covered in each nursing course throughout both programs. Students are expected to become familiar with QSEN. More information about QSEN is available at: www.qsen.org

Practical Nursing Technology

Practical Nursing Technology Program

END OF PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of the program, the Graduate Practical Nurse will be able to:

- **Outcome #1:** Provide patient-centered care, within the scope of practice of the practical nurse, based on respect for the patient's preferences, values and needs.
- **Outcome #2:** Collaborate with patients, communities and other healthcare professionals using open communication, mutual respect and shared decision-making to plan and deliver holistic patient care.
- **Outcome #3:** Utilize evidence-based practice and clinical reasoning to make patient-centered care decisions within the scope of practice of the practical nurse.
- **Outcome #4:** Participate in quality improvement processes to improve patient care.
- **Outcome #5:** Minimize risk of harm to patients and the healthcare team through both system effectiveness and individual performance.
- **Outcome #6:** Use information and technology to communicate, manage knowledge, mitigate errors and support decision making.
- **Outcome #7:** Demonstrate the knowledge, skills and attitude required of the practical nurse, embracing lifelong learning to improve the quality of healthcare.

Revised: 2023

ORGANIZATION OF THE EDUCATIONAL PROGRAM

The length of the program is structured to meet the *Missouri Minimum Standards for Approved Programs of Practical Nursing*.

The Practical Nursing Technology Program is made up of four different areas including core curriculum, general education requirements, program requirements, and graduation requirements totaling fifty-five (55) credit hours. The summer semester and first eight weeks of the fall semester is theory based with only classroom and laboratory instruction. In the second eight weeks of the fall and full spring semester, clinical practice will occur during two designated days each week as outlined in the course syllabi. Hours will vary during clinical rotation days.

Exceptions to the designated schedule will occur in selected clinical practice sites, special workshops, and/or meetings. This schedule could be subject to change to allow flexibility to meet *Minimum Standards*.

All theory and clinical experiences will meet the overall philosophy and objectives of the program as determined by the faculty and according to the *Minimum Standards for Approved Programs of Practical Nursing* in Missouri.

Practical Nursing Technology Application Requirements
Certificate Program
***Priority Consideration Date is December 5

***For priority consideration in the Practical Nursing Technology program, all of the items listed below must be received by the Office of Admissions by December 5. Candidates may submit applications after December 5, but those applications will not be given preference. If the program is not filled, applications will continue to be accepted until the class is filled.

After applying to State Tech online (https://www.statetechmo.edu/apply/), the following must be completed:

➢ Education records – Submit all official transcripts including college transcripts for dual credit courses taken in high school.

➢ Test scores – Submit all ACT and/or Accuplacer test scores:
  • Test scores are used for program admittance and course placement
  • Test scores may be waived with approved transfer credit

Certificate requirements:

Test	Minimum Algebra Score	Minimum English Score	Minimum Reading Score
ACT	18	18	18
NEXT GENERATION	241	251	250

➢ TEAS Test Scores – All applicants must submit TEAS test scores. A minimum composite score of 60 is required within the last 5 years. An applicant can test up to three times in an admissions cycle. To schedule your test go to https://www.statetechmo.edu/contact-admissions/testing/ or if you do not see a time that works for you, please call 573-897-5000 to schedule your test.

➢ Total of four hours of documented Observation Experience with a **Licensed Practical Nurse** (LPN). The observation will not be accepted if completed at the applicant's current place of employment. Both forms (Applicant Initial Set-Up of Observation Form.pdf and (Applicant Observation Form.pdf) need to be completed and submitted to the Office of Admissions.

➢ Attend a PNT informational session in Linn. Information session dates can be found at https://www.statetechmo.edu/adninfo/. To register for an information session go to https://statetechmo.secure.force.com/events#/calendar.

➢ Note: Completing all application requirements **does not** guarantee admission into a program.

Selection Process:

- Selection of students will occur upon the completion of current admission requirements and based on exam scores and GPA which correlate with student ability to successfully complete the program.
- No student shall be admitted later than five (5) days after the start date of the program.

Post Admission Requirements

- Physical examination by your own physician (refer to Health Requirements for further information).
- Proof of vaccinations: All students in the Practical Nursing Technology Program will be required to show proof of required immunizations based upon facility requirements.
- Current Basic Life Support (BLS) for the Health Care Provider certification from American Heart Association, which must remain current through date of graduation. If no certification is submitted at the start of the program, CPR course dates will be offered.
- Background checks
- Drug screen
- State Board Exam Eligibility: the student and a Notary Public following admittance into the program must sign a statement acknowledging the Nurse Practice Act and denial of violation.
- Missouri Revised Statutes: Signed documentation noting that the student shall meet the criteria to apply to take the examination for licensure as stated in the Missouri Nurse Practice Act, Section 335.066. **Completion of the program does not guarantee eligibility to take the licensure examination.**

STATE TECH *linn.mo*
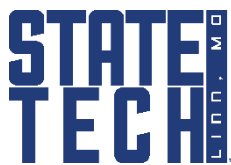
Degree Plan

Practical Nursing Technology Certificate - One-Year (C1)

A grade of 'C' or better is required in all courses.

Summer Semester   **Units:** 13.0

	Course	Sequence	Units
NUR 100	Personal Vocation Concepts		2.0
NUR 110	Fundamentals of Nursing I		2.0
NUR 111	Fundamentals of Nursing I Laboratory		2.0
BIO 120	Human Anatomy and Physiology with Lab I		4.0
PSY 161	Health Psychology		3.0

Fall Semester   **Units:** 22.0

	Course	Sequence	Units
BIO 125	Human Anatomy and Physiology with Lab II		4.0
NUR 115	Nutrition		3.0
NUR 120	Fundamentals of Nursing II		3.0
NUR 121	Fundamentals of Nursing II Laboratory		2.0
NUR 130	Maternity Nursing		2.0
NUR 140	Medical Surgical Nursing I		4.0
NUR 141	Fundamental and Maternity Clinical		3.0
COM 125	Job Search Strategies		1.0

Spring Semester   **Units:** 20.0

	Course	Sequence	Units
NUR 150	Pharmacology		4.0
NUR 160	Nursing Care of Children		2.0
NUR 170	Medical Surgical Nursing II		6.0
NUR 171	Medical Surgical, Care of Children, and Leadership Clinical		5.0
NUR 180	Leadership and Management		3.0

Total: 55.0

PRACTICAL NURSING TECHNOLOGY
PROGRAM COURSE DESCRIPTIONS

NUR 100 Personal and Vocational Concepts. This course is designed to introduce students to the foundations of modern practical nursing. Students are introduced to the program's philosophy and conceptual framework along with its rules and regulations. Students learn about individual learning styles, as well as organizational and time management techniques. The educational and professional responsibilities of the practical nurse are explored. Nursing history is explored with a review of nursing theories. The nursing process is introduced. A plan for patient care is developed. Hands-on learning experiences as well as cooperative learning activities and investigative assignments are utilized to assist students to learn and utilize evidence-based learning and practice. The importance of cultural diversities in healthcare delivery and recognizing each person as a unique individual are introduced. Methods of developing communication skills that allow the development of effective interpersonal relationships are stressed. Students examine legal and ethical issues in healthcare and prepare to make decisions, as graduates, in compliance with the Missouri Nurse Practice Act in order to practice as responsible nurses within the community. Prerequisites: none; 2 credit hours.

NUR 110 Fundamentals of Nursing I: This course provides students with the opportunity to develop competencies necessary to meet the basic healthcare needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts and theories basic to the art and science of nursing. The role of the nurse as a member of the healthcare team is emphasized. Students are introduced to the concepts of client needs, safety, communication, critical thinking, medical asepsis and infection control, personal care and hygiene, moving and positioning patients, body mechanics, vital signs, cultural care, and nutritional care. Math for medication administration begins in this course. NUR 110 and NUR 111 must be taken and passed at the same time. If either course is failed, both courses must be repeated and passed at the same time. Corequisite: NUR 111; 2 credit hours.

NUR 111 Fundamentals of Nursing I Laboratory: This lab course introduces psychomotor nursing skills needed to assist individuals in meeting basic human needs. At the conclusion of this course, students should demonstrate competency in performing basic nursing skills within the practical nursing scope of practice. NUR 110 and NUR 111 must be taken and passed at the same time. If either course is failed, both courses must be repeated and passed at the same time. Corequisite: NUR 110; 2 credit hours.

NUR 115 Nutrition. This course focuses on the introduction to basic principles of nutrition in relation to the human body. Nutrient and food guides for health promotion are identified. The importance of nutrition for prevention of disease processes and maintenance of health across the lifespan is presented. Examination of diet therapy within disease processes are integrated throughout the course. Prerequisites: NUR 100, NUR 110, NUR 111, BIO 120, PSY 161; 3 credit hours.

NUR 120 Fundamentals of Nursing II: This fundamentals course provides students with continued opportunities to develop competencies necessary to meet the needs of adult clients in a safe, legal, culturally-competent and ethical manner using the nursing process. The role of the nurse as a member of the healthcare team is emphasized. Students are introduced to physical assessment and clinical skills to care for patients needing support with bowel, urinary, respiratory, and wound care. Medication administration and IV skills are practiced in the lab and clinical settings. NUR 120 and NUR 121 must be taken and passed at the same time. If either course is failed, both courses must be repeated and passed at the same time. Prerequisites: BIO 120, PSY 161, NUR 100, NUR 110, and NUR 111. Corequisite: NUR 121; 3 credit hours.

NUR 121 Fundamentals of Nursing II Laboratory: This lab course reinforces psychomotor nursing skills needed to assist individuals in meeting basic human needs. At the conclusion of this course, students should demonstrate competency in performing basic nursing skills and procedures including beginning medication administration within the practical nursing scope of practice. NUR 120 and NUR 121 must be taken and passed at the same time. If either course is failed, both courses must be repeated and passed at the same time. Prerequisites: BIO 120, PSY 161, NUR 100, NUR 110, and NUR 111. Corequisite: NUR 120; 2 credit hours.

NUR 130 Maternity Nursing. This course teaches the processes of reproduction and childbearing occurring in the antepartum, intrapartum, and postpartum phases. Previous knowledge of safe basic nursing skills and principles are incorporated as the practical nursing students utilize the nursing process to facilitate maternal self-care and care of the newborn. Emphasis is placed on the importance of using basic communication skills to establish effective interpersonal relationships with the childbearing family. Students are presented with ethical and legal responsibilities to provide family-centered maternity care within the scope of practice of the practical nursing student. NUR 130 and NUR 141 must be taken and passed at the same time. If either course is failed, both courses must be repeated and passed at the same time. Prerequisites: BIO 120, NUR 115, NUR 120, and NUR 121. Corequisites: BIO 125 and NUR 141; 2 credit hours.

NUR 140 Medical Surgical Nursing I. This course is the first of two medical surgical nursing courses. This course focuses on the common medical and surgical disorders encountered in the healthcare setting. The focus is on understanding health and illness, mental health nursing, and the musculoskeletal and cardiovascular systems. The emphasis is on system diagnosis, symptoms, and treatment including common medications and nursing interventions in the adult and the geriatric client. Nursing theories, various roles of the healthcare team, dosage calculation, research, communication, patient teaching, community health resources, professional accountability, and evidence-based practice are emphasized throughout this course. NUR 140 and NUR 141 must be taken and passed at the same time. If either course is failed, both courses must be repeated and passed at the same time.   Prerequisites: BIO 120, NUR 115, NUR 120, and NUR 121. Corequisite: BIO 125 and NUR 141; 4 credit hours.

