

Fall 2023-2024



**North Tech Campus**

**August 14th, 2023**

1700 Derhake Road  
Florissant, MO 63033

P 314-989-7676

F 314-989-7676

**South Tech Campus**

**September 18<sup>th</sup>, 2023**

12721 West Watson Road  
Sunset Hills, MO 63127

P 314-989-7502

F 314-989-7502

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## **INTRODUCTION**

### **Welcome**

The faculty of Applied Tech welcomes you to the Practical Nursing Program. You are entering a program that will be both demanding and rewarding. The academic challenges you will undertake may sometimes seem overwhelming; however, they will be the foundation of your nursing career.

Our nursing program is designed to prepare you to operate as a Licensed Practical Nurse. Through instruction in basic interpersonal, science, and nursing skills, you will learn to problem solve and think critically in order to operate as a safe practitioner.

The contents of this handbook contain the guidelines of the nursing program to give students an understanding of the philosophy, policies, and educational opportunities available in the program. It will aid in your orientation and answer some frequently asked questions about the Practical Nursing Program and the requirements that must be met to graduate and be licensed in the state of Missouri. You are responsible for knowing the policies and rules in this handbook.

When a policy change occurs, you will be given those updates in a timely manner.

While this program will demand much of your time, energy, focus, and tolerance, the faculty will be available to assist you. The faculty and staff are committed to supporting you in meeting your career goal of becoming a Licensed Practical Nurse.

### **Mission Statement**

To work collaboratively with business and industry to equip students with the knowledge, competencies, self-confidence, and self-esteem to be successful in today's changing workplace by providing career-focused technical training that results in meaningful employment opportunities for our students.

### **Nondiscrimination Statement**

Operation of the program will provide equal opportunities for employment, retention, and advancement of all people without regard to race, color, creed, age, national origin, sex, marital status, religion, or disability.

### **Sponsorship**

The Practical Nursing Program is sponsored by Special School District of St. Louis County.

### **Accreditation Statement**

The Applied Tech Practical Nurse Program operates under full approval by the Missouri State Board of Nursing and is accredited by the Missouri Department of Elementary and Secondary Education. Additionally, we are accredited by the Council on Occupational Education (COE).

## **NURSING FACULTY**

All nursing faculty meet the eligibility requirements established by the Missouri State Board of Nursing. The full-time faculty is also certified by the Missouri State Department of Elementary and Secondary Education (DESE).

### **Faculty Names and Credentials**

#### **PRACTICAL NURSING COORDINATOR**

##### **KIMBERLY RAU, MHA, BSN**

SOUTHERN ILLINOIS UNIVERSITY- EDWARDSVILLE, BSN  
CAPELLE UNIVERSITY, MHA

#### **NORTH TECH ON-SITE COORDINATOR**

##### **SAMANTHA MEDFORD, MSN, RN**

CHAMBERLAIN COLLEGE OF NURSING,  
MSN, RN

#### **SOUTH TECH ON-SITE COORDINATOR**

##### **JILL DACE, MSN, RN**

CENTRAL METHODIST UNIVERSITY, BSN  
WESTERN GOVERNOR'S UNIVERSITY, MSN

#### **Full-Time Faculty**

##### **KELLY WILES, BSN, RN**

GOLDFARB SCHOOL OF NURSING, BSN

##### **LISA CHAVARRIA, MSN, RN**

UNIVERSITY OF PORTLAND, BSN  
WESTERN GOVERNORS UNIVERSITY, MSN

##### **SARAH CLERMONT, BSN, RN**

GOLDFARB SCHOOL OF NURSING, BSN

##### **SHERRY ESPINOZA, MSN, RN**

CHAMBERLAIN COLLEGE OF NURSING,  
BSN, MSN

##### **THELMA HUBBARD, BSN, RN**

MARYVILLE UNIVERSITY, BSN

##### **CHRISTINA ROLLINS, MSN, RN**

GOLDFARB SCHOOL OF NURSING, BSN  
WALDEN UNIVERSITY, MSN

##### **MARNIE STROUD, MSN, RN**

CAPELLE UNIVERSITY, MSN  
UNIVERSITY OF PHOENIX, BSN

#### **Part-Time Faculty**

##### **MASON GLASCO, BSN, RN**

CAPELLE UNIVERSITY, BSN

##### **KIM HUELSING, BSN, RN**

GOLDFARB SCHOOL OF NURSING, BSN

##### **MARK KARNOWSKI, BSN, RN**

ST. LOUIS UNIVERSITY, BSN  
UNIVERSITY OF MISSOURI, MA  
UNIVERSITY OF PHOENIX, MA

##### **MAGDA MEGAHED, MSN, RN**

TANTA UNIVERSITY, MSN

##### **ASHLYN ROBINSON, BSN, RN**

SOUTHERN ILLINOIS UNIVERSITY-EDWARDSVILLE, BSN

##### **KIMBERLY CARTER, RN**

LUTHERAN SCHOOL OF NURSING, RN  
CENTRAL METHODIST UNIVERSITY, PENDING BSN

##### **LAURA RIPLEY, MSN, RN**

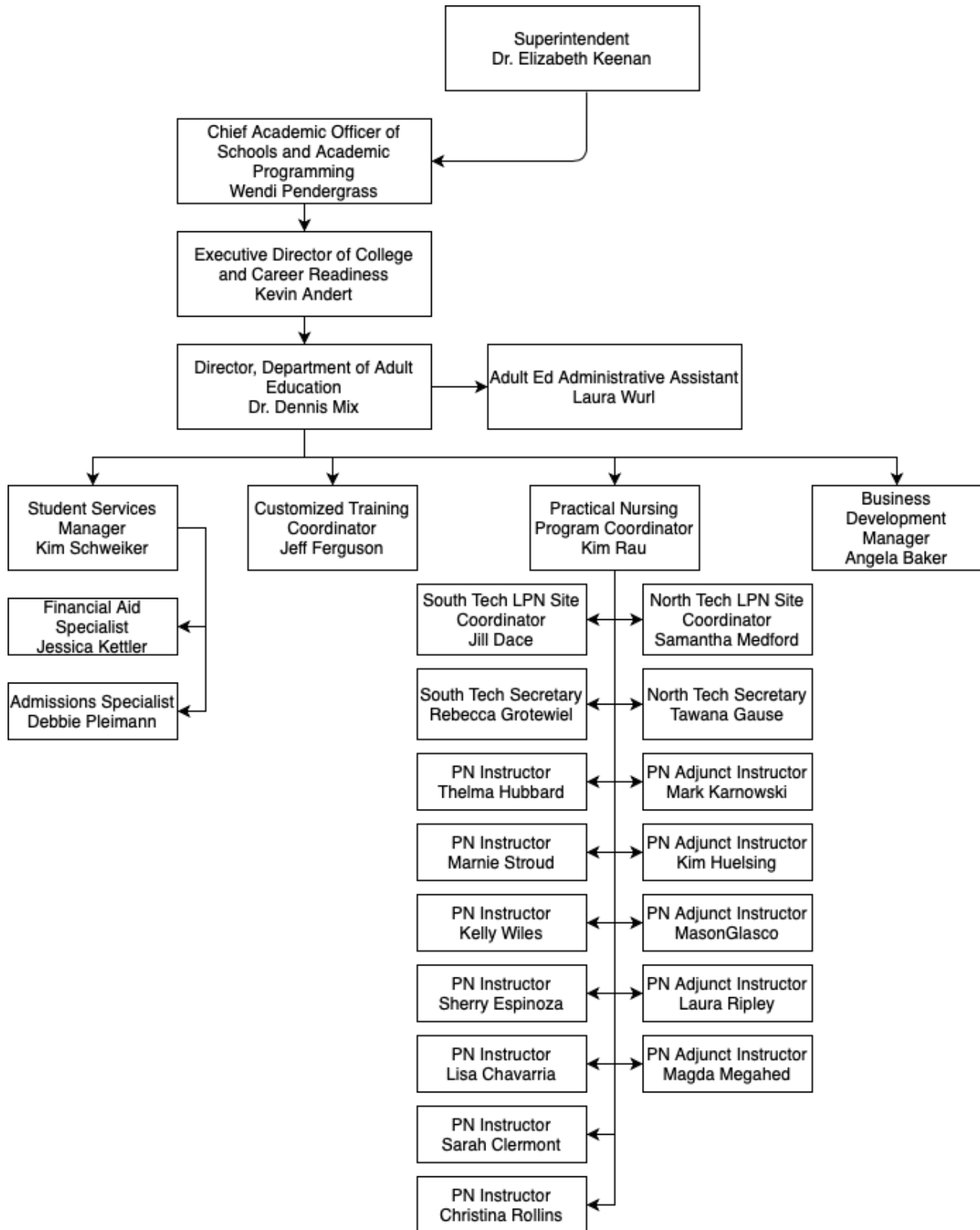
ILLINOIS WESLEYAN UNIVERSITY, BSN  
WESTERN GOVERNOR'S UNIVERSITY, MSN

##### **SHAYNA WANAMAKER, MSN, RN**

WESTERN GOVERNOR'S UNIVERSITY, BSN  
WESTERN GOVERNOR'S UNIVERSITY, MSN



# ORGANIZATION CHART



## **GRADUATE COMPETENCIES**

In providing client care in relatively stable nursing conditions, the graduate will be able to:

1. Accept assigned responsibilities as an accountable member of the health care team.
2. Perform within the limits of educational preparation and experience.
3. Function with other members of the health care team in promoting and maintaining health, preventing disease and disability, and in rehabilitation.
4. Apply the nursing process in assessing, planning, implementing, and evaluating health services and nursing care.
5. Participate in the development of policies concerning the health and nursing needs of society and in the roles and functions of the LPN.

After in-service or continuing education, graduates of this program who qualify, can, under the direction of a physician or registered nurse, master additional competencies requiring substantial specialized skill, judgment, and knowledge in complex or specialized situations such as dialysis units, complex medical-surgical areas, operating rooms, recovery rooms, and emergency rooms.

In the promotion of personal and community health, the graduate will be able to participate as a member of health-care teams under the direction of the physician or registered nurse in community health facilities such as long-term care facilities, community clinics, industrial nursing, blood banks, private physician's offices, home healthcare, and rehabilitation centers.

Graduates may be competent to assume leadership in certain aforementioned areas only with additional preparation. Such preparation would be crucial, especially if they are being assigned to assume responsibility as team leaders, charge nurses, unit managers, or supervising other nursing and health related personnel.

Graduates will understand their legal responsibilities according to Missouri State laws. He/she will be aware of the necessity of current licensure by writing State Boards at the conclusion of the program and the mandate to perform within their limits of preparation and experience according to the law. He/she will each receive a copy of the Nursing Practice Act at the time of orientation.

Graduates will be able to recognize and have a commitment to meet the ethical, moral, and legal obligations of the practice of practical nursing and will be able to maintain and promote good health practices as taught.

## MISSOURI REQUIREMENTS FOR LICENSURE

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

From MISSOURI STATE BOARD OF NURSING, *NURSING PRACTICE ACT AND RULES*—January 14, 2019

Pursuant to 8 U.S.C.A. §1621, the Board of Nursing is prohibited from granting professional licensure to a non-eligible, non-citizen of the United States. An individual who is a qualified alien, a nonimmigrant or an alien paroled into the US as documented by the US may be eligible for licensure. However, individuals who may have permission from the US to be here for a specific duration or purpose may not be eligible for professional licensure pursuant to federal law.

You may review this on the MSBN website <http://pr.mo.gov/boards/nursing/CITIZENSHIP-LAWFUL-PRESENCE.pdf>

### COMPLETION OF A NURSING PROGRAM DOES NOT GUARANTEE ELIGIBILITY TO TAKE THE LICENSURE EXAMINATION

1. The board may refuse to issue or reinstate any certificate of registration or authority, permit or license required pursuant to chapter 335 for one or any combination of causes stated in subsection 2 of this section or the board may, as a condition to issuing or reinstating any such permit or license, require a person to submit himself or herself for identification, intervention, treatment, or rehabilitation by the impaired nurse program as provided in section 335.067. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her rights to file a complaint with the administrative hearing commission as provided by chapter 621.
2. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621 against any holder of an certificate of registration or authority, permit or license required by sections 335.011 to 335.096 or any person who has failed dot renew or has surrendered his or her certificate of registration or authority, permit or license for any one or any combination of the following causes:
  - (1) Use or unlawful possession of any controlled substance, as defined in chapter 195, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.96;
  - (2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions, or duties of any profession licensed or regulated pursuant to sections 335.011 to 335.096, for any offense an essential element of which is fraud, dishonesty, or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;
  - (3) Use of fraud, deceptions, misrepresentation, or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096;
  - (4) Obtaining or attempting to obtain any fee, charge, tuition, or other compensation by fraud, deception, or misrepresentation;
  - (5) Incompetency, gross negligence, or repeated negligence in the performance of the functions or duties of any profession licensed or regulated by chapter 335. For the purposes of this subdivision, "repeated negligence" means the failure , on more than one occasion, to use that

- degree of skill and learning ordinarily used under the same or similar circumstances by the member of the applicant's or licensee's profession;
- (6) Misconduct, fraud, misrepresentation, dishonesty, unethical conduct, or unprofessional conduct in the performance of the functions or duties of any profession licensed or regulated by this chapter, including but not limited to, the following:
    - a. Willfully and continually overcharging or over treating patients; or charging for visits which did not occur unless the services were contracted for in advance, or for services in which were not rendered or documented in patient's records;
    - b. Attempting, directly or indirectly by way of intimidation, coercion, or deception, to obtain or retain a patient or discourage the use of second opinion or consultation;
    - c. Willfully and continually performing inappropriate or unnecessary treatment, diagnostic tests, or nursing services;
    - d. Delegating professional responsibilities to a person who is not qualified by training, skill, competency, age, experience, or licensure to perform such responsibilities;
    - e. Performing nursing services beyond the authorized scope of practice for which the individual is licensed in this state;
    - f. Exercising influence within a nurse-patient relationship for purposes of engaging a patient in sexual activity;
    - g. Being listed on any state or federal sexual offender registry;
    - h. Failure of any applicant or licensee to cooperate with the board during any investigation;
    - i. Failure to comply with any subpoena or subpoena duces tecum from the board or an order of the board;
    - j. Failure to timely pay license renewal fees specified in this chapter;
    - k. Violating a probation agreement, order, or other settlement agreement with this board or any other licensing agency;
    - l. Failing to inform the board of the nurse's current residence;
    - m. Any other conduct that is unethical or unprofessional involving a minor;
    - n. A departure from or failure to conform to nursing standards;
    - o. Failure to establish, maintain, or communicate professional boundaries with the patient. A nurse may provide health care services to a person with whom the nurse has a personal relationship as long as the nurse otherwise meets the standards of the profession;
    - p. Violating the confidentiality or privacy rights of the patient, resident, or client;
    - q. Failing to assess, accurately document, or report the status of a patient, resident, or client, or falsely assessing, documenting, or reporting the status of a patient, resident, or client;
    - r. Intentionally or negligently causing physical or emotional harm to a patient, resident, or client;
    - s. Failing to furnish appropriate details of a patient's, client's, or resident's nursing needs to succeeding nurses legally qualified to provide continuing nursing services to a patient, client, or resident;
  - (7) Violation of, or assisting or enabling any person to violate, any provision of sections 335.011-335.096, or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096;
  - (8) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license, or diploma from any school;
  - (9) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory federal agency or country upon grounds for which revocation or suspension is authorized in this state;
  - (10) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;
  - (11) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;

- (12) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
  - (13) Violation of any professional trust or confidence;
  - (14) Use of any advertisement or solicitation which is false, misleading, or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;
  - (15) Violation of the drug laws or rules and regulations of this state, any other state, or the federal government;
  - (16) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency;
  - (17) Failure to successfully complete the impaired nurse program;
  - (18) Knowingly making or causing to be made a false statement or misrepresentation of a material fact, with intent to defraud, for payment pursuant to the provisions of chapter 208 or chapter 630, or for payment from Title XVIII or Title XIX of the federal Medicare program;
  - (19) Failure or refusal to properly guard against contagious, infectious, or communicable disease or the spread thereof; maintain an unsanitary office or performing professional services under unsanitary conditions: or failure to report the existence of an unsanitary condition in the office of a physician or an any health care facility to the board, in writing, within thirty days after the discovery thereof;
  - (20) A pattern of personal use or consumption of any controlled substance unless it is prescribed, dispensed, or administered by a provider who is authorized by law to do so;
  - (21) Habitual intoxication or dependence on alcohol, evidence of which may include more than one alcohol-related enforcement contact as defined by section 302.525;
  - (22) Failure to comply with a treatment program or an aftercare program entered into as part of a board order, settlement agreement, or licensee's professional health program ;
  - (23) Failure to submit to a drug or alcohol screening when requested by an employer or by the board. Failure to submit to a drug or alcohol screening shall create the presumption that the test would have been positive for a drug for which the individual did not have a prescription in a drug screening or positive for alcohol in an alcohol screening;
  - (24) Adjudged by a court in need of a guardian or conservator, or both, obtaining a guardian or conservator, or both, and who has not been restored to capacity;
  - (25) Diversion or attempting to divert any medication, controlled substance, or medical supplies;
  - (26) Failure to answer, failure to disclose, or failure to fully provide all information requested on any application or renewal for a license. This includes disclosing all pleas of guilt or findings of guilt in a case where the imposition of sentence was suspended, whether or not the case is now confidential;
  - (27) Physical or mental illness, including but not limited to deterioration through the aging process or loss of motor skill, or disability that impairs the licensee's ability to practice the profession with reasonable judgment, skill, or safety. This does not include temporary illness which is expected to resolve within a short period of time;
  - (28) Any conduct that constitutes a serious danger to the health, safety, or welfare of a patient or the public.
3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621. Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section, for disciplinary action are met, the board may, singly or in combination, censure or place the person named in the complaint on probation on such terms and conditions as the board deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license, certificate, or permit.

