



**STATE TECHNICAL COLLEGE OF MISSOURI
PRACTICAL NURSING TECHNOLOGY (PNT)**

One Technology Drive

Linn, MO 65051

**HANDBOOK FOR PRACTICAL NURSING
TECHNOLOGY STUDENTS
2019-2020**



The PNT Student Handbook provides program-specific policies and procedures. The College Catalog and State Tech Student Handbook provide college-specific policies and procedures and are available on EagleOnline via the following links:

[2019-2020 College Catalog](#)
[State Tech Student Handbook](#)

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WELCOME TO STATE TECHNICAL COLLEGE OF MISSOURI

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

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

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

ABOUT THE COLLEGE

Legislative History

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

Guarantee

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

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

Mission

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

**State Technical College of Missouri
Academic Calendar**

FALL SEMESTER	2017-2018	2018-2019	2019-2020	2020-2021
Power Up	August 21, 2017	August 20, 2018	August 26, 2019	August 24, 2020
Fall Semester Begins	August 22	August 21	August 27	August 25
Labor Day/College Closed	September 4	September 3	September 2	September 7
Professional Development/No Classes	October 5	October 4	October 10	October 8
Advisory Council/No Classes	October 6	October 5	October 11	October 9
Free Day/College Closed	October 9	October 8	October 14	October 12
End of 1 st 8 Weeks	October 18	October 17	October 23	October 21
Beginning of 2 nd 8 Weeks	October 19	October 18	October 24	October 22
Thanksgiving/College Closed	November 23-24	November 22-23	November 28-29	November 26-27
Finals	December 13	December 12	December 18	December 16
Finals/Fall Semester Ends	December 14	December 13	December 19	December 17
Winter Break Begins/No Classes	December 15	December 14	December 20	December 18
SPRING SEMESTER				
Spring Semester Begins	January 3, 2018	January 8, 2019	January 7, 2020	January 5, 2021
Martin Luther King Day/College Closed	January 15	January 21	January 20	January 18
Presidents' Day/College Closed	February 19	February 18	February 17	February 15
End of 1 st 8 Weeks	February 28	March 6	March 3	March 2
Beginning of 2 nd 8 Weeks	March 1	March 7	March 4	March 3
Advisory Council/No Classes	March 9	March 1	March 6	March 5
Spring Break/College Closed	March 12-16	March 18-22	March 16-20	March 15-19
SkillsUSA Contest/No Classes	April 6	April 5	April 3	April 9
Free Day/College Closed	March 30	April 19	April 10	April 2
Finals	May 2-4	May 7-9	May 5-7	May 4-6
HEO Classes End	May 4	May 9	May 7	May 6
Spring Semester Ends	May 4	May 10	May 8	May 7
Commencement	May 5	May 11	May 9	May 8
SUMMER SEMESTER				
Summer Semester Begins	May 10, 2018	May 16, 2019	May 14, 2020	May 13, 2021
Memorial Day/College Closed	May 28	May 27	May 25	May 31
HEO Classes Begin	June 4	June 3	June 1	June 1
End of 1 st 8 Weeks	June 26	July 2	June 30	June 29
Beginning of 2 nd 8 Weeks	June 27	July 3	July 1	June 30
DAT/PNT Classes Begin	June 27	July 3	July 1	June 30
Independence Day/College Closed	July 4	July 4	July 3	July 5
Finals	August 13	August 19	August 17	August 16
Finals/Summer Semester Ends	August 14	August 20	August 18	August 17

The college academic calendar is subject to change.

Approved January 19, 2018 by the State Technical College of Missouri Board of Regents.

PRACTICAL NURSING TECHNOLOGY (PNT) PROGRAM OVERVIEW

INTRODUCTION

The State Technical College of Missouri Practical Nursing Technology Program is organized to meet the requirements of the State Board of Nursing and the Higher Learning Commission.

The program was initially located at Nichols Career Center with the first class being admitted on September 12, 1960. On July 1, 1976, the Program of Practical Nursing was nationally accredited by the National League for Nursing.

In 1977, Nichols Career Center post-secondary program received full accreditation according to standards of the Missouri Department of Elementary and Secondary Education and the United States Office of Education. On August 1, 2013, the program was transferred to Linn State Technical College. In 2013, House Bill 673 changed the name of the institution to “State Technical College of Missouri” effective July 1, 2014. State Technical College of Missouri is currently fully approved by the Missouri State Board of Nursing.

MISSION STATEMENT

The mission of the Practical Nursing Technology program is to prepare students for the competitive demands of the workforce. Partnerships with the community through healthcare, governmental, and accrediting agencies assist the program in providing learning environments in which students build upon their skills and knowledge to strengthen their understanding of local, state, and national health issues.

STATEMENT OF PHILOSOPHY

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

Society consists of a group of individuals joined together due to mutual interest or occupation. Individuals within a society have a responsibility to maintain optimal health through education, tradition, culture and life-style. Environmental conditions must be considered to promote and maintain health within the community.

Nursing is a discipline based upon various scientific principles. Nursing practice utilizes the nursing process when assisting the individual in promoting, maintaining and regaining their optimal level of health. Nursing collaborates with other health team members to assist the individual in meeting their physical, psychosocial, emotional, and spiritual needs throughout the life span. Development of effective interpersonal relationships is essential in assisting the individual to meet these needs. The quality of nursing care depends upon the knowledge, skills, and attitudes of each individual nurse. The foundation of these concepts are taught in nursing education.

Nursing education is a formal process which includes theory and skills progressing from simple to complex. This process allows the student to initially identify and recall knowledge, then apply and analyze data. Nursing education includes knowledge of biological, psychological, and social sciences, which is applied through planned and directed activities. The principles of teaching-learning are essential in assisting the student to function responsibly.

Practical nursing is a vital and integral part of nursing practice. The focus of practical nursing education is providing the individual with preventive, therapeutic, rehabilitative health information and restorative nursing care. The primary role of the practical nurse is to provide care to individuals in community based, as well as structured settings, who have common and well defined health problems.

The practical nurse provides nursing care in compliance with the Missouri Nurse Practice Act, and under the direction of a person licensed by a state regulatory board to prescribe medications and treatments or under the direction of a registered professional nurse.

Education for the practical nursing student prepares the practitioner to perform basic nursing skills and utilize the nursing process when caring for individuals. The curriculum is updated on an as needed basis to reflect the changing needs of employers, and provides a foundation to advance to higher levels of nursing education and practice.

We believe education is an on-going life-long process which results in increased knowledge and personal growth. Graduates are encouraged to participate in continuing education in order to obtain current knowledge in a continually changing society. The student is presented with the significance of their professional organization, given an opportunity to participate, and encouraged to continue membership after graduation.

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

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

PROGRAM GOALS

The goals of the program are to provide the opportunity for students to develop:

- Goal #1:** Skills to be a safe and effective practitioner within the practical nursing scope of practice.
- Goal #2:** Individual growth in personal, vocational, and community in order to more effectively develop as a practical nurse and provide quality care.
- Goal #3:** Competency in practical nursing skills with the focus of providing patient centered care.

- Goal #4:** Ability to assume a role as a member of both the nursing and healthcare team through collaboration with nursing faculty, advisory committee members, and cooperating agencies.
- Goal #5:** Clinical reasoning skills along with the utilization of best practice standards within the practical nursing scope of practice.
- Goal #6:** Nursing and technological knowledge in preparation for eligibility to take the NCLEX-PN examination to become a Licensed Practical Nurse.

PROGRAM OUTCOME CRITERIA

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

- Outcome #1:** Provide safe care through awareness of environment, client, and health care team utilizing understanding of practice and resources.
- Outcome #2:** Participate in educational and professional activities within vocation and community to enhance intellectual, technical, and professional growth in order to provide advancing quality care.
- Outcome #3:** Display responsibility in directing and delivering care in association with the clients' preferences, needs, and values.
- Outcome #4:** Perform effectively as a capable member of the and in collaboration with the health care team to meet the clients' physical, psychosocial, emotional, cultural and spiritual needs throughout the life span.
- Outcome #5:** Utilize the nursing process in planning, providing, and evaluating individualized care while applying the most relevant standards of nursing practice.
- Outcome #6:** Integrate information and technology in conjunction with nursing skills and in support of processes within the health care system.

Revised: 2019

GRADUATE COMPETENCIES

Each student must meet the following requirements:

1. A student must meet the Program's Outcome Criteria.
2. A student must maintain good physical health, which will insure safe patient care.
3. A student's ethical, moral, and emotional conduct throughout the school year should be that expected of a practical nurse.
4. A student is expected to function adequately and safely in the hospital and affiliating agencies.
5. A student must have achieved a "C" or higher in each course.
6. The student must have satisfactorily completed clinical competencies in each clinical rotation.

CONCEPTUAL FRAMEWORK

The conceptual framework for the nursing program utilizes concepts from Maslow's hierarchy of human needs. Within the curriculum, concepts are interconnected to Maslow's hierarchy of human needs from survival to transcendence: Physiological, safety and security, love and belonging, self-esteem, cognitive, aesthetic, self-actualization, and transcendence.

Maslow's hierarchy is often viewed within a pyramid format with physiological being at the bottom. When the lower levels of the pyramid are not met then a client may not have the motivation required to follow through with other health promotion interventions or education required for health maintenance. Through first focusing on the basic needs and environment of a client including food, air, water, temperature regulation, elimination, rest, sex, and physical activity; more effective care can be administered. Once these motivators are satisfied, the clients' concentration will be on protection, emotional and physical safety and security, order, law, stability, and shelter. After a client feels safe and secure; the focus turns to affections, meaningful relationships, and belonging to a group. The next need is self-esteem through pride, sense of accomplishment, and recognition by others. Students move through the levels while utilizing the nursing process to provide safe and effective care of clients.

The application of Maslow's hierarchy of human needs is essential in correlation with the nursing process including assessment, diagnosis, planning, implementation, and evaluation. Students are able to identify unmet needs in relation to healthcare needs and incorporate them for a more holistic approach.

The practical nurse provides care to individuals in a variety of settings under the direction of a registered nurse or licensed physician/dentist.

The curriculum provides for the educational preparation of the practical nurse and provides mobility for additional educational preparation.