NUR 141 Fundamental and Maternity Clinical. This course is designed to continue developing the foundation of basic nursing skills and competencies needed to perform safely and effectively as a practical nursing student in the clinical setting. Basic communication skills necessary to develop effective interpersonal relationships are presented. Students will explore issues in nursing care using evidence-based practice and critical thinking skills, including ethical and legal responsibilities. Students will develop a plan of care for their clients through the concepts of the nursing process. Students will be assigned to various clinical experiences including acute care, school nursing opportunities, community health, clinics, and mental health facilities. NUR 141 must be taken and passed at the same time as both NUR 130 and NUR 140. If students fail either NUR 130 or NUR 141, both courses must be repeated and passed at the same time. If students fail either NUR 140 or NUR 141, both courses must be repeated and passed at the same time. Prerequisites: BIO 120, NUR 115, NUR 120, and NUR 121. Corequisite: BIO 125, NUR 130 and NUR 140; 3 credit hours.

NUR 150 Pharmacology: This course teaches students to administer medications with concern for safety, accuracy, and attention to physiological factors. It includes drug classifications, common medications in each classification, source, actions, side effects, adverse reactions, contraindications, and dosage. This course will focus on various aspect of medication administration including oral, injections, and IV medications. IV Therapy skills will be reinforced from NUR 120 to ensure efficiency of the skills. Prerequisites: BIO 125, NUR 130, NUR 140, NUR 141, and COM 125; 4 credit hours.

NUR 160 Nursing Care of Children. This course teaches nursing care encompassing physical, intellectual, and emotional growth of the newborn through adolescence. The course also teaches students to explore cultural

differences of patients and families in the pediatric setting. The impact that advanced technology has contributed to promoting pediatric health and wellness is studied. Alterations in child health (diseases or disorders) are examined systemically. Nursing care of the pediatric client in the following areas are emphasized: health maintenance, disease prevention, family relations, clinic triage, and grief and loss. NUR 160 and NUR 171 must be taken and passed at the same time. If either course is failed, both courses must be repeated and passed at the same time. Prerequisites: BIO 125, NUR 130, NUR 140, NUR 141 and COM 125. Corequisite: NUR 171; 5 credit hours.

NUR 170 Medical Surgical Nursing II. This course is the second medical surgical nursing course and focuses on the common medical and surgical disorders encountered in the structured setting. Students will study the neurologic, sensory, integumentary, urinary, respiratory, gastrointestinal, immune, hepatic, pancreatic, endocrine, and hematologic and lymphatic systems. Emphasis is on symptoms, diagnosis, treatment, and nursing interventions with the adult and geriatric client. Nursing theories, various roles of the healthcare team, dosage calculation, research, communication, patient teaching, community health resources, professional accountability, and evidence-based practice are emphasized throughout this course. NUR 170 and NUR 171 must be taken and passed at the same time. If either course is failed, both courses must be repeated and passed at the same time. Prerequisites: BIO 125, NUR 130, NUR 140, NUR 141 and COM 125. Corequisite: NUR 171; 5 credit hours.

NUR 171 Medical Surgical, Nursing Care of Children, and Leadership Clinical. This course is designed to continue developing the foundation of basic nursing skills and competencies needed to perform safely and effectively as a practical nursing student. Basic communication skills necessary to develop effective interpersonal relationships are presented. Students will explore issues in nursing care using evidence-based practice and critical thinking skills, including ethical and legal responsibilities. Students will develop a plan of care for their clients through the concepts of the nursing process. Students will be assigned to various clinical experiences including acute care, school nursing opportunities, community health, and clinics. NUR 171 must be taken and passed at the same time as NUR 160, NUR 170, and NUR 180. If students fail either NUR 160 or NUR 171, both courses must be repeated and passed at the same time. If students fail either NUR 170 or NUR 171, both courses must be repeated and passed at the same time. If students fail either NUR 180 or NUR 171, both courses must be repeated and passed at the same time. Prerequisites: BIO 125, NUR 130, NUR 140, NUR 141 and COM 125. Corequisite: NUR 160, NUR 170, and NUR 180; 11 credit hours.

NUR 180 Leadership and Management. This course allows students to examine legal and ethical issues in healthcare and prepares them to make decisions, as graduates, in compliance with the Missouri Nurse Practice Act in order to practice as responsible nurses within the community. Students will be given insight into the teamwork concept. Specific emphasis is placed on delegation of tasks, motivation techniques, conflict resolution, initiating change, and time management. As the course comes to completion, students will begin preparation for employment and taking the National Council Licensure Examination for Practical Nurses (NCLEX-PN). NUR 180 and NUR 171 must be taken and passed at the same time. If either course is failed, both courses must be repeated and passed at the same time. Prerequisites: BIO 125, NUR 130, NUR 140, NUR 141, NUR 160 and COM 125. Corequisite: NUR 171; 5 credit hours.

Associate of Applied Science in Nursing

Associate of Applied Science in Nursing

END OF PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of the program, the Graduate Nurse will be able to:

Outcome 1: Provide patient-centered care, within the scope of practice of the professional registered nurse, based on respect for the patient's preferences, values and needs.

Outcome 2: Collaborate with patients, communities and other healthcare professionals using open communication, mutual respect and shared decision-making to plan and deliver holistic patient care.

Outcome 3: Utilize evidence-based practice and clinical reasoning to make patient-centered care decisions within the scope of practice of the professional nurse.

Outcome 4: Improve the quality of patient care by assessing, analyzing and interpreting information.

Outcome 5: Minimize risk of harm to patients and the healthcare team by providing and directing both system effectiveness and individual performance.

Outcome 6: Use information and technology to communicate, manage knowledge, mitigate errors and support decision making.

Outcome 7: Demonstrate the knowledge, skills and attitude required of the professional nurse, embracing lifelong learning to improve the quality of healthcare.

Reviewed: 2023

ORGANIZATION OF THE EDUCATIONAL PROGRAM

The length of the program is structured to meet the *Missouri Minimum Standards for Approved Programs of Professional Nursing*.

The Associate of Applied Science in Nursing made up of four different areas including core curriculum, general education requirements, program requirements, and graduation requirements totaling sixty (60) credit hours. The first eight weeks of the fall semester is theory based with only classroom and laboratory instruction. In the second eight weeks of the fall and full spring semester, clinical practice will occur during two designated days each week as outlined in the course syllabi. Hours will vary during clinical rotation days.

Exceptions to the designated schedule will occur in selected clinical practice sites, special workshops, and/or meetings. This schedule could be subject to change to allow flexibility to meet *Minimum Standards*.

All theory and clinical experiences will meet the overall philosophy and objectives of the program as determined by the faculty and according to the *Minimum Standards for Programs of Professional Nursing* in Missouri.

ASSOCIATE OF APPLIED SCIENCE IN NURSING
APPLICATION REQUIREMENTS

After applying to State Tech online (https://www.statetechmo.edu/apply/), the following must be completed:

- ➤ Education records – Submit all official transcripts.
- ➤ Prerequisites courses information:
- • Official transcript(s) for Human Anatomy and Physiology with Lab I and II and Microbiology with Lab with a grade of "B" or better
- • Official transcript(s) for prerequisites of English Composition, College Algebra, Oral Communications, American History OR Government, Introduction to Microcomputer, Health Psychology, and Job Search Strategies.
- ➤ TEAS score - All applicants must submit a TEAS score. This test must be taken less than five years before application is submitted. A minimum composite score of 60 is required. An applicant can test up to three times in an admission cycle. To schedule your test go to https://www.statetechmo.edu/contact-admissions/testing/ or if you do not see a time that works for you, please call 573-897-5000 to schedule your test. If you have been enrolled in State Tech's Practical Nursing program, you would have already taken this test and we have the results. Please verify your score to determine if you need to retake this examination.
- ➤ Current and unencumbered LPN license. State Tech's Nursing Department will verify current LPN licensure.
- ➤ Test scores – Submit all ACT and/or Accuplacer test scores:
  - • Test scores are used for program admittance and course placement
  - • Test scores may be waived with approved transfer credit

Associate of Applied Science Degree requirements:

Test	Minimum Algebra Score	Minimum English Score	Minimum Reading Score
ACT	22	18	18
Accuplacer-Next Generation	265	251	250

- ➤ Attendance at an information session. Information session dates can be found at https://www.statetechmo.edu/adninfo/. To sign up for a date please go to https://statetechmo.secure.force.com/events#/calendar.

*Note: Completing all application requirements **does not** guarantee admission into a program.*
Applicants may be contacted for an interview.

Selection Process:
- • A composite score will be calculated and applicants will be ranked and selected for the program. Composite score consists of:
  - A. TEAS score
  - B. GPA in science (BIO 120, BIO 125, BIO 150)
  - C. GPA in prerequisite course work.
- • No student shall be admitted later than five (5) days after the start date of the program.

ASSOCIATE OF APPLIED SCIENCE IN NURSING
ADMISSION CRITERIA

Post-Admission Requirements:
- Physical examination by your own physician (refer to Health Requirements for further information).
- Proof of vaccinations: All students in the Associate Nursing Program will be required to show proof of required immunizations based upon facility requirements.
- Current Basic Life Support (BLS) for the Health Care Provider certification from American Heart Association, which must remain current through date of graduation.
- Background checks
- Drug screen
- State Board Exam Eligibility: the student and a Notary Public following admittance into the program must sign a statement acknowledging the Nurse Practice Act and denial of violation.
- Missouri Revised Statutes: Signed documentation noting that the student shall meet the criteria to apply to take the examination for licensure as stated in the Missouri Nurse Practice Act, Section 335.066. **Completion of the program does not guarantee eligibility to take the licensure examination.**

STATE TECH LINN, MO

Nursing Associate of Applied Science Degree (AAS)

Degree Plan

Pre-Program Courses   Units: 31.0

	Course	Units
BIO 120	Human Anatomy and Physiology with Lab 1	4.0
BIO 125	Human Anatomy and Physiology with Lab II	4.0
ENG 101	English Composition	3.0
COM 111	Introduction to Communication	3.0
COM 125	Job Search Strategies	1.0
CPP 101	Introduction to Microcomputer Usage	3.0
MAT 115	College Algebra	3.0
PSY 161	Health Psychology	3.0
BIO 150	Microbiology with Lab	4.0
Social Science General Education Requirement		3.0

Fall Semester   Units: 14.0

	Course	Units
NUR 200	Transition to Professional Nursing Practice	3.0
NUR 205	Health Assessment in Professional Nursing Practice	3.0
NUR 208	Health Assessment Clinical Education	2.0
NUR 210	Medical Surgical Nursing in the Adult Client	3.0
NUR 215	Medical Surgical Nursing in the Adult Client Clinical Education	3.0

Spring Semester   Units: 15.0

	Course	Units
NUR 221	Mental Health Nursing	3.0
NUR 230	Women and Child Care Nursing	3.0
NUR 236	Specialty Nursing Clinical Education	3.0
NUR 240	Managing and Delegating Care in Professional Nursing Practice	3.0
NUR 246	Capstone with Nurse Leadership Application	3.0

Total: 29.0

ASSOCIATE OF APPLIED SCIENCE IN NURSING

PROGRAM COURSE DESRIPTIONS

NUR 200 Transition to Professional Nursing Practice: This course focuses on the role transition of a licensed practical nurse (LPN) to that of a professional registered nurse (RN). The roles of the RN as a provider and manager of patient-centered care and as a member of the professional nurse community are emphasized. Communication skills build on previous knowledge including the use of technology. Concepts of responsibility, accountability, delegation, advocacy, and collaboration will be discussed and articulated. Students will learn to reflect and synthesize information based on ethical, legal, evidence-based practice, quality improvement, safety, financial, and cultural considerations while organizing, prioritizing, and delegating nursing care. Social and political influences on nursing practice and healthcare delivery will be explored.