4. For any hearing before the full board, the board shall cause the notice of the hearing to be served upon such licensee in person or by certified mail to the licensee at the licensee's last known address. If service cannot be accomplished in person or by certified mail, notice by publication as described in subsection 3 of section 506.160 shall be allowed; any representative of the board is authorized to act as a court or judge would in that section; any employee of the board is authorized to act as a clerk would in that section.
5. An individual whose license has been revoked shall wait one year from the date of revocation to apply for re-licensure. Re-licensure shall be at the discretion of the board after compliance with all the requirements of sections 335.011 to 335.096 relative to the licensing of an applicant for the first time.
6. The board may notify the proper licensing authority of any other state concerning the final disciplinary action determined by the board on a license in which the person whose license was suspended or revoked was also licensed of the suspension or revocation.
7. Any person, organization, association or corporation who reports or provides information to the board of nursing pursuant to the provisions of sections 335.011 to 335.259\*\* and who does so in good faith shall not be subject to an action for civil damages as a result thereof.
8. The board may apply to the administrative hearing commission for an emergency suspension or restriction of a license for the following causes
  - (1) Engaging in sexual conduct as defined in section 566.010, with a patient who is not the licensee's spouse, regardless of whether the patient consented;
  - (2) Engaging in sexual misconduct with a minor or person the licensee believes to be a minor. "Sexual misconduct" means any conduct of a sexual nature which would be illegal under state or federal law;
  - (3) Possession of a controlled substance in violation of chapter 195 or any state or federal law, rule, or regulation, excluding record-keeping violations;
  - (4) Use of a controlled substance without a valid prescription;
  - (5) The licensee is adjudicated incapacitated or disabled by a court of competent jurisdiction;
  - (6) Habitual intoxication or dependence upon alcohol or controlled substances or failure to comply with a treatment or aftercare program entered into pursuant to a board order, settlement agreement, or as part of the licensee's professional health program;
  - (7) A report from a board-approved facility or a professional health program stating the licensee is not fit to practice. For purposes of this section, a licensee is deemed to have waived all objections to the admissibility of testimony from the provider of the examination and admissibility of the examination reports. The licensee shall sign all necessary releases for the board to obtain and use the examination during a hearing; or
  - (8) Any conduct for which the board may discipline that constitutes a serious danger to the health, safety, or welfare of a patient or the public;
9. The board shall submit existing affidavits and existing certified court records together with a complaint alleging the facts in support of the board's request for an emergency suspension or restriction to the administrative hearing commission and shall supply the administrative hearing commission with the last home or business addresses on file with the board for the licensee. Within one business day of the filing of the complaint, the administrative hearing commission shall return a service packet to the board. The service packet shall include the board's complaint and any affidavits or records the board intends to rely on that have been filed with the administrative hearing commission. The service packet may contain other information in the discretion of the administrative hearing commission. Within twenty-four hours of receiving the packet, the board shall either personally serve the licensee or leave a copy of the service packet at all of the licensee's current addresses on file with the board. Prior to the hearing, the licensee may file affidavits and certified court records for consideration by the administrative hearing commission.

10. Within five days of the board's filing of the complaint, the administrative hearing commission shall review the information submitted by the board and the licensee and shall determine based on that information if probable cause exists pursuant to subsection 8 of this section and shall issue its findings of fact and conclusions of law. If the administrative hearing commission finds that there is probable cause, the administrative hearing commission shall enter the order requested by the board. The order shall be effective upon personal service or by leaving a copy at all of the licensee's current addresses on file with the board.
11.
  - (1) The administrative hearing commission shall hold a hearing within forty-five days of the board's filing of the complaint to determine if cause for discipline exists. The administrative hearing commission may grant a request for a continuance, but shall in any event hold the hearing within one hundred twenty days of the board's initial filing. The board shall be granted leave to amend its complaint if it is more than thirty days prior to the hearing. If less than thirty days, the board may be granted leave to amend if public safety requires.
  - (2) If no cause for discipline exists, the administrative hearing commission shall issue findings of fact, conclusions of law, and an order terminating the emergency suspension or restriction.
  - (3) If cause for discipline exists, the administrative hearing commission shall issue findings of fact and conclusions of law and order the emergency suspension or restriction to remain in full force and effect pending a disciplinary hearing before the board. The board shall hold a hearing following the certification of the record by the administrative hearing commission and may impose any discipline otherwise authorized by state law.
12. Any action under this section shall be in addition to and not in lieu of any discipline otherwise in the board's power to impose and may be brought concurrently with other actions.
13. If the administrative hearing commission does not find probable cause and does not grant the emergency suspension or restriction, the board shall remove all reference to such emergency suspension or restriction from its public records. Records relating to the suspension or restriction shall be maintained in the board's files. The board or licensee may use such records in the course of any litigation to which they are both parties. Additionally, such records may be released upon a specific, written request of the licensee.
14. If the administrative hearing commission grants temporary authority to the board to restrict or suspend the nurse's license, such temporary authority of the board shall become final authority if there is no request by the nurse for a full hearing within thirty days of the preliminary hearing. The administrative hearing commission shall, if requested by the nurse named in the complaint, set a date to hold a full hearing under the provisions of chapter 621 regarding the activities alleged in the initial complaint filed by the board.
15. If the administrative hearing commission refuses to grant temporary authority to the board or restrict or suspend the nurse's license under subsection 8 of this section, such dismissal shall not bar the board from initiating a subsequent disciplinary action on the same grounds.
16.
  - (1) The board may initiate a hearing before the board for discipline of any licensee's license or certificate upon receipt of one of the following:
    - (a) Certified court records of a finding of guilt or plea of guilty or nolo contendere in a criminal prosecution under the laws of any state or of the United States for any offense involving the qualifications, functions, or duties of any profession licensed or regulated under this chapter, for any offense involving fraud, dishonesty, or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;
    - (b) Evidence of final disciplinary action against the licensee's license, certification, or registration issued by any other state, by any other agency or entity of this state or any other state, or the United States or its territories, or any other country;

- (c) Evidence of certified court records finding the licensee has been judged incapacitated or disabled under Missouri law or under the laws of any other state or of the United States or its territories.
- (2) The board shall provide the licensee not less than ten days' notice of any hearing held pursuant to chapter 536.
- (3) Upon a finding that cause exists to discipline a licensee's license, the board may impose any discipline otherwise available.

From MISSOURI STATE BOARD OF NURSING NURSE PRACTICE ACT AND RULES-January 14, 2019.

Pursuant to 8 U.S.C.A 1621, the Board of Nursing is prohibited from granting professional licensure to a non-eligible, non -citizen of the United States. An individual who is a qualified alien, a nonimmigrant or an alien paroled into the US as documented by the US may be eligible for licensure. However, individuals who may have permission from the US to be here for a specific duration or purpose may not be eligible for professional licensure pursuant to federal law.

You may review this on the MSBN website

<http://pr.mo.gov/boards/nursing/CITIZENSHIP-LAWFUL-PRESENCE.pdf>

**COMPLETION OF A NURSING PROGRAM DOES NOT GUARANTEE ELIGIBILITY  
TO TAKE LICENSURE EXAMINATION**



## ADMISSIONS

### Entrance Date and Length of Course

The program is one year in length starting in the fall and in the spring at the North Tech and South Tech locations. Refer to the calendars in the Handbook for more details.

The usual days and hours of the program will vary depending on the trimester and clinical availability. Evening hours may be required as well to satisfy clinical educational competencies or clinical objectives.

The program may be closed due to unusual occurrences such as inclement weather, power outage, etc. See the inclement weather policy later in this handbook. These days will not count as absence days but will have to be made up. The class calendar will be distributed on the first day of class. Makeup days and special events (ex. uniform fitting) are listed on the calendar.

**Note: Fridays are reserved for on-campus study and to make up days with faculty during the second and third trimester.**

### Admission Requirements

Applicants must complete the following process prior to admission:

- Have a completed application form on file.
- Be at least eighteen (18) years of age and have a high school diploma or high school equivalent documentation (GED® or HiSET®) from an accredited school.
- Have achieved a minimum score on the SLE and Gain Tests within 12 months of admission.

When an acceptable score in all areas is achieved, the candidate must provide the program with the following in order to be considered for acceptance:

- a. High school transcript with an official school seal or an official GED® or HiSET® transcript from an accredited school. Validation required for secondary education obtained outside of the United States by Educational Credential Evaluation, Inc. An official copy of the report must be mailed directly to the program. The cost of this service is the responsibility of the student.
- b. A copy of residency status for all prospective students who are not citizens of the United States. This must be provided to the Financial Aid Officer prior to acceptance into the program.
- c. Three (3) supervisor references (not relatives, friends, or coworkers).
- d. Negative in all aspects of Urine 9 Panel Drug Screen utilizing agency as directed in applicant packet.
- e. A negative Family Registry with the Missouri Department of Health and Senior Services.
- f. Clearance through the Missouri Employee Disqualification Agency.
- g. Criminal background check
- h. Current complete physical examination (original copy only).
- i. Immunizations:
  - (a) A current (within one year) negative Mantoux two-step PPD. If the PPD result is positive, a chest X-ray must be taken and declared clear. A Reaction Review Form will be completed.
  - (b) Current (within ten years) tetanus vaccination.
  - (c) Evidence of two measles, mumps, and rubella (MMR) immunizations. A rubella vaccine is not necessary if a positive titer is submitted.
  - (d) Evidence of history of chicken pox or two varicella (chicken pox) immunizations are required. A clinical diagnosis of chicken pox is acceptable if the physician submits a written statement indicating the individual has had the clinical disease. If the disease cannot be documented, a positive titer must be submitted.
  - (e) Evidence of two Hepatitis A immunizations (or have begun the series with intent to complete it in the first trimester).
  - (f) Evidence of Hepatitis B series (or have begun the series with intent to complete it in the first trimester).
  - (g) Meningococcal (Meningitis), only required for applicants 18-23 years of age.
  - (h) Flu immunization, annually, as stipulated by clinical agency and/or program policy.
  - (i) Covid vaccination, as stipulated by clinical agency.

Once the applicant has been successful on the Application Test and all admission paperwork has been completed, an interview will be scheduled with program staff. The candidate may also have a meeting with the Financial Aid Officer. Prior to meeting with the Financial Aid representative, the candidate must have a current FAFSA.

Admission to the program is competitive. Successful applicants are selected on the basis of the admission test, the interview scores and file content.

All admission paperwork must be completed to be accepted into the program. An official transcript or documentation of high school completion will be kept in the file five years post program completion. The documentation of high school or high school equivalent documented (GED® or HiSET®) completion along with any transcripts from colleges the student has attended must be in the student's file prior to the financial aid interview.

Once records are submitted to the program, they are ATS property and will not be copied for or returned to the student.

No student will be admitted after 5 class days have elapsed.

#### **Transfer Credit and Advanced Placement Policy**

Eligibility for transfer credit will be conducted on a case-by-case basis. Applied Tech may accept transfer credits from regionally or nationally accredited institutions of higher education and recognized international universities. Courses eligible for transfer must be equivalent in content, course length (in hours), level, and rigor to courses offered at Applied Tech. Only courses with a passing grade of "C" or higher (or its equivalent) will be considered for transfer. Remedial or developmental courses will not be accepted for transfer credit. Transfer credits must have been earned within the past 3 years to be eligible for consideration. Course descriptions, syllabi, and attendance records may be requested for courses that require further evaluation.

#### **Maximum Transfer Credits:**

The maximum number of transfer hours allowed will be limited to 144 hours or 10% of the total hours required for completion of the LPN program.

#### **Credit Transfer Process:**

Prospective students seeking to transfer credits must submit official transcripts and certified documentation of course hour attendance from all previously attended institutions directly to the Applied Tech Admissions Office no later than 2 weeks prior to the paperwork cutoff date for a specific cohort.

Transfer credit evaluations will typically be completed within 2 weeks after receipt of all required documentation. Students will be notified of the results of their transfer credit evaluations via email.

Credit for coursework accomplished at Applied Tech is granted transferability at the discretion of the accepting institution. Consequently, students should confirm that attendance at Applied Tech meets their educational goals. This may include contacting a potential institution to which the student may seek to transfer after attending Applied Tech to see if coursework will transfer.

#### **Re-admission Policy**

Students who withdraw or are dismissed from the program during the first trimester and wish to re-enter will be considered for admission in a subsequent class if the class is not filled by first-time applicants. One can be out of the program for no more than 12 months without starting the entire application process all over. Any prior unpaid tuition/charges must be paid in full prior to re-admission. The file must be updated per the directions given to the returning student.

Students who withdraw or are dismissed during the second or third trimester will be considered for re-admission providing there is space available in the clinical rotations (not to exceed eight students per

rotation) in a subsequent class, tuition charges have been paid, and the coordinator approves re-admission. The student can be considered if they have met the criteria listed below, and their files have been updated.

Students failing any part of the trimester or exceeding the allowable time of absence will have to repeat the entire trimester. They will be given credit for any trimesters that were satisfactorily completed. Students who re-enter must follow all policies of the program.

An option to audit a completed trimester may be considered prior to repeating the second or third trimester. A student who is auditing classes will be required to adhere to all classroom policies and procedures.

Students terminated for disruptive and/or non-professional behavior may not be considered for re-admission.

The returning student must meet the following criteria:

- Submit a letter requesting re-admission. This letter should identify the reasons why the initial academic attempt was not successful. It should also list the corrective actions one will take to avoid another failure.
- If re-entering first trimester, one must retake the admission test achieving a minimum score and satisfy all admission requirements. The student is responsible for all testing costs.
- If re-entry into the second or third trimesters is desired, the applicant must take the ATI Fundamentals of Nursing Exam and achieve a minimum ranking of Level 2 to be considered for re-admission. No retake is allowed. The returning student is responsible for all testing costs. The student's file is reviewed, and faculty input sought regarding whether the student should return.

The returning student must meet with the Financial Aid Officer before a re-admission decision can be made. Any prior unpaid tuition/charges must be paid in full prior to re-admission.

Re-entering students will update drug screen, immunizations, skin tests, etc. as required, at their own expense. The PN Program Coordinator will make the final determination of acceptance.