Burton, M. & Ludwig, L. (2015). *Fundamental of Nursing Care: Concepts, Connections, & Skills* (2nd Ed.) Philadelphia, PA: F.A. Davis Company.
Revised: 2018

ORGANIZATION OF THE EDUCATIONAL PROGRAM

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

The Practical Nursing Technology Program is made up of four different areas including core curriculum, general education requirements, program requirements, and graduation requirements totaling sixty-four (64) credit hours. The summer semester and first eight weeks of the fall semester is theory based with only classroom and laboratory instruction. In the second eight weeks of the fall and full spring semester, clinical practice will occur during two designated days each week as outlined in the course syllabi. Hours will vary during clinical rotation days.

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

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

CORE CURRICULUM			Credit Hours
PNT			
PNT	105	Personal and Vocational Concepts	3
PNT	114	Pharmacology	3
PNT	116	Medication Calculation and Administration, and Intravenous Therapy w/Lab	4
PNT	120	Fundamentals of Nursing I w/Lab	4
PNT	125	Nutrition	3
PNT	130	Fundamentals of Nursing II w/Lab	4
PNT	150	Medical Surgical Nursing I	4
PNT	155	Level I Clinical	3
PNT	165	Level II Clinical	3
PNT	210	Maternity Nursing	4
PNT	215	Nursing Care of Children	4
PNT	225	Level III Clinical	3
PNT	230	Leadership and Management	2
PNT	250	Medical Surgical Nursing II	4
	260	Medical Surgical Nursing III	4
		SUB-TOTAL	52
ASC		GENERAL EDUCATION REQUIREMENTS	
ASC	104	Human Anatomy and Physiology w/Lab I	4
	106	Human Anatomy and Physiology w/Lab II	4
		SUB-TOTAL	8
PSY		PROGRAM REQUIREMENT	
	161	Health Psychology	3
		SUB-TOTAL	3
COM		GRADUATION REQUIREMENT	
	125	Job Search Strategies	1
		SUB-TOTAL	1
		PROGRAM TOTAL	64

PNT SAMPLE COURSE OF STUDY

Two Year Certificate

<u>Summer Semester</u>		14 hours
ASC 104	Human Anatomy & Physiology w/Lab I (2 nd 8 wks)	4
PNT 120	Fundamentals of Nursing I w/Lab (2 nd 8 wks)	4
PNT 125	Nutrition (2 nd 8 wks)	3
PSY 161	Health Psychology (2 nd 8 wks)	3
<u>Fall Semester</u>		26 hours
ASC 106	Human Anatomy & Physiology w/Lab II (1 st 8 wks)	4
COM 125	Job Search Strategies (2 nd 8 wks)	1
PNT 105	Personal and Vocational Concepts (1 st 8 wks)	3
PNT 114	Pharmacology (2 nd 8 wks)	3
PNT 116	Medication Calculation and Administration, and IV Therapy w/Lab (1 st 8 wks)	4
PNT 130	Fundamentals of Nursing II w/Lab-(1 st 8 wks)	4
PNT 150	Medical Surgical Nursing I (2 nd 8 wks)	4
PNT 155	Level I Clinical (2 nd 8 wks)	3
<u>Spring Semester</u>		24 hours
PNT 165	Level II Clinical (1 st 8 wks)	3
PNT 210	Maternity Nursing (1 st 8 wks)	4
PNT 215	Nursing of Children (2 nd 8 wks)	4
PNT 225	Level III Clinical (2 nd 8 wks)	3
PNT 230	Leadership and Management (1 st 8 wks)	2
PNT 250	Medical Surgical Nursing II (1 st 8 wks)	4
PNT 260	Medical Surgical Nursing III (2 nd 8 wks)	4

PROGRAM CURRICULUM DESCRIPTIONS

PNT 105 Personal and Vocational Concepts. This course is designed to introduce the student to the foundations of modern practical nursing. The student is introduced to the program's philosophy and conceptual framework along with its rules and regulations. The student learns about individual learning styles, as well as organizational and time management techniques. The educational and professional responsibilities of the practical nurse are explored. Nursing history is explored with a review of nursing theories. The nursing process is introduced. A plan for patient care is developed. Hands-on learning experiences as well as cooperative learning activities and investigative assignments are utilized to assist the student to learn and utilize evidence-based learning and practice. The importance of cultural diversities in health care delivery and recognizing each person as a unique individual are introduced. Methods of developing communication skills that allow the development of effective interpersonal relationships are stressed. The student examines legal and ethical issues in health care and prepares to make decisions, as graduates, in compliance with the Missouri Nurse Practice Act in order to practice as responsible nurses within the community. Prerequisites: ASC 104, PSY 161, PNT 120, and PNT 125; 3 credit hours.

PNT 114 Pharmacology: This course teaches students to administer medications with concern for safety, accuracy, and attention to physiological factors. It includes drug classifications, source, actions, side

effects, adverse reactions, contraindications, and dosage. Prerequisites: ASC 106, PNT 105, PNT 116, and PNT 130; 3 credit hours.

PNT 116 Medication Calculation and Administration, and IV Therapy w/Lab: This course prepares the student to administer medications with concern for safety, accuracy, and attention to physiological factors. It includes basic mathematics review as it relates to dosage calculations. Students will perform competencies in various medication administrations and intravenous therapy skills in a safe, legal, and ethical manner utilizing the nursing process along with logical and critical thinking. Students will be taught to perform intravenous fluid therapy treatment utilizing the knowledge, skills, and competencies required to perform such therapy safely and within the practical nursing scope of practice in accordance with the current effective Missouri State Board of Nursing rules and regulations. Prerequisites: ASC 104, PSY 161, PNT 120, and PNT 125; 4 credit hours.

PNT 120 Fundamentals of Nursing I w/Lab: This course provides students the opportunity to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts and theories basic to the art and science of nursing. The role of the nurse as a member of the healthcare team is emphasized. Students are introduced to the concept of client needs, safety, communication, critical thinking, medical asepsis and infection control, personal care and hygiene, moving and positioning patients, body mechanics, vital signs, and nutritional care and support. Additionally, this course introduces psychomotor nursing skills needed to assist individuals in meeting basic human needs. At the conclusion of this course, students should demonstrate competency in performing basic nursing skills within the practical nursing scope of practice. Prerequisites: None; 4 credit hours.

PNT 125 Nutrition. This course focuses on the introduction to basic principles of nutrition in relation to the human body. Nutrient and food guides for health promotion are identified. The importance of nutrition for prevention and maintenance of health across the lifespan is presented. Examination of diet therapy within disease processes are integrated throughout the course. Prerequisites: None 3 credit hours. Prerequisites: None; 3 credit hours.

PNT 130 Fundamentals of Nursing II w/Lab: This course is a continuation that provides students additional opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts and theories basic to the art and science of nursing. The role of the nurse as a member of the healthcare team is emphasized starting with physical assessment. Students are introduced to clinical skills and care for patients needing support with bowel, urinary, respiratory, and wound care. Additionally, this course reinforces psychomotor nursing skills needed to assist individuals in meeting basic human needs. At the conclusion of this course, students should demonstrate competency in performing basic nursing skills within the practical nursing scope of practice. Prerequisites: ASC 104, PSY 161, PNT 120, and PNT 125; 4 credit hours.

PNT 150 Medical Surgical Nursing I. This course is the first of three medical surgical nursing courses. This course focuses on the common medical and surgical disorders encountered in the structured setting. The focuses are on understanding health and illness, the immune system, cardiovascular system, and the hematologic and lymphatic systems. The emphasis is on diagnosis, symptoms, treatment including common medications, and nursing interventions with the adult and the geriatric client. Nursing theories, various roles of the healthcare team, research, communication, patient teaching, community health

resources, professional accountability, and evidence-based practice are emphasized throughout this course. Prerequisites: ASC 106, PNT 105, PNT 116, and PNT 130; 4 credit hours.

PNT 155 Level I Clinical. This course is designed to introduce fundamental nursing skills and competencies needed to perform safely and effectively as an entry-level practical nursing student. Basic communication skills necessary to develop effective interpersonal relationships are presented. The student will explore issues in nursing care using evidence-based practice and critical thinking skills, including ethical and legal responsibilities. The student will develop a plan of care for the client through the concepts of the nursing process. The student will be oriented to the clinical setting and assigned to various clinical experiences including long-term care, school nursing opportunities, community health, acute care, clinics, and mental health facilities. Prerequisites: ASC 106, PNT 105, PNT 116, and PNT 130; 3 credit hours.

PNT 165 Level II Clinical. This course is designed to build upon the foundation of basic nursing skills and competencies needed to perform safely and effectively as a practical nursing student. Basic communication skills necessary to develop effective interpersonal relationships are presented. The student will explore issues in nursing care using evidence-based practice and critical thinking skills, including ethical and legal responsibilities. The student will develop a plan of care for the client through the concepts of the nursing process. The student will be assigned to various clinical experiences including acute care, school nursing opportunities, community health, clinics, and mental health facilities. Prerequisites: COM 125, PNT 114, PNT 150, and PNT 155; 3 credit hours.

PNT 210 Maternity Nursing. Maternity Nursing is a course which explores the processes of reproduction and childbearing occurring in the antepartum, intrapartum and postpartum phases. Previous knowledge of safe basic nursing skills and principles are incorporated as the practical nursing student utilizes the nursing process to facilitate maternal self-care and care of the newborn. The importance of using basic communication skills, previously learned, to establish effective interpersonal relationships with the childbearing family is emphasized. The student is presented with ethical/legal responsibilities to provide family-centered maternity care within the scope of practice of the practical nursing student. Prerequisites: COM 125, PNT 114, PNT 150, and PNT 155; 4 credit hours.

PNT 215 Nursing Care of Children. This course explores nursing care encompassing physical, intellectual and emotional growth of the newborn through adolescence and the impact advanced technology has contributed in promoting health and wellness. Alterations in child health (diseases or disorders) are examined systemically. Nursing care of the pediatric client in the following areas are emphasized: health maintenance, disease prevention, family relations, hospitalization, rehabilitation, grief and loss. Prerequisites: PNT 165, PNT 210, PNT 230, and PNT 250; 4 credit hours.