NUR 205 Health Assessment in Professional Nursing Practice**:** This health assessment course is designed to transition the licensed practical nurse (LPN) to the professional registered nurse (RN) role. The student will learn concepts and advanced nursing interventions including medication and intravenous management to provide safe, quality patient-centered practice in a variety of healthcare settings. Emphasis is placed on developing professional skills in health assessment, implementation, and evaluation of nursing interventions, technologies, and quality outcomes. Concepts build on previous knowledge to enhance professionalism and utilization of appropriate communication, documentation, life-span considerations, and evidence-based practice. NUR 205 and its clinical course NUR 208 must be taken and passed at the same time. If either course is failed, both courses must be repeated and passed at the same time.

NUR 208 Health Assessment Clinical Education**:** This health assessment clinical course is designed to transition the licensed practical nurse (LPN) to the professional registered nurse (RN) role. Emphasis is placed on developing professional skills in health assessment including planning care, utilizing appropriate nursing interventions, and evaluating patient outcomes. Physical assessment, infection control, patient education, nutrition, safety, advanced medication administration, and nursing skills are practiced and mastered in skills lab, simulation, and the clinical setting. NUR 208 and its lecture course NUR 205 must be taken and passed at the same time. If either course is failed, both courses must be repeated and passed at the same time.

NUR 210 Medical Surgical Nursing in the Adult Client**:** This didactic course transitions the licensed practical nurse (LPN) nursing knowledge and skills to that of the professional registered nurse (RN). The student will focus on the pathophysiology, nutrition, and medications related to complex medical surgical conditions. Medication administration and intravenous therapy will be emphasized. Students will expand their critical thinking and clinical reasoning skills by utilizing assessment, health data, cultural competence, and the nursing process in the application of safe, evidence-based practice, and quality nursing care. The student will gain organization, prioritization, and collaboration skills while learning to function more independently. Accountability and integrity within the ethical legal framework of entry-level registered professional nursing practice will be self-assessed while fostering a commitment to ongoing professional development. NUR 210 and its clinical course NUR 215 must be taken and passed at the same time. If either course is failed, both courses must be repeated and passed at the same time.

NUR 215 Medical Surgical Nursing in the Adult Client Clinical Education**:** This clinical course transitions the licensed practical nurse (LPN) nursing knowledge and skills to that of professional registered nurse (RN). Students will apply concepts of pathophysiology, nutrition, and medication knowledge related to complex medical surgical conditions. Medication administration and intravenous therapy will be emphasized. Students

will demonstrate critical thinking and clinical reasoning skills in managing assessment, health data, cultural competence, and the nursing process in the application of safe, evidence-based practice and quality nursing care. Students will also utilize organization, prioritization, and collaboration skills while learning to function more independently. Accountability and integrity within the ethical legal framework of entry-level professional nursing practice will be self-assessed while fostering a commitment to ongoing professional development. NUR 215 and its lecture course NUR 210 must be taken and passed at the same time. If either course is failed, both courses must be repeated and passed at the same time.

NUR 221 Mental Health Nursing: This course focuses on the transition of the licensed practical nurse (LPN) to that of a professional registered nurse (RN) in the care of clients with mental health disorders. The physiological and psychosocial integrity of the client with a specific focus on the psychosocial aspects of mental health disorders will be explored. Consideration is given to clients' past and present patterns of behavior as they impact on alterations of mental well-being. Communication skills are further developed using theories of interpersonal relationships. With assistance, a student learns to provide a milieu that is both safe and therapeutic. Students use the nursing process as a tool for critical thinking in organizing, prioritizing, managing individual plans of care, and collaborating with the healthcare team. Students are assisted to address ethical and legal dilemmas in their roles as client advocates. Self-assessment and self-awareness are encouraged to enhance self-development and foster therapeutic relationships with an emphasis on multicultural diversity.

NUR 230 Women and Child Care Nursing: This course focuses on the transition of the licensed practical nurse (LPN) to a professional registered nurse (RN) in the care of women, infants, and children. Students apply the nursing process using the principles of critical thinking with childbearing and/or child-rearing families. Concepts of human development, family community systems, safe-protective care environment, therapeutic communication, health, education, and culturally-specific healthcare are emphasized and are applied to clients in a variety of mother-child settings. Students provide increasingly complex care, moving toward more independent practice, and increasing professional accountability. Ethical and legal issues pertaining to obstetric and infant clients are explored. Along with care in the clinical setting, an emphasis is placed on collaboration with families and members of the healthcare team as well as professional development and self-assessment.

NUR 236 Specialty Nursing of Adults and Children in Clinical Education**:** This clinical course focuses on the transition of the licensed practical nurse (LPN) to a professional registered nurse (RN). Students apply concepts of pathophysiology, nutrition, and medication knowledge while caring for adults and children across the lifespan with complex mental health, maternal health and medical-surgical disease processes. Students demonstrate critical thinking and clinical reasoning skills while utilizing the nursing process and evidence-based practice to provide safe, quality nursing care. NUR 221, NUR 230, and NUR 236 must all be completed successfully in the same term. If NUR 236 is not completed successfully, all of the three courses (NUR 221, NUR 230, NUR 236) must be repeated.

NUR 240 Managing and Delegating Care in Professional Nursing Practice: This course focuses on the role transition of a licensed professional nurse (LPN) to that of a professional registered nurse (RN) as a provider and manager of patient-centered care. As a member of the professional nurse community, communication skills build on previous knowledge including the use of technology. Concepts of responsibility, accountability, delegation, advocacy, and collaboration will be discussed and articulated. Students will learn to reflect and synthesize information based on ethical, legal, evidence-based practice, quality improvement, safety, financial, patient-centered care, and cultural issues while organizing, setting priorities, and delegating nursing care. Social

and political influences on managing nursing practice for self, healthcare team, institution, and community care delivery will be explored.

NUR 246 <u>Capstone with Nurse Leadership Application</u>: This clinical capstone course focuses on the role transition of a licensed practical nurse (LPN) to that of a professional registered nurse (RN) as a provider and manager of patient-centered care. As a member of the professional nurse community, communication skills build on previous knowledge including the use of technology and collaboration. Students will select a nursing mentor to further explore nursing strategies in managing care with the assistance of the instructor. This learning experience will afford the student the opportunity to formulate objectives and goals and allows students to observe management and delegation in practice for a group of patients and nurses. Students will then reflect on the experience, write a reflective paper, and present the paper to a team of instructors and mentors who will provide feedback to the student. NCLEX-RN preparation is also included in this course.

Nursing Faculty

NURSING FACULTY

Registered Nurse instructor responsibilities are to teach the assigned classes, supervise students' practice in the cooperating agencies, evaluate and record work of students, participate in the counseling and guidance of students, and assist with administrative duties as delegated.

Courtney Brandt, MSN, RN, Nursing Department Chair, graduated from Lincoln University in Jefferson City, Missouri with her ADN in 2005 and her BSN in 2008. In 2018, she graduated with her MSN in nursing education from the University of Central Missouri in Warrensburg, Missouri. Upon graduating from her ADN program, Mrs. Brandt began her nursing career in the emergency department at SSM- St Mary's in Jefferson City. She continued to work in the emergency department until the fall of 2017. In the spring of 2017, she worked as an adjunct clinical nursing instructor at Lincoln University and East Central College-Rolla. In the fall of 2017, she took a full-time nursing instructor position at East Central College-Rolla. At East Central College she taught various med-surg topics and mental health, along with med-surg and management clinical. She continued in this role until May 2021. Mrs. Brandt was hired in June of 2021 to teach in the ADN program and serve as nursing department chair at State Technical College of Missouri in Linn, Missouri. She is approved by the State Board of Nursing to teach at State Technical College of Missouri.

Jaimie Blaue, BSN, RN, ADN Coordinator and Instructor, graduated from Central Methodist University in Fayette, Missouri with her Bachelors of Science in Nursing (BSN) in May of 2017. Mrs. Blaue graduated from East Central College in Union, Missouri with her Associate's Degree in Nursing (ADN) in May of 2011. Upon graduation from East Central College, Mrs. Blaue began practicing at St. Anthony's Medical Center (now known as Mercy South) in the Cardiac/Telemetry Unit through August of 2012. In the spring of 2012, she worked as an adjunct clinical instructor for East Central College-Union. Jaimie took a new position with Mercy Hospital-Washington as a Telemetry nurse in August of 2012 through 2019. In May of 2019 she moved into the Nursing Supervisor Role within Mercy Hospital-Washington. She continued this role until September of 2021, working PRN from August of 2020-September 2021. In August of 2020, Mrs. Blaue began to work for the Gasconade County R-2 School District and from August 2020 to May 2023, she filled the role as the school nurse for two schools within the district. Mrs. Blaue was hired July 2023 to teach in the PNT program at State Technical College of Missouri in Linn, Missouri. She is approved by the State Board of Nursing to teach at State Technical College of Missouri.

Simone' Perrigo, MSN, RN, CNOR, PNT Coordinator and Instructor, has been in the nursing field since 2003. Mrs. Perrigo graduated from Central Methodist University in Fayette, MO with her BSN in 2003. Since obtaining her nursing degree until June 2020, Mrs. Perrigo has worked at Capital Region Medical Center in Jefferson City, MO as full time then part time in various units throughout the hospital including: Progressive Care Unit, Pre-Op, Post Anesthesia Care Unit, Medical Unit, Surgical Unit, Emergency Room, Obstetrics, Intensive Care Unit, Stat Nurse, and Operating Room. Mrs. Perrigo gained leadership experience as charge nurse of the Progressive Care Unit. In 2004, she started working for Surgicare of Missouri as assist to Dr. Doerhoff. Through other various roles, Mrs. Perrigo brings experience of prevention and disease management from working with health insurance and travel nursing knowledge. Most recently Mrs. Perrigo has worked as a Registered Nurse in utilization review as a team lead. Mrs. Perrigo was hired July 2020 to teach at State Technical College in Linn, MO and is approved by the Missouri State Board of Nursing to teach at State Technical College.

Abby Baker, BSN, RN, IBCLC, PNT Instructor graduated from University of Missouri Sinclair School of Nursing in 2009 with her BSN. Mrs. Baker worked as a unit secretary/patient care tech at Boone Hospital in Columbia, MO on the general medicine floor while in nursing school and later transitioned to staff nurse after graduation. Mrs. Baker has worked as a float nurse, labor and delivery/postpartum nurse, pediatric clinic nurse, lactation consultant, telephone triage nurse, and a public health nurse. Mrs. Baker was hired in July 2023 to teach in the PNT program at State Technical College of Missouri in Linn. She is approved by the State Board of Nursing to teach at State Technical College of Missouri.