## CONTACT PHONE NUMBERS

### **Practical Nursing Program Coordinator**

Kim Rau	krau@ssdmo.org
South Tech	314-989-7571
North Tech	314-989-7571

### **North Tech On-Site Coordinator**

Samantha Medford	semedford@ssdmo.org
	314-989-7676

### **South Tech On-Site Coordinator**

Jill Dace	jcdace@ssdmo.org
	314-989-7575

### **North Tech Secretary**

Tawana Gause	tgause@ssdmo.org
	314-989-7676

### **South Tech Secretary**

Rebecca Grotewiel	rgrotewiel@ssdmo.org
	314-989-7502

### **Student Services**

Kim Schweiker	kbschweiker@ssdmo.org
Student Services Coordinator	314-989-7585

Jessica Kettler	jkettler@ssdmo.org
Financial Aid Specialist	314-989-7583

## Calendars 2023—2024

### NORTH TECH Class August 14, 2023—August 16, 2024

#### **Trimester 1 Covers: Pre-clinical theory courses of FON, A&P, Pharm I, IVT, Growth & Development, Geriatrics & PVC**

August 14, 2023	1 <sup>st</sup> Trimester Begins
August 21, 2023; 11am	Uniform Fitting
September 4, 2023	Labor Day Holiday
TBD	Uniform Delivery
November 14, 2023	CPR
November 22-24, 2023	Thanksgiving Holiday
December 7, 2023 (tentative)	Capping
December 8, 2023	Make-Up Day, if Needed
December 11, 2023	Last Day of Trimester, Make-Up if Needed

#### **Trimester 2 Covers: Theory and clinical courses in Adult Health I, Pharm 2, and Behavioral Health; theory only Nursing of Children**

December 12, 2023	2 <sup>nd</sup> Trimester Begins
December 15, 2023	7-hour class day
December 21, 2023 – January 2, 2024	Winter Holiday
January 3, 2024	Classes Resume
January 5, 12, 26, 2024	Make-Up Days, If Needed
January 15, 2024	Martin Luther King Holiday
February 2, 9, 16, 2024	Make-Up Days if Needed
February 19, 2024	President's Day Holiday
March 1, 8, 15, 22, 29, 2024	Make-Up Days, If Needed
April 5, 12, 17, 18, 19, 2024	Make-Up Days, If Needed
April 19, 2024	Last Day of Trimester, Make-Up if Needed

#### **Trimester 3 Covers: Theory & clinical courses Maternal Child, Adult Health II, Pharm II; theory only Nursing of Children, Leadership**

April 22, 2024	3 <sup>rd</sup> Trimester Begins
May 10, 24, 2024	Make-Up Day, If Needed
May 27, 2024	Memorial Day Holiday
May 31, 2024	7-hour class day
June 14, 2024	Make-Up Day, If Needed
June 19, 2024	Juneteenth Holiday
June 21, 2024	7-hour class day
July 4-5, 2024	Independence Day Holidays
July 12, 19, 26, 2024	Make-Up Days, If Needed
August 2, 9, 14, 15, 16, 2024	Make-Up Days, If Needed
August 16, 2024	Make-Up Day, If Needed; Completion

**Note: Schedules are subject to change. Second & third trimester Fridays are reserved for study days on-campus & make-up days.**

Revised 7/26/2023rg

**SOUTH TECH Class September 18, 2023—September 20, 2024**

**Trimester 1 Covers: Pre-clinical theory courses of FON, A&P, Pharm I, IVT, Growth & Development, Geriatrics & PVC**

September 18, 2023	1st Trimester Begins
September 25, 2023; 11am	Uniform Fitting
TBD	Uniform Delivery
November 22-24, 2023	Thanksgiving Day Holiday
November 28, 2023	CPR
December 21, 2023 – January 2, 2024	Winter Break
January 3, 2024	Classes Resume
January 15, 2024	Martin Luther King Day Holiday
January 24, 2024 (tentative)	Capping
January 25, 2024	Make-Up Day, If Needed
January 26, 2024	Make-Up Day, If Needed; Last Day of Trimester

**Trimester 2 Covers: Theory and clinical courses in Adult Health I, Pharm II, and Behavioral Health; theory only Nursing of Children**

January 29, 2024	2 <sup>nd</sup> Trimester Begins
February 2, 9, 16, 23, 2024	Make-Up Days, If Needed
February 19, 2024	President’s Day Holiday
March 1, 8, 15, 22, 29, 2024	Make-Up Days, If Needed
April 12, 19, 26, 2024	Make-Up Days, If Needed
May 3, 10, 17, 22, 23, 2024	Make-Up Days, If Needed
May 24, 2024	Make-Up Day, If Needed; Last Day of Trimester

**Trimester 3 Covers: Theory & clinical courses Maternal Child, Adult Health II, Pharm III; theory only Nursing of Children, Leadership**

May 27, 2024	Memorial Day Holiday; 3rd Trimester Begins
May 31, 2024	7 Hour Class Day
June 7, 2024	Make-Up Day, If Needed
June 19, 2024	Juneteenth Holiday
June 21, 2024	3 Hour Class Day
July 4-5, 2024	Independence Day Holiday
July 12, 26, 2024	Make-Up Days, If Needed
August 9, 23, 30, 2024	Make-Up Days, If Needed
August 16, 2024	3 Hour Class Day
September 2, 2024	Labor Day Holiday
September 6, 13, 19, 2024	Make-Up Days, If Needed
September 20, 2024	Make-Up Day, If Needed; Completion

*Note: Schedules are subject to change. Second & third trimester Fridays are reserved for study days on-campus & make-up days.*  
Revised 7/26/2023rg

**Observed Holidays**

New Year’s Day    Martin Luther King Jr’s Birthday    Presidents’ Day    Memorial Day    Independence Day  
Juneteenth    Labor Day    Thanksgiving Break (Wednesday/Thursday/Friday)    Winter Break--See schedule

Other class location changes may exist due to unforeseen circumstances. Advanced notice will be given if possible.

Revised 3/2023rg

## COURSE OUTLINE

<b>1<sup>st</sup> TRIMESTER</b>		Class Hours		
1.	Personal and Vocational Concepts	60		
2.	Anatomy and Physiology	96		
3.	Fundamentals of Nursing	150		
4.	Human Growth and Development	36		
5.	Pharmacology I	30		
6.	Intravenous Therapy	39		
7.	Geriatric Nursing	69		
Total		480		
<b>2<sup>nd</sup> TRIMESTER</b>		Class Hours	Clinical Hours	Total
8.	Pharmacology 2	35	0	35
9.	Adult Health Nursing I	119	168	287
10.	Behavioral Health	45	28	73
11.	Simulation	0	40	40
12.	Nursing of Children	45	0	45
Total		244	236	480
<b>3<sup>rd</sup> TRIMESTER</b>		Class Hours	Clinical Hours	Total
13.	Adult Health Nursing II	116	152	268
11.	Maternal & Newborn Nursing	39	24	63
12.	Nursing of Children Clinical	0	24	24
13.	Nursing Leadership	50	0	50
14.	Pharmacology 3	35	0	35
15.	Simulation	0	40	40
Total		240	240	480

First trimester is only classroom hours, Monday through Friday, 8:00am-2:30pm. Classroom hours for 2<sup>nd</sup> and 3<sup>rd</sup> trimesters are 8:00am – 3:30pm, with clinical generally scheduled for 6:45am – 3:15pm. However, this is dependent upon the clinical site and course. Friday classes are scheduled as needed. IV Therapy and nutrition principles are integrated. Upon program completion, the graduate is qualified to become IV certified upon licensure. Tentative schedules will be posted in advance so that students can plan ahead to meet their other obligations. Reserve Fridays for on-campus study in the second and third trimesters.

**NOTE: Changes in the syllabus may be made by the instructor and will be communicated in class**

## **COURSE DESCRIPTIONS**

### **Professional Vocational Concepts in Nursing - 60 Class Hours**

This course is designed to introduce the student to the role of a practical nurse in various clinical settings and the role of the professional nurse. It includes the ethical and legal responsibilities as related to practical nursing. Nursing trends and the history of nursing are also covered.

### **Anatomy and Physiology - 96 Class Hours**

This course is designed to introduce the student to principles of body structure and to contribute to the understanding of the functions of the human body.

### **Fundamentals of Nursing - 150 Class Hours**

The Fundamentals of Nursing course is a comprehensive course designed to provide the student with the knowledge and skills essential to meet the basic needs of any client. This course will embody all related subjects in teaching the student the principles and rationales underlying the nursing care to be given, so that the student will be able to develop skills in nursing judgment. The nursing process format will be utilized so that the student can develop a systematic and organized method of providing nursing care individualized to each client. This course will provide didactic content, laboratory demonstration practice, and return demonstration.

### **Human Growth and Development - 36 Class Hours**

Human growth and development encompass the physical, mental, emotional, and psychomotor development of the human being from conception to death.

### **Administration of Medications - 100 Class Hours**

Administration of Medications is offered in the first trimester as Pharmacology 1, in the second trimester as Pharm 2 and in the third trimester as Pharm 3. Included in each of the three trimesters, this course is designed to introduce the student to the study of drugs and their actions in the body. Emphasis is placed on safety, drug administration and the systems of measurement used in calculating dosages and conversion between these systems.

### **Intravenous Therapy - 39 Class Hours**

This course covers the concepts of limited intravenous therapy. It prepares the practical nurse student to initiate and maintain IV sites and fluids as designated by the Missouri State Board of Nursing guidelines.

### **Geriatric Nursing - 69 Class Hours**

This course focuses upon evaluating the individual's adaptation to the aging process. Changes in metabolism and mobility are presented. Physiological, psychosocial, and spiritual changes are identified and the application of theory in practice is stressed.

### **Behavioral Health Nursing - 45 Class Hours & 28 Clinical Hours**

Concepts of maintenance of good mental health as well as information relating to the assessment of major mental problems will be included in this course. Methods of treatment including psychotherapeutic techniques and pharmacological therapy will be included, along with cultural diversity.

### **Adult Health Nursing I - 119 Class Hours & 168 Clinical Hours**

This course focuses upon evaluating the individual's adaptation to the aging process. Changes in metabolism, mobility, and cultural diversity are presented. Physiological, psychosocial, and spiritual changes are identified and the application of theory in practice is stressed. Clinical experience includes a long-term care facility.

### **Adult Health Nursing II - 116 Class Hours & 152 Clinical Hours**

An advanced medical-surgical course will be taught using a holistic approach to client care integrating concepts of therapeutic communication, cultural diversity, diet and drug therapy, rehabilitation principles, medical treatment, and nursing care process. The principles and practice of intravenous therapy will also be integrated. This course will include both classroom and clinical components. The student will be required to utilize basic information and nursing skills acquired in the pre-clinical section of the program and build upon these skills to provide safe, intelligent nursing care to the medical-surgical client, Leadership/Management principles are integrated into the clinical component of the course.

### **Maternal-Newborn Nursing - 39 Class Hours & 24 Clinical Hours**

Maternal-newborn nursing is a study of the childbirth processes including prenatal, delivery, and postnatal care. The major focus of this course of study is preparation for parenthood, normal process of childbirth, and newborn care. Further emphasis is placed on assessment and nursing care for abnormal



maternal and infant condition.

**Nursing of Children - 45 Class Hours & 24 Clinical Hours**

This course includes a review of the basic knowledge of normal childhood, growth, development, and behavioral patterns in the healthy child as well as the ill child. Congenital and/or acquired conditions of illness common to children will be explored. Symptoms, nursing care, treatment and prognosis for each condition are considered at the appropriate age level. Factors affecting personality development will also be incorporated.

**Nursing Leadership - 50 Class Hours**

This course will introduce leadership principles and management skills. The overall objective is to assist the practical nurse student in developing the knowledge necessary to function as a unit charge nurse. A comprehensive practical nurse standardized exit examination must be successfully completed prior to graduation. Failure to pass this examination will result in failure of the course and therefore the student will be unable to graduate.

**Nursing Simulation - 80 Hours (40 hours in both the 2<sup>nd</sup> and 3<sup>rd</sup> trimesters)**

This course uses simulation which is an educational process that replicates the clinical setting to develop confidence and competence by applying nursing theory to clinical practice in a controlled and safe environment. An integral part of nursing education, simulation allows students to repeatedly practice their clinical skills to develop proficiency in an environment where they are free to make mistakes and discuss expectations and performance through the use of pre and post briefings.

## FALL 2023-2024 TEXTBOOK LIST

ISBN	Title	Publisher
978-0-8036-2365-1	How to Survive and ...Even Love Health Professional School	F A Davis
978-1-7196-4148-7	Nursing Leadership, Management and Professional Practice 7 <sup>th</sup> Edition	F A Davis
978-0-8036-9821-5	Understanding Anatomy and Physiology, 3 <sup>rd</sup> Edition Anatomy and Physiology workbook (Package Deal)	F A Davis
978-0-3238-8421-1 978-0-3236-8386-9	Fundamental Concepts/Skills for Nursing, 6th Edition, 2021 Study Guide	Elsevier
978-1-7196-4451-8	Safe Maternity & Pediatric Nursing Care, 2 <sup>nd</sup> Edition, 2020 Together with Study Guide Safe Maternity & Pediatric Nursing Care, 2 <sup>nd</sup> Edition, 2020 (package deal)	F A Davis
978-0-3237-5535-1	Intro Clinical Pharmacology, 10 <sup>th</sup> Edition, 2021	Elsevier
978-1-7196-4640-6	Davis's Drug Guide, 18 <sup>th</sup> Edition	F A Davis
978-0-3238-2671-6	Medical-Surgical Nursing, 8 <sup>th</sup> Edition, 2022	Elsevier
978-0-8036-8992-3	Caring for Older Adults Holistically, 7 <sup>th</sup> Edition, 2019	F A Davis
978-0-3236-5348-0	Saunders Comprehensive Review for the NCLEX-PN, 8 <sup>th</sup> Edition	Elsevier
978-1-7196-4560-7	Neeb's Fundamentals of Mental Health Nursing, 6 <sup>th</sup> Edition, 2022	F A Davis
978-0-9987-3477-4	Conceptual Clinical Cases, 2020	Nurse Tim
978-0-9987-3476-7	The Notebook, 2019	Nurse Tim
978-0-3238-3173-4	Clinical Reasoning Cases in Nursing, 8 <sup>th</sup> Edition, 2024	Elsevier
978-0-836-2635-1 / 9996105555	Adaptive Quizzing for the NCLEX PN Exam - NG (Ecommerce Version) 4Ed & Evolve Access Codes	Elsevier
978-1-5653-3597-4 978-1-5653-3194-5 978-1-5653-3602-5 978-1-5653-3192-1 978-1-5653-3190-7 978-1-5653-3191-4 978-1-5653-3193-8 978-1-5653-3598-1	PN Resources & Nurse Logic	ATI

## **ACADEMICS**

### **Student Guidance and Advisement**

Students in this program have access to various professional services. At the instructor or student's request, STUDENT SERVICES will assist the student in identifying supportive agencies.

Students may seek individual counsel by faculty members and/or the Counselor throughout their entire program year. Faculty members maintain regular office hours and are available to students for individual assistance. Office hours of each faculty member will be posted on the office door. The student must take responsibility in initiating the request for assistance from an instructor. For individual attention and privacy, please make an appointment with an instructor, otherwise it will be "first come, first served basis." It is crucial that you allow adequate time for contacting and receiving assistance from the instructor. Waiting to ask for assistance the day before an assignment or test may result in an inability to receive the assistance you need from the instructor in the time frame you need it. Students are encouraged to personally contact the faculty and/or Counselor.

It is important for the student to seek assistance early and conscientiously if they are having difficulty. The Student Services department is a good resource for home, personal, and social concerns. There are also many resources available to assist students with study habits, test-taking skills, nursing journaling, and mastery skills. Additionally, we have resources for students in need of family/personal support, including abuse and neglect. Students are encouraged to approach a member of the staff or faculty for help/referral at any time.

### **Library / Computer**

A student library is conveniently located at each campus with books for reference categorized according to topics. Professional nursing journals are also available for student and instructor use. All library materials are to be used on campus only. An online resource for nursing research is available for students and faculty to access and ensure up to date research on best practices. Orientation to the online resources are provided to students in each class by the instructor.

### **Examination Policy**

#### **Examination/Testing**

Faculty view examinations as tools by which, both the student and faculty, evaluate the student's knowledge. Content for examinations will include material from theory classes, required readings, and course handouts. The use of any electronic items not provided by the program is strictly forbidden, and the locations of seating may be randomized prior to a test by the instructor. Silence is to be maintained during testing. Students may ask a question by raising a hand to gain the attention of the instructor.

***Any student who is known to have compromised a test will be dismissed from the program***

### **Exam Scores**

Examination scores will be made available to students within three (3) business days of the exam date. Faculty will review the test analysis with all exams administered.

### **Exam Review**

Students have a right to review examinations. The course instructor will determine the method, time, and date of the exam review.

