

**2018-2019
PRACTICAL NURSING
STUDENT HANDBOOK
Class #108**



*FRANKLIN TECHNOLOGY CENTER @ MSSU
3950 E Newman Road
Joplin, MO 64801*

*Phone: (417) 659-4401
Fax: (417) 659-4408
katiebozarth@joplinschools.org*

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GENERAL INFORMATION

Forward:

The Franklin Technology Center @ Missouri Southern State University (FTC @ MSSU) Practical Nursing Program, organized in September of 1957, is the second oldest program of its kind in the state of Missouri. The program is operated on a nonprofit basis. Classes are admitted in August each year. The course is 10 months in length and classes are held four days a week, Monday through Thursday.

Mission Statement:

The mission of the FTC @ MSSU Practical Nursing Program is to provide an outstanding educational program that offers students an opportunity to develop knowledge, skills, and attitudes essential for safe, effective practice within the scope of entry-level practical nursing.

Philosophy Statement:

The FTC @ MSSU Practical Nursing Program believes the licensed practical nurse is an essential component of the overall plan of nursing care within the community. Utilizing the nursing process as the conceptual framework, the program provides students with the opportunity to develop critical thinking skills, bedside nursing techniques, and attitudes essential for safe, effective practice within the scope of entry-level practical nursing. The student's role is to participate actively and responsibly with the realization that learning is a continual, ongoing, lifelong process. Faculty is responsible for guiding the student toward achieving essential outcome criteria while maintaining high standards for practical nursing education.

Accreditation:

The FTC @ MSSU Practical Nursing Program has full approval by the Missouri State Board of Nursing and is accredited through the Council on Occupational Education.

Role of the LPN as described in the Missouri Nurse Practice Act:

Practical Nursing refers to "the performance for compensation of selected acts for the promotion of health and in the care of persons who are ill, injured, or experiencing alterations in normal health processes. Such performance requires substantial specialized skill, judgment, and knowledge. All such nursing care shall be given 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."

Program Goals:

Throughout the history of the program, the goals have remained consistent. These goals are:

1. To supply the community with entry-level skilled practical nurses.
2. To prepare program graduates to take the National Council Licensure Examination for Practical Nursing (NCLEX-PN).

Outcome Criteria:

Upon successful completion of the program, the practical nurse graduate:

1. Qualifies to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).
2. Utilizes the nursing process through participation in the data collection, planning, implementation, and evaluation of patient care.
3. Utilizes critical thinking skills in the provision of safe and effective patient care within the scope of the entry-level practical nurse. (FTC @ MSSU Practical Nursing Program defines critical thinking as anticipating and identifying patient problems through data collection and analysis leading to appropriate nursing action.)
4. Communicates effectively with patients, families, and members of the health care team.
5. Demonstrates initiative for nursing leadership under the supervision of the registered nurse.
6. Accepts responsibility for maintaining and updating nursing knowledge and skills.

ADMISSIONS

Admission Requirements:

Students must be a minimum of 17 years of age upon entering the program. To be considered for acceptance into the practical nursing program, the applicant must:

1. Submit the following documents:
 - a. Application form and \$50.00 application fee.
 - b. Official high school, G.E.D. or HiSet certificate or Equivalency Exam certificate
2. Complete the entrance exam. (TEAS)
3. Complete a Math Assessment.
4. Consent to and complete a criminal background check and a drug screen.
5. Applicants, for whom English is a second language, must take the Test of English as a Foreign Language (TOEFL) or the Michigan test and obtain a passing score.
6. Foreign-educated applicants must have their high school transcripts and any nursing education transcripts evaluated by a foreign credentials evaluation service that is approved by the State Board of Nursing. The course-by-course evaluation report must be sent directly to the Coordinator of the FTC Practical Nursing Program from the evaluation service.
7. Attend mandatory orientation session to be held the first week of classes in August.