Katlyn Everts, BSN, RN, PNT Instructor, graduated from Southern Illinois University-Edwardsville, Illinois in 2020 with her BSN. Mrs. Everts began her nursing career as a student nurse extern during nursing school at the University of Missouri Hospital on the oncology unit. Following graduation, she began working as an RN at St. Mary's Hospital in Jefferson City, MO on the medical-surgical floor. The med-surg unit also specialized in caring for pediatric patients and oncology patients who were requiring chemotherapy administration during their admission. Mrs. Everts gained leadership experience as a charge nurse and preceptor to many new graduate nurses and student nurse externs during that time. Mrs. Everts was hired in July 2024 to teach at State Technical College in Linn, MO and is approved by the Missouri State Board of Nursing to teach at State Technical College.

Kelly Royston, BSN, RN, ADN Instructor has been in the nursing field since 2000. Mrs. Royston worked as a patient care tech at St. Mary's Hospital-Jefferson City, MO from 2000 until 2005. She graduated from Truman State University-Kirksville, Missouri in 2005 with a BSN in nursing and a Minor in Biology. Mrs. Royston has worked as a Staff Nurse at University Hospital, Columbia, Missouri in the Cardiac Medical Unit and was part of the IV Access Nursing Team with a certification in PICC line placement. She also has experience in the Neonatal ICU and Adolescent Unit at Women's and Children's Hospital. Mrs. Royston began teaching at Nichols Career Center in the Practical Nursing Program as a classroom and clinical instructor in 2010 and was hired by Linn State Technical College in August of 2013 during the transfer of sponsorship. Mrs. Royston assumed the role of PNT Department Chair in August 2015 and continued in this leadership role until June 2020. In July 2020, Mrs. Royston transitioned to Lab/Remediation Coordinator for the Practical Nursing Technology and Associate Nursing programs as State Technical College. She holds a current Missouri Teaching Certificate and is approved by the Missouri State Board of Nursing to teach at State Technical College of Missouri. Mrs. Royston holds a Certificate in Simulation per Drexel University, Philadelphia, Pennsylvania.

Kaitlin Struemph, RN, BSN, Lab and Remediation Coordinator, graduated from Lincoln University in Jefferson City, Missouri with her ADN in 2010 and her BSN from University of Missouri Sinclair School of Nursing in 2011. Upon graduating from Lincoln University, Mrs. Struemph began working on the Adult Step-Down Unit at the University of Missouri Hospital. In July 2011, Mrs. Struemph transition to the Post Anesthesia Care Unit at Capital Region Medical Center in Jefferson City and worked there until 2015. Mrs. Struemph has also worked in the Emergency Room and as a contracted Case Manager for the Missouri National Guard. Most recently Mrs. Struemph worked in Radiation Oncology at Goldschmidt Cancer Center. She was hired in September 2024 at State Technical College in Linn, MO to fulfill the role as the Lab/Remediation Coordinator for the Practical Nursing Technology and Associate Nursing programs.

Nursing Program Policies and Procedures

Nursing Program Policies and Procedures

Progression and Retention

GRADING

1. Students must pass each course with a letter grade of "C" or higher. Students must pass each course in succession and the proper sequence to continue in the program. No student will be permitted to enter the next course without successful completion of the previous course.
2. Course grades will be determined by each instructor. An outline for grading will be provided in the course syllabus and handed out on the first day of each class.
3. It is the student's responsibility to track individual grades through the college Learning Management System (LMS) –Canvas. Course faculty will not calculate a cumulative course grade for students at any point during the semester.
4. Grading Scale
   - A = 94 to 100%
   - B = 87 to 93.9%
   - C = 80 to 86.9%
   - D = 70 to 79.9%
   - F = 69.9% and below

   Grades will not be rounded.

5. Nursing program courses will consist of a two-tier grading scale. Students must pass each nursing course with a letter grade of "C" or higher.
   - Tier 1 will consist of examinations. A typical didactic nursing course will have content exams and a comprehensive final. These scores will make up the total points in Tier 1. A score of 80% on Tier 1 is necessary before Tier 2 grades will be added to achieve a final grade.
   - Tier 2 will consist of in-class presentations, quizzes, papers, homework, simulations and case studies.
6. All assignments are to be submitted to the instructor per his/her discretion. Acceptance of late assignments will be up to the discretion of the course instructor. If approval is received, the late assignment may be subject to a 10% reduction in grade each day that it is late.
7. Quizzes cannot be made up and may be timed per the instructor's discretion.
8. Any assignment submitted for grading purposes without the student's name will automatically receive zero points.
9. Dosage calculations examinations will be administered in many didactic nursing courses. Points earned will go toward Tier 1 grades.

CLINICAL EVALUATION

Students will be evaluated daily in the clinical setting. Students who are with a clinical instructor will be given appropriate assignments according to the clinical rotation. Students who are in specialty areas will have a written assignment about the specialty area they have experienced. Preceptors will be utilized in specialty areas, and preceptor evaluations will be utilized as part of the overall daily clinical grade.

The following grading scale will be used for all clinical rotations:

- A = 94 to 100%
- B = 87 to 93.9%

- C = 80 to 86.9%
- D = 70 to 79.9%
- F = 69.9% and below

Grades will not be rounded.

Students will receive formal grades in clinical courses at both the mid-term and final clinical evaluations.

For daily clinical evaluations, student performance will be assessed using the following scale:

- **NA** – Not Applicable / Cannot Evaluate
- **U** – Unsatisfactory
- **N** – Needs Improvement
- **S** – Satisfactory

Any student who consistently performs below the expected Satisfactory (S) level will receive sanctions in accordance with the Academic Performance Intervention policy to support improvement and ensure they meet program standards.

MASTERY PROCEDURE (Skills Check-offs)
Students are required to pass masteries on health assessments and clinical skills throughout the program.

Practice Time
Skills practice in the lab is mandatory prior to testing.
- Instructors are available to guide students to become proficient with clinical skills.
- Students are highly encouraged to ask questions/get clarification to assure that skills testing is successful on the first attempt.

Grading Rubric

A grading rubric for each mastery testing will be provided to the student when the mastery assessment/skill is introduced. Students are expected to have all questions answered regarding the rubric PRIOR to the mastery test. Students must obtain at least a 90% on a mastery to pass.

Mastery Dress Code

- See the Clinical Dress Guidelines policy in the nursing student handbook.
- Faculty have the right to refuse lab access if students are not dressed properly for testing and/or lab practice.

Critical Behaviors
Patient safety is a critical part of patient care. Critical behaviors are elements of patient safety that must always be followed. If a critical behavior is not performed, it will result in the failure of that skill. These critical behaviors are evaluated during each mastery test.

Critical behaviors include (but, not limited to):
1. Identifying the patient using a minimum of two methods
2. Checking allergy band and asking patient about allergies/reactions
3. Hand hygiene before and after procedures

4. Providing privacy
5. Bed in low position and side rails (as appropriate) when leaving the patient's bedside
6. Following the patient rights for medications
7. Procedure completed in allotted time frame
8. Maintaining sterility (if applicable)
9. Maintaining a clean environment
10. Others, specific to procedure that will be identified during class.

Peer Evaluator
Students are required to have a peer evaluate them performing a skill prior to every skill mastery test with an instructor.

- The peer evaluator will sign the peer evaluator signature line on the skill mastery sheet after watching the student successfully perform the skill.
- Each student will only evaluate one peer per skill mastery (unless indicated by the instructor).
- Some masteries may require an instructor evaluator sign off prior to scheduling the first mastery attempt.
- Each student is required to bring a skill mastery sheet with a peer evaluator signature to their scheduled mastery test with the instructor. Failure to have a peer evaluator signature prior to mastery test will result in a failure of the skill.
- If a student is unsuccessful in the skill mastery test, the student and their peer evaluator will both remediate with the Remediation Coordinator.
    o Only the student that failed the skill mastery test will be required to retest.
- **Three** unsuccessful attempts on any skill mastery will result in the student's inability to progress in the nursing program.

Remediation

If a student is unsuccessful on an attempt with a mastery proficiency, the following process will be followed:

- Schedule a retest time with an available instructor.
- Each attempt must be scheduled with a different instructor.
- Complete remediation, as required, by the Lab and Remediation Coordinator
- Re-test at scheduled time

Only three attempts are permitted for each mastery. If a student requires a third attempt, they will be graded by two different instructors, and the attempt will be video recorded. Failure to pass by the third attempt will result the in the student's inability to progress in the nursing program.

TESTING
Required tests may be paper/pencil tests and/or computerized tests and must be taken in class. Tests are formatted to mimic the NCLEX to prepare students for the licensure exam. Most questions are multiple-choice questions with only one correct answer. Other test formats include but are not limited to: Select all of the answers that apply, fill in the blank or completion, put items on the list in priority order, drag and drop, case studies, highlighting, and bow-tie.

A.   The procedure for classroom tests should be as follows:

a. Students may not have any textbooks, notebooks, food, drinks, cell phone, smart watch or any other electronic device on the desk at any time during an exam. All belongings will be placed in a designated area within the testing room.
b. Only program issued calculators (including calculators on the computer), scratch paper, and pencils are permitted.
c. No test forms are to be removed from the classroom by students.
d. Students may request a new scantron, if applicable. The previously used scantron form must be submitted to the instructor to be shredded.
e. If a student is late, he/she will need to reschedule their exam outside of class time at the testing center. A 10% deduction in grade may be applied.
f. Once a student leaves the testing room, they may not be permitted back into the room.
g. Bathroom use before and after the test only unless emergency in which case the student will be escorted by a faculty member to and from the testing site.
h. Hats, sunglasses, hoodies or other bulky clothing will not be permitted to wear during exams.
i. Earplugs are allowed. No other noise blocking devices will be permitted.

B. Students who have an absence are responsible to schedule their makeup exam by contacting their instructor. 10% may be deducted from the test total score.
C. Only one make-up exam will be allowed per course.
D. There will be no retake for tests.
E. All tests must be completed in the time the instructor deems appropriate.

Test Review Procedure:

1. When all students are finished taking the test, students will have an opportunity to review the test online.
2. Test review may occur during class time.
3. Test review will follow the Testing Policy.
   a. Printed results should not leave the classroom, and must be returned to the instructor at the end of the test review. Failure to turn in test will result in student receiving zero points.
   b. During test review, students are not to have any materials on their desk including textbooks, cell phones, recording devices or any other items to be determined by faculty.
   c. All test reviews will be conducted in a professional and orderly manner in a controlled environment.
   d. Respect and courtesy are to be demonstrated by both students and faculty.
   e. Failure to conduct oneself in a professional and courteous manner will result in the discontinuation of the exam review.
4. Students who disagree with a keyed answer may complete a test question challenge form. The test question challenge must be submitted to the faculty within one class day of the test review. If an exam question is challenged by the student, it will only be considered if presented in the following format:
   a. The student's petition must be in writing.
   b. The students must explain why the exam answer is not the best choice.
   c. The students must provide a rationale on why they think their answer is the best option.
   d. Current, relevant resources must be cited.
   e. The test will not be given to the student to take home when completing this challenge.
   f. If a petition is submitted to challenge a test question, this does not guarantee that the faculty will change the answer, throw the question out, or accept multiple answers. This decision will be made per the individual faculty member.
5. Content examinations in which students achieve under 80% must have a grade advisement with the nursing instructor (even if the student has a passing average).
   a. This may result in a remediation plan and documentation through the *Early Alert* referral process.