PNT 225 Level III Clinical. This course is designed as a continuation of nursing skills and competencies needed to perform safely and effectively as a practical nursing student. Basic communication skills necessary to develop effective interpersonal relationships are presented. The student will explore issues in nursing care using evidence-based practice and critical thinking skills, including ethical and legal responsibilities. The student will develop a plan of care for the client through the concepts of the nursing process. The student will be assigned to various clinical experiences including long-term care in the leadership role, acute care, community health, clinics, and mental health facilities. Prerequisites: PNT 165, PNT 210, PNT 230, and PNT 250; 3 credit hours.

PNT 230 Leadership and Management. This course allows students to examine legal and ethical issues in healthcare and prepares them to make decisions, as graduates, in compliance with the Missouri Nurse Practice Act in order to practice as responsible nurses within the community. Students will be given insight into the teamwork concept. Specific emphasis is placed on delegation of tasks, motivation techniques, conflict resolution, initiating change, and time management. As the course comes to completion, students will begin preparation for employment and taking the NCLEX-PN. Prerequisites: COM 125, PNT 114, PNT 150, and PNT 155; 2 credit hours.

PNT 250 Medical Surgical Nursing II. This course is the second of three medical surgical nursing courses. This course focuses on the common medical and surgical disorders encountered in the structured setting. The focuses are on understanding the respiratory system, gastrointestinal, hepatic and pancreatic systems, mental health care, and endocrine system. The emphasis is on symptoms, diagnosis, treatment, and nursing interventions with the adult and geriatric client. Nursing theories, various roles of the healthcare team, research, communication, patient teaching, community health resources, professional accountability, and evidence-based practice are emphasized throughout this course. Prerequisites: COM 125, PNT 114, PNT 150, and PNT 155; 4 credit hours.

PNT 260 Medical Surgical Nursing III. This course is the third of three sequential medical surgical nursing courses. This course focuses on the common medical and surgical disorders encountered in the structured setting. The focuses are on understanding musculoskeletal system, neurologic system, sensory system, integumentary system, and urinary system. The emphasis is on symptoms, diagnosis, treatment, and nursing interventions with the adult and geriatric client. Nursing theories, various roles of the healthcare team, research, communication, patient teaching, community health resources, professional accountability, and evidence-based practice are emphasized throughout this course. Prerequisites: PNT 165, PNT 210, PNT 230, and PNT 250; 4 credit hours.

FACULTY

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

Kelly Royston, RN, BSN, Department Chair/Advisor/ Classroom and Clinical Instructor, has been in the nursing field since 2000. Mrs. Royston worked as a patient care tech at St. Mary's Hospital-Jefferson City, MO from 2000 until 2005. She graduated from Truman State University-Kirksville, Missouri in 2005 with a BSN in nursing and a Minor in Biology. Mrs. Royston has worked as a Staff Nurse at University Hospital, Columbia, Missouri in the Cardiac Medical Unit and was part of the IV Access Nursing Team with a certification in PICC line placement. She also has experience in the Neonatal ICU and Adolescent Unit at Women's and Children's Hospital. Mrs. Royston began teaching at Nichols Career Center in the Practical Nursing Program as a classroom and clinical instructor in 2010, and was hired by Linn State Technical College in August of 2013 during the transfer of sponsorship. She holds a current Missouri Teaching Certificate and is approved by the Missouri State Board of Nursing to teach at State Technical College of Missouri. Mrs. Royston holds a Certificate in Simulation per Drexel University, Philadelphia, Pennsylvania. The Department Chair administrative duties include: planning, directing, organizing, reporting, coordinating, and evaluating the program. The department chair will participate in the teaching of students as is indicated. The department chair directs the staff development through planned meetings and conferences, helping the faculty to be aware of changing trends in

curriculum and in teaching methods. The department chair reports to the Advisory Committee on the status of the program.

Jackie Wisch, RN, MSN-NE, Classroom and Clinical Instructor, has been a nurse since 1986. Mrs. Wisch earned her BSN from University of Missouri-Columbia, MO and her MSN Nurse Educator Degree from the University of Central Missouri-Warrensburg, MO. She worked ICU, PCU, and internal medicine clinic for 3 years. Mrs. Wisch was employed by St. Mary's Hospital for 28 + years with the majority of her career being on the obstetrical unit as a staff RN which included teaching Childbirth Classes. She also worked at the Women's Clinic of Jefferson City for about 8 years assisting with two different obstetricians in managing their prenatal clients. Mrs. Wisch has previously taught in an AAS program at Lincoln University Nursing Science Dept. for 8 years. Here she taught Maternal Child Nursing and Nursing Care of Adults III. She was also the simulation lab coordinator and worked to get LU's simulation lab up and running. From 2013-2017 Mrs. Wisch worked as a clinical educator at SSM Health and was in charge of the Graduate Nurse Program. Mrs. Wisch holds a Certificate in Simulation per Drexel University, Philadelphia, Pennsylvania. She is approved by the Missouri State Board of Nursing to teach at State Technical College of Missouri.

Sarah Baker, RN, MSN-NE, Classroom and Clinical Instructor, has been in the nursing field since 2010. Mrs. Baker was a patient care tech for three years prior to becoming a nurse. She earned her BSN from Maryville University- St. Louis, MO in 2013 and her Masters in Nursing Education from the University of Central Missouri-Warrensburg, MO in 2018. Mrs. Baker worked as a surgical and orthopedic nurse at SSM Health St. Mary's Hospital in Jefferson City full time from 2013 until 2017. Mrs. Baker holds a Certificate in Simulation per Drexel University, Philadelphia, Pennsylvania and is approved by the Missouri State Board of Nursing to teach at State Technical College of Missouri.

Carson Borgmeyer, RN, MSN, Adjunct Instructor: Mrs. Borgmeyer has been in the nursing field since 2015. After earning an ADN from Lincoln University she continued her education at University of Central Missouri to obtain a BSN. In May 2019 she graduated from Maryville University with a Master of Science in Nursing from the Pediatric Nurse Practitioner program. Mrs. Borgmeyer has worked inpatient as an RN at the University of Missouri Hospital, and later as an RN in the Emergency Department at the Women's and Children's Hospital. In addition to inpatient, she has worked as a clinic nurse in the Pediatrics Department at Jefferson City Medical Group for over three years. Mrs. Borgmeyer was hired by State Technical College in May 2019 as an adjunct instructor. She also currently holds a position as a staff RN in the PACU at an Outpatient Surgery Center where she works on a part-time basis. She is approved by the Missouri State Board of Nursing to teach at State Technical College of Missouri in nursing.

Nikki Halderman RN, BSN, Adjunct Instructor, has been in the nursing career since 2015. Ms. Halderman started her career as a Patient Care Tech with SSM Health. She went on to graduate with her Associates Degree in Nursing from Moberly Area Community College in 2016. She got a job at SSM Health on the Surgical/ Orthopedic floor where she has worked for four year. While working for SSM, Nikki took as needed jobs on the oncology floor at the University of Missouri and the cardiac floor at Capital Region Medical Center. Ms. Halderman continued her education through Western Governors University to get her Bachelors Degree in Nursing in 2017. She is still attending school at Western Governors University to get her Masters Degree in Nursing Leadership and Management. Ms. Halderman started at State Tech in Jan 2019 as an adjunct instructor.

PNT PROGRAM POLICIES AND PROCEDURES

ACADEMIC INTEGRITY

State Tech Student Handbook can be referenced for the [Academic Integrity policy](#). The Practical Nursing Technology (PNT) program has an academic integrity policy that aligns with State Tech policy and industry standards.

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

1. Unprofessional and dishonest acts include, but are not limited to:
2. Copying/submitting another person's work.
3. Unauthorized taking of someone else's work.
4. Using unauthorized notes or equipment (including programmable calculators, smart phones, smart watches, etc.) during an examination.
5. Stealing an examination or using a stolen examination.
6. Allowing another student to have access to your work, thereby enabling that student to represent the work as his/her own.
7. Falsifying a client's clinical record.
8. Plagiarizing any assignment. "Plagiarism" means using someone else's ideas or words without using quotation marks and/or giving credit by citation of source(s).
9. Theft from a patient or associate, supplies other material or equipment from the school or clinical sites.
10. Altering grades on examinations or assignments.
11. Post examinations alterations.

Instructors will use any one or more of the following disciplinary measures for a case of dishonesty:

- A zero for the assignment
- An "F" for the course
- Separation from the program

ACCESSIBILITY

Any student with special needs should contact the Practical Nursing Technology (PNT) Department Chair for assistance.

ACCIDENTS

The Department Chair must be made aware of all accidents within 24 hours of the occurrence. Program faculty will follow the [State Tech Accident Reporting Procedures](#).

ADVANCED PLACEMENT GUIDELINES

Advanced placement is offered for individuals with submitted education record as outlined in the Practical Nursing Technology Application Requirements and Certified Nurse Assistant (CNA) Credit Procedure. Credit may be awarded to these individuals for PNT 120 Fundamentals of Nursing I w/Lab after the CNA Credit Procedure has been completed. Transcripts that are submitted within the application process will be reviewed and core curriculum transfer credit may be accepted for only a select few core nursing courses upon approval of the State Technical College of Missouri Practical Nursing Technology program faculty.