### **Absence During Examination**

If a student is absent or tardy on the day of an examination, it is the responsibility of the student to arrange with faculty for make-up of the examination. The student should anticipate taking an alternate examination, not the original one. A student who is repeatedly absent or tardy during examinations will be referred to the Counselor and the student's pattern of absence and academic progress will be reviewed. Test make-up times are at the discretion of each instructor. The student must inform the instructor or the secretary of the absence on the day of the test.

Examinations missed may be made up outside of program hours. Students must make arrangements with the instructor to take the make-up the day they return to program. Students who opt not to make these arrangements will have a zero recorded for each test missed.

Students not taking the examination at the scheduled time with the class may lose 5% of the exam total. For students who bring in appropriate documentation for the absence on the day of their return to class, adjustments may be made at the discretion of the faculty member for that course. Once an assessment has begun, no new students may enter the testing room.

### **Remediation**

The purpose of remediation is to identify areas of weaknesses and once identified, to assist the student in overcoming those weaknesses and develop proficiency in the material for NCLEX success at distinct levels throughout the program.

- Remediation will occur for all course unit exams and be focused on strengthening students' knowledge in objective weak areas.
- Every student who scores below an 85% on a unit exam will be required to complete the remediation contract and complete the remediation packet within one week of the exam.
- Remediation is not required but recommended for all students scoring above an 85% on a unit exam. Recommended assignments are listed in the table below for all test scores.
- The remediation contract should be turned into the instructor on exam day before leaving the testing center.
- Handwritten assignments (if assigned) may be turned into the assigning instructor or dropped off in the remediation drop box at the secretary's office/desk.
- Electronic remediation will be verified by the assigning instructor through the program software or Moodle.
- IV Therapy is exempt from the Remediation Policy.

### **ATI Examinations**

ATI specialty examinations and comprehensive ATI exams may be given in any course as practice exams to help build confidence in test taking. These exams may also be used in any course to count for a percentage of the overall course grade. A course syllabus will detail the grading in each course.

ATI specialty examinations may be given as final exams and count for a percentage of the assessment total in a course. A comprehensive ATI will be given as a final exam in Adult Health II and will count for 10% of the overall course grade.

Remediation: The remediation contract will inform students of remediation expectations. This contract will be placed in the

student's files once the contract is completed.

- The student will have one week to complete remediation assignments.
- Assignments will be turned into the designated instructor and/or appropriate drop box or be verified electronically by the assigning instructor.
- Students will be subject to the suspension policy per the school handbook for not completing the requirements of the remediation contract.
- All steps in this process must be documented and placed in the students file by either the instructor or the administrative assistant.

#### Comprehensive Program Exam (ATI)

- Every student will be required to take a comprehensive ATI exam at the end of the PN program.
- A student not achieving the recommended level on the first try will have to complete the remediation contract based on their test score.
- Final grades and transcripts will be held and not sent to the board of nursing for NCLEX testing approval until the student has met the remediation contract requirements.
- This policy does not keep the student from graduating if the student's grade on the exam is sufficient to produce a passing grade in the course and program.
- All steps in this process must be documented and placed in the student's file.

#### **Grading**

Academic performance on exams and quizzes is crucial to a student's success. Other assignments such as assigned homework, group projects, presentations, and case studies, etc. may also be assessed as part of the total grade.

***Students must achieve 80%, or a 2.0 grade point average, in each course to remain in the program and eligible for financial aid. The grading scale will be:***

A	93 –100	4 points
B	86-92	3 points
C	80-85	2 points
F	Below 80	0 points

Grades are posted on Moodle. However, it is the responsibility of each student to calculate and keep track of his/her own grades.

#### **Standards for Academic Progression**

The Practical Nurse curriculum is made up of three trimesters, each containing several courses. Students attending this program must pass each course with an 80% average (2.0 GPA) or above, to remain in the program. The IV Therapy and Anatomy and Physiology class also requires an 80% as the passing grade on the final exam.

- Students will be given an academic warning whenever their grade average drops below 80% in any course.
- A student with an average below 80% in any course or unsatisfactory clinical progress is

automatically placed on academic probation. Students are expected to contact the Instructor for any assistance needed for improvement.

- Students failing one or more of the courses (class or clinical) in a trimester will be dismissed from the program. Students may be allowed to repeat that trimester with another class (refer to Re-admission Policy).
- Students failing any part of a trimester will be required to repeat the entire trimester in order to progress in the program.

## **STUDENT POLICIES AND GUIDELINES**

### **Professional/Ethical Conduct**

Nursing is a profession that has earned the public's trust. All Applied Technology Services students are expected to conduct themselves in an ethical and professional manner to include written correspondence. All academic assignments, including papers, homework, tests, and classroom assignments are to be the work of the individual student unless otherwise specified by the instructor.

**VIOLATING STANDARDS OF PROFESSIONAL /ETHICAL CONDUCT MAY RESULT IN DISCIPLINARY ACTIONS UP TO AND INCLUDING DISMISSAL FROM THE PROGRAM.**

Below are examples of unethical or unprofessional behavior:

#### **Plagiarism**

Plagiarizing any academic material by using another person's words, ideas, or results without giving proper credit to that person is unethical.

#### **Dishonesty**

Knowingly furnishing false information to the institution, forgery, alteration or use of institutional documents or identification with intent to defraud, and any attempt to aid another student in any form of dishonest behavior is unethical.

- Cheating can consist of unauthorized removal of a test/quiz/examination from classroom or campus.
- Using notes, textbooks, internet searches, or other materials when not allowed during an examination.
- Viewing or attempting to view another student's exam during testing.
- Any form of supplying another student with exam or quiz answers or questions; or
- Partially or wholly completing an assignment for another student.

**ALL FORMS OF ACADEMIC DISHONESTY MAY RESULT IN SUSPENSION OR DISMISSAL**

## **Bullying and Harassment**

**TAKEN FROM SSD POLICY: JFCF-R, ADOPTED 3/28/2017**

Applied Tech Services, the adult education division of Special School District of St. Louis, prohibits all forms of bullying and student intimidation. Students participating in or encouraging inappropriate conduct may be suspended or dismissed from the nursing program. Any form of bullying violates the professional and ethical standards required for nursing.

Students who have been subjected to bullying, or any staff member or student witnessing bullying of another student will promptly report this occurrence, when possible, to the onsite coordinator by completing a Complaint Form for Reporting Harassment. The onsite coordinator will promptly investigate all complaints of bullying and will collaborate with the PN Program Coordinator to determine appropriate actions. Violation of this policy by ATS staff or students may result in disciplinary action for those staff or students up to and including termination.

### **Bullying**

Repeated and/or systematic attacks, including intimidation, unwanted aggressive behavior, or harassment of a student or multiple students perpetuated by individuals or groups with the intention to cause fear, distress, or harm that is either physical, verbal, written, or psychological/relational. In addition, bullying is characterized by a real or perceived imbalance of physical or social power between the aggressor and the target. Bullying interferes with the educational performance, opportunities, or benefits of a student or substantially disrupts the orderly operation of the classroom or school. Bullying can consist of physical actions, including violence, theft, property damage, or gestures, oral, electronic, or written communication, including name calling, put downs, extortion, or threats, or any threat of retaliation for reporting of such acts.

### **Cyberbullying**

Sending or posting harmful or cruel text or images using the Internet, Facebook, Twitter, Instagram, Tumblr or any other social media sites or digital communication devices. Cyber-bullying shall also include the distribution by electronic means of a communication to one or more person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

### **Cyber Threats**

Cyber threats are online materials that threaten or raise concerns about violence against others, suicide, or self-harm.

### **Harassment**

The act of harassing another student is words and/or actions directed toward an individual that makes the person feel uncomfortable, intimidated, and/or annoyed. It can include verbal acts, written statements and may include the use of cell phone or internet. Harassment includes, but is not limited to, references made to a person based upon the person's gender, race, religion, or ethnic origin. Sexual harassment is unwelcome conduct of a sexual nature (ex. unwelcome sexual advance, requests for sexual favors or other verbal/nonverbal or physical conduct of a sexual nature). If a harassment charge is filed involving the student, an alternative educational arrangement may be made pending the completion of the investigation of the charges (See Harassment Complaint Form located in the Student Forms section.)

**Students participating in or encouraging bullying, harassment, or intimidation of fellow students may be suspended or dismissed from the nursing program. Bullying violates the professional and ethical standards required for nursing.**

### **Weapons**

A student may not have any dangerous substances on program premises or be in possession of guns or other dangerous weapons on program premises.

### **Intoxication/Controlled Substances**

Special School District is concerned with the health, welfare, and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcoholic beverages, narcotic substances, unauthorized inhalants, illegal drugs, counterfeit substances, and controlled substances or imitation controlled substances on any district property, in any district owned vehicle or in any other district approved vehicle used to transport students to and from school or school activities is prohibited. This prohibition applies to any district-sponsored or district-approved activity, event, or function, such as a field trip, clinical setting, or other activity in the community where students are under the jurisdiction of the school district. The use, sale, transfer, or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy, a controlled substance includes any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMO., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812 (c).

Students may only be in possession of medication as detailed in Board policy JHCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension or dismissal. Strict compliance is mandatory. The Program Coordinator shall immediately report all incidents involving a controlled substance to appropriate local law enforcement agency and the Superintendent. All controlled substances shall be turned over to the local law enforcement agency as required.

**A student who tests positive for any illegal substance will be terminated from the nursing program.**

### **Cell Phones/Electronic Devices**

To minimize disruptions of the learning environment, cell phones will be turned off during class and clinical time. Calls may be returned during break time. A student who disrupts the classroom environment with cell phones or other devices will be directed to leave the classroom until the instructor or coordinator can speak with the student. The student will receive a written warning for a first offense of this unprofessional behavior.

A student who disrupts the clinical environment with cell phones or any electronic device may be sent home from clinical, will receive an unsatisfactory grade for the day, and the time of absence will be documented. Some clinical facilities forbid cell phones on their units. While at these facilities, cell phones must be left in your car, your book bag, or purse.

Electronic device/cell phone use or texting during a test can result in a grade of zero and/or dismissal from the program. Repeat offenses will result in disciplinary action that could include failure of the course/clinical and ultimately result in termination from the program.

### **Computer Code of Ethics**

Any unauthorized attempt to gain access to any academic computer file not intended for student use or designated as confidential material, or any violation of any form Special School District Policy EHB regarding Technology Usage can be cause for program dismissal. (See orientation packet for policy.)



**Copyright Infringement using district Technology**

All persons are prohibited from using district technology in violation of any law including copyright law. Only appropriately licensed programs or software may be used with District technology. Further, no person will use the district’s technology to post, publicize or duplicate information in violation of copy right law. The Board directs the superintendent and/or designee to take all reasonable measures to prevent the use of district technology in violation of the law.

All persons using district technology in violation of law may lose their user privileges in addition to other sanctions. If a content owner reasonably believes that the district’s technology has been used to infringe upon a copyright, the owner may notify the following district designated agent immediately.

Superintendent of Special School District  
12110 Clayton Road  
Town & Country, MO. 63131  
314-989-8100

The district will notify the U.S. Copyright Office of the designated agent’s identity.

**Reproduction of Copyrighted Materials**

It is the intent of the Board to delineate, enforce, and abide by the provisions of current copyright laws as they affect the district, its employees, and students. Copyrighted materials, both print and non-print, will not be duplicated, reproduced, distributed, or displayed for District – sponsored activities or by using District equipment except in accordance with law.

Details about “fair use” and other relevant information regarding copyright law will be made available to all employees. A summary of these standards will be posted or otherwise made easily available at each machine used for making copies.

The board does not sanction or condone illegal duplication, reproduction, or distribution in any form. It is the responsibility of all District staff to notify the superintendent or designee of any potential violation of law or policy. Once notified of a violation, the superintendent or designee will take reasonable steps to remedy the violation. Employees who violate this policy may be disciplined or terminated. Students who violate this policy may be disciplined. All persons who use District resources in violation of law may be prohibited from using District resources in the future and will assume liability for their actions. The district may also seek other legal remedies.

**Failure to Comply**

Refusal to comply with directions of institutional officials acting in the performance of their duties is unprofessional.

**Clinical No-Call/No-Show**

Failure to contact the secretary or clinical instructor in the event of a clinical absence (i.e., no-call/no-show) can be cause for dismissal.

**Violation of any standard of professional/ethical conduct may result in disciplinary actions up to and including dismissal from the program**

**Accommodation Policy**

ATS has a policy for the academic accommodation of students with disabilities. If needed, please see the site coordinator for more information.

**Faculty and Student Access/Office Hours**

“Office hours” are scheduled times that instructors have set aside for students to discuss personal or academic issues. Each instructor will notify students of office hours in the syllabus.

Students are to use these posted “office hours” to meet with their instructor for brief periods on topics such as grades, attendance, personal issues, questions or clarification about content or expectations, or for scheduling an appointment to meet with the instructor for additional academic help. “Office hours” are for student “walk-ins,” not for individual tutoring time.

Students who need more than 10 minutes with their instructor for additional help or similar issues need to schedule time with their instructors outside of “office hours” to allow availability for all students.

Students may contact instructors during regular business hours (8 am to 4 pm) during the scheduled work week or as directed by clinical instructors. It is not appropriate for students to contact instructors after hours for assistance studying. Faculty has time off and this time should be honored and undisturbed by students. Faculty do not have “on call” capacity. If you have an emergency after hours, please leave a message on the secretary’s voicemail at your designated program location. The secretary will contact instructors or coordinator as necessary.

For personal issues not related to academics, students should contact the program Counselor. Instructors also have the ability to make referrals or provide guidance for issues of a personal nature that are not related to classroom or clinical instruction.

Students are to honor faculty break, lunch, and planning time to accomplish the myriad of activities required in their job description. Students are to abstain from contact during these designated times.

**Grievance Policy**

Students who wish to dispute a policy, faculty decision (ex. grades, test scores, clinical performance, etc.), or actions by another student, faculty or staff member may file a grievance in writing within five (5) business days according to the following:

- The student will first discuss the matter with the instructor with the objective of resolving the matter informally. Informal resolution of issues is preferred.
- If the matter is not resolved informally to the satisfaction of the student within three (3) business days of discussing the problem, the student may meet with the coordinator and/or site coordinator to resolve the issue. The student must make an appointment with the coordinator/onsite coordinator for this conference. The matter will be outlined by the student in writing prior to any meeting.
- The written grievance from the student must include the following:
- Exact description of the issue.
  - The exact steps that the student has already taken to resolve the issues.
  - A description of the conference with the instructor, including a description as to why the conference did not resolve the matter to the student’s satisfaction.
  - The grievance MUST be in writing (not email or text message) and signed by the individual making the grievance.

The PN Program Coordinator may decide to investigate the matter further or to make a decision on the information submitted. The student submitting the grievance will be notified of the decision of the PN Program Coordinator in writing.

If the issue is not resolved to the satisfaction of the student within three (3) program days after submission to the coordinator, the grievance may be submitted in writing by the student to the Director of Adult Education, who will meet with the student and coordinator to resolve the issue. The Director of Adult Education will issue a final ruling in writing to the student within five (5) program days.

Students have the option of contacting the Council on Occupational Education for assistance at: 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA, 30350, (770) 396-3898, [www.council.org](http://www.council.org).

#### **Official Withdrawal**

To officially withdraw from school, the student must initiate the withdrawal process by notifying the Program Coordinator in writing. The school's refund policy and R2T4 will apply to withdrawn students in accordance with the date provided on the written withdrawal notice and will be effective the date the notice is received.

#### **Unofficial Withdrawal**

Termination of a student is defined as no longer attending, whether by the Student's voluntary or withdrawal or dismissal by the school as a disciplinary action; the last date of attendance will be used for the Refund Policy and R2T4 calculations.

#### **Student Suspension and Dismissal/Appeal Hearing**

Applied Tech reserves the right to suspend (pending investigation) or dismiss a student for reasons including, but not limited to:

- failure to maintain satisfactory academic and/or clinical progress,
- unsafe clinical performance,
- excessive absenteeism,
- failure to adhere to professional/ethical standards,
- failure to pay institution fees and/or tuition by applicable deadlines,
- disruptive behavior, posing a danger to the health and welfare of students or other members of the program community, or
- failure to abide by the program's policies.

In such cases, students will be suspended pending dismissal with an appeal hearing set within three business days from the date of suspension. When unique circumstances prevent the appeal from being conducted within three business days, the appeal will be scheduled at the earliest possible date.