National Testing Guidelines

The nursing programs utilize national testing to assist the student in benchmarking their academic performance against students from a wide variety of backgrounds and regions. This benchmarking is important to identify gaps in learning that may be affected by regional healthcare practices.
National examinations serve four roles in the nursing programs.

1. Admission
   A national performance examination is the basis for admission to the nursing program. Students are required to have a minimum score of 60 on the ATI TEAS exam.
2. Content Examinations
   ATI national content examinations are given in NUR courses.
3. ATI Comprehensive Exam
   The nursing programs administer the ATI Comprehensive Exam during the last semester of each program. Student performance on this exam predicts NCLEX exam performance.
4. Virtual ATI NCLEX Review
   Review is an online course for students in their last semester to review for the licensure examination.

ATI Assessment Policy

This document describes the ATI Assessment Testing and Remediation policy that is used in the Practical Nursing Technology program. ATI Assessment scores can be indicative of the student's level of success in the program and on NCLEX-PN. ATI Practice Assessments and Proctor Assessment scores will be worth 10% of a course grade. See the grading rubric below for details.

- Students will be required to remediate after ATI Practice Assessments.
  - Students will take ATI Practice Assessment A after approximately 60% of the course is completed (Week 4-5)
  - Students will take ATI Practice Assessment B after approximately 70-80% of the course is completed (Week 6-7)
  - Student will be given at least one week to complete remediation after each practice exam.
- Students are required to remediate following all ATI Assessment Proctored Exams.
  - Remediation requirements are unique to each student and are dependent on the student's ATI Assessment score. Student with lower ATI Assessment scores will require more intense remediation.
  - Students that score below a Level 2 will be given a retake of the Proctored Assessment after completion of remediation. Proctored assessments will be administered at least one week before the final exam.
  - Students must complete remediation prior to taking the final.

ATI Assessment Grading Rubric			
Practice Assessment			
16 points			
Complete Practice Assessment A Remediation: • For each topic missed, complete an active learning template as part of the required remediation process • Take a post-study quiz (if available) and complete an active learning template for each topic missed.		Complete Practice Assessment B Remediation: • For each topic missed, complete an active learning template as part of the required remediation process • Take a post-study quiz (if available) and complete an active learning template for each topic missed.	
Standardized Proctored Assessment			
Level 3=16 points	Level 2= 12 points	Level 1=4 point	Below Level 1=0 points
Remediation= 8 points • Complete 4 ATI active learning templates for topics missed.	Remediation= 8 points • Complete 6 ATI active learning templates for topics missed.	Remediation= 8 points • Complete 8 ATI active learning templates for topics missed.	Remediation= 8 points • Complete 10 ATI active learning templates for topics missed.
40/40 Points	36/40 points	28/40 points	24/40 points
Proctored Assessment Retake			
No retake required	Retake optional	Retake required	Retake required
Students who retake an Assessment will be awarded points for the highest Level earned.			

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REMEDIATION POLICY

The nursing faculty are dedicated to your success. Nursing faculty strive to promptly identify students who may require additional learning resources to improve academic achievement. All students achieving under 80% on any examination must meet for a grade advisement with the instructor of the course. This appointment must be initiated by the student and be completed before the next examination in the course or the student will not be allowed to test.

The nursing program also has a Laboratory and Remediation Coordinator as an additional resource for students. The following circumstances may result in a student being referred to the Laboratory and Remediation Coordinator for remediation:

1. Failing course grade
2. Failing exam grade
3. Multiple unsuccessful exams within a course
4. Assignment remediation
5. Exam review make up
6. Skill remediation
7. Skill instruction make up

Students can also schedule an appointment with the Laboratory and Remediation Coordinator without referral from an instructor. The student and the Laboratory and Remediation Coordinator will work together to develop an individualized plan to aid in academic success.

READMISSION POLICY

Eligibility for Readmission

1. Students who withdraw or are dismissed from the program may reapply to the program for admission to the appropriate semester the following academic year.
2. Students will not be considered for re-admission beyond the following academic year of separation from the program.
3. A student can be readmitted only **once**.
4. A student who withdraws or who has not been successful in the first eight weeks of the program is required to reapply to the program and meet the same requirements as listed in the Admission Criteria. The student will be considered for admission with all eligible applicants.
5. Violations of the Nursing Code of Conduct may deem a student ineligible for readmission.
6. Students who have failed two or more nursing courses at State Tech or another institution are not eligible for admission.
7. Students with an admission to another nursing program, prior to admission to the State Tech nursing program, are not eligible for readmission to the State Tech nursing program should they be unsuccessful or withdraw.

Requirements for Readmission
1. Demonstrated that the condition(s) causing failure, dismissal or withdrawal have been corrected so that the student is able to complete the program.

2. Readmission is dependent upon availability of seats in the class. Only 10% readmission students will be allowed per class.
3. Students must meet all current admission criteria.
4. **All nursing courses with both a lecture and clinical component must be taken and passed concurrently**. If the student fails one of the nursing course components, the student will be required to take both course components concurrently and pass each concurrently in order to progress in the nursing program. A failing grade in either of the concurrent nursing course components will count as one course failure. Accordingly, the student would still be considered eligible for readmission.
5. It is at the Nursing Admission and Retention Committee's discretion to apply appropriate individual requirements and prioritize students for readmission. Some examples include, but are not limited to:
    a. Prior to readmission, the student must successfully complete specific masteries. All readmission masteries will follow the Mastery Procedure in the nursing student handbook. ***Students will have 12 weeks prior to the start of the course to successfully complete all the masteries required.*** Students will be given the mastery rubrics by the start of the 12 weeks. Students will have access to the lab for practice. The Lab and Remediation Coordinator will also be available by appointment. The student will be responsible for scheduling all masteries with the department chair. Possible masteries may include any or all of the following:
        i. General health survey and complete health assessment
        ii. IV insertion and initiation of IV fluids
        iii. Sterile procedure (dressing change, urinary catheter insertion)
        iv. Medication administration
    b. Assessment to show competency in courses already passed
    c. Proof that student is working as an LPN or Nurse Assistant in an acute or long-term care setting for a length of time determined by the Nursing Admission and Retention Committee. Job duties should include medication administration and performing nursing procedures.

Process for Readmission

1. Submit a letter requesting readmission to the department chair for a specific course or semester.
2. The letter must include the reason(s) for failure, dismissal, or withdrawal, and how or why the situation has been remedied.
3. The letter will be reviewed by the Nursing Admission and Retention Committee. The Committee may request other documentation that may be time sensitive.
4. The student will be **notified in writing** of the Committee's decision along with any appropriate individual requirements for readmission. The Committee's decision is final.

POST-GRADUATE LICENSURE

Prerequisite for State Board Examination

- The following are required by the Missouri State Board of Nursing prior to a candidate being considered eligible to take the NCLEX (State Board Licensure Examination):
    1. Completed application.
    2. Supporting notarized documents, if necessary (i.e. court documents, treatment records, etc.).

3. Proof of submission of fingerprints to the Missouri State Highway Patrol's approved vendor for both a Missouri State Highway Patrol and Federal Bureau of Investigation fingerprint background check.
4. Evidence of U.S. citizenship or lawful presence.
5. Registration for NCLEX with test service.
6. Graduate from a state accredited practical nursing school.
7. Official, final transcript.
8. Compliance with the Missouri Nurse Practice Act, Section 335.066. This statement of compliance is signed by the student and notarized before entering the nursing program and becomes part of the student record.

Classroom and Clinical Policies

ATTENDANCE GUIDELINES FOR CLASS

The nursing program is an in-seat program. Due to the complex concepts taught in the nursing program, it is strongly recommended that students attend all regularly scheduled classes. The student will be responsible for any content missed during an absence.

It is the responsibility of students who will be absent, tardy, or leaving early to notify the instructors. If the student is absent an excess of the number of clock hours to the course credit hours, attendance counseling will be required to maintain participation in the program.

If absenteeism continues, further disciplinary action may be taken. Possible actions could include a drop in the student letter grade or dismissal from the program.

Excessive absenteeism, tardiness or leaving class early will be reflected in your Job Readiness Grade for the course.

In cases of prolonged absence, the student must notify the Office of Counseling Services, who will then notify the student's instructors.

Excused Absences – For the list of excused absences, refer to the State Tech Policy Library under Attendance.

ATTENDANCE GUIDELINES FOR CLINICAL

Attendance and punctuality in the clinical setting is the mark of a professional. Students are expected to attend each clinical day. It is our responsibility to teach students the importance of promptness and prepare them for the workforce.

1. Absence:
   A. If a student is to be late or absent from the clinical setting, he/she is responsible to inform the clinical instructor/coordinator at a minimum of 30 minutes prior to the scheduled clinical start time. Sending word with another person is not acceptable. The student must call or inform the instructor in person. If unable to reach the clinical instructor, the student is responsible for notifying the program coordinator.

      If a student does not notify the instructor by the designated time, the instructor will attempt to call or contact the student after a minimum of 30 minutes. This incident would be considered a violation of the Professional conduct and incivility policy.

      If a student is absent, the student will be required to make up missed hours. The method for making up missed hours will be determined by the instructor. Possible options include, but are not limited to making up clinical time on weekends, completing a case study research paper, virtual simulation or other comparable assignment. Any written assignment should be submitted by the date determined by the instructor.

   B. **Students who miss more than eight (8) hours of any clinical rotation will be required to make up missed clinical hours. If absence is for less than eight (8) hours a written assignment may be required.** This will require an assignment to another clinical group for make-up hours or to be made up on weekends that will be arranged by the nursing program

faculty. Students will be notified of the make-up date, hours, and clinical site. Students are expected to submit the same written report required from the clinical site rotation, and due date per instructor's discretion.

If the student fails to complete the make-up assignment hours and report, he/she will receive, zero points for the clinical rotation, and may result in separation from the program.

C. **Three or more clinical absences, the student <u>may be separated</u> from the program.** The clinical absences will be discussed by program faculty and college administration. If the student has extenuating circumstances for missing clinical, he/she may be granted to make up clinical hours and is expected to submit his/her clinical assignment.

D. Clinical absences are carried through all clinical courses in the program.

E. Excused Absences – For the list of excused absences, refer to the State Tech Policy Library under Attendance.

F. If a student is separated from the program and disagrees with the separation process or procedure, the State Technical College of Missouri Policy Library can be referenced for the Student Code of Conduct.
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2. Illness: Students who are ill with fever, emesis, conjunctivitis, strep throat, or any other type of contagious infection should not attend that clinical day and will be required to notify the instructor of absence. Contact your instructor a minimum of 30 minutes prior to the scheduled clinical start time if unsure if you should attend the clinical day for verification. Students who become ill at a clinical site will be sent home at the discretion of the clinical instructor or preceptor and an appropriate assignment will be given. Students may be required to complete health declaration forms prior to entering facilities. Students must comply with all facility requirements.