Applicant Selection Criteria:

Applicant selection for admission to the practical nursing program is based, in part, on the following:

1. Completion of admission requirements.
2. TEAS Test Score
3. Math Assessment Score
4. Informal interview with coordinator
 - a. This is required to review application and schedule TEAS test
5. Results of the test of English as a Foreign Language, the TOEFL exam or the Michigan test for foreign-educated students. A foreign credentials evaluation service course-by-course evaluation report.
6. Screening through Employee Disqualification List prior to clinical assignments.
7. Passing a criminal background check.
8. Negative drug screen result.

Admission Committee:

Applicants will be reviewed and selected by the Admissions Committee without consideration of age, marital status, sex, national origin, race, color, creed, disability and/or religion to the extent required by the law. Applicants whose records indicate the greatest potential for achievement in nursing will then be selected.

No student shall be admitted later than four days after the established entrance date of the program. Franklin Technology Center reserves the right to cancel a class if enrollment requirements are not met.

Advanced Placement for Accepted Students with Previous College Level Courses:

The FTC Practical Nursing Program does not offer advanced placement for admission to students who have previously completed college level Anatomy & Physiology or Nutrition courses.

CURRICULUM AND GRADING

The Practical Nursing Program Curriculum Plan:

- I. Orientation to Nursing
 - A. Introductory Theory
 - B. Classes held Monday-Thursday with times to be determined by program coordinator and faculty. Attendance on Fridays may be required in the event that the student is required to make up an exam or attend a clinical make-up simulation event.
 - C. Courses

	Theory
1. Personal and Vocational Concepts	46
2. Anatomy and Physiology	100
3. Fundamentals of Nursing/LPN IV Fluid therapy Theory	184
4. Fundamentals of Nursing Skills Lab	154
5. Pharmacology for Practical Nurses	<u>132</u>
Total Hours	616

- II. Combined Theory and Clinical Practice
 - A. Clinical experience 2 days/week
(Days/times determined according to needs of clinical sites) 268 clock hours
 - B. Theory sessions 2 days/week
(Days/times dependent upon clinical schedule) 364 clock hours
 - C. Theory and clinical hours summary

	Theory	Clinical
1. Nursing of the Adults/Nutrition	172	152
2. Maternal/Child Nursing	176	96
3. Skills lab		4
4. LPN IV Fluid Therapy		<u>16</u>
Total Hours	348	268

- III. The total number of clock hours contained in the practical nursing program is 1232, which includes 964 theory hours and 268 clinical hours.

- IV. Clinical laboratory facilities are determined by the needs of the practical nursing program and clinicals sites. These sites include, but are not limited to:
 - A. Freeman Health System
 - B. Mercy-Joplin
 - C. Joplin R-8 School District Nurses
 - D. Area Long Term Care Facilities
 - E. Area Physician offices and clinics

Grading Scale:

The grading scale for classroom performance is as follows:

- 100-90 = A
- 89-80 = B
- 79-70 = C
- 69 or below =F

STUDENT SERVICES AND FINANCIAL AID

Faculty Guidance and Counseling Program:

The practical nursing faculty provides counseling and guidance services to students as follows:

1. Counsels with individual students on as needed basis.
2. Refers identified student problems that exceed faculty counseling parameters to appropriate resources (i.e. vocational counselor, community support group).
3. Counsels any student not meeting minimum standards of performance in the classroom or clinical setting.
4. Counsels students regarding attendance.
5. Documents student progress/lack of progress and related counseling in the student's record or on the student's clinical evaluation record.

Vocational Guidance and Placement Program

Refer to the Franklin Technology Center Student Handbook.

Financial Aid:

FTC is an approved institution for disbursement of Title IV funds. A financial aid officer and loan counselor is available to assist students in applying for financial aid to meet the costs of their training program.

To be eligible for student financial aid, a student must:

- Be a US citizen or eligible non-citizen.
- Be registered with Selective Service (if required).
- Attend a college that participates in the following programs: Federal Pell Grants, Federal Subsidized and Unsubsidized Stafford Loans, Title VII and Public Health Act Programs.
- Be working toward a degree or certificate.
- Be making satisfactory academic progress.
- Not owe a refund on a federal grant or be in default on a federal educational loan.
- Have "financial need" as determined by the US Department of Education.
- Not have a federal or state drug conviction while receiving Title IV aid.