At the appeal hearing, the student will have the opportunity to dispute the suspension action. The hearing panel will consist of the PN Program Coordinator (or designee), and at least one other staff member. At the hearing, the panel shall provide the student with the facts or allegations upon which the recommendation is made and the opportunity to discuss those facts or allegations. Within three days of the appeal hearing, the panel will decide if dismissal or reinstatement action is warranted. Students will be notified in writing of the final decision of the panel.

The student may appeal the decision of the panel, in writing, to the Director of Adult Education within seven calendar days of the receipt of the decision of the panel. The Director, within three days of meeting with the student, will render a decision in writing to the student. This appeal decision shall be final.

NOTE: If the student fails to attend the Appeal Hearing, the suspension and dismissal will be upheld. This appeal must be completed within three (3) business days or the student is dismissed.

## **Parking**

- North Tech—Students are allowed to park in the parking lot on the southwest side of Applied-tech entrance.
- South Tech High School—Students must park on the hill lot or in the designated LPN parking spots parallel to the Applied-tech entrance, not in the front entrance lot, the childcare spaces, nor in the back of the building adjacent to the culinary department.
- Clinical—Students are required to park in the spaces designated by each clinical site. Check with your instructor if you are uncertain.

**Cars Parked in the wrong lots or spaces are subject to tickets and towing at the student's expense.**

## HEALTH POLICIES

### Immunizations

All required immunizations must be documented and recorded in the student's file prior to participating in any clinical activities. Any clinical time missed as a result of late immunizations is not excused and the student will be charged for the time missed.

Failure to complete immunizations including the influenza and covid vaccine may result in loss of clinical placement and dismissal from the PN program.

### CPR Certification

All students will receive CPR Certification (Adult and Infant) prior to beginning the clinical portion of the nursing program. This is a mandatory requirement and will be completed at the start of Fundamentals of Nursing class.

### Blood Borne Pathogens

Blood and body fluid precautions are outlined by the Centers for Disease Control. Students must be aware of the following guidelines:

- Hand washing must be done pre- and post-client contact.
- Personal Protective Equipment (PPE) must be worn anytime there is a potential for contact with body fluid. Gloves must also be worn for any invasive procedure. Gloves must be discarded in the client's room and hands washed thoroughly.
- Needles are disposed of in needle boxes only. They are NEVER recapped.
- Gowns are necessary only when there is a potential of a body fluid contaminating your clothes.
- Masks are worn when caring for clients with specific respiratory diseases. They may also be combined with eye protection if body fluids could splash in your face. NOTE: If fit testing of mask is required, the student will not be assigned the patient.
- Facility protocols for blood spills are to be followed.
- Report any needle stick to your instructor and to the hospital/clinical site infectious control person. Immediately wash the injured area with soap and water. Report any needle stick injury or splash to the face to your medical care provider. The instructor will document any such incident for the coordinator and note the follow-up recommended for the student.

NOTE: Agency policy is always followed.

In the classroom or in a non-acute care facility, 9-1-1 will be called in case of emergency involving the health of a student. When in an acute care facility, the student will be taken to the emergency department of that facility.

### **Medical expenses are the responsibility of the individual student.**

Students must also understand that they are responsible for providing their own transportation in the event they need to leave the class/clinical facility.

Students are required to complete and maintain current information on the Emergency Care Form (See Appendix) with the campus secretary.

If a student becomes ill while in the clinical area, he/she must report to the instructor before leaving the facility.

**Student Pregnancy/Health**

Students are required to inform the program coordinator as soon as pregnancy is ascertained. A written release from the physician/nurse practitioner stating that the pregnant student may participate in the program is needed. Any health condition that does, or might, impair a student's ability to carry out her responsibilities in the classroom or clinical setting must be reported to the PN Program Coordinator. The student's healthcare provider must certify that the student is able to fulfill all responsibilities, and that in so doing, the student is not endangering herself, fellow students, faculty, and/or patients.

Any student returning from an absence related to pregnancy, childbirth, surgery, or chronic illness will need a written release from a primary care provider stating that the student may participate in class/clinical setting .

**Missouri State Board of Nursing (MSBON) Position Statement Regarding HIV or HBV Infection**

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

As mandated by Section 191.694 RSMO, 1992 all licensed nurses and nursing students shall immediately implement and adhere to the universal precautions recommended by the Centers for Disease Control in the care of all clients. All licensed nurses and nursing students who discriminate against a client on the basis of HIV or HBV infection, or makes HIV or HBV testing a condition of treatment, shall be subject to the denial of licensure or the disciplinary processes of the MSBN.

All licensed nurses and nursing students with HIV or HBV who perform invasive procedures are encouraged by the MSBN 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 Dept. of Health shall be subject to denial of licensure or the disciplinary processes of the MSBN.

It is the position of the MSBN that all licensed nurses and nursing students with HIV or HBV are entitled to the same reasonable accommodations guaranteed by the Americans with Disabilities Act.

## **ATTENDANCE POLICY**

Attendance in the PN program is mandatory for students to meet the expectations of each course and clinical experience:

- Class hours in first trimester are from 0800-1430.
- Class hours in second and third trimester are from 0800-1530.
- Clinical hours are from 0645-1515.
- If a student arrives late to class or leaves early, the student must obtain a tardy slip or early release slip and hand to the instructor. Instructors will record time arrived or time left from their classes. Tardies are recorded in increments of 15 minutes for any time missed within the quarter hour.
- If a clinical day is missed, or if a student is sent home by the clinical instructor, the student must meet with the site-coordinator within three business days for an action plan.
- If a student reaches 3 Tardies /early release slips, the student will be required to meet with the site-coordinator to develop an action plan.
- Classroom instructors will participate in any necessary make-up assignments, class, or lab activities necessary for the student to meet the objectives of the missed instructional time
- A student may be asked to complete an attendance petition for any absence to remain in the PN program. Any student receiving federal funds for tuition payments must agree to the terms of the attendance requirements. Funding agencies frequently require monthly reports of a student's attendance.
- Documented absence may require special consideration of a student's status and will be reviewed by a committee consisting of the program coordinator, site-coordinator, and course instructor. Within 3 business days of the receipt of documentation, the committee will evaluate the circumstances and arrive at a decision.
- A student who is late and misses a clinical pre-conference or instructor expectations/assignments for the day will be sent home. This student will be required to meet with the site-coordinator for an action plan and/or may be suspended, pending dismissal.
- A no call/no show is a failing to uphold your professional accountability and conduct in the nursing profession. A student will receive a clinical failure for a no call/no show and could be considered unofficial withdrawal from the program.
- Orientation (day 1) is mandatory for all clinical facilities. Missing orientation may result in the student missing the entire clinical rotation or possible suspension from the program.
- A student who demonstrates a pattern of unprofessional behavior characterized by chronic tardiness will be assigned a failing grade for that clinical rotation. An overall pattern of tardiness may result in suspension and/or dismissal from the program.

Students must attend full clinical days (which is an 8-hour day). Attendance in the clinical environment is mandatory. There is no excused absence in the clinical environment however, emergencies do occur, and will be evaluated on a case-by-case basis. A student missing 20% of any one clinical rotation does NOT meet the requirements of the Missouri State Board of Nursing for required clinical training and may be dismissed for not meeting attendance requirements.

- Clinical hours are a requirement for graduation. It is necessary for each student to have a backup plan for transportation and/or childcare so that clinical absences may be avoided.
- A student missing 20 hours of any trimester does NOT meet attendance requirements. When a student reaches 15 hours of absence, a petition to remain in school will be given to the student,

reviewed by the site-coordinator, and a decision will be made by the PN Program Coordinator to either dismiss the student or award additional hours depending on the action plan written by the student on the petition.

Regular attendance in class and clinical is considered essential. Cultivation of desirable work habits is as important as the development of nursing skills and reflects employer expectations of regular and punctual attendance. Students should be present and on time for all classes and clinicals.

**All class/clinical time missed will be evaluated on a case-by-case basis. Any absence may result in student suspension, pending dismissal from the PN program.**

**Students are to call in before the start of class or clinical. If the student fails to call in for an absence, the student will be contacted and a review for dismissal will be evaluated. This is considered a no-call /no-show.**

#### **Attendance Recording**

The program is divided into 3 individual trimesters. The total amount of time for absences and tardiness is calculated together and a running total recorded for each trimester. The student is responsible for knowing the state of their attendance.

Individual attendance sheets will be kept on each student. Each sheet will contain the attendance record for one (1) trimester. At the end of each trimester, total hours absent will be calculated, and will be filed in the student's permanent record. The hourly total from the prior trimester (or trimesters) will be recorded on the new sheet so that a running total of all hours missed (for the year) can be calculated at a glance.

Attendance recording forms are to be signed weekly by the students and witnessed by faculty or staff. All students are to contact the Program Secretary regarding any lateness or absence before it occurs, and the classroom/clinical instructor will be informed. This is the responsibility of the student and they are to leave a message if there is no answer. When in clinical, students, must also follow the direction of the clinical instructor if they are going to be tardy or absent. If a student is going to be absent from clinical, they **MUST** speak with their instructor and call the secretary at their assigned campus.

The faculty is aware that true-life emergencies do exist. Whenever possible, faculty will work with students. However, true life emergencies do not include:

- Scheduling work during class or clinical hours.
- Non-emergent physician or dental appointments for self or for those under the care or custody of the student.
- Extenuating circumstances are considered on a case-by-case basis.



## **INCLEMENT WEATHER POLICY**

If Applied Tech Practical Nurse Program is closed due to inclement weather, announcements are made on:

KTVI-TV                    Channel 2

KMOV-TV                    Channel 4

KSDK-TV                    Channel 5

KMOX-AM (Radio Station 1120 AM)

We will be listed as Special School District (SSD). If the school is cancelled, clinicals are also cancelled. Announcements can also be accessed on the web sites for the above media.

Classes and clinicals are cancelled when SSD closes the Vocational Technical High Schools (North and South County Tech).

Make-up days are included in your student schedule if they are needed. If the number of days exceeds the number of makeup days, additional dates are announced.

## **CLINICAL POLICIES**

### **Statement of Confidentiality**

Students are required to sign a Statement of Confidentiality. This form serves as an acknowledgement of a student's responsibility to keep confidential all information regarding clients in a facility. Additionally, students must agree not to discuss any confidential information except with authorized clinical staff. It also states that students may only access information on their assigned client. Confidentiality is a mandate of federal laws and the program's Affiliation Agreement with each facility. Some clinical facilities may require the student to complete HIPPA training and/or sign an additional statement of confidentiality.

### **Failure to maintain client confidentiality will result in dismissal from the program**

### **HIPPA Statement**

Students are required to sign a HIPAA Statement. This statement acknowledges that students have received training on the regulations of the Health Insurance Portability and Accountability Act (HIPAA) and that they understand that failure to follow the federal guidelines will result in dismissal from the program.

### **FERPA Statement**

Students are required to sign FERPA, the statement listing students' educational rights. (See Student Forms Section.)

### **Clinical Objectives**

Clinical experiences are planned to provide the student with the opportunity to apply knowledge and skills to clinical practice with actual clients. Specific objectives must be met for each clinical experience. From time to time, clinical objectives may be met in clinical simulation lab.

### **Clinical Expectations**

Clinical facilities/lab sites are considered classroom or campus "extensions" and, as such, all program policies apply, in addition to honoring facility rules and regulations. Refer to course syllabi for specific information. Absolutely no headphones, Bluetooth, or similar devices are allowed in a clinical setting.

Students enrolled in the Applied Tech Practical Nursing Program represent the program, their classmates, and the nursing profession to the public, clients, visitors, and facility staff. Therefore, student conduct, dress, and appearance are always important. Also due to the nature of the work performed, cleanliness and neatness are extremely vital.

Students who engage in misconduct are subject to various sanctions, up to and including dismissal from program (see Professional Behavior section).

## **Pre & Post Conferences**

Pre- and post-conferences are an integral part of the curriculum and students will be evaluated on participation in conferences.

Pre-conference is held prior to giving client care. The purpose of this conference is to:

- Present and clarify the objectives/expectations for the day's clinical experience.
- Discuss individual questions regarding client assignments, diagnoses, and medications.

The post-conference is held at the end of the clinical experience and will last approximately 1 hour. The purpose of this conference is to:

- Analyze clinical experiences and share learning experience with others.
- Correlate theory to clinical practice.
- Provide an opportunity to identify, clarify and explore nursing problems.
- Provide for active participation of each student.

Conferences are informal, and spontaneous discussion is encouraged. Each student is expected to participate by contributing and sharing his/her clinical experiences related to the objective and focus of the experience as it relates to course theory.

## **Clinical Orientation**

With each new nursing course (exception: specialty clinical rotations), you will be rotated to several different clinical agencies and different nursing units within each agency. Specific information will be announced in your current nursing class as to when and where to meet for clinical orientation. Usually you will meet in the main lobby of the assigned agency, unless instructed otherwise. Your clinical instructor will make arrangements for orientation and a tour of your assigned unit.

Students will generally attend two clinical days per week, usually from 6:45 am to 3:15 pm, depending on the clinical rotation. As it is in working in the nursing field, days of the week and hours/shifts at clinical sites may vary. Students will be given notice of these changes as soon as possible.

The clinical instructor will bring the following to each clinical orientation for discussion and explanation:

- Clinical handouts (as applicable),
- Clinical rotation schedule (may be provided in advance),
- Clinical evaluation tool,
- Assigned agency phone numbers.

The student responsibilities include:

- Clinical course syllabus,
- Clinical registration from Moodle,
- Necessary clinical supplies and course binder

### **Clinical Client Assignments**

Student clinical assignments are based on the instructor's evaluation of the student's ability to safely manage the care of that client, and the objectives for the course. Students are expected to accept the client assignment made by the instructor and provide patient care as directed. As one progresses, the level of competence, knowledge and performance of the student is expected to increase.

**A refusal of a reasonable patient assignment or procedure may result in termination from the program.**

### **Clinical Un-Preparedness**

The clinical instructor will determine the level of student preparedness. Any student who is unprepared to safely fulfill his/her clinical assignment will not be allowed to participate in clinical. Once the student has been informed by an instructor that he/she is unprepared, the instructor will notify the onsite coordinator and/or program coordinator and the student will be expected to leave the clinical area and report to their respective campus Site Coordinator. Absence due to clinical un-preparedness will be recorded as an eight-hour absence and further counseling and/or dismissal may result.

### **Clinical Unsatisfactory & Clinical Unsafe**

A "Clinical Unsatisfactory" grade is defined as: failure to adequately meet clinical course objectives and/or failure to progress in a manner appropriate to the enrolled course. Students are expected to progress with competence and knowledge as one moves through the program. A grade of clinical unsatisfactory may result in failure of the course. Refer to the course syllabus.

Tardiness later than 30 minutes may also result in a "Clinical Unsatisfactory" for the day.

A "Clinical Unsafe" grade is defined as: behavior that demonstrates a consistent lack of accountability, understanding of basic principles, or disregard for client safety; dishonesty, falsification, or intentional misrepresentation of any act related to client care; or any single act of a severe or unsafe nature. The "Unsafe" status may result in failure of the course.

### **Written Clinical Assignments**

All written assignments must receive a minimum grade of 80 % to be considered satisfactory. The specific assignment will be determined by the course objectives. Incomplete assignments must be redone to meet the minimum grade before a course grade will be given and submitted as directed by the instructor.

### **Malpractice Insurance**

Malpractice insurance is provided for every student. This insurance only covers the student during program supervised clinical hours. The cost of this insurance is covered in the cost of tuition.

### **Dress and Appearance**

Uniforms are provided by the program-designated vendor. No alterations are to be made to the uniform. The student uniform is to be always worn in the classroom and when on duty in the hospitals or clinics, unless otherwise instructed. The program's designated uniform must be always neat in appearance and in good repair.

### **Classroom Dress Code Prior to Receiving Uniforms**

- Business casual and/or scrubs may be worn in the classroom until program uniforms arrive.
- Frayed, torn clothing with holes or sagging jeans are not allowed.
- Mini-skirts\*, short-shorts\*, pajamas, halter tops, spaghetti straps or low-cut tops are not acceptable.
- Closed toe shoes that completely cover the foot are required. No clogs
- Items of clothing must not have profane or obscene messages or logos on them.
- If leggings are worn, they must be worn with a blouse that reaches down to one's fingertips which when extended, touch the hem of the blouse.
- Head gear of any kind, unrelated to religious affiliation, may not be worn inside any building on school time.
- Headbands are limited to two inches wide.
- Undergarments must not be visible. The midriff, buttocks and breasts must be completely covered.
- Student identification must be always worn at both campuses.