3. Tardiness will not be tolerated in the clinical setting. Based on the length of tardiness and student patterns and amount of clinical day missed the assigned clinical instructor will either allow the student to stay and participate in the assigned clinical; or the instructor may dismiss the student for the day and assign an alternate assignment to the student.

4. Lunch will be 30 minutes in length and students will not be allowed to leave the clinical site for lunch unless approved by the clinical instructor or the Program Coordinator.

<u>COMPUTER GUIDELINES</u>
The State Technical College of Missouri Student Handbook can be referenced for Computer and Information Services Policies.This policy will be followed when students are on a campus operated by State Technical College of Missouri.

All State Technical College Nursing students will be required to maintain a device for class use with the following Microsoft Window requirements.

Microsoft Windows Requirements:

- Operation System
  - Recommended: Windows 10 or 11
  - Minimum: Windows 10
  - iPad's are not allowed
- CPU
  - Recommended: Intel
  - Minimum: 1.6 GHz or above (or less than 4 years old)
- Memory
  - Recommended: 16 GB
  - Minimum: 16 GB RAM
- Wireless
  - Wi-Fi capable
- Hard Drive
  - Recommended: SSD
  - Minimum: 256 GB Free

For questions of concerns about State Tech computer requirements, please contact the State Tech Help Desk at 573-897-5200 or via email at helpdesk@statetechmo.edu.

E-MAIL

Students must check their State Tech student e-mail accounts on a daily basis. This is the only e-mail address that State Tech and nursing faculty and staff will use to communicate with the student. When a student has received a notice to respond to an instructor or Coordinator this should be done in the time frame requested.

ELECTRONIC DEVICES
Calculators
Calculators will be provided during courses and will not be permitted to leave the classroom.

Cell phones/smart watches
Cell phones, pagers, laptops, tablets, smart watches and other electronic devices must be on silent during class unless approved by the instructor for class and clinical lab. In the event that these items cause a disruption in class, the student may be asked to leave the classroom. Misuse of these items will result in the loss of Job Readiness points for each offense.

Students are allowed to use these electronic devices during breaks and lunch.

PROHIBITION OF RECORDING DEVICES DURING LECTURE

Recording devices (including smartphones, tablets, and other digital recording devices) may not be used to record lectures, discussions, or any class-related activities without explicit prior written consent from the instructor.

Any student found violating this policy may face disciplinary action, including but not limited to a written warning, loss of classroom privileges, or further academic sanctions.

Exceptions: Students with documented disabilities may request accommodations for recording lectures. Requests should be made through the Disability Services office for approval.

Professional Conduct

PROFESSIONAL AND CIVILITY POLICY

Each student is expected to demonstrate professional behavior as reflected in the ANA Code of Ethics, ANA Standards of Professional Performance and ANA Standards of Practice. Students will fulfill professional roles including advocate, direct care provider and educator. Students will treat peers, faculty, members of the healthcare team, patients and families with respect and compassion. The purpose of these guidelines is to ensure optimum relationships with the nursing program faculty and students by promoting a safe, cooperative and professional environment.

The ANA defines incivility as "one or more rude, discourteous, or disrespectful actions that may or may not have a negative intent behind them (ANA, 2022)."

Examples of uncivil & unprofessional behavior are below (NOT inclusive):

- Inability to meet set deadlines (application, vaccinations, etc.)
- Failure to notify faculty/staff if late or unable to attend a scheduled appointment
- Discounting or ignoring solicited input from faculty regarding classroom or clinical performance
- Intimidating and disruptive behaviors
- Rudeness to instructors, peers or staff
- Demeaning, belittling or harassing others
- Raising one's voice at another individual
- Making personal attacks, including but not limited to racial, ethnic, sexual or religious slurs
- Directing vulgar, obscene or profane gestures or words at another individual
- Rumoring, gossiping about or damaging a classmate's, instructor's, clinical staff member's reputation
- Reluctance or refusal to answer questions
- Not responding to emails, letters or voicemail that requires reply
- Sending emails or text messages that are inflammatory or disrespectful in nature
- Disruptiveness such as, but not limited to verbal outbursts, name calling, physical threats, and condescending or inappropriate language that may or may not escalate into threatened or actual violence
- Threatening others; this refers to physical threats, verbal/nonverbal threats and implied threats
- Repeatedly interrupting another person who is speaking at an appropriate time and place
- Imposing personal demands at times or in settings where they conflict with assigned duties and cannot reasonably be met
- Overt or passive behaviors undermining classroom, laboratory or clinical performance and compromising patient and student safety
- Knowingly withholding information from faculty, peers and clinical staff
- Violating the privacy of another individual's belongings (except for lawful searches)
- Inappropriate posting on social media related to the State Tech nursing program experience
- Illegally removing college property, healthcare agency or patient property from premises
- Destruction of any college, healthcare or patient property
- Falsifying or fabricating any clinical experiences
- Plagiarizing or cheating
- Documenting nursing care that was not performed or falsifying a patient record
- Knowingly accesses a patient's health record that is not in your direct care

Student nurses are expected to uphold the ANA Code of Ethics. Students whose behavior does not comply with the ANA Code of Professional Conduct will receive sanctions in accordance with the Academic Performance Intervention policy. Sanctions may include verbal warning, written warning and final notification.

**Students may be dismissed on the first occurrence of incivility based on the severity of offense. Incivility offenses will remain of the student's record through the program.

BACKGROUND CHECKS

Per requirements of clinical sites utilized by the nursing programs, students are required to have a criminal background check. This search will include a national criminal background, Missouri Family Care Safety Registry, OIG and GSA name searches. If an admitted student has been placed on the Employee Disqualification List at any time during the program, immediate separation from the program will occur. The cost of the criminal background check is communicated to the students and is the responsibility of the student. If any offense is found, the following will occur.

- The Coordinator will review the findings.
- The Coordinator will meet with the student to discuss the Missouri State Board of Nursing Practice Act's section concerning eligibility to sit for the NCLEX exam and be licensed.
- The student will be informed that if any clinical site restricts or denies access to the student based on the findings, the student will not be able to complete program requirements.
- The information found through this background check may affect the students' enrollment within the nursing program.

CLINICAL RESPONSIBILITIES

1. **Professional and Ethical Responsibility:**
   a. Display professional and ethical responsibility while in the clinical setting.
   b. Hold current CPR certification from the American Heart Association for the Healthcare Provider, which must remain current until date of graduation.
   c. Identification badge worn at all times.
   d. Equipped with stethoscope, watch with a second hand, bandage scissors, pen light, permanent marker and an ink pen.
   e. Shows interest, enthusiasm and is energetic in completing clinical assignments.
   f. Reliable, truthful, and conscientious in clinical areas.
   g. Takes initiative to seek out learning opportunities and look for new challenges.
   h. Is self-directed.
   i. Accepts constructive criticism and requests supervision when necessary.
   j. Does not allow personal problems to interfere with clinical performance.
   k. Displays a professional demeanor while in clinical facility (refrains from inappropriate laughter, loud talking, incorrect grammar, use of slang language).
   l. Does not chew gum or food while providing patient care.
   m. Works within the role of the nursing student.
   n. Keeps knowledge of patient and clinical situations confidential.
   o. Follows rules and regulations of the school and cooperating agency.
   p. Reports absences/tardiness promptly to assigned clinical instructors.

2. **Communications Skills:**
   a. Uses appropriate verbal and non-verbal therapeutic communication skills and techniques.
   b. Communicates in a friendly, helpful, courteous manner with assigned patients.
   c. Accepts and cooperates with persons in authoritative and non-authoritative positions.

     d. Utilizes appropriate conversation with students, faculty and clinical staff.
     e. Maintains a non-judgmental disposition toward peers and patients.
     f. Communicates effectively with patient regarding basic health teaching.

3. **Safe, Skillful Nursing Care:**
     a. Is organized and utilizes time appropriately when providing basic nursing care to assigned patients.
     b. Follows principles of medical asepsis when appropriate.
     c. Follows principles of surgical asepsis when appropriate.
     d. Ensures that daily hygiene and grooming is provided to assigned patients.
     e. Performs nursing procedures accurately within appropriate time frame, without violating basic nursing principles.
     f. Administers medications under the supervision of a clinical instructor, following the established *Rights of Medication Administration* to ensure patient safety and adherence to best practices. During preceptored clinical experiences, students may also administer medications under the direct supervision of their assigned preceptor.
     g. Is able to adapt procedures to specific patient situations.
     h. Is able to discuss and understand underlying principles and rationale of nursing procedures.
     i. Maintains a safe patient environment (call light within reach, answers call light promptly, side rails according to agency policy and patient needs).
     j. Observes for and reports safety hazards in the patient area.
     k. Utilizes proper body mechanics when providing care to assigned patients.
     l. Does not work a shift immediately preceding a clinical shift (i.e. working a night shift and then going to a clinical rotation).
4. **Documentation, Observation, and Reporting Skills:**
     a. Chart accurately, promptly, legibly, using correct grammar, spelling, medical terminology and accepted abbreviations.
     b. All documentation will be reviewed by clinical faculty prior to leaving the clinical site.
     c. Observes appropriate charting procedure particular to facility policy.
     d. Documentation indicates progression in organization and description of assessment data.
     e. Observes and reports pertinent information (change in patient condition, abnormal findings, and "near-miss" situations) to instructor and appropriate staff. Keeps instructor informed of patient status.
     f. Does not leave the clinical area without giving report to staff or charge nurse.
5. **Complete Post-Clinical Assignments as given by instructors:**
     a. Arrives to post clinical conference at designated time.
     b. Participates in development of patient's basic plan of care discussions.
     c. Presents post clinical conference relevant to clinical focus assigned by instructor.
6. **Daily Clinical Evaluations:**
     a. Students are responsible for each behavior listed on the daily student evaluation.

CLINICAL UNIFORM GUIDELINES
Uniforms must be purchased from the college bookstore. Uniforms will be worn with pride and dignity. The student represents the school while in uniform. Students who violate the below uniform guidelines will receive an Academic Performance Intervention.
Appropriate dress for students in the Nursing lab and clinical areas includes:
1. Each student will be responsible for his/her clinical uniforms. The uniforms must be kept neat, clean, ironed, in good repair and free of odor at all times. Items should not touch or drag on the floor. No excessive showing of skin in the cleavage and/or buttocks area.

2. Solid navy, gray, black or white undershirts are acceptable.
3. Muted color, supportive closed toe nursing shoes or tennis shoes are required in the clinical and lab setting. Footwear should be kept clean and in good repair.
4. Uniforms will be worn on duty in the clinical facilities. Students are required to wear picture identification as designated by clinical site policies.
5. Uniforms must not be worn as street clothes except when traveling to and from the clinical facility and classroom.
6. Jewelry – only plain wedding band is acceptable, wedding ring set with raised stone are unacceptable, watch with second hand, no more than two pairs of pierced stud earrings. No other jewelry shall be worn with uniform.
7. Hair must be clean and pulled back, well-groomed and off the collar. Hair that touches the collar must be pulled back. Facial hair should be kept short, clean and well-groomed.
8. Hands will be clean. Nails must be clean and short with no nail polish. No acrylic or artificial nails permitted.
9. Stethoscopes will be kept in pockets when not in use.
10. Maintains good personal hygiene
11. Students should be fragrance free-in promotion of a healthy environment for patients, exclude wearing fragrances of any kind or smelling of smoke.
12. Makeup may be worn in moderation.
13. In an event that the student's uniform is soiled with a patient's body fluids; it will be the student's responsibility to immediately notify their clinical instructor. The student is required to have a second available uniform at the clinical site with them to change into.
14. Tattoos/body art/body piercing: ***None can be visible***. All must be tastefully covered. No gauge holes; gauge holes must be filled with a flesh-colored plug. No tongue piercings.