It is very important that all students understand the policies and procedures of financial aid at Franklin Technology Center. The administration of financial aid is extremely complex because of the numerous federal, state, and local agencies that provide and regulate these resources. As a consumer of educational services and programs, you should fully understand the financial assistance to which you are entitled as a student of FTC. The forms you are asked to complete are absolutely necessary. All forms should be completed accurately and honestly. Information given is held in strict confidence. If you have questions or need any information not found in this publication, please call or visit the FTC Financial Aid Coordinator. For more information regarding financial aid, refer to SFA Manual located in the Financial Aid Office.

How to Apply for Financial Aid:

The Free Application for Federal Student Aid (FAFSA) must be completed to receive financial aid. Complete the FAFSA utilizing the previous year's Income Tax Form for your parents and/or yourself, if you are an independent student. After submitting the FAFSA, you will receive the Student Aid Report (SAR) and the school you chose on your FAFSA will receive an ISIR that will include your estimated family contribution (EFC). The EFC will determine the amount of Pell Grant award you will receive.

In addition, you will need to complete Franklin Technology Center's Financial Aid Application that can be obtained from the FTC Financial Aid Office.

A student who has been placed on Financial Aid Suspension and desiring placement in a FTC program must submit a letter to the FTC Financial Aid office. The letter should include the reason(s) for the Financial Aid Suspension and indicate how the student intends to avoid being placed on probation or suspension at Franklin Technology Center. This letter is required to determine if the student will be eligible for financial aid at FTC.

Types of Financial Aid:

Franklin Technology Center offers three basic categories of financial aid: grants, loans, and scholarships.

1. Grants are awards based on financial need and do not require repayment.
2. Loans are monetary awards that must be repaid after the student ceases to be enrolled at Franklin Technology Center.
3. Scholarships are awards based on academic achievement and/or financial need and most do not require repayment.

Student Rights and Responsibilities Regarding Financial Aid:

Student Rights: Students have a right to know:

- Financial aid programs available to FTC students.
- The deadlines for submitting applications for the programs available.
- How your financial need is determined including the costs of tuition, housing, transportation, books, supplies, & miscellaneous expenses.
- How FTC's refund and repayment policies work.
- How the Financial Aid Office determines whether you are making satisfactory academic progress and what happens if you are not in compliance.

Student Responsibilities: Students are held responsible to:

- Complete all applications accurately and submit them on time to the FTC Financial Aid Coordinator.
- Provide correct information. Reporting incorrect information on financial aid application forms is a violation of the law and may be considered a criminal offense, which could result in indictment under the US Criminal Code.
- Return all documentation, verification, and/or corrections requested by FTC within the given time frame.
- Be responsible for reading and understanding all forms that you sign and for record keeping of all financial aid correspondence.
- Make satisfactory academic progress in your program.
- Notify the Financial Aid & Business Office of any change in name, address or phone.

Financial Aid Procedures Summary:

In summary, in order to receive financial aid, FTC students must:

1. File a FAFSA (Free Application for Federal Student Aid) to determine eligibility
2. Review the Student Aid Report and report any necessary corrections in order to provide accurate information to the federal government.
3. Provide documentation as requested by the Financial Aid Officer.
 - a. Without all required paperwork, NO awards will be processed.
4. Return an award letter accepting the financial aid awards.
5. Maintain satisfactory academic progress
 - a. Minimum of a "C" average as defined by the program's grading scale
 - b. Minimum of 90% attendance

Once all the required paperwork is in the student file and satisfactory academic progress (SAP) is documented by the program coordinator, Pell and Loan monies will be ordered by the Financial Aid Officer. Once the Pell and Loan funds are deposited into the financial aid account it may take the Bookkeeper 2-3 business days to obtain the necessary signatures from the Joplin R-8 administration staff if a credit balance is due to the student. All financial aid, regardless of source, is applied to the student's account balance. **A student's account must be paid in full before any money is refunded to the student.** The Bookkeeper will contact the student when financial aid funds are received.