On unscheduled class days if on campus, the student must be dressed as described in this section.

\*Short is defined as not reaching one's fingertips when the arm is at rest at one's side when standing.

### **Dress Code/Classroom After Receiving Uniforms**

Students must wear the uniforms purchased from the program-designated vendor. No alterations are to be made to the uniform. The student uniform is to be always worn in the classroom and when on duty in the hospitals or clinics, unless otherwise instructed. The program's designated uniform must be always neat in appearance and in good repair. The student uniform/equipment shall consist of:

- Royal scrub top and royal scrub pants (approved by program officials) with an embroidered program logo. The student may elect to wear a plain white shirt or white turtleneck underneath the scrub top.
- UNIFORM shoes that completely cover the foot are required.
- Student ID.
- Hair will be neatly combed. Head gear of any kind, unrelated to religious affiliation, may not be worn inside any building on school time.
- Appropriate underclothing must be worn.
- Makeup is allowed but should not be excessive. Perfume or strong-smelling soaps or deodorants are not allowed while in class or clinical.

The instructor will address students not complying with the dress code. A student in violation of the dress code may be sent home and must return to class in compliance with dress code. Time missed for class will be deducted and any missed assignment is forfeited.

The Applied-tech photo ID badge must be worn above the waistline and be always visible.

Students who appear in the classroom with a grossly wrinkled or disheveled, soiled uniform, with obvious uniform infractions and/ or (ex: ankle seams slit, torn pockets, etc.), or wearing items of clothing not part of the uniform (example - t-shirts with logos or potentially offensive language or images) will not be permitted to remain in class or clinical until their appearance complies with the dress and appearance policy. The uniform violation will be verbally addressed and documented in the student's file. Repeated infractions example: (two or more infractions from above) may warrant a formal counseling from the instructor. The counseling is placed in the student's file.

### **Dress Code in Clinical**

- Visible body piercing and gauges must be removed prior to coming to clinical, i.e. tongue, nose, lip, eye, face, etc.
- Hair will be worn above the collar and will be neatly combed. Hair color must be natural, i.e. no pink, green, or similar unnatural colors.
- Appropriate underclothes must be worn.
- White or Black closed toe shoes only are allowed, and will be polished, have clean laces, and be in good repair. Clogs or canvas shoes are not permitted.
- The student's name picture ID will be always worn on the uniform. A picture ID is mandated by several facilities. This ID will be provided at no cost. The Applied-tech photo ID badge must be worn above the waistline and be always visible. If this item is lost, the student must replace it within seven (7) days or they will not be allowed to attend clinical.
- Makeup is allowed but should not be excessive. Perfume and overly strong soaps and deodorants are not allowed in the clinical area.
- In compliance with the dress codes for the clinical agencies, visible tattoos may need to be covered.
- Acrylic nails, overlay or any type of artificial nails, are not allowed during the nursing program in ANY classroom and clinical setting. Nails must be short (no more than ¼ inches) and only non-chipped clear nail polish may be worn.
- No gum chewing is allowed in ANY clinical area.

A student in violation of the dress code:

- Will be sent home and the hours missed will be applied to his/her attendance record.
- An "unsatisfactory" in the area of "Professionalism" will be recorded on the student's clinical evaluation for the day.
- Subsequent violations within the clinical rotation may result in a clinical failure for the day and possible failure of the clinical component of the course, which may lead to dismissal from the program.

Students who appear in clinical with a grossly wrinkled or disheveled, soiled uniform, with obvious uniform infractions (example: ankle seams slit, torn pockets, etc.), or wearing items of clothing not part of the uniform (example: t-shirts with logos or potentially offensive language or images) will not be permitted to remain at the clinical site. The uniform violation will be verbally addressed and documented on the clinical evaluation tool. The student will be sent home. The student may receive an eight (8) hour clinical absence for uniform violations.

For minor infractions, students will be verbally counseled, and the discrepancy will be fixed on the spot. This will be reflected in the Clinical Evaluation Tool. The same violation that occurs another time will result in a "U" unsatisfactory on the clinical evaluation. A rating of "U" (unsatisfactory) on 2 areas of the evaluation on any one clinical day is a clinical failure for the day. Two (2) clinical day failures in one clinical rotation may result in failure of clinical and course failure.

Repeated infractions (two or more in one rotation for excessive jewelry, etc.) would warrant a formal counseling from the instructor. The counseling is placed in the student's file. Three counseling forms within the same rotation may result in clinical failure, and thus constitutes course failure which would result in the student being dismissed from the PN program.

**Skills Lab Nursing Bag**

The skills lab nursing bag consist of:

- Nursing bag with school logo and supplies with earbuds
- Gait Belt w/ metal buckle cotton pinstripe
- LED penlight
- Pulse oximeter
- Aneroid sphygmomanometer
- Temporal thermometer
- Bandage scissor
- Notepad 3x5
- Safety glasses

**Student Identification Card**

Each new student will have a photo ID taken on a day to be designated. This ID will be given at no charge. Students MUST always wear IDs while on campus or at clinical sites. Failure to wear the ID is considered non-compliance of the uniform code.

## **CLASSROOM POLICIES**

- No food will be allowed in the classroom. Boxed or bagged food needs to be stored in personal lockers. Bottled drinks or drinks in covered containers are allowed in class.
- Students are to keep their books, personal property, boxed or bagged food, etc., in the area provided for this purpose, i.e., lockers.
- Parking in a designated area is available for any student who drives a car to program/clinical site. Permits may be necessary according to facility regulations.
- Smoking is permitted only in designated areas of the specific locations. South Tech High School and North Tech High School are "Smoke-Free Campuses."
- Students are to report to class or the clinical area clean and well groomed. Personal cleanliness is of the utmost importance.
- The faculty reserves the right to search private property of the student in the presence of a witness, with consent of the student, if circumstances indicate that such action be taken.

**STUDENTS WILL CONDUCT THEMSELVES IN A MANNER BECOMING OF THE PROFESSION AT ALL TIMES. FAILURE TO ABIDE BY THE STANDARDS OF THE PROFESSION MAY RESULT IN COUNSELING OR PROGRAM DISMISSAL**

### **Standards of the Nursing Profession:**

- Treats individuals with compassion and respect
- Committed to serving others
- Demonstrates accountability and responsibility for actions.
- Contributes to personal and professional growth
- Maintains genuine character and integrity
- Works collectively with classmates to maintain an ethical environment in the classroom setting that is conducive for learning.

## **PRIVACY RIGHTS OF STUDENTS**

Applied Tech Practical Nurse Program is committed to protecting the privacy rights of students. In general, student records, grades or general information are not released to anyone other than the student. An exception to this policy is the attendance and progress recording sheets that are mandated by the Department of Elementary and Secondary Education (DESE). If the student needs personal or academic information to be forwarded to a third party, the student must put this request in writing. This policy also applies to requests for transcripts.

The program will take phone messages for students in an emergency situation but will not provide families or friends with the means to contact the student. If students want anyone to know how to locate them, the student will personally need to inform them.

## **STUDENT RECORDS**

All information submitted to the program as a part of the application process becomes the property of the program.

Instructors will maintain cumulative student class records throughout the program year. The records will include information on courses taken, test grades, attendance, tardiness, and any other information deemed pertinent by the faculty for each student.

When the student completes the program, a final summary of the student's cumulative record will be placed in his/her permanent file. One copy will be maintained in the fire-resistant files in the facility.



High school transcripts or high school equivalent documentation (GED® or HiSET®) scores will not be returned to the student upon graduation.

These are required by state and federal financial aid examiners and maintained in the student files.

The program will release transcript records after graduation only with written authorization from the graduate and only if all financial obligations of the student have been met.

### **LIVING AREA FACILITIES**

There is no provision for housing. Students must provide for their own housing while participating in the program.

### **SKILLS LABORATORY AND SIMULATION ENVIRONMENT**

The Skills Laboratory is designed to provide LPN students opportunities to master nursing skills essential for competent nursing practice. It is a setting where students can develop confidence in learning basic principles for a wide variety of nursing skills.

Skills progress from simple to complex as students advance in the program. As students learn and understand the underlying principles, they will be able to adapt these skills in the clinical setting.

All supplies are simulated and unfit for human use.

Student responsibilities in the Skills Lab are:

- Participate in all scheduled lab sessions and receive a satisfactory grade on all skills checkoffs.
- Leave the client area and Lab neat and report any broken equipment or missing items to the instructor. Assist staff with cleaning the area and returning it to a clean and neat learning area.
- Do not consume food in the skills lab.
- Do not sit or lie on beds unless participating in a demonstration.

The Laboratory is equipped with life-size mannequins, skills equipment, and supplies. Students practice psychomotor skills from basic to more complex skills such as urinary catheterization and tracheotomy care. Students are supervised by faculty when in the Laboratory.

Throughout the program students will participate in simulations, which help increase clinical judgement, critical thinking, assessment skills and interdisciplinary skills.

At Applied Tech we use adult, infant, pediatric, and expecting mother manikins to give students a realistic and authentic learning experience. Some manikins are computer controlled to present a myriad of physiological states that allow students to assess vital signs, breath sounds, heart sounds, bowel sounds, and blood pressure, along with gathering other critical nursing assessment data. Each simulator also can speak and make sounds such as coughing, vomiting and groans. Various tubes such as intravenous, nasogastric, and urinary catheters may be realistically inserted into many of the simulators. Real “Codes” can be simulated, and CPR may be performed on all the simulators including the capability of evaluating student performance.

**Note:** Faculty will give student students guidelines for expectations while inside the simulation lab.

## COMPUTER USE

ADAPTED FROM SPECIAL SCHOOL DISTRICT POLICY EHB: ADOPTED 3/9/2009, REVISED February 2018

The Computer Lab is open to students during normal business hours. There are some exceptions (ex. if computer area reserved by an instructor for teaching or testing purposes or admission testing is scheduled). Students are not to utilize the library during normal classroom hours, without instructor permission. Students are given the access code and can use the computer to research pertinent topics, work on a resume, develop spreadsheets, and access their email. Non- professional use of the computers violates program policy.

No food or drink is allowed in the computer lab/library computer room.

Pornographic sites are not to be accessed on campus and doing such may result in termination from the program.

Any manipulation, or attempted manipulation of program computers, printers, network equipment, or program software program that would alter the normal operation of the equipment or program in any way is prohibited and will result in termination from the program. Specifically, students are prohibited from the following activities:

- Breaking into software on the computers.
- Changing a password that is not their own.
- Engaging in any activity which disrupts the use of the network.
- Having food, candy, gum, or drinks in any computer lab.
- Loading personal software into program computers or into the program network.
- Modifying, damaging, or stealing equipment.
- Playing games on program computers.
- Sharing network files with other students unless authorized to do so by the program coordinator.
- Transferring equipment from one computer to another.
- Using profane, obscene vulgar language or graphics.
- Viewing or downloading any internet graphics or sounds that are not part of a program assignment.
- Using social networking sites for personal reasons, personal shopping sites, and accessing non-program sites.

There is no privacy on the program's computer systems. SSD has the technology to monitor the student's activities and will do so on occasion. Random searches will be made for documents, which contain unacceptable language or activities. Only academic or approved matters should be contained in any student computer files.

Violation of these rules may result in loss of computer privileges or dismissal from the program. Please refer to the technology usage handout and signature page in the Student Forms section Student copying of internet/computer materials and textbooks is not allowed. Copying from program copy machines and/or computers without approval may result in counseling and/or dismissal.

**A Student who acts in an unethical or unprofessional manner on a test or an Assignment, or who has any other incident of unethical or unprofessional behavior violating the above computer policies may be dismissed from the programs**

## **PROGRAM COMPLETION**

Students who have satisfactorily completed all the requirements of the program will be eligible to receive the program pin, certificate, transcript at the conclusion of their final week of classes.

The name for the certificate and final transcript must match the student's social security card that is on file with the Financial Aid Office. Students will have the option of including their documented middle name or initial. If a student's name has been changed, it is the sole responsibility of the student to inform the Financial Aid Office and provide an updated social security card.

Any student who has an outstanding financial obligation to the program will not receive a certificate or transcript copy and will not be endorsed to sit for the NCLEX until the financial obligation is satisfied.

## **LICENSURE**

The license to become a Licensed Practical Nurse (LPN) is obtained by meeting the requirements for graduation from a program of Practical Nursing, approved by the Missouri State Board of Nursing, and by meeting the requirements set forth in the Missouri Nurse Practice Act, Section 335.066.

**Successful completion of the program does not guarantee eligibility to take the licensure examination.**

## **FINANCIAL AID**

Financial aid refers to scholarship, grant, loans, and work opportunities that assist students in meeting their college expenses. At Applied Tech, financial aid is a grouping of federal, state, and institutional programs that are administered in accordance with federal and state regulations and scholarship criteria. The basic philosophy of these programs is the belief that students, and parents have a primary responsibility and obligation to assist in meeting educational costs which remains after the student's and family's resources are taken into consideration.

### **Eligibility for Financial Aid**

To qualify and maintain eligibility for financial aid programs at Applied Tech, the applicant must meet the following criteria:

- Be a U.S. citizen or an eligible non-citizen of the United States. (See the FAFSA for definition of an eligible non-citizen.)
- Have obtained a High School Diploma or high school equivalent documentation (GED® or HiSET®) and be enrolled at Applied Tech.
- Have demonstrated financial need. Maintain satisfactory academic progress.
- Be enrolled in a program leading toward a degree or certificate.
- Not be in default on any student loan or owe a refund on any grant made under Title IV of the Higher Education Act of 1965, as amended, at any institution and not be more than 90 days delinquent in repaying a consolidated loan.
- Have a valid Social Security Number (SSN), which you provide in order to be considered for Federal Student Aid. If you do not provide your SSN, the FAFSA will be returned unprocessed.
- Must not be receiving financial aid from another institution for the same enrollment period.

### **Types of Financial Aid Available**

Two major types of aid are available to Applied Tech students:

- Grants are awards that need not be repaid upon successful completion of the program.
- Loans are borrowed money that must be repaid six months post separation or completion of the program.

#### **Federal Pell Grants**

The Federal Pell Grant provides funds to eligible undergraduate students. All students applying for other forms of federal or state aid must apply for this grant. When it appears that the student is eligible, a Federal Pell Grant award will be included in the financial aid package.

#### **Direct Loan Programs**

The federal government provides low-interest loans to students who must borrow to meet the cost of education.

Direct Loans can be completed by visiting the Direct Loan Web Site at <https://studentloans.gov>. However, prior to completing an application, students must meet FAFSA application requirements and be familiar with the following loan information.

Upon completion of the Free Application for Federal Student Aid, (FASFA) you may qualify for a Direct Loan. The federal government offers both subsidized and unsubsidized Loans. These are low interest loans created to help you pay for your education. You may request the type of loan you want; however, the Financial Aid Office will make final determination of which loan type(s) you are eligible to receive. Loan amounts available are shown later under Borrowing Limitations.

The Subsidized Loan is based on financial need, when the student applies for aid through Free Application for Federal Student Aid (FAFSA). A loan is subsidized when the government pays the interest for you during the following periods:

While you are enrolled in program at least half time.

The Unsubsidized Loan is not subsidized by the government; the student is responsible for all interest, which accrues during in-program, grace, and deferment periods. You may choose to make interest payments while in program or you may defer the interest until repayment when the interest will be added (capitalized) to your principal balance.

The interest is unsubsidized which means it starts to accumulate on the first day of the loan. You can choose to pay this as you go to college, or have it added back into your loan (capitalized) when you leave college.

The maximum amount of the loan is \$6,000.

### **Delivery of Loan Programs**

Student loan lenders are required to disburse all loan proceeds directly to the program at the minimum of two payments per award year. The program will verify you are still enrolled at least half time and making satisfactory academic progress. Active enrollment is required to process federal disbursements.

### **Borrowing Limitations**

You may borrow from both programs (subsidized and unsubsidized) as long as the combined loan amount does not exceed the maximum allowed per grade level. Federal regulations require you to apply for the subsidized loan first. Any additional eligibility will be an unsubsidized loan but cannot exceed your total cost of attendance minus the combined financial aid you are receiving.