CONFIDENTIALITY AND HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

State Technical College of Missouri Nursing Program has the legal and ethical responsibility to protect the privacy of their patients. This has been mandated by federal law. All students are responsible for the following regulations of the Health Insurance Portability and Accountability Act (HIPAA).

- Privacy Rule: Protects individuals, medical records and other individually identifiable health information.
- Security Rule: Protect individuals' electronic personal health information that is created, received, used or maintained by a covered entity.

Students are to maintain patient confidentiality at all times. Students are expected to follow the clinical site protocol for the review of medical records.

Research of a medical record is only for the purposes of the nursing program curriculum and course requirements. Students do not have authorization to review electronic health records of patients not assigned to them unless review is authorized by the clinical instructor.

Personal Health Identifiers (PHI) must not be included on any patient data students collect or assignments submitted. Disclosure of any patient information should only occur when collaborating with the patient's healthcare team or for educational purposes with the clinical instructor.

Violation of patient confidentiality or clinical site health information access policies will result in disciplinary action up to and including dismissal from the nursing program. Violation of patient confidentiality with malicious intent will result in dismissal from the nursing program and also carry federal charges.

ORGANIZATIONS & ACTIVITIES

Career and technical student organizations are an integral part of this school's program and necessary for completing education as skills training. Organizations contribute to development in experiencing life-like situations in leadership and professional development. State Tech offers Student Activities with information located in the State Tech Student Handbook. All nursing students will have the opportunity to join the Student Nurse Organization at State Technical College of Missouri.

STUDENT EMPLOYMENT

Students employed by clinical sites or other health care facilities must abide by the following requirements:
1. Competencies may only be earned during State Technical College of Missouri clinical hours.
2. Students are not dismissed from State Technical College of Missouri schedules or rotations to work for pay.
3. Students are covered by State Technical College of Missouri insurance policies only when performing State Technical College of Missouri coursework or clinical rotations.
4. Students may not wear the State Technical College of Missouri school uniform when working or volunteering.

Health and Safety Guidelines

HEALTH REQUIREMENTS

Health requirements are contingent upon cooperative agreements with health care facilities and subject to change. Students entering the program must bring a completed medical history/health physical form from his/her physician. The following requirements MUST be completed or the student will not be allowed to enter the clinical setting.

1. Health history and physical examination by a healthcare provider, to include:
   o Two step TB skin test and/or Chest X ray
   o Immunizations up-to-date to include:
      A. Polio or proof of immunity
      B. TDAP or proof of immunity
      C. MMR (2) vaccine series or Rubella Titer showing immunity
      D. Chicken Pox vaccine series (2) or Varicella Titer showing immunity
      E. Hepatitis B vaccine series or Hepatitis B Titer showing immunity
      F. Flu vaccination
2. It is recommended that the students carry medical care and hospitalization insurance.
3. Each student shall be responsible for their own health care and records.
4. If a student becomes ill while in class or clinical rotations, he/she must report to the assigned instructor and the program coordinator before leaving.
5. Patient and student safety are the program's primary concern. Following admission, a student who has a medical condition, develops a condition (including pregnancy), or is taking prescribed medications which will affect clinical performance while enrolled in the program shall notify the program coordinator. A written statement is required from the student's physician indicating that the student has permission to conduct activities of a student nurse in the classroom and clinical area. The physician's full release from care is required for all clinical activities. A student may not have restrictions such as but not limited to: lifting or sitting duties only.
6. Students who have allergies/health issues are responsible to inform the instructor prior to lab or clinical experiences so accommodations can be made.

DRUG SCREENING

- Initial: Upon entrance into the nursing program, all students are required to complete a urine drug screen. The cost of the screening will be communicated to the student at the start of the program and will be the students' responsibility. Students must submit documentation from their health care provider on any current medications prescribed prior to completion of the urine drug screen. Students with a positive drug screen and no provided prescriber documentation will not be allowed to participate in lab courses or clinical courses due to safety in the lab and clinical site. Therefore, these students will be separated from the nursing program immediately. Students with a positive drug screen and prescriber documentation will be allowed to continue in the nursing program as long as the medication does not affect their ability to perform safely in the lab and clinical setting.
- Ongoing: It is the responsibility of the student to provide updated medication documentation from a prescribing health care provider throughout the program. The documentation must include whether the student is able to safely continue in the program. Students may be notified to report for random drug testing before or during a clinical rotation at any clinical facility. Students will be provided with information on approved screening agencies and be given a specific period in which to complete the screening. The student is responsible for fees attached to all screenings. Changes in rotation schedules will not be made based on this requirement. Refusal to submit the urine drug screen within the required

period is grounds for dismissal from the program. If a random drug screen returns a positive result, the student will be separated from the nursing program.

*** Although recreational and medical marijuana use is legal in Missouri, it remains illegal under federal law as a Schedule I drug. Therefore, the use, possession, purchase, sale, or distribution of marijuana or cannabis in any form is strictly prohibited on college or clinical premises. Students subject to drug testing requirements are not exempt, even with a state-issued medical marijuana card. A positive drug screen for marijuana will result in dismissal from the nursing program.

HIV OR HBV INFECTION POSITION STATEMENT

The Missouri State Board of Nursing recognizes the serious implications the spread of HIV or HBV has on the health, safety, and welfare of the public, and the Board's mandated responsibility to the public for assuring safe and competent nursing care. As mandated by Section 191.694 RSMo, 1992 all licensed nurses and nursing students shall immediately implement and adhere to the universal precautions recommended by the Centers for Disease Control in the care of all clients. All licensed nurses and nursing students who discriminate against a client based on HIV or HBV infection, or makes HIV or HBV testing a condition of treatment shall be subject to the denial of licensure or the disciplinary processes of the Missouri State Board of Nursing. All licensed nurses and nursing students with HIV or HBV who perform invasive procedures are encouraged by the Missouri State Board of Nursing to voluntarily participate in the Department of Health's evaluation process. All licensed nurses and nursing students who violate a restriction or limitation placed on their practice by the Department of Health shall be subject to denial of licensure or the disciplinary processes of the Missouri State Board of Nursing. It is the position of the Missouri State Board of Nursing that all licensed nurses and nursing students with HIV or HBV are entitled to the same reasonable accommodation guaranteed by the Americans with Disabilities Act.

References:
1. North Carolina Board of Nursing (1991). Policy regarding HIV/AIDS infection. Raleigh: Author.
2. State of Missouri, 86th General Assembly, Second Regular Session [Truly agreed to and finally passed] Senate Committee Substitute for Senate Bills Nos. 511 & 556. (1992). Jefferson City: Author.
3. State of Missouri Revised Statutes (1992). Section 191.694 to 191.700 RSMo Supp. 1992. In Chapter 191: Health and Welfare. Jefferson City: Committee on Legislative Research.

INFECTIOUS DISEASES

Students with communicable diseases that pose a risk of transmission in school or at school activities will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and Local County or city health departments. For more information access the Prevention and Control of Communicable Diseases or contact the local county health department for guidance, direction and support early on. Categories of infectious disease are as follows:

1. Respiratory Illness/Outbreak can include seasonal or pandemic flu, meningitis and tuberculosis (TB) among many diseases caused by viruses or bacteria. Illness can be mild or serious resulting in death, depending on the organism. While most respiratory illness is spread as airborne, kissing or touching a contaminated object such as a phone – and then touching the mouth, nose or eyes can also cause the spread of respiratory illness.
2. Gastrointestinal Disease includes such diseases as Hepatitis A; Salmonella; E. Coli; and Giardia, and is acquired by mouth through fecal-oral transmission (person sheds the virus/bacteria in their stool,

does not thoroughly wash their hands, and then touches food or other objects that others eat or touch and then handle food or touch their own mouth.)

3. Skin to skin transmission and sexually transmitted infections (STIs) are acquired through close contact, intimacy, or organisms that can thrive for some time on items such as wet towels. If someone with a skin disorder such as Methicillin Resistant Staph Aureus (MRSA) uses a towel which someone else picks up and uses, the organism can easily be transmitted through an open area in the skin. An STI can be transmitted in a variety of ways through intimate contact. Diseases can also be transferred from sharing personal items such as razors, needles, etc.

Management may include, but is not limited to, exclusion from school or assignment as needed for the health and safety of students and staff. Excused absences should be allowed with a doctor's statement if the outbreak is declared by the state or county Department of Health.

Students infected with chronic communicable diseases that *do not* pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B virus or HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection.

INSURANCE
Students are informed to carry their card with them during clinical affiliations. The college does not provide health insurance coverage for the student. Students are to have health insurance coverage.

The College does provide information on reduced student/family plans that directly contract with students and/or their parents. The College does not broker or endorse any insurance plan for students. The College does not have an on-campus health facility.

The College does provide liability insurance for students during clinical experiences. Documentation will be provided to the clinical site and a digital copy kept by nursing program. Liability insurance coverage will be provided in the amount of $1,000,000 per incident with a $3,000,000 aggregate.

BODY FLUID EXPOSURE POLICY
Any direct exposure to blood or body fluids occurring while functioning as a nursing student must be reported immediately to the clinical instructor.
Policy:
1. Students must report any cuts, scrapes, wounds, skin rashes, chapped skin, dermatitis, etc. that he/she may have to the clinical instructor before performing any tasks that may involve the exposure to blood or body fluids.
2. Students must wear appropriate protective equipment when performing any tasks that may involve exposure to blood or body fluids.
3. All blood or body fluids shall be considered potentially infectious.
4. Should an exposure to blood or body fluids occur from a needle stick in the Nursing Lab or the clinical setting, the student should:
   a. Wash the area immediately with soap and water.
   b. Report the incident to the clinical instructor immediately. The clinical instructor will report to the supervisor or charge nurse of the clinical facility.
   c. If at a clinical setting: Complete a facility occurrence report, note the source of the exposure if known and how the exposure occurred.
   d. If at a classroom/lab setting: Follow the College Accident Reporting Procedure.
5. Should exposure of skin, eyes or mucous membranes occur, the student should:

a. Wash the area immediately.
b. Report the incident to the clinical instructor immediately. The clinical instructor will report to the supervisor or charge nurse of the clinical facility.
c. If at a clinical setting: Complete a facility occurrence report, note the source of the exposure if known and how the exposure occurred.
d. If at a classroom/lab setting: Follow the College Accident Reporting Procedure.

Post-Incident Procedure:

The following procedure will be implemented with regard to medical care and follow-up of the incident.

1. If the source of contamination is known, blood will be drawn from the patient for the following tests: HIV antibody, Hepatitis B surface antigen, and Hepatitis C antibody. Written permission from the patient is required for HIV testing. The blood will be drawn from the patient per protocol of the clinical facility and be processed through the lab designated by the facility.
2. If the source of contamination is unknown it is recommended that the student be tested for HIV antibody and Hepatitis B surface antigen. With appropriate follow-up testing in 3 months, and 6 months as recommended by the CDC.
3. The student will be given direction to get blood drawn per facility policy.
4. The student may see a private physician for testing and follow-up at his/her own expense.
5. The student may report to the Emergency Room of any hospital for testing and follow-up at his/her own expense.
6. The student has the right to refuse testing and follow-up and must sign a waiver indicating refusal in the presence of a witness.