Tuition Withdrawal Policy

For All Students -

A Title IV refund is completed on all financial aid recipients. The Title IV refund is calculated per payment period. If a student completes 60% of a payment period, a Title IV refund is not required.

NOTE: Any Title IV financial aid returned by FTC to the Direct Loan(s) and/or the US Dept. of Ed for Pell Grants will be charged back to the students account and will be his/her responsibility.

Institutional charges are due as follows: Days = class days*

Student withdraws during the first 4 days of the pay-period	2% due*
*Fees, books, and supply fees will be assessed on usage	
Student withdraws from the 5 th day through 9 th day of the pay-period	5% due
Student withdraws from the 10 th through 15 th day of the pay-period	10% due
Student withdraws from 16th day through 21th day of the pay-period	20% due
Student withdraws from 22 st day through 30 th day of the pay-period	40% due
Student withdraws after 30th day of the pay-period	100% due

All costs including tuition, books, and supplies are considered institutional costs and are figured in the refund calculation. If books and/or supplies are returnable, they must be returned to the appropriate office within 20 days after withdrawal.

All credit balances must be eliminated before a Title IV refund calculation can be performed.

All students who received a Stafford loan and are completing a withdrawal form are required to complete an exit counseling session at studentloans.gov

NOTE: If a student withdraws from a program and wishes to re-enter at a later time, he/she will be responsible for any previous tuition, books, and fees owed and any additional and/or increased tuition, books, and fees for the year re-entered. If tuition has increased, the student will be responsible for the additional costs. The re-entry request must be approved by the Program Coordinator and Director of FTC before a student can begin in the program.

If a student withdraws twice from any FTC program, he/she will not be allowed to re-enter **ANY** FTC program.

PROFESSIONAL LICENSURE

Eligibility to Take NCLEX:

Completion of the FTC @ MSSU Practical Nursing program does not guarantee eligibility to take NCLEX-PN. The Missouri State Board of Nursing may refuse to permit an individual to take the National Council Licensure Examination (NCLEX) for Practical Nurses or may refuse to issue a license to individuals convicted in a criminal prosecution. Additionally, students attending the FTC @ MSSU Practical Nursing Program but applying for licensure from a state other than Missouri may be prevented by that state's Board of Nursing to take the NCLEX-PN if they have been convicted in a criminal prosecution.

State of Missouri Nursing Practice Act Issued by Missouri State Board of Nursing:

Reference to Nursing Practice Act 335.066. Denial, revocation, or suspension of license, grounds for, civil immunity for providing information-complaint procedures. Excerpt:

1. The board may refuse to issue or reinstate any certificate of registration or authority, permit or license required pursuant to chapter 335 for one of any combination of causes stated in subsection 2 of this section or the board may, as a condition to issuing or reinstating any such permit or license, require a person to submit himself or herself for identification, intervention, treatment, or rehabilitation by the impaired nurse program as provided in section 335.067. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621, RSMo.

Graduation Requirements:

A certificate will be issued at graduation for those who satisfactorily complete the course.

1. In order to graduate from the program:
 - a. All assignments must be completed and submitted.
 - b. All fees must be paid.
 - c. The student must be CPR certified through American Heart Association
 - d. All books and materials belonging to the school must be returned.
 - e. The student must complete the ATI comprehensive predictor exam and achieve a minimum score set by the program. If that score is not achieved, the student will be required to participate in a formal NCLEX review session **at the expense of the student** (Price ranges from \$300-375 depending on which review is scheduled) and scheduled by the program coordinator. Students who are required to attend the review session and fail to do so will be given a grade of "I" (Incomplete) until the requirement is met.
2. The cost of graduation subject to change and consists of the following:
 - a. State Board of Nursing (BON) Application Fee (dependent upon state)
 - b. BON fingerprinting and background check fingerprints (dependent upon state)
 - c. National Council Licensing Examination fee (approximately \$200.00)
 - d. Picture for BON application
 - e. Graduation pin (approximately \$85.00)
 - f. NCLEX review session: \$300-375 (IF REQUIRED, see letter "e" above)