Revised 2018

APPLICATION REQUIREMENTS

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

- Submit the following:
 - ✓ Application for Admission – Available online at www.statetechmo.edu/apply/ (no application fee).
 - ✓ Education Record – Submit all that apply:
 - High school students will be given tentative admission based on a 6th or 7th semester transcript. An official eight semester transcript from an accredited high school must be submitted after high school graduation directly from your high school to the Office of Admissions.
 - Official passing high school equivalency test (HiSET or GED) score report - Missouri HiSET or GED Score reports will be obtained by the Office of Admissions. Faxed copies are not accepted. High school equivalency graduates outside of Missouri should request that the State Department of Education in the capital city of the state in which they tested send an official copy of their score report to the Office of Admissions; or
 - A home-school transcript; or
 - Official college transcript(s) with 24 or more semester credits from an accredited higher education institution. If the applicant has earned less than 24 college semester credits, submit both the official college transcript and an official high school transcript or official passing high school equivalency test (HiSET or GED) score report or home-school transcripts.
 - ✓ Test Scores – Submit all ACT and/or ACCUPLACER test scores.
 - Test scores are used for program admittance and course placement.
 - Results of these tests must be less than five years old.
 - Test scores may be waived with approved transfer credit.
 - The ACCUPLACER test is offered on the State Technical College of Missouri campus for a nominal fee. To prepare for the test, visit <https://accuplacer.collegeboard.org/students/prepare-for-accuplacer>. Contact the Office of Admissions to schedule a test appointment.
 - Check www.actstudent.org for ACT test locations, fees, and details for registering for the test. State Tech is a testing location and our test code is 5105.
- **Certificate Program Requirements:**

Test	Minimum Algebra Score	Minimum English Score	Minimum Reading Score
ACT	15	18	18
ACCUPLACER	34	81	81
NEXT GENERATION	230	251	250

- **TEAS Test Scores** - All applicants must submit TEAS test scores. A minimum composite score of 58 is required. Contact the State Tech Testing Center at 573.897.5101 or 1.800.743.8324 x 5101 to schedule your testing appointment. An applicant can test up to three times in an admissions cycle.

- Total of four hours documented **Observation Experience** with a Licensed Practical Nurse (LPN). The observation will not be accepted if completed at the applicant's current place of employment. Both forms (Applicant Initial Set-Up of Observation Form and Applicant Observation Form) need to be completed and submitted to the Office of Admissions. (See Site Observations Suggestions).
- Attend a PNT Informational Session by scheduling a meeting with the department in Linn, MO. To register, contact 573-897-5340. For more information, go to: <http://www.statetechmo.edu/programs/healthsci/pnt/info/>.

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

Selection Process:

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

Post Admission Requirements

- Current Basic Life Support (BLS) for the Health Care Provider certification from American Heart Association, which must remain current through date of graduation. If no certification is submitted at the start of the program, CPR course dates will be offered.
- Background checks
- Drug screen
- State Board Exam Eligibility: A statement acknowledging the Nurse Practice Act and denial of violation must be signed by the student and a Notary Public following admittance into the program.
- Missouri Revised Statutes: Signed documentation noting that the student shall meet the criteria to apply to take the examination for licensure as stated in the Missouri Nurse Practice Act, Section 335.066. **Completion of the program does not guarantee eligibility to take the licensure examination.**

ATTENDANCE CLASSROOM GUIDELINES

Student's attendance must be regular and punctual in the classroom. Good attendance is a mark of dedication which is a component of professionalism that future employers consider seriously.

Students are expected to attend all classes. It is the responsibility of students who will be absent, tardy, or leaving early to notify the instructor(s). If unable to reach the instructors, the student may leave a message with the State Technical College of Missouri Allied Health Program Coordinator by calling 573-897-5340. The Program Coordinator will relay the message to the appropriate instructors and staff. In cases of prolonged absence, the student must notify the Office of Counseling Services, who will then notify the student's instructors.

Excused Absences – For the list of excused absences, refer to the State Tech Student Handbook under [Attendance](#).

BACKGROUND CHECKS

Per requirements of clinical sites utilized by the Practical Nursing Technology program are required to have a criminal background check. This background check is through the Department of Health and Senior Services (DHSS) who created an electronic interface in conjunction with the State Highway Patrol, Department of Social Services, Department of Mental Health, and various units within the Department of Health and Senior Services. The cost of the criminal background check is communicated to the students and is the responsibility of the student. If any offense is found, the following will occur.

CNA CREDIT PROCEDURE (PNT 120 TEST OUT OPTION)

The Practical Nursing Technology curriculum is designed to allow applicants with a Certified Nurse Assistant (CNA) Certification the opportunity to receive credit for the PNT 120 Fundamentals of Nursing w/Lab I course.

1. To qualify for this opportunity applicants must have either obtained their CNA certification within the past 12 months with no work experience OR obtained their CNA within the past 5 years and worked for at least one year.
2. All qualifying applicants must first submit verification or a copy of their Certified Nurse Assistant (CNA) Certification to the State Technical College of Missouri-Office of Admission along with all other Practical Nursing Technology (PNT) Application Requirements.
3. After all PNT Application Requirements and the Certified Nurse Assistant (CNA) Certification has been submitted, the student will be contacted by the Practical Nursing Technology Department to set up a date and time to take a written and a skills exam to show proficiency of the course skills content.
4. A non-refundable equivalency exam fee will be collected prior to the administration of the exam. Taking the exam does not guarantee the applicant credit for the PNT 120 Fundamentals of Nursing w/Lab I course.
5. Through a written and a skills exam the students must show competency within the concepts of client needs, safety, communication, critical thinking, medical asepsis and infection control, personal care and hygiene, moving and positioning patients, body mechanics, vital signs, and nutritional care and support. It is the applicant's responsibility to be prepared for the written and skills exam. A list of skills is provided along with this procedure.
6. If the applicant receives a minimum of 80% or "Minimum Standard" on both the written and the skills exam, the student will be awarded credit for the PNT 120 Fundamentals of Nursing w/Lab I course. Passing the written and the skills exam does not guarantee the

applicant a seat within the Practical Nursing Technology program. The applicant file will be reviewed for admission along with all other applicants.

7. If the applicant does not receive a minimum of 80% or “Minimum Standard” on both the written and the skills exam, the applicant will not be awarded credit for the PNT 120 Fundamentals of Nursing w/Lab I course. The applicants Application Requirements will be reviewed along with all other applicants. If accepted within the program, the applicant will have to take the PNT 120 Fundamentals of Nursing w/Lab I course.

Revised 2017

CAMPUS SECURITY

The State Technical College of Missouri Student Handbook can be referenced for the [Campus Crime Policy](#). This policy will be followed when students are on a campus operated by State Technical College of Missouri.

COMPUTER GUIDELINES

The State Technical College of Missouri Student Handbook can be referenced for the [Student Computer and Internet Agreement Policy](#). This policy will be followed when students are on a campus operated by State Technical College of Missouri.

All State Technical College Practical Nursing students will be required to maintain a device for class use with the following Microsoft Window requirements. MAC computers are not allowed.

- Operation System
 - Recommended: Windows 10 Pro
 - Minimum: Windows 7 Pro
 - Not Supported: Linux, Mac
- CPU
 - Recommended: Intel
 - Minimum: 1.6 GHz or above (or less than 4 years old)
- Memory
 - Recommended: 16 GB
 - Minimum: 8 GB
- Wireless
 - Recommended: 802.11 ac
 - Minimum: 802.11 n
- Hard Drive
 - Required: 20 GB Free

DISPUTE RESOLUTION PROCESS

The State Tech Missouri Student Handbook can be referenced for the [Dispute Resolution Process](#).

DRESS GUIDELINES

These guidelines apply during the school day or when the student represents the school. The nursing profession is one which requires its members to show a proper degree of dignity in his/her personal and professional life. In order to present ourselves to the community certain policies of dress and conduct shall be respected and maintained. Students who do not comply with the dress guidelines may be counseled or sent home to correct the dress code violation.

Appropriate dress for students includes:

1. Dress jeans are acceptable. No cutoffs, miniskirts, midriffs, or clothing with holes in inappropriate places. When wearing a dress, skirt, shorts or skorts, the hem is to be appropriate in length. Sleeveless shirts are acceptable except halter tops and tank tops.
2. Clothing, hats, jewelry and other wearing of apparel which displays suggestive language, sexual innuendos, pictures or advertisements of alcohol, racial slurs, tobacco products or other drugs are not permitted.
3. Chains, necklaces, or other personal effects that can be used as a weapon are prohibited.
4. Footwear shall be clean, in good repair and worn at all times.
5. Hair must be clean and well groomed.
6. Men must be clean shaven or have groomed face.
7. Make-up will be in moderation and in good taste.
8. Appropriate underwear must be worn at all times.
9. Oral and personal hygiene must be maintained on a daily basis.
10. Eyewear (glasses and contact lenses) must be conservative. No unconventional or extreme eyewear will be allowed.
11. When participating in activities outside the classroom or for violation of these guidelines, communication will occur per faculty.
12. When in doubt of appropriateness, do not wear it.

DRUG AND ALCOHOL POLICY

The State Tech Handbook can be referenced for the [Alcohol and Substance Abuse Information](#).

DRUG SCREENING

Students assigned to clinical facilities are subject to the same requirements as facility employees relating to lab tests and immunizations.

- **Initial:** Upon entrance into the Practical Nursing Technology program, all students are required to complete a urine drug screen. The cost of the screening will be communicated to the student at the start of the program and will be the students' responsibility. Students must submit documentation from their health care provider on any current medications prescribed prior to completion of the urine drug screen. Students with a positive drug screen and no provided prescriber documentation will not be allowed to participate in lab courses or clinical courses due to safety in the lab and clinical site refusal to allow participation. Therefore, these students will be separated from the Practical Nursing Technology program immediately. Students with a positive drug screen and prescriber documentation will be allowed to continue in the Practical Nursing

Technology program as long as the medication does not affect their ability to perform safely in the lab and clinical setting.

- **Ongoing:** It is the responsibility of the student to provide updated documentation from a prescribing health care provider throughout the program. The documentation must include whether the student is able to safely continue in the program. Students may be notified to report for random drug testing before or during a clinical rotation at any clinical facility. Students will be provided with information on approved screening agencies and be given an specific time frame in which to complete the screening. The student is responsible for fees attached to all screenings. Changes in rotation schedules will not be made on the basis of this requirement. Refusal to submit the urine drug screen within the required time frame is grounds for dismissal from the program. If a random drug screen returns a positive result, the student will be separated from the Practical Nursing Technology program.

E-MAIL

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

EMERGENCY AND SAFETY PROCEDURES

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

ELECTRONIC DEVICES

Calculators

Calculators may be used on tests and quizzes at the discretion of the instructor. Calculators will be provided during courses and will not be permitted to leave the classroom. No programmable calculators or cell phone calculators are allowed.

Cell Phones/Smart Watches

Cell phones, pagers, or smart watches must be turned off and put away during class unless approved by the instructor for class activities. Disciplinary action for use of these devices during class time include, but not limited to the loss of Job Readiness Work Ethic points for each offense and/or being asked to leave the classroom.