State Tech Policies and Procedures

State Tech Policies and Procedures

ACADEMIC INTEGRITY
State Tech Policy Library can be referenced for the [Academic Integrity policy](). The nursing programs have an academic integrity policy that aligns with State Tech policy and industry standards.

Academic misconduct is any act that does or could improperly distort students' grades or other student academic records. Academic misconduct is cheating the student of learning the needed skills and an offense to the academic integrity of the learning environment. All forms of academic dishonesty will call for discipline.

- o Unprofessional and dishonest acts include, but are not limited to:
  - Copying/submitting another person's work.
  - Unauthorized use or appropriation of someone else's work.
  - Using unauthorized notes or equipment (including programmable calculators, smart phones, smart watches, etc.) during an examination.
  - Stealing an examination or using a stolen examination.
  - Allowing another student to have access to your work, thereby enabling that student to represent the work as his/her own.
  - Falsifying a clinical record.
  - Plagiarizing any assignment which includes using someone else's ideas or words without proper attribution. This includes self-plagiarism or submitting your own previously submitted work.
  - Theft from a patient or associate, supplies other material or equipment from the school or clinical sites.
  - Altering grades on examinations or assignments.
  - Post examinations alterations.
  - Collaborating with another student for a test or other graded assignment without the consent of the instructor.
  - Unauthorized use of artificial intelligence tools to complete assignments, clinical documentation or exams.

- o Reporting of violations of Academic Integrity
  - Written Warning (first violation)
    - o Instructor will meet with student
    - o Instructor with submit Academic Integrity Report and attach Academic Performance Intervention form.
  - Final Notification (second violation)
    - o Instructor will consult with program chair.
    - o Academic Dean and VPAA will be notified.
    - o Instructor, program chair and counselor will meet with student.
    - o Instructor will submit Academic Integrity Report and attach Academic Performance Intervention form.
  - *Note: At their discretion, instructors may issue Verbal Warning in lieu of above.

- o Sanctions for violations of Academic Integrity may include a range of the following:

- The first documented violation will result in a grade of Zero on the paper, assignment, quiz, or test on which the violation occurred.
- A second documented violation will result in a grade of "F" being assigned in the course and ineligibility for readmission to the nursing program.

ACCESSIBILITY
Any student with adaptations or learning needs should contact the Nursing Department Chair for assistance.

ACCIDENTS
The Program Coordinator and Department Chair must be made aware of all accidents within 24 hours of the occurrence. Program faculty will follow the State Tech Accident Reporting Procedures.

ADVANCED PLACEMENT GUIDELINES
Transcripts that are submitted within the application process will be reviewed and core curriculum transfer credit may be accepted for only a select few core nursing courses upon approval of the State Technical College of Missouri nursing program faculty.

CAMPUS SECURITY
The State Technical College of Missouri Policy Library can be referenced for the Emergency Response and Safety Policy This policy will be followed when students are on a campus operated by State Technical College of Missouri.

DRUG AND ALCOHOL POLICY
The State Tech Policy Library can be referenced for the Alcohol and Substance Abuse Information.

EMERGENCY AND SAFETY PROCEDURES
The State Tech Emergency and Safety Procedures can be found at the entrance to the Health Science Center. Dial 911 during any emergency.

FAMILY RIGHTS AND PRIVACY ACT NOTIFICATION
The State Tech Policy Library can be referenced for the Family Educational Rights and Privacy Act (FERPA).

INCLEMENT WEATHER
On those occasions when it is necessary to alter State Tech's schedule because of weather conditions, State Tech administrators will communicate closings, cancellations and delays through State Tech Alert, as well as public notification through local media resources (television, radio, and social media). Every effort will be made to notify all those affected as quickly and comprehensively as possible. **All State Tech community members should remember that in all situations you should never put yourself in harm's way by driving or going out into the weather if you believe the risks are too high!**

Clinical cancellations due to weather can be found under Attendance in the Clinical section of this handbook.

Text Alerts – Receive Emergency Alerts and other information sent as a text message to your cell phone or as an email. Sign Up at www.statetechmo.edu "State Tech Alerts".

JOB READINESS SCORE

AJA@™STC is a value-added service to students and employers that rewards students by giving employers more than typical academic grade on a transcript. Information on the Job Readiness Score can be found in the State Tech Policy Library.

NOTICE OF NONDISCRIMINATION

State Tech Policy Library can be referenced for the Nondiscrimination Policy.

PARKING

Students may park designated parking for State Tech students only. The State Tech Policy Library can be referenced for the Student Parking Regulations on campus.

PROGRAM ADVISORY COMMITTEE

Duties and Responsibilities of the Program Advisory Committee are as follows:
1. Membership
   a. The Department Chair appoints members of an advisory committee with the approval of the sponsoring agency;
   b. Membership is composed of persons who are interested in practical nurse education, practice, and in improvement of patient care;
   c. The program faculty and the State Technical College of Missouri Administrators are ex-officio members and are not eligible to serve as officers;
   d. The role of advisory committee is advisory only.
2. Functions of the Advisory Committee
   a. To study and protect the needs of the program as an educational institution concerned with service to the community;
   b. To assist with the interpretation of the philosophy and outcome criteria of the program to the public;
   c. To assist in securing funds for the program and scholarships and loans for needy students;
   d. To advise on the development of policies;
   e. To assist in recruitment.

SMOKING

The State Tech Policy Library can be referenced for the Tobacco Free Campus policy. This policy will be followed when students are on a campus operated by State Technical College of Missouri.

STUDENT CODE OF CONDUCT

The State Tech Policy Library can be referenced for the Student Code of Conduct Policy.

WEAPONS IN SCHOOL

The State Tech Policy Library can be referenced for the Possession of Firearms policy. This policy will be followed when students are on a campus operated by State Technical College of Missouri.

Forms

STATE TECHNICAL COLLEGE OF MISSOURI
NURSING PROGRAM
GRADE ADVISEMENT

Student Name: _____ Date:_____

Faculty: _____ Course: _____

<u>Most recent exam score</u>, you have received _____ points from a total of _____.

In order to be successful in this course and progress through the nursing program, you will need to obtain at least an ____.

Please make an appointment to meet with your instructor(s) to discuss your grade advisement. Please bring this document with you. Your score reflects that you need additional assistance or changes to your academic preparedness. Please select the appropriate reason(s) as to what you believe is the cause of your current grade.
- ☐ Inadequate exam preparation
- ☐ Poor test-taking skills
- ☐ Lack of understanding of material
- ☐ Personal distractions
- ☐ Other

Suggested actions for improvement will be discussed during your grade advisement meeting:
- Review current study practices and current resources
  - ☐ Join a student study group
  - ☐ Obtain additional reference material from the nursing faculty
  - ☐ Complete related case studies / quizzes / test questions.
  - ☐ Complete pertinent self-study guides from the syllabus/text for the current units being covered
  - ☐ Assess work/home schedule to allow adequate time to study

- Review test-taking material
  - ☐ Review test-taking strategies from the textbook

- Meet with the instructor(s) of the course to discuss your options at this point in the semester. Options may include but are not limited to:
  - ☐ Seek tutoring
  - ☐ Seek counseling/learning assessment
  - ☐ Schedule an appointment with the Lab Remediation Coordinator
    - ☐ Required meeting with the Lab and Remediation Coordinator prior to the next exam
      - o Signature of Lab and Remediation Coordinator_____
      - o Submit documentation to course instructor at completion of meeting
  - ☐ Modify work schedule to accommodate more time to study
  - ☐ Seek a health care related job to gain needed exposure to nursing skills
  - ☐ Contact Director of Nursing or Coordinator for specialized guidance
  - ☐ Other: _____

Student Signature: _____

Faculty Signature: _____

Advisement Date: _____

Nursing Exam Challenge Form

Name:_____Exam:_____

Signature: _____ Date: _____

Test Question Challenge: By filling out the below portion, I am stating that I would like to challenge a test question(s). Per the Nursing Student Handbook, the nursing question challenge form must be submitted to the faculty within one class day of the test review. The exam question challenge form must be in writing and include an explanation of why the exam answer is not the best choice, the rationale on what the student feels is the best answer, and must be cited using a current textbook to support reasoning. Submitting this does not guarantee that the faculty will change the answer, throw the question out, or accept multiple answers. (If more space is needed, staple a loose-leaf piece of paper to this form.)

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Date Received:_____Faculty Signature:_____

Reflective Exam Analysis

Name_____ **Course**_____ **Exam #**_____

Select a reason that you missed each item on the exam. Write that exam item number on the line next to the reason. After completing review of all the incorrect items, add the number of items you associated to each specific reason and put that number in the Total # column on the far right.

Reason you missed an item	Identify the item number next to the appropriate reason	#
Did not read the question properly		
Jumped to a conclusion		
Missed an essential word		
Incorrect math		
Did not know the content		
Did not understand a word or phrase		
Misunderstood what the item was asking		
Changed the answer but had it correct initially		
Narrowed option between 2 answers and picked incorrectly		
Ran out of time or felt rushed		
Anxiety or panic		
Careless / Marked item incorrectly		
Unsure why I missed it		

State Technical College of Missouri
Nursing Program
Excessive Absence Notice

Date:_____

Student Name:_____

     According to our records you have been absent a total of _____ in _____ course. This is equal to or greater than the credit hour value of this course. Low class attendance could reflect poorly on your grade, and impact your ability to be successful in the nursing program. The nursing program attendance policy states,

     "The nursing program is an in-seat program. Due to the complex concepts taught in the nursing program, it is strongly recommended that students attend all regularly scheduled classes. The student will be responsible for any content missed during an absence."

     The State Technical College of Missouri attendance policy states,

     "Students are expected to attend all classes. It is the responsibility of students who will be absent, tardy, or leaving early to leave a message with the college receptionist by calling 800-743-8324. The receptionist will relay the message to the appropriate instructors and staff. In cases of prolonged absence, the student must notify the Counselor, who will then notify the student's instructors. Some instructors also require that students contact them directly; refer to each class syllabus.

     The policy of the nursing department is if the student is absent an excess of the number of clock hours to the course credit hours in didactic courses, attendance counseling will be required to maintain participation in the program. If absenteeism continues, further disciplinary action may be taken. Possible actions could include a drop in the student letter grade or dismissal from the program.

     For clinical courses, the policy of the nursing department is if the student has three or more clinical absences, the student may be separated from the program. The clinical absences will be discussed by program faculty and college administration. If the student has extenuating circumstances for missing clinical, he/she may be granted to make up clinical hours.

_____   _____

Student signature/date   Nursing Program Coordinator signature/date

STATE TECHNICAL COLLEGE OF MISSOURI
NURSING PROGRAM

Student Handbook of Policies and Procedures
2025-2026

This paper will be placed in your file as evidence that you have received and read the State Technical College of Missouri Nursing Program Student Handbook of Policies and Procedures and that you will abide by the policies in the student handbook.

Please sign, date, and return to your program coordinator.

_____
Student PRINTED Name

Student Signature: _____   Date:_____