Standards of Conduct:

The following standards are fundamental and are based on the expectation that students in the FTC Practical Nursing Program shall meet these requirements. The FTC Practical Nursing Program is committed to the highest standards of professional ethics and integrity. As a minimum standard, every student associated with the FTC Practical Nursing Program shall conduct their activities while in the classroom and clinical settings in compliance with these standards of conduct, thus representing themselves and the school in a professional manner. **Furthermore, failure to abide by the standards and policies contained in the FTC Practical Nursing Student Handbook may result in immediate dismissal from the program.** Each student has a duty to act in a manner consistent with the program philosophy and the following standards derived from it:

- Exercise good faith and honesty in all situations.

- Assist in creating an environment that fosters community and respect, the inherent dignity of every person.
- Maintain the highest level of professional knowledge and skill in the classroom and clinical setting.
- Provide accurate and truthful information in the classroom and clinical setting.
- Maintain and protect the confidentiality of patients and assigned clinical facility staff.
- Demonstrate accountability for both human and financial resources while in the clinical setting.
- Avoid personal conflict in the classroom and clinical setting and display a spirit of cooperation with other students, faculty, and staff.
- Follow due process in all situations.

Students enrolling in the Practical Nursing Program have certain rights and responsibilities. Included in the student's responsibilities is an awareness of the standards of appropriate behavior. The FTC Practical Nursing Program expects students to exercise self-discipline and be self-directed in activities that will enhance the individual's educational experience and the total learning environment of the program.

Students must demonstrate professional conduct when working with physicians, nursing personnel, patients, and families. **The health care facility is a therapeutic learning environment where poor attitude, rowdiness, inappropriate language, practical jokes, and other misbehavior will lead to disciplinary action or immediate dismissal from the program.** While working in health care facilities, the student will observe all policies of conduct for employees as stated in the agency policy handbook. It is a privilege to be allowed to participate in clinical learning experiences at these facilities and it should be treated as such. As students, you are guests in their facility and behavior should reflect this.

Violations of accepted student conduct are handled through either the office of the Program Coordinator or the Assistant Director of Adult Education. Each case is handled on an individual basis. An attempt is made to carefully balance the welfare of the student, the Practical Nursing Program, consumers of healthcare, and the clinical facilities associated with the program in a fair, just, and consistent manner.

Misconduct, for which students are subject to discipline, falls into the following categories:

1. Academic dishonesty such as cheating or plagiarism.
2. Forgery, alteration, or misuse of program related records or documents or knowingly furnishing false information to the Practical Nursing Program.
3. Obstruction or disruption of the teaching/learning process in either the classroom or clinical setting.
4. Physical or verbal abuse of any person on Joplin Schools or Missouri Southern State University owned or controlled property, or Practical Nursing Program sponsored or supervised functions and activities. Also included are any activities that threaten and endanger the health and safety of any such persons.
5. Theft or damage to property of Joplin Schools or Missouri Southern University and their staff or visitors.
6. Failure to notify the program or clinical sites of absences. This applies to classroom days and clinical days.
7. Loud, coarse, or abusive language in the classroom or clinical settings or during program related activities.
8. Violations of patient confidentiality.
9. Violation of smoking policies of clinical facilities or Missouri Southern State University.

In addition:

1. The student uniform may not be worn for non-school related activities without permission from the Program Coordinator or clinical faculty.
2. Students are not to leave a clinical area or the school without informing the Program Coordinator or their faculty. Students must also notify assigned clinical preceptor before leaving a clinical area. Failure to do so may result in immediate dismissal from the program.
3. Students may not return to visit patients they have