Emergency telephone calls for students are to be called to the Health Science Center Administrative Assistant (573-897-5340) during class time and during clinical time. If an emergency call is received during class time, faculty or staff will ensure the student receives the information or call immediately. If an emergency call is received during clinical time, the faculty or staff will ensure the student is contacted immediately through means of the instructor with the emergency information. All emergency calls will be forwarded to the student.

Students are allowed to use these electronic devices during breaks and lunch on classroom days. Use of devices in the clinical setting is prohibited excluding lunch and scheduled breaks.

FAMILY RIGHTS AND PRIVACY ACT NOTIFICATION

The State Tech Student Handbook can be referenced for the [Family Educational Rights and Privacy Act \(FERPA\)](#).

GRADES AND UNOFFICIAL TRANSCRIPTS

The State Tech Student Handbook can be referenced information on [grades and unofficial transcripts](#).

GRADING

1. Students must pass each course with a letter grade of “C” or higher. Students must pass each course in succession and the proper sequence to continue in the program. No student will be permitted to enter the next course without successful completion of the previous course.
2. Course grades will be determined by each instructor. An outline for grading will be provided in the course syllabus and handed out on the first day of each class.
3. It is the student’s responsibility to track individual grades through the college Learning Management System (LMS) – EagleLMS (Moodle). Course faculty will not calculate a cumulative course grade for students at any point during the semester.
4. The following grading scale will be used for all core curriculum nursing classes:
A = 94 to 100%
B = 87 to 93.9%
C = 80 to 86.9%
D = 70 to 79.9%
F = 69.9% and below
5. All assignments are to be submitted to the instructor per his/her discretion. Late assignments will not be accepted. A zero will be given if an assignment is turned in late. If absent or excused from class, the student must turn in homework and assignments/activities on the day of return to class to earn full credit.
6. Quizzes cannot be made up and may be timed per the instructor’s discretion..
7. Any assignment or test not limited to chapter tests/scan-tron, assigned work, seatwork, bell work, and quizzes submitted for grading purposes without the student’s name will automatically receive zero points.

HEALTH REQUIREMENTS

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

1. Health history and physical examination by a healthcare provider, to include:
 - Two step TB skin test and/or Chest X ray
 - Immunizations up-to-date to include:
 - A. Polio or proof of immunity
 - B. TDAP or proof of immunity

- C. MMR (2) vaccine series or Rubella Titer showing immunity
 - D. Chicken Pox vaccine series (2) or Varicella Titer showing immunity
 - E. Hepatitis B vaccine series or Hepatitis B Titer showing immunity
 - F. Flu vaccination (H1N1 vaccination also)
2. It is recommended that the students carry medical care and hospitalization insurance.
 3. Each student shall be responsible for their own health care and records.
 4. If a student becomes ill while in class or clinical rotations, he/she must report to the assigned instructor or the Department Chair before leaving.
 5. Any student who becomes pregnant while enrolled in the program may remain in school. She shall notify the Department Chair of the Practical Nursing Technology program. A written statement is required from the student's physician indicating that the student has the physician's approval for continuing in the classroom and in the clinical area, including if there are restrictions and what the restrictions are.
 6. Students who have allergies/health issues are responsible to inform the instructor prior to lab or clinical experiences so accommodations can be made.
 7. In the event of a health emergency, dial 911. The college does not have an on-campus health facility.

HIV OR HBV INFECTION POSITION STATEMENT

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

References:

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

INCLEMENT WEATHER DISMISSAL PROCEDURE

The State Tech Student Handbook can be referenced for the [Inclement Weather Dismissal Procedure](#). Clinical cancellations due to weather can be found under Attendance in the Clinical section of this handbook.

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

INFECTIOUS DISEASES

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

1. Respiratory Illness/Outbreak can include seasonal or pandemic flu, meningitis and tuberculosis (TB) among many diseases caused by viruses or bacteria. Illness can be mild or serious resulting in death, depending on the organism. While most respiratory illness is spread as airborne, kissing or touching a contaminated object such as a phone – and then touching the mouth, nose or eyes can also cause the spread of respiratory illness.
2. Gastrointestinal Disease includes such diseases as Hepatitis A; Salmonella; E. Coli; and Giardia, and is acquired by mouth through fecal-oral transmission (person sheds the virus/bacteria in their stool, does not thoroughly wash their hands, and then touches food or other objects that others eat or touch and then handle food or touch their own mouth.)
3. Skin to skin transmission and sexually transmitted infections (STIs) are acquired through close contact or intimacy or organisms that can thrive for some time on items such as wet towels. If someone with a skin disorder such as Methicillin Resistant Staph Aureus (MRSA) uses a towel which someone else picks up and uses, the organism can easily be transmitted through an open area in the skin. An STI can be transmitted in a variety of ways through intimate contact. Diseases can also be transferred from sharing personal items such as razors, needles, etc.

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

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

INSURANCE

The College carries student medical/general liability insurance. This college-funded insurance coverage is for students while participating in school-sponsored, school-supervised, or school-funded activities and provides insurance coverage for in-class activities. It is highly recommended that the student have personal medical/accident insurance.

JOB READINESS SCORE

AJA@TMSTC is a value-added service to students and employers that rewards students by giving employers more than typical academic grade on a transcript. Information on the [Job Readiness Score](#) can be found in the State Tech Student Handbook.

LOCKERS

Students will be assigned lockers on a first come, first serve basis and must inform the Department Chair if they want a locker assigned to them. The student is responsible for supplying a combination lock to secure his/her items. Sharing lockers is allowed between mutually agreeing students.

NOTICE OF NONDISCRIMINATION

State Tech Student Handbook can be referenced for the [Nondiscrimination Policy](#).

ORGANIZATIONS & ACTIVITIES

Career and technical student organizations are an integral part of this school's program and necessary for completing education as skills training. Organizations contribute to development in experiencing life-like situations in leadership and professional development. State Tech offers [Student Activities](#) with information located in the State Tech Student Handbook. The Practical Nursing Technology Program actively participates in the **Missouri State Association of Licensed Practical Nurses**. This is a non-profit organization specially formulated to represent the Student Practical Nurse and Licensed Practical Nurse. The dues are communicated and collect from the students at the start of the program.

This organization's objectives include the following:

- Promote education by providing an annual convention with education programs and contact hours given.
- Provide representation in major health groups.
- Provide information through their official newsletter, the BROADCASTER.
- Keep members aware of legislation that might affect the profession of Practical Nursing
- Provide benefits such as sponsored educational programs, liability and medical insurance for the LPN
- All students will participate in this organization.

PARKING

Students may park designated parking for State Tech students only. The State Tech Student Handbook can be referenced for the [Student Parking Regulations](#) on campus.

PERSONAL CONDUCT CLASSROOM GUIDELINES

The purpose of these guidelines is to ensure optimum relationships with the nursing program faculty and students by promoting a safe, cooperative and professional environment and to prevent or eliminate conduct that:

Disrupts others.

1. Affects the ability of the students to learn or complete their classroom or laboratory assignments.
2. Creates a hostile learning environment for the instructor and students.
3. Interferes with an individual's ability to practice competently.
4. Interferes with a student's ability to learn.
5. Adversely affects or impacts the confidence in the program's ability to provide quality nursing care.

Behaviors that will not be tolerated are:

1. Passive activities such as refusal to perform assigned tasks or exhibiting uncooperative attitudes during routine classroom or laboratory activities.
2. Intimidating and disruptive behaviors.
3. Reluctance or refusal to answer questions.
4. Disruptiveness such as, but not limited to, verbal outbursts; physical threats; and condescending or inappropriate language.
5. Overt or passive behaviors undermining classroom or laboratory performance and compromising safety.

Instructors will take disciplinary measures based on the severity of misconduct including: documentation on AJA Job Readiness, private conversation with the student concerning the behavior, asking the student to leave the classroom for the remainder of the daily instruction, referral to the student's counselor and academic advisor, up to separation from the program, if necessary.

PREREQUISITE FOR STATE BOARD EXAMINATION

The following are required by the Missouri State Board of Nursing prior to a candidate being considered eligible to take the NCLEX-PN (State Board Licensure Examination):

1. Completed, signed, and notarized application.
3. Supporting notarized documents, if necessary (i.e. court documents, treatment records, etc.).
4. Proof of submission of fingerprints to the Missouri State Highway Patrol's approved vendor for both a Missouri State Highway Patrol and Federal Bureau of Investigation fingerprint background check.
5. Evidence of U.S. citizenship or lawful presence.
6. Registration for NCLEX with test service.
7. Graduate from a state accredited practical nursing school.
8. Official, final transcript.

9. Compliance with the Missouri Nurse Practice Act, Section 335.066. This statement of compliance is signed by the student and notarized before entering the Practical Nursing Technology program and becomes part of the student record.

PROGRAM ADVISORY COMMITTEE

Duties and Responsibilities of the Program Advisory Committee are as follows:

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

PROGRESSIVE DISCIPLINE

State Tech Handbook can be referenced for [Progressive Discipline](#) information.

RE-ADMISSION

Students who withdraw or are dismissed from the program may reapply to the program for admission to the appropriate semester the following academic year. Students will not be considered for re-admission beyond the following academic year of separation from the program. A student is not eligible for re-admission if a failing grade is received in any two nursing core PNT courses. Reapplying doesn't guarantee the student a seat in the program. A written request for re-admission must be submitted to the PNT Department Chair prior to the application requirements priority deadline if the dismissal or withdraw occurred in the summer or fall semester. All students who are dismissed or withdraw during the spring semester must submit a written request for re-admission within 5 days of the separation from the program with the understanding, that re-admission will be based on seat availability. Written requests must be signed and include students reason for separation from the program, changes that will be made prior to re-admission, and a plan for success. Only 10% re-admission students will be allowed per class cohort.

Prior to re-admission into any semester, the student will be given a written exam of coursework he/she successfully completed. The student must pass the written exam with 80% accuracy in order to be re-admitted. This written exam can only be taken once.

Returning students will also be assessed for competency in unannounced faculty selected clinical skills. Students must meet the “Minimum Standard” or 80 percent for each skill performed in PNT 120 Fundamentals of Nursing w/Lab I, PNT 130 Fundamentals of Nursing w/Lab II, and PNT 116 Medication Calculation, Administration, and Intravenous Therapy w/Lab in one attempt prior to re-admission.