#### **Dependent Students**

Grade Level	Subsidized	Additional Unsubsidized	Maximum Allowable (Total)
1 <sup>st</sup> year	\$3,500	\$2,000	\$5,500

#### **Independent Students**

Grade Level	Subsidized	Additional Unsubsidized	Maximum Allowable (Total)
1 <sup>st</sup> year	\$3,500	\$6,000	\$9,500

### **Missouri Financial Aid Programs**

Most states offer financial aid programs in addition to those funded by the federal government. Missouri has several programs available that are administered through Missouri Department of Higher Education (MDHE). A complete guide to Missouri programs is available at [www.dhe.mo.gov](http://www.dhe.mo.gov) in the Student Financial Aid section. A paper copy is available by calling MDHE at 1-800-473-6757.

### **Federal Financial Aid**

Students must file the Free Application for Federal Student Aid (FAFSA) each academic year. Check with the Financial Aid Office for specific deadlines.

If students are eligible for a Federal Pell Grant or any other form of federal assistance that does not require repayment as determined by the FAFSA, these funds will be applied to the student's Applied Tech account first.

**Federal and State Programs**

Aid Program	Enrollment Requirement	Residency Requirement	Award Limits	Disbursement
Fed. Pell Grant	Must be a degree seeking undergraduate student	None	The amount is determined by the Federal Government through FASFA. Students enrolled less than full-time will receive a prorated amount. Max eligibility is 600%	After receipt of a valid ISIR and completed FA file, the funds will be credited to the student account, following receipt of completed attendance form.

Program	Eligibility	Award Amounts	Interest Rates	Lender/ Length of Repayment
Direct Loans (subsidized and unsubsidized)	Undergraduate and graduate students; must be enrolled at least half-time*	Depends on grade level in program and dependency status Financial need is required for subsidized loans Financial need is not necessary for unsubsidized loans	Rate of 5.50% fixed for subsidized loans and 5.50% fixed t for unsubsidized loans made to undergraduate borrowers.  Graduate students have a 7.05% fixed interest rate  The federal government pays interest on subsidized loans during program. The borrower pays all interest on unsubsidized loans disbursed on or after July 1, 2023 before July 1, 2024.  *Interest rates for the 2024-2025 academic year loans will be set by the Department of Education in May 2024.	Lender is the U.S. Department of Education; repay Department  Between 10 and 25 years to repay, depending on amount owed and type of repayment plan selected

Direct PLUS Loans	<p>Parents of dependent undergraduate students enrolled at least half-time* (see dependency status)</p> <p>Graduate or professional degree students enrolled at least half-time*</p> <p>Borrower must not have negative credit history</p>	<p>Student's Cost of Attendance*</p> <p>Other aid student receives =Maximum loan amount</p>	<p>Rate of 8.05% fixed for loans first disbursed on or after July 1, 2023 before July 1, 2024.</p> <p>*Interest rates for the 2024-2025 academic year loans will be set by the Department of Education in May 2024.</p>	<p>Lender is the U.S. Department of Education; repay Department</p> <p>Between 10 and 25 years to repay, depending on amount owed and type of repayment plan selected</p>
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**New federal student loan interest rates**

The new fixed interest rates will be 4.99% on the Federal Stafford loan for undergraduate students, 6.54% for the Federal Stafford loan for graduate students and professional borrowers 7.54% for the Federal Grad PLUS and Federal Parent PLUS loans. Interest rates for loans disbursed July 1, 2006- July 1, 2023.

The fees remain at 1.057% for Federal Stafford loans and 4.288 % for Federal PLUS loans that originated October 1, 2020 and before October 1, 2024.

The new interest rates do not affect existing loans, just new loans.

Interest rates for the 2024-2025 academic year loans will be set by the Department of Education in May 2024.

### Formula for federal student loan interest rates

The interest rates on federal education loans are fixed, which means they remain the same over the life of the loan - but each year's new loans have a new interest rate. The new interest rate is based on the high yield of the last 10-year Treasury Note auction in May. The 10-year Treasury note updated on May 11, 2022.

The new interest rates may be calculated using the formula in this table.

Loan type	10-year Treasury Note	Increment	Fixed interest rate
Federal Stafford (Undergraduate)	2.943%	2.05%	4.99%
Federal Stafford (Graduate)	2.943%	3.60%	6.54%
Federal Parent PLUS	2.943%	4.60%	7.54%



## PROGRAM COSTS

### 1<sup>st</sup> Trimester

Tuition	\$6000.00
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#### OTHER ESTIMATED 1<sup>st</sup> Trimester Costs

CPR Certification included	\$0.00
Textbooks (approximate cost 1 <sup>st</sup> trimester)	\$1250.00

#### Approximate amount of supplies:

Nurse Tote (includes supplies)	\$102.92
Stethoscope Kit (dependent upon brand)	\$16.00-49.99
Shoes (White Leather)	\$69.99
Watch w/ second hand	\$27.99
Royal Scrub Top with Logo, Pants, & Blue or White Scrub Jacket with Logo (4 sets of tops/pants)	\$187.00
Nursing Cap	\$10.00
Nursing Pin (for men)	\$5.00

Approximate total for uniforms & supplies	\$450.00
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NOTE: The uniforms and accessory prices are estimated costs at the time this is published. If the student has the non-uniform items, stethoscope, watch, gait belt, pen light and bandage scissors, these items will not need to be purchased. The student must purchase the uniforms and name pin from the uniform provider designated by the program. Additional items may be purchased independently.

***Estimated First Trimester Cost: \$7700.00***

### 2<sup>ND</sup> TRIMESTER

Tuition	\$6000.00
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Books	\$275.00 (approximate cost)
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***Estimated Second Trimester Cost: \$6275.00***

### 3<sup>RD</sup> TRIMESTER

***Estimated Third Trimester Cost: \$6000.00***

**STUDENT RESPONSIBILITY- (NOT ADDED INTO PROGRAM COST)**

- Fingerprinting \$53.00 (approximate cost)
- MSBN Application Fee \$0 (initial nursing license)
- Proof of State Residency Driver’s license, state ID, etc.
- Birth Certificate, Proof of Citizenship, or Proof of Qualified Alien Status
- Pearson Vue Testing Agency \$200.00 (for administration of the NCLEX-PN examination after graduation)

**Total Estimated Program Cost \$ 19975.00****Refund Policy**

Applied Tech Practical Nursing program consists of three trimesters. Tuition and fees are to be paid in full prior to the start of each trimester. Students who are dismissed or withdraw from the program must provide official notice to the PN Program Coordinator.

<b>Withdraw Date</b>	<b>% of Student Refund</b>
1 <sup>st</sup> Week of Class <i>(Calendar Days 1- 7)</i>	100% Tuition Refund
Students who are dismissed or withdraw from the course during the first week of classes, a refund will be processed for the full amount of the tuition paid. Books and supplies purchased not eligible for a refund.	
2 <sup>nd</sup> Week of Class <i>Calendar Days 8-14</i>	75% Tuition Refund
Students who are dismissed or withdraw from the course during the second week of classes, a refund will be processed for 75% of the tuition paid. Books and supplies purchased not eligible for a refund.	
3 <sup>rd</sup> Week of Class <i>Calendar Days-15-21</i>	50% Tuition Refund
Students who are dismissed or withdraw from the course during the second week of classes, a refund will be processed for 50% of the tuition paid. Books and supplies purchased not eligible for a refund.	

Payment for books, tools, uniforms, and supplies are non-refundable. These items become the property of the student at the time of purchase.

**APPLIED TECH PRACTICAL NURSING PROGRAM STUDENT FORMS**

**Complaint Form for Reporting Bullying/ Harassment**

Name: \_\_\_\_\_

Reporting Date: \_\_\_\_\_

Alleged Harasser(s): \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Description of Bullying/Harassment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Incident: \_\_\_\_\_

Reported to: \_\_\_\_\_

(Program coordinator, site coordinator, teacher, or staff)

Signature of Student: \_\_\_\_\_

Action Taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

(Applied Tech Representative)

Title: \_\_\_\_\_

Copy: To student's file

**Emergency Care Form**

In the classroom or in a non-acute care facility, 9-1-1 will be called in case of emergency involving the health of a student. When in an acute care facility, the student will be taken to the emergency department of that facility.

I understand that Special School District of St. Louis County is not liable for any injuries. The cost of medical care is borne by the individual student.  
I also understand that I am responsible for providing my own transportation, in the event I need to leave the class/clinical facility.  
If ambulance transport is not needed or refused, the following person or persons may be contacted and will be available to provide transportation (please print):

\_\_\_\_\_

Emergency Contact #1	Relationship to Student
Home Phone _____	Work _____ Cell _____

\_\_\_\_\_

Emergency Contact #2	Relationship to Student
Home Phone _____	Work _____ Cell _____

Student Name (printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty and/or classmates are not available to provide transportation. If necessary, I will pay to be transported by taxi.

Note: Immediately inform the program Administrative Assistant of any changes in the above information

**Grievance Form**

Student Name: \_\_\_\_\_

Reporting Date: \_\_\_\_\_ Date and Time of Issue: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Issue:

Location of Issue: \_\_\_\_\_

Reported to: \_\_\_\_\_  
(Program coordinator, site coordinator, instructor, or staff)

Student Signature: \_\_\_\_\_

Action Taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_  
(Applied Tech Services Representative)

Copy: To student's file

## **APPLIED TECH PRACTICAL NURSING PROGRAM STUDENT POLICIES AND STATEMENTS OF UNDERSTANDING**

### **Drug Screen**

A nine (9)-panel drug screens is required prior to admission. Additional screening may be requested if education is interrupted, or reasonable circumstances warrant investigation. Students have been provided with a copy of the no tolerance policy for drugs and alcohol abuse for the Special Program District. A student who tests positive for any illegal substance, or drug that they do not possess a valid prescription for, will be terminated from the nursing program.

### **Insurance Coverage**

It is recommended that all students have health insurance coverage. The student understands that they are responsible for any medical expenses incurred, even if the accident or illness is related to their student role.

### **Bullying and Harassment - Taken from SSD policy: JFCF-R, ADOPTED 3/28/2017**

Applied Tech, the adult education division of Special School District of St. Louis, prohibits all forms of bullying and student intimidation. Students participating in or encouraging inappropriate conduct may be suspended or dismissed from the nursing program. Any form of bullying violates the professional and ethical standards required for nursing.

Students who have been subjected to bullying, or any staff member or student witnessing bullying of another student will promptly report this occurrence, when possible, to the onsite coordinator by completing a Complaint Form for Reporting Harassment. The onsite coordinator will promptly investigate all complaints of bullying and will collaborate with the PN Program Coordinator to determine appropriate actions. Violation of this policy by Applied Tech staff or students may result in disciplinary action for those staff or students up to and including termination.

### **Bullying**

Repeated and/or systematic attacks, including intimidation, unwanted aggressive behavior, or harassment of a student or multiple students perpetuated by individuals or groups with the intention to cause fear, distress, or harm that is either physical, verbal, written, or psychological/relational. In addition, bullying is characterized by a real or perceived imbalance of physical or social power between the aggressor and the target. Bullying interferes with the educational performance, opportunities, or benefits of a student or substantially disrupts the orderly operation of the classroom or school. Bullying can consist of physical actions, including violence, theft, property, damage, or gestures, oral, electronic, or written communication, including name calling, put downs, extortion, or threats, or any threat of retaliation for reporting of such acts.

### **Cyberbullying**

Sending or posting harmful or cruel text or images using the Internet, Facebook, Twitter, Instagram, Tumblr or any other social media sites or digital communication devices. Cyber-bullying shall also include the distribution by electronic means of a communication to one or more person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

### **Cyberthreats**

Cyber threats are online materials that threaten or raise concerns about violence against others, suicide, or self-harm.

**Harassment**

The act of harassing another student is words and/or actions directed toward an individual that makes the person feel uncomfortable, intimidated, and/or annoyed. It can include verbal acts and written statements, and many include the use of cell phone or internet. Harassment includes, but is not limited to, references made to a person based upon the person's gender, race, religion, or ethnic origin. Sexual harassment is unwelcome conduct of a sexual nature (ex. unwelcome sexual advance, requests for sexual favors or other verbal/nonverbal or physical conduct of a sexual nature). If a harassment charge is filed involving the student, an alternative educational arrangement may be made pending the completion of the investigation of the charges (See Harassment Complaint Form located in the Student Forms section.)

Students participating in or encouraging bullying, harassment, or intimidation of fellow students may be suspended or dismissed from the nursing program. Bullying violates the professional and ethical standards required for nursing.

**Electronic Communication Systems Acceptable Use Agreement**

I have received a copy of Special School District Policy EHB regarding Technology Usage. I agree to abide by the provisions of that policy. I understand that violation of this policy may result in disciplinary action against me including but not limited to suspension or revocation of access to District technology and electronic communication, and/or suspension or dismissal from school. I understand that use of the district's technology resources is not private and that the district may monitor use of its systems, including but not limited to accessing browser logs, e-mail logs and history-of-use files. I understand I am responsible for any unauthorized costs arising from my use of the district's technology resources. I understand that I am responsible for any damages I cause due to my use of the district's technology resources.

**Family Educational Rights and Privacy Act (FERPA)**

Special School District of St. Louis County, Missouri

The Family Educational Rights and Privacy Act (FERPA) gives students certain rights with respect to the student's educational records. They are:

The Right to inspect and review the student's educational records within 45 days of the day the district receives a request for access. The written request for records should be submitted to the Special School District Practical Nursing Program Coordinator.

The right to request amendment of the student's education records that the student believes is inaccurate or misleading or otherwise in violation of the student's privacy under FERPA.

Eligible students who wish to ask the Special School District to amend a record should write the Practical Nursing Program Coordinator, clearly identify the part of the record they want changed and specify why it should be changed.

If the district decides not to amend the record as requested, the eligible student will be notified of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when notified of the right to a hearing and can be obtained through the Special School District Director of Legal Services.

The right to provide written consent before disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes certain disclosure without consent. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information and disclosures to the eligible student, FERPA requires that school to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

A district may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the eligible student:

- To other school official, including teachers, within the district or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the district has outsourced institutional services or functions.

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representative of the U.S. Comptroller General, the U.S. Attorney General, the U. S. Secretary of Education or State and local educational authorities, such as the State of Missouri. Disclosures under this provision may be made in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal Legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation or enforcement or compliance activity on their behalf. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for aid, determine the amount of the aid determines the conditions of the aid or enforce the terms and conditions for the aid.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve prior to adjudication, the student whose records were released.
- To organizations conducting studies for, or on behalf of, the district in order to develop, validate, or administer predictive tests, administer student aid programs; or improve instruction
- To accrediting organizations to carry out their accrediting functions, to parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena
- To appropriate officials in connection with a health or safety emergency information has been designated by the school as "directory information".
- To appropriate officials in connection with a health or safety emergency

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is, Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue SW, Washington D. C. 20202.