It is the responsibility of the returning student to set up the written evaluation and competency check-offs with the Practical Nursing Technology Department Chair. If a student fails the written and/or skills re-admission exam, the student is not eligible for re-admission into the PNT program as a re-admit.

SMOKING

The State Tech Student Handbook can be referenced for the [Campus Smoking Regulation](#). This policy will be followed when students are on a campus operated by State Technical College of Missouri.

STUDENT SERVICES

For information on resources offered to students at State Tech, visit the link to [Campus Services](#).

Academic Resource Center

The PNT program works with students for the goal of academic success. To achieve this goal PNT program faculty recommend the use of State Tech’s Academic Resource Center (ARC). For information on services, visit the [Academic Resource Center](#) Link.

Counseling

State Tech provides a variety of counseling services to promote the health, safety, and overall well-being of students. Services are confidential and may be used for personal and academic issues including but not limited to academics, anxiety/depression, relationships, sexual assault/harassment, smoking cessation, substance abuse, and suicide prevention. For more information you can access [Counseling Services](#) on the State Tech Website.

Library

The State Tech Library is located in the Information Technology Center (ITC). Hours of operation are posted on the [Library Website](#). Online resources specific to nursing students can also be accessed through [Library Guides](#).

TESTING

Required tests may be paper/pencil tests and/or computerized tests and must be taken in class:

Administering Test

1. The procedure for classroom tests should be as follows:
 - Students may not have any textbooks, notebooks, food, or beverage on the desk at any time during an exam. Bottled water without a label is allowed.
 - Cell phones/smart watches must be turned off and placed in basket provided during the exam. Cell phones/smart watches may then be retrieved after all students have completed their exam. In the case that an emergency call is expected, the Health Sciences Administrative Assistant can be contacted at 573-897-5340 and will relay the message to the student.
 - Students may not wear hats or sunglasses during testing. Ear plugs are allowed. No other noise blocking devices will be permitted.
 - Only issued calculators (including calculators on the computer), scratch paper, and pencils are permitted.
 - Once class begins, students are not permitted to sit at their desk with notes prior to the test. Any last minute studying must be conducted prior to the start of the class unless otherwise instructed per the instructor.
 - Students complete the test and electronically submit or return the test and scan-tron, if applicable. No test forms are to be removed from the classroom by students. Any scratch paper that leaves the testing room must be viewed by the instructor first.
 - Students may request a new scan-tron, if applicable. However, the previously used scan-tron form must be submitted to the instructor to be shredded.
 - If a student is late, he/she will only be allowed the allotted time remaining to complete the exam.
 - Once a student leaves the testing room, they may not be permitted back into the room.
 - Bathroom use before and after the test only unless emergency in which case the student will be escorted by a faculty member to and from the testing site.
2. When absent from class, the student is responsible for contacting the instructor(s) regarding missed material.
 - If a test is not taken when scheduled for an unexcused absence, ten percent (10%) will automatically be deducted from that score. The student is expected to contact the instructor to schedule a time to make up the test on the day of return to the classroom. Failure to do so will result in an additional five percent (5%) deduction for each day that the test is not scheduled to be taken. If the test has not been scheduled to be taken by the day of the final, a zero will be given for the grade.
 - Students who have an excused absence are responsible to schedule their makeup exam by contacting their instructor on the day they return to class. If they do not contact the

instructor on the day they return to class, 10% may be deducted for the test total score with an additional five percent (5%) deduction for each day that the test is not scheduled to be taken. IF the test has not been taken by the day of the final, a zero will be given for the grade.

- **Excused Absences** per the State Tech Student Handbook include:
 - Death in the student's immediate family (Copy of service program required.)
 - The definition of "immediate family" includes spouse, child, parent (including step-mother or step-father), spouse's child or parent, sibling, grandparent or grandchild, spouse's grandparent or grandchild, daughter-in-law, son-in-law, sister-in-law, brother-in-law, aunt, uncle, great-aunt, great-uncle, other members of the student's household, State Technical College employee, fellow student, or anyone for whom the student will serve as a pall bearer.
 - Approved STC functions such as: testing, SkillsUSA, Postsecondary Agricultural Student Organization (PAS), job fair, field trips
 - Jury Duty (Copy of jury duty summons required.)
 - Subpoena to Appear in a Court of Law (Copy of subpoena required.)
 - Military Obligations (Copy of military orders required.)
 - There will be no retake for tests.
 - All tests must be completed in the time the instructor deems appropriate.
3. The test is formatted to look like the NCLEX-PN to prepare students. Most questions are multiple-choice questions with only one correct answer. Other test formats include but are not limited to: select all of the answers that apply, fill in the blank or completion, put items on the list in priority order, drag and drop, etc. There is no credit for the second-best answer.

Test Review

4. When all students are finished taking the test, an exam review may be provided. This option is a privilege and is per the instructors' discretion.
- Paper/pencil tests should not leave the classroom and must be returned to the instructor before class is over. Failure to turn in test will result in student receiving zero points.
 - During test review, students are not to have any materials on their desk including textbooks, cell phones, lap tops, recording devices or any other items to be determined by faculty. A pen and blank sheet of paper may be utilized for assigned remediation purposes. The sheet of paper must be approved prior to leaving the testing room.
 - All test reviews will be conducted in a professional and orderly manner in a controlled environment.
 - Respect and courtesy are to be demonstrated by both students and faculty.
 - Failure to conduct oneself in a professional and courteous manner will result in the immediate discontinuation of the exam review.
5. Students who disagree with a keyed answer may complete a test question challenge. The

test question challenge must be submitted to the faculty within one class day of the test review. If an exam question is challenged by the student, it will only be considered if presented in the following format:

- The student's petition must be in writing.
 - The students must explain why the exam answer is not the best choice.
 - The students must provide a rationale on why they think their answer is the best option.
 - Relevant resources must be cited.
 - The test will not be given to the student to take home when completing this challenge.
 - If a petition is submitted to challenge a test question, this does not guarantee that the faculty will change the answer, throw the question out, or accept multiple answers. This decision will be made per the individual faculty member.
6. Students who receive a failing grade on a test are encouraged to meet with faculty to review the test in more detail. It is the students' responsibility to meet with the instructor.
- Any meeting with a student will result in a remediation plan and documentation through Moodle referral process.
 - Students are encouraged to set up a follow up meeting or return to the faculty office for evaluation of progress within the course.

WEAPONS IN SCHOOL

The State Technical College of Missouri Student Handbook can be referenced for the [Weapons Policy](#). This policy will be followed when students are on a campus operated by State Technical College of Missouri.

PNT CLINICAL INFORMATION

ATTENDANCE IN THE CLINICAL SETTING

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

1. Absence:

- a. If a student is to be late or absent from the clinical setting, he/she is responsible to inform the clinical instructor at a minimum of 30 minutes prior to the scheduled clinical start time. Sending word with another person is not acceptable. The student must call or inform the instructor in person. If unable to reach the clinical instructor, the student is responsible to notify the Practical Nursing Technology Department Chair.

If a student does not notify the instructor by the designated time, the instructor will attempt to call or contact the student after a minimum of 30 minutes. The student will receive a Section 2 clinical incident.

If a student is absent, the student will be required to make up missed hours. This will require an assignment to another clinical group or hours to be made up on Fridays /or weekends. Students will be notified of the make-up date, hours, and clinical site within a week or less. The student is expected to submit the same written report required from the clinical site rotation, and due date per instructor's discretion with a 10% deduction of the overall grade.

All clinical absence requires a medical note from the health care provider/clinic visit stating the reason for absence. In an event that the absence is not medically related, a written/typed note from the student should be submitted to the department chair upon return to class for student file.

- b. Students who miss more than eight (8) hours of any clinical rotation will be required to attend simulation to be scheduled at the end of Level III Clinical. The student will be required to complete an assignment in preparation for the simulation experience. This assignment will be the entrance ticket to attend the simulation day to be scheduled at the end of Level III Clinical. The due date and assignment will be given per the clinical instructor within a week of the missed clinical day. This assignment along with participation within the simulation experience will be required to make up the missed clinical day. The student will receive a 10% deduction on the graded simulation assignment. This grade will be entered in for the absent day. The student will also be required to sign a form acknowledging that their attendance is required to complete the hours for the absent clinical day.

- c. Three or more clinical absences, the student may be separated from the program. The clinical absences will be discussed by Practical Nursing Technology program faculty and college administration. If the student has extenuating circumstances for missing clinical, he/she may be granted to make up clinical hours and is expected to submit his/her clinical assignment. The student receives -10% assigned assignments.
 - d. If the student fails to complete the make-up hours, assignment, and/or simulation, he/she will receive a Section 2 clinical incident within the current Clinical Level in which they are enrolled. The student may also receive zero points for the clinical rotation day missed and may be separated from the program.
 - e. Clinical absences are carried through all clinical rotations. (PNT 155, PNT 165 and PNT 225)
 - f. Excused Absences – For the list of excused absences, refer to the STC Student Handbook under Attendance (<https://wiki.statetechmo.edu/stc/index.php/Attendance>).
 - g. If a student is separated from the program and disagrees with the separation process or procedure, the State Technical College of Missouri Student Handbook (https://wiki.statetechmo.edu/stc/index.php/Dispute_Resolution_Process) can be referenced for the Dispute Resolution Process.
2. Illness: Students who are ill with fever, emesis, conjunctivitis, strep throat, or any other type of contagious infection should not attend that clinical day and will be required to notify the instructor of absence. Contact your instructor a minimum of 30 minutes prior to the scheduled clinical start time if unsure if you should attend the clinical day for verification. Students who become ill at a clinical site will be sent home at the discretion of the clinical instructor or preceptor and an appropriate assignment will be given.
3. Tardiness will not be tolerated in the clinical setting. Even one minute tardy will result in a Section 2 clinical incident. Based on the length of tardiness and amount of clinical day missed the assigned clinical instructor will either allow the student to stay and participate in the assigned clinical; or the instructor may dismiss the student for the day and require make up hours or a simulation experience.
4. Inclement weather dismissal for a scheduled clinical day in which the college is closed per the Department Chair. Students will be notified within 60 minutes of clinical start time.

BODY FLUID EXPOSURE POLICY

Any direct exposure to blood or body fluids occurring while functioning as a nursing student must be reported immediately to the clinical instructor.

Policy:

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

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

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

The student has the right to refuse testing and follow-up and must sign a waiver indicating refusal in the presence of a witness.

CLINICAL EVALUATION

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

Required textbooks and papers for the clinical setting include a Pocket Notebook, black ink pen, notebook paper, Medical Surgical Nursing textbook or another textbook within a specialty area, Medical Dictionary, Drug Guide, and Diagnostic and Laboratory Test Reference. The following grading scale will be used for all clinical rotations:

- A = 94 to 100%**
- B = 87 to 93.9%**
- C = 80 to 86.9%**
- D = 70 to 79.9%**
- F = 69.9% and below**

CLINICAL COURSE SITES

Each clinical rotation will be different allowing the student nurse to receive a wide variety of nursing experience. Experiences are not limited to the sites listed below and are subject to change. Clinical sites are predominately in Jefferson City, MO and include areas within acute care Capital Region Medical Center and SSM Health St. Marys:

1. Medical Surgical Unit
2. Outpatient
3. Cardiac Catheterization Lab
4. Emergency Department
5. Endoscopy Department
6. Operating Room
7. Wound Care
8. Recover Room
9. Obstetrics and Women's Health
10. Interventional Radiology/ Medical Imaging
11. Home Health & Hospice

Other various location the student may be assigned to are as follows:

1. SSM Pediatric Clinic
2. Oak Tree Villas
3. Heisinger Bluffs & St. Joseph Bluffs
4. Westphalia Hills Stonebridge Community
5. Preferred Family Health Care Drug and Alcohol Rehab Center
6. JCMG Clinics
7. JCPS School Nursing and various school screenings
8. Osage County and Cole County Health Department
9. Thompkins's Health Center

10. Community Health Center of Central Missouri
11. Other various clinical sites as assigned

CLINICAL ROTATION GOAL

Clinical rotation is designed to introduce the student to fundamental nursing skills and competencies needed to perform safely and effectively as an entry-level nursing student. The program goals are to provide safe, individualized basic nursing care to promote optimal self-care for the patient emphasized through the concepts of the nursing process as students develop clinical competencies in the plan of care for their clients.

CLINICAL ROTATION STUDENT RESPONSIBILITIES

I. Professional and Ethical Responsibility:

- a. Display professional and ethical responsibility while in the clinical setting.
- b. Hold current CPR certification from the American Heart Association for the Healthcare Provider, which must remain current until date of graduation.
- c. Well groomed – hair clean, off collar, no headbands, wears clean, pressed school uniform with appropriate undergarment with approved shoes. Shoelaces clean, beards and/or mustaches short.
- d. Identification badge worn at all times
- e. Equipped with stethoscope, watch with a second hand, gait belt, bandage scissors, pen light, and black ink pen.
- f. Maintains good posture and personal hygiene – fingernails kept clean, short, no polish, and all artwork on exposed skin must be completely covered with approved dressing by the instructor.
- g. Jewelry – only plain wedding band is acceptable, wedding ring set with raised stone are unacceptable, watch with second hand, one pair of pierced stud earrings not to exceed 5 mm in diameter, worn on lower lobe of the ear only. No other jewelry shall be worn with uniform.
- h. Make-up in moderation.
- i. Shows interest, enthusiasm and is energetic in completing clinical assignments.
- j. Reliable, truthful, and conscientious in clinical areas.
- k. Takes initiative to seek out learning opportunities and look for new challenges.
- l. Is self-directed.
- m. Accepts constructive criticism and requests supervision when necessary.
- n. Does not allow personal problems to interfere with clinical performance.
- o. Displays a professional demeanor while in clinical facility (refrains from inappropriate laughter, loud talking, incorrect grammar, use of slang language).
- p. Does not chew gum or food while providing patient care.
- q. Works within the role of the practical nursing student.
- r. Keeps knowledge of patient and clinical situations confidential.
- s. Follows rules and regulations of the school and cooperating agency.
- t. Reports absences/tardies timely to assigned clinical instructors.

II. Communications Skills:

- a. Uses appropriate verbal and non-verbal therapeutic communication skills and techniques.
- b. Communicates in a friendly, helpful, courteous manner with assigned patients.
- c. Accepts and cooperates with persons in authoritative and non-authoritative positions.
- d. Utilizes appropriate conversation with students, faculty and clinical staff.
- e. Maintains a non-judgmental disposition toward peers and patients.
- f. Communicates effectively with patient regarding basic health teaching.

III. Safe, Skillful Nursing Care:

- a. Is organized and utilizes time appropriately when providing basic nursing care to assigned patients.
- b. Follows principles of medical asepsis when appropriate.
- c. Follows principles of surgical asepsis when appropriate.
- d. Provides daily hygiene and grooming to assigned patients.
- e. Performs nursing procedures accurately within appropriate time frame, without violating basic nursing principles.
- f. Administers medication utilizing the eight (8) rights.
- g. Is able to adapt procedures to specific patient situations.
- h. Is able to discuss and understand underlying principles and rationale of nursing procedures.
- i. Is able to work on own (within limitations) without repeatedly asking peers, hospital staff and/or instructor for assistance.
- j. Maintains a safe patient environment (call light within reach, answers call light promptly, side rails according to agency policy and patient needs).
- k. Observes for and reports safety hazards in the patient area.
- l. Utilizes proper body mechanics when providing care to assigned patients.
- m. Does not work a shift immediately preceding a clinical shift (i.e. working a night shift and then going to a clinical rotation).

IV. Documentation, Observation, and Reporting Skills:

- a. Brings note pad and permanent black ink pen to clinical each day for writing nurses' notes prior to documentation in patient's chart.
- b. All nurses' notes on the patient's chart or electronic medical record will be approved by the assigned clinical instructor.
- c. Chart accurately, promptly, legibly, using correct grammar, spelling, medical terminology and accepted abbreviations.
- d. Observes appropriate charting procedure particular to facility policy.
- e. Documentation indicates progression in organization and description of assessment data.
- f. Observes and reports pertinent information (change in patient condition, abnormal findings, and "near-miss" situations) to instructor and appropriate staff. Keeps instructor informed of patient status.
- g. Does not leave the clinical area without giving report to staff or charge nurse.

V. Nursing Process:

- a. Patient Assessment

- i. Perform a physical assessment.
 - ii. Interpret physical findings.
 - iii. Read patient's medical record.
 - iv. Identify appropriate nursing diagnoses.
- b. Nursing Goals
 - i. Identify and prioritize patient's needs.
 - ii. Plan appropriate nursing care in an organized, timely fashion.
- c. Implementation
 - i. Proceed accurately with nursing care plan according to knowledge of nursing theory and competence in performing fundamental skills.
 - ii. Correlate nursing theory to implementation of nursing practice.
- d. Evaluation
 - i. Evaluates patient's response to nursing interventions.
 - ii. Revise nursing care plan with necessary changes based on patient's response.

VI. Complete Post-Clinical Assignments as given by instructors:

- a. Arrives to post clinical conference at designated time.
- b. Participates in development of patient's basic plan of care discussions.
- c. Presents post clinical conference relevant to clinical focus assigned by instructor.

VII. Daily Clinical Evaluations:

- a. Students are responsible for each behavior listed on the daily student evaluation.

CLINICAL UNIFORM GUIDELINES

Uniforms will be worn with pride and dignity. The student represents the school while in uniform. Students who violate the uniform guidelines will receive a section two clinical incident. Appropriate dress for students in the Practical Nursing Technology lab and clinical areas includes:

1. Each student will be responsible for his/her clinical uniforms. The uniforms must be kept neat, clean, ironed and in good repair at all times. Hems should not touch or drag on the floor. Excessive skin in the cleavage and/or
2. White or navy undershirts are acceptable.
3. Supportive closed toe nursing shoes or tennis shoes are required.
4. Uniforms will be worn on duty in the clinical facilities. Students are required to wear picture identification as designated by clinical site policies.
5. Uniforms must not be worn as street clothes except when traveling to and from the clinical facility and classroom unless prior approval per clinical instructor.
6. Jewelry – only plain wedding band is acceptable, wedding ring set with raised stone are unacceptable, watch with second hand (no smart watches are allowed), one-two pairs of pierced stud earrings not to exceed 5 mm in diameter, worn on lower lobe of the ear only. No other jewelry shall be worn with uniform.
7. Hair must be clean, well groomed and off the collar.

8. Hands will be clean. Nails must be clean and short with no nail polish. No acrylic or artificial nails permitted.
9. Stethoscopes will be kept in pockets when not in use.
10. Maintains good posture and personal hygiene – fingernails kept clean, short, no polish, and all artwork on exposed skin must be completely covered with approved dressing by the instructor.
11. Fragrance Free-in promotion of a healthy environment for patients, exclude wearing fragrances of any kind or smelling of smoke/tabacco.
12. In an event that the student's uniform is soiled with a patient's body fluids; it will be the student's responsibility to immediately notify their clinical instructor. The student is required to have a second available uniform at the clinical site with them to change into. If a second uniform is not available, this is in violation with the uniform guidelines and will result in a Section 2 Clinical Incident.

LAB AND CLINICAL SIMULATION GUIDELINES

The nursing Skill Lab is part of your clinical and academic program. All the same requirements for maintaining professional behaviors in both the clinical and classroom setting apply.

Professional Integrity: Dress Code for State Tech Sills Lab

The nursing profession is one which requires its members to show a proper degree of professionalism. While in the skills/simulation labs appearance is to be professional and comply with the Sim Lab Policy. When participating in a simulation or skills assessment, school scrubs are to be worn.

- Students are responsible for providing necessary equipment such as stethoscopes, watches, and pencils.
- Scrub hem must not touch the floor.
- Scrubs are to be clean and wrinkle free.
- Closed toe shoes are required at all times while in the lab, including practice time.
- School identification badges are to be worn and visible.
- Long hair is to be secured away from the face.
- Nails are to be short and without nail polish.
- Street clothes may be worn for practice.
- Street clothing must be clean, and appropriate.