As noted above, the Family Educational Rights and Privacy Act (FERPA) requires that the Special School District, with certain exceptions, must obtain written consent prior to the disclosure of personally identifiable information from a student's educational record. However, the Special School District may disclose appropriately designated "directory information" without written consent unless the eligible student has advised the district to the contrary in accordance with District procedures. Directory information, which is information that is generally not considered harmful or an invasion of privacy if release, can also be disclosed to outside organizations without an eligible student's prior written consent. If the eligible students do not want the Special School District to disclose directory information from the student's education records without prior written consent, they should notify the Special School District Practical Nursing Program Coordinator in writing. The Special School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Degrees, honors, and awards received
- The most recent educational agency or institution attended



### **Classroom Etiquette Statement of Understanding**

1. I expect everyone to respect each other. We may have differences of opinion, but we must respect those differences.
2. I expect to come to class prepared, to ask questions and discuss the material daily. I will be an "active" learner.
3. During lectures, I will refrain from carrying on other conversations, sleeping, snoring, or any activity that will prevent understanding of the material being presented. If I am sleeping, it will be documented by my instructor and the instructor will talk with me or I can initiate the conversation. I understand that the instructor may attach consequences to the above behaviors.
4. If I have a comment to make about the topic, the instructor will call on students one at a time.
5. Class starts at 0800. I am expected to be in my seat, ready to take notes at 0800. If I am not physically present in the classroom, I am tardy. If I am tardy, I will obtain a tardy slip from the Administrative Assistant. If I must leave early from class, I will obtain a dismissal slip from Administrative Assistant.
6. I am expected to return from breaks on time. If for some reason I cannot manage to return to class on time, I will enter the classroom as quietly as possible.
7. When I am absent, it is my responsibility to obtain the notes from my peers. Also, it is my responsibility to obtain handouts and/or outlines from the instructor. However, it is not the instructor's or secretary's responsibility to copy peers' notes for me. If absent, I need to contact the instructor regarding material missed and any makeup required.
8. If I am absent or will be late, I will contact the Administrative Assistant or clinical instructor.
9. Cell phones and all electronic media must be turned off when in class and clinical. During tests, no one may use the cell phone or any electronic device.
10. I will keep my desk and the classroom neat. I will discard any items in the proper containers.
11. I will always speak and act respectfully to everyone.
12. If I disagree with the way an exam or question is worded or graded, or if I think a grade on a paper is inappropriate, I am welcomed to discuss the issue with the instructor in the office in a courteous way. I will not take up valuable class time with personal disagreements.
13. Meals may be eaten outside the classroom during lunch break or prior to class. Once classroom activities start, I may have a drink with a lid.
14. I am not to get up and leave during lectures and in clinical settings except with instructor approval. I must wait until break time.
15. Once a test is completed, I will quietly leave the room and not return until all students have finished the exam
16. It is my responsibility to calculate my own grades. The grading system is outlined in each class syllabus. I will not ask my instructors to compute my grades.
17. If one of my grades falls below 80%, it is my responsibility to contact the appropriate instructor to seek assistance. I should set an appointment in advance for such assistance. If any of my personal contact information should change, I will notify the Program Administrative Assistant promptly. This includes my legal name, my address, my phone number, or the contact information for individuals listed as my emergency contacts.

18. If any of my personal contact information should change. I will notify the Program Administrative Assistant Promptly. This includes my legal name, my address, my phone number, or the contact information for individuals listed as my emergency contacts.
19. It is my responsibility to be familiar with all the Student Handbook policies and syllabus requirements for each class and clinical rotation and abide by such.
20. Seating arrangements are under the direction of the instructor and may be changed during the academic year or altered during tests/examinations, etc.

### **Statement of Confidentiality**

I acknowledge my responsibility to keep confidential all information regarding clients in a facility. I agree not to discuss any information except with authorized clinical staff. It is also understood that I may only access information on my assigned client. I am aware that confidentiality is a mandate of federal laws and the program's Affiliation Agreement with each facility.

Failure to maintain client confidentiality will result in dismissal from the program.

### **HIPAA Statement**

I acknowledge that I have received training on the regulations of the Health Insurance Portability and Accountability Act (HIPAA). I understand that failure to follow the federal guidelines will result in dismissal from the program.

### **Student Responsibilities**

Adhere to the attendance requirements.

- Earn their grade and keep track of their grades and how to calculate them.
- Contact the appropriate instructor if missing class to obtain materials distributed.
- Maintain current personal contact information with the Program Administrative Assistant and promptly notify her of any changes in legal name, address, or phone number, or if emergency contacts change.
- To be familiar with Student Handbook policies and syllabus requirements for each class and clinical rotation throughout the PN Program and follow such.
- Study on campus with faculty on Fridays in the second and third trimester, as needed.
- Contact the appropriate instructor to meet if grades are below 80% to seek assistance.
- Maintain an electronic device with internet access to communicate via email with faculty and staff.
- Maintain a computer with internet access to complete program assignments.

### **Clinical Guidelines and Statement of Understanding**

- As a student of Applied Tech Practical Nursing Program, you are responsible for abiding by the following clinical guidelines. They are as follows:
- ALL invasive or sterile procedures must be supervised by the clinical instructor, or a nurse designated by the instructor.
- Examples of "invasive and/or sterile" procedures would include straight or Foley catheterizations, I.V. insertions, deep suctioning, NG tubes, dressing, etc.
- Administration of all medications, regardless of route, must be supervised by the instructor or a designee chosen by the instructor.
- Noncompliance with guidelines will result in a clinical failure for the day and may result in termination from the Practical Nursing Program.
- Students must have accrued a minimum of four hours of sleep within eight hours prior to a clinical shift.

### **Grievance Policy**

Students who wish to dispute a policy, faculty decision (ex. grades, test scores, clinical performance, etc.), or actions by another student, faculty or staff member may file a grievance in writing within five (5) business days according to the following:

- The student will first discuss the matter with the instructor with the objective of resolving the matter informally. Informal resolution of issues is preferred.
- If the matter is not resolved informally to the satisfaction of the student within three (3) business days of discussing the problem, the student may meet with the coordinator and/or site coordinator to resolve the problem. The student must make an appointment with the coordinator/onsite coordinator for this conference. The matter will be outlined by the student in writing prior to any meeting.
- The written grievance from the student must include the following:
  - Exact description of the issue.
  - The exact steps that the student has already taken to resolve the issue.
  - A description of the conference with the instructor, including a description as to why the conference did not resolve the matter to the student's satisfaction.
  - The grievance MUST be in writing (not email or text message) and signed by the individual making the grievance.

The PN Program Coordinator may decide to investigate the matter further or to decide on the information submitted. The student submitting the grievance will be notified of the decision of the PN Program Coordinator in writing.

If the issue is not resolved to the satisfaction of the student within three (3) program days after submission to the coordinator, the grievance may be submitted in writing by the student to the Administrator of Adult Education, who will meet with the student and coordinator to resolve the issue. The Administrator of Adult Education will issue a final ruling in writing to the student within five (5) program days.

If a resolution cannot be reached at the institutional level, the student or prospective student may proceed with the Missouri Department of Higher Education's (MDHE) formal complaint process. The complaint must be submitted in writing, using a complaint form provided by the MDHE. It may be mailed or faxed to the department and should include any other supporting documentation. The MDHE will acknowledge receipt of the complaint, either in writing or by email.

Note: Prior to initiating this formal process, complainants must first call the MDHE at (573) 526-1577 to indicate their desire to file a complaint. At that time, the MDHE will ascertain whether the issue can be resolved through informal means and determine whether administrative processes available within the institution of concern have been exhausted. If after that screening the complainant still desires to initiate a formal complaint, the MDHE will send the complainant the form to be filled out and returned for that purpose. Students also have the option of contacting the Council on Occupational Education for assistance at: 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA, 30350, (770) 396-3898.

### **Student Suspension and Dismissal/Appeal Hearing**

Applied Tech reserves the right to suspend (pending investigation) or dismiss a student for reasons including but not limited to: failure to maintain satisfactory academic and clinical progress, unsafe clinical performance, excessive absenteeism, failure to pay institution fees and/or tuition by applicable deadlines, disruptive behavior, posing a danger to the health and welfare of students or other members of the program community, illegal activities, or failure to abide by the program's policies. In such cases, students will be suspended pending dismissal with an appeal hearing set within three business days from the date of suspension. When unique circumstances prevent the appeal from being conducted within three business days, the appeal will be scheduled at the earliest possible date.

At the appeal hearing, the student will have the opportunity to dispute the suspension action. The hearing panel will consist of the PN Program Coordinator (or designee), and at least one other staff member. At the hearing, the panel shall provide the student with the facts or allegations upon which the recommendation is

made and the opportunity to discuss those facts or allegations. Within three days of the appeal hearing, the panel will decide if dismissal or reinstatement action is warranted. Students will be notified in writing of the final decision of the panel.

The student may appeal the decision of the panel, in writing, to the Director of Adult Education within seven calendar days of the receipt of the decision of the panel. The Director, within three days of meeting with the student, will render a decision in writing to the student. This appeal decision shall be final.

***NOTE: If the student fails to attend the Appeal Hearing, the suspension and dismissal will be upheld. This appeal must be completed within three (3) business days, or the student is dismissed.***

## Functional Standards and Expectations

The following categories represent activities that are required for the practice of nursing. Check each line. A student must, with or without reasonable accommodations, satisfy the following:

<p><b>Gross Motor Skills</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Move within confined spaces</li> <li><input type="checkbox"/> Sit and maintain balance</li> <li><input type="checkbox"/> Reach above shoulders (e.g. IV poles)</li> <li><input type="checkbox"/> Reach below waist (e.g. plug electrical appliance into wall outlets)</li> </ul> <p><b>Fine Motor Skills</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pick up objects with hands</li> <li><input type="checkbox"/> Grasp small objects with hands (e.g. IV tubing, pencil)</li> <li><input type="checkbox"/> Write with pen or pencil</li> <li><input type="checkbox"/> Key/type (e.g. use a computer)</li> <li><input type="checkbox"/> Pinch/pick or otherwise work with fingers (e.g. manipulate a syringe)</li> <li><input type="checkbox"/> Twist (e.g. turn objects/knobs using hands)</li> <li><input type="checkbox"/> Squeeze with finger (e.g. eyedropper)</li> </ul> <p><b>Physical Endurance</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Stand (e.g. at client's side during surgical or therapeutic procedure)</li> <li><input type="checkbox"/> Sustain repetitive movements (e.g. CPR)</li> <li><input type="checkbox"/> Maintain physical tolerance (e.g. work entire shift)</li> </ul> <p><b>Physical Strength</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Push and pull 25 pounds (e.g. position clients)</li> <li><input type="checkbox"/> Support 25 pounds of weight (e.g. ambulate client)</li> <li><input type="checkbox"/> Lift 25 pounds (e.g. pick up a child, transfer client)</li> <li><input type="checkbox"/> Move light object weighing up to 10 pounds (e.g. IV poles)</li> <li><input type="checkbox"/> Move heavy objects weighing 11 to 50 pounds</li> <li><input type="checkbox"/> Defend self against combative client</li> <li><input type="checkbox"/> Carry equipment/supplies</li> <li><input type="checkbox"/> Use upper body strength (e.g. performs CPR, physically restrain a client)</li> <li><input type="checkbox"/> Squeeze with hands (e.g. operate fire extinguisher)</li> </ul> <p><b>Mobility</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Twist</li> <li><input type="checkbox"/> Bend</li> <li><input type="checkbox"/> Stoop/squat</li> <li><input type="checkbox"/> Move quickly (e.g. response to an emergency)</li> <li><input type="checkbox"/> Climb (e.g. ladders/stools/stairs)</li> <li><input type="checkbox"/> Walk</li> </ul> <p><b>Hearing</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hear normal speaking level sounds (e.g. person-to-person report)</li> <li><input type="checkbox"/> Hear faint voices</li> </ul>	<p><b>Reading</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Read and understand written documents (e.g. policies, protocols)</li> </ul> <p><b>Arithmetic Competence</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Read and understand columns of writing (e.g. flow sheets, charts)</li> <li><input type="checkbox"/> Read digital displays</li> <li><input type="checkbox"/> Read graphic printouts (e.g. EKG Calibrate equipment)</li> <li><input type="checkbox"/> Convert numbers to and/or from the Metric System)</li> <li><input type="checkbox"/> Read graphs (e.g. vital sign sheets)</li> <li><input type="checkbox"/> Tell time</li> <li><input type="checkbox"/> Measure time (e.g. count duration of contractions)</li> <li><input type="checkbox"/> Count rates (e.g. drips/minute, pulse)</li> <li><input type="checkbox"/> Use measuring tools (e.g. thermometer)</li> <li><input type="checkbox"/> Read measurement marks (e.g. measurement tapes, scales, etc.)</li> <li><input type="checkbox"/> Add, subtract, multiply, and/or divide whole numbers</li> <li><input type="checkbox"/> Compute fractions (e.g. medication dosages)</li> <li><input type="checkbox"/> Use a calculator</li> <li><input type="checkbox"/> Write numbers in records</li> </ul> <p><b>Emotional Stability</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Establish therapeutic boundaries</li> <li><input type="checkbox"/> Provide client with emotional support</li> <li><input type="checkbox"/> Adapt to changing environment/stress</li> <li><input type="checkbox"/> Deal with the unexpected (e.g. client going bad, crisis)</li> <li><input type="checkbox"/> Focus attention on task</li> <li><input type="checkbox"/> Monitor own emotions</li> <li><input type="checkbox"/> Perform multiple responsibilities concurrently</li> <li><input type="checkbox"/> Handle strong emotions (e.g. grief)</li> </ul> <p><b>Analytical Thinking</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Transfer knowledge from one situation to another</li> <li><input type="checkbox"/> Process information</li> <li><input type="checkbox"/> Evaluate outcomes</li> <li><input type="checkbox"/> Problem solves</li> <li><input type="checkbox"/> Prioritize tasks</li> <li><input type="checkbox"/> Use long term memory</li> <li><input type="checkbox"/> Use short term memory</li> </ul> <p><b>Critical Thinking</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify cause-effect relationships</li> <li><input type="checkbox"/> Plan/control activities for others</li> <li><input type="checkbox"/> Synthesize knowledge and skills</li> <li><input type="checkbox"/> Sequence information</li> </ul>
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<ul style="list-style-type: none"> <li><input type="checkbox"/> Hear faint body sounds (e.g. blood pressure sounds, assess placement of tubes)</li> <li><input type="checkbox"/> Hear in situations when not able to see movement of lips (e.g. when masks are used)</li> <li><input type="checkbox"/> Hear auditory alarms (e.g. monitors, fire alarms, call lights)</li> </ul> <p><b>Visual</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> See objects up to 20 inches away (e.g. information on a computer screen, skin conditions)</li> <li><input type="checkbox"/> See objects up to 20 feet away (e.g. client in a room)</li> <li><input type="checkbox"/> See objects more than 20 feet away (e.g. client at the end of hall)</li> <li><input type="checkbox"/> Use depth perception</li> <li><input type="checkbox"/> Use peripheral vision</li> <li><input type="checkbox"/> Distinguish color (e.g. code colors on supplies, charts, and bed)</li> <li><input type="checkbox"/> Distinguish color intensity (e.g. flushed skin, skin paleness)</li> </ul> <p><b>Tactile</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Feel vibrations (e.g. palpate pulses)</li> <li><input type="checkbox"/> Detect temperature (e.g. skin, solutions)</li> <li><input type="checkbox"/> Feel differences in surface characteristics (e.g. skin turgor, rashes)</li> <li><input type="checkbox"/> Feel differences in sizes, shapes (e.g. palpate vein, identify body landmarks)</li> <li><input type="checkbox"/> Detect environmental temperature (e.g. check for drafts)</li> </ul> <p><b>Smell</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Detect odors from client (e.g. foul-smelling drainage, alcohol breath, etc.)</li> <li><input type="checkbox"/> Detect smoke</li> <li><input type="checkbox"/> Detect gases or noxious smells</li> </ul>	<p><b>Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Negotiate interpersonal conflict</li> <li><input type="checkbox"/> Respect differences in client</li> <li><input type="checkbox"/> Establish rapport with clients</li> <li><input type="checkbox"/> Establish rapport with co-workers</li> </ul> <p><b>Communication Skills</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Teach (e.g. client/family about healthcare)</li> <li><input type="checkbox"/> Explain procedures</li> <li><input type="checkbox"/> Give oral reports (e.g. report on client's condition to others)</li> <li><input type="checkbox"/> Interact with others (e.g. healthcare workers)</li> <li><input type="checkbox"/> Speak on the telephone</li> <li><input type="checkbox"/> Influence people</li> <li><input type="checkbox"/> Direct activities of others</li> <li><input type="checkbox"/> Convey information through writing (e.g. progress notes)</li> </ul>
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**Student Signature Page/Agreements**

Please read, check the box, and sign your name and date at the bottom:

- I have read the policies and expectations above. I understand violation of any of these policies may result in suspension or termination.
- I agree to maintain confidentiality regarding all aspects of clinical situations.
- I agree to abide by the patients' right to confidentiality.
- I hereby authorize Applied Tech to release requested clinical requirements to agencies as required.
- I have read and agree to comply with Rules of Professional Behavior and Academic Integrity.
- I have read, understand, and agree to comply with all rules and regulations as stated in the Applied Tech Nursing Handbook, course syllabus, program catalog, and clinical facilities.
- I understand and agree to comply with the rule that clinical sites require I maintain health requirement compliance.
- My signature (below) acknowledges my receipt of this Handbook for the Program for Practical Nursing and the understanding that I am held accountable for knowing and abiding by all the policies of the Practical Nursing Program, as a student in the program.

\_\_\_\_\_  
Student Name (printed)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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