Professional Conduct in Skills/Simulation Lab

Conduct while in the skills lab and during simulations is to reflect mutual respect for all participants, and with the patients both Standardized and simulators. Students, faculty, and external users of the labs are to exhibit behavior that is respectful and professional. Simulations are a safe environment where errors in care may occur; these situations are to remain confidential. The labs areas are for practice and studying of skills not for social interactions.

- All interactions are to be respectful.
- All simulation information is to be maintained confidential.
- Actions of all participants of a simulation are to be confidential.

- HIPAA agreement must be signed at the start of the program.
- During simulations and debriefing professionalism is to be maintained.
- Cell phones for videoing of skills, calculations (not for testing), and accessing information are allowed.
- No personal calls are to be held in the labs at any time.
- Students are not to recline on beds.
- Faculty assistance may be available for review of skills, contact simulation staff or nursing instructor.
- Be cognizant of cultural diversity both in interactions with peers and simulated patients.

Care of Mannequins

Simulation equipment is costly; consequently care must be taken when utilizing them for learning experiences and when session is complete.

- No food, gum, or drinks are allowed in the labs at any time unless it is essential for simulation.
- Ink pens and markers are not to be used near the mannequins. It will be a permanent mark!
- Mannequins are not to be left exposed.
- Beds are to be neatly made after completion of task.
- Hand hygiene is to be completed and gloves donned prior to working with simulators.
- Beds are to be in low position, locked, and have two rails up.
- Remove any tape applied to the mannequins.
- Wipe off any lubricant used.
- Do not use Betadine on any task trainer or mannequin.

Maintenance of Mannequins and Equipment

Simulation equipment is costly and must be cared for and serviced on an annual basis or as needed. Only those trained to care for the simulators should perform services. The labs are equipped with supplies that are refurbished at the end of the year.

Resources in the lab are restocked at the end of the school year. Students will purchase a skills bag at the beginning of their program. Supplies in the lab are not to be used for personal care or to be taken out of the labs.

Lab Availability

The skills/simulation lab houses expensive delicate equipment which must be secured. The security and functioning of these items is necessary to maintain a learning environment. Tours of the labs offers opportunities to the youth in the community to explore health care and technology as career paths.

As a means of guarding valuable items the lab will maintain hours for access. The lab is to remain locked when no class or skills practice time is scheduled. Hours of operation may vary. Lab time can be requested by students, contact the instructor.

Universal Precautions for Skill/Simulation Lab

In the clinical setting students will be following Universal Precautions, the simulated environment offers an opportunity to practice the CDC's standards.

Hand Hygiene

Students, faculty and outside users including tour group are to perform hand hygiene upon entering and exiting the labs. Gloves are to be worn when working with simulators and standardized patients. Omitting of hand hygiene during a skills assessment will result in an automatic failure and the requirement to remediate the skill.

Simulation

Simulation offers an opportunity for the student to apply critical thinking and critical reasoning in a predetermined scenario. Simulations are considered clinical time, students are required to attend with the same preparation as a clinical day.

- Simulation is a learning activity.
- Assigned preparation work will earn points to be determined by the instructor.
- Preparation activities must be completed prior to simulation.
- Participation in debriefing is required.
- Simulations are mandatory.
- Simulations cannot be made up.
- A case study will be assigned if the simulation is missed. Points will be deducted from the assigned preparation work.

Evaluation of Simulation

Evaluation of simulation is critical to assess effectiveness and guide improvements of the scenarios. Evaluation data will be retained to determine effectiveness of simulation throughout the curriculum. Student's evaluation of the simulation will utilize the National League for Nursing evaluation forms.

- Simulation Design Scale
- Student Satisfaction and Self-Confidence in Learning
- Educational Practices Questionnaire

Safety

Students are exposed to sharps and heavy moveable equipment in the lab environment. Care must be given to protect an individual from injury to self or others in either lab.

- Sharps and Equipment
- Sharp containers are to be utilized for disposal of needles and glass.
- Report any needle sticks to faculty and follow body fluid exposure policy if possibility of blood or body fluids exposure from the needle stick.
- Place trash in trash receptacles not sharp containers.
- Beds and wheelchairs are to be in the locked position when moving patients.

- Leave all beds and wheelchairs in the locked position.
- Closed-toed shoes are to worn in the labs at all times.

PRE AND POST CLINICAL CONFERENCES

This time shall be used to prepare the student for the clinical day (Pre-Clinical Conference) and to enhance the experience the student received throughout the clinical day (Post-Clinical Conference).

The clinical conferences will be scheduled by each clinical instructor. Students will be responsible for presenting a post-clinical presentation each clinical day.

STUDENT EMPLOYMENT

Students employed by clinical sites or other health care facilities must abide by the following requirements:

1. Competencies may only be earned during State Technical College of Missouri clinical hours.
2. Students are not dismissed from State Technical College of Missouri schedules or rotations to work for pay.
3. Students are covered by State Technical College of Missouri insurance policies only when performing State Technical College of Missouri coursework or clinical rotations.
4. Students may not wear the State Technical College of Missouri school uniform when working or volunteering.

STATE TECHNICAL COLLEGE OF MISSOURI
PRACTICAL NURSING TECHNOLOGY
CLINICAL EVALUATION FORM

NAME: _____ DATE: _____ TIME IN: _____ TIME OUT: _____

CLINICAL SITE: _____ REASON FOR TARDINESS OR EARLY RELEASE: _____

Students are responsible for each behavior listed on the outcome statements below. Grades are based on expected improvements /advancements through each clinical level. The following scale is used to rate student performance in each area of evaluation.

NA = Cannot Evaluate Did not have an opportunity to demonstrate the specified behavior. Will not be included in total points.

0=Unacceptable Opportunity was given for performance; Did not achieve level or meet evaluation criteria.

1 = Unsatisfactory Requires significant and prompt remedial action.

2 = Substandard Rarely achieves expected performance level.

3 = Needs Improvement Inconsistently achieves expected performance level.

4 = Average Achieves expected minimum performance level.

5 = Excellent Consistently achieves and often exceeds expected performance.

AREA OF EVALUATION		
<i>I. ROLE: MEMBER WITHIN PROFESSION OF NURSING</i>	Grade	COMMENTS
1. Is on time for assigned daily clinical experience.		
2. Is prepared for clinical assignment as assigned by faculty.		
3. Complies with dress code as defined by student handbook.		
4. Demonstrates professional behavior when interacting with clients, families, Instructor, and/or health care team members while considering cultural differences.		
5. Demonstrates legal and ethical behaviors that reflect accountability and standards of nursing practice according to the <i>Nurse Practice Act</i> .		
6. Identifies own strengths and weaknesses and seeks appropriate assistance from faculty, staff, and/or peers as appropriate.		
7. Demonstrates utilization of evidenced based literature within the clinical setting, post-conference, and/or written work.(per instructor only)		
8. Demonstrates participation through completion of all assigned clinical components and/or during post-conference. (per instructor only)		
<i>II. ROLE: PROVIDER OF CARE</i>	Grade	COMMENTS
1. Performs medical aseptic procedures.		
2. Provides or accounts for personal care, ADL's, and comfort measures.		
3. Uses therapeutic oral and/or written communications skills.		
4. Conducts basic assessments as assigned including physical, lab, etc.		
5. Demonstrates preparation and advancing skill in the application of nursing interventions and procedures, while actively seeking new learning experiences.		
6. Provides scientific rationale supporting nursing interventions.(per instructor only)		
7. Demonstrates and/or identifies safety in functions of nursing care.		
8. Applies principles of medication preparation and administration.		
9. Provides or shows knowledge of individualized client teaching.(per instructor only)		
10. Evaluates effectiveness of nursing interventions in achievement of client outcomes. (per instructor only)		
<i>III. ROLE: MANAGEMENT OF CARE</i>	Grade	COMMENTS
1. Reflects prioritization of nursing care skills. (per instructor only)		
2. Demonstrates organization and beginning time management skills.		

Total Points _____ / _____ Total Percentage _____ / 100 Comments:
 Faculty Signature: _____ Student Signature: _____

Clinical Incident Report Form

Student Name: _____

Section One:

Description of incident/behavior that has resulted in a Clinical Incident Report resulting in separation from the PNT Department:

1. Medication error, patient safety error, and/or negligence
2. Passing medications, giving treatments, or performing procedures without the permission and presence of the clinical instructor or assigned preceptor
3. Physical threats or intimidating behaviors toward clients, family members, staff, clinical instructors, or fellow students
4. Verbal outburst such as but not limited to yelling at a client or staff member
5. Clinical abandonment such as but not limited to leaving the clinical facility without permission from the clinical instructor or preceptor
6. Sexual harassment
7. Sleeping in clinical area
8. Cheating and false documentation

Section Two:

Description of incident/behavior that has resulted in a Clinical Incident Report that will be documented in the student's file. If a third clinical incident is documented anytime throughout the program year, the student will be separated from the PNT Department.

1. Clinical tardy, and failure to notify instructor for clinical absence
2. Medication error, patient safety error, negligence, and/or insubordination
3. Inappropriate language such as but not limited to cursing, condescending language or slang terms
4. Health Insurance Portability and Accountability Act (HIPAA) Violation
5. Late from lunch more than 15 minutes
6. Uniform guideline violation
7. Disruptive to other students, staff, clinical instructor, or client
8. Use of facility phone for personal call or cell phone use during the clinical rotation excluding lunch breaks
9. Plagiarizing on clinical paperwork

The student will be notified of the clinical incident and will meet with the clinical instructor to discuss the incident after clinical rotation. Students are to attend class until official notification (Form 13) is received. The Clinical Incident Report will be completed by the clinical instructor and discussed with the PNT faculty the day after the clinical rotation.

Behavior Violated:	
Date of Incident:	
Faculty Description of Incident:	
_____ Faculty Signature	_____ Date
_____ Department Chair Signature	_____ Date
Student comments:	
_____ Student Signature	_____ Date

**STATE TECHNICAL COLLEGE OF MISSOURI
PRACTICAL NURSING TECHNOLOGY PROGRAM**

**Student Handbook of Policies and Procedures
2019-2020**

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

Please sign, date, and return to Practical Nursing Technology faculty member.

Student PRINTED Name

Student Signature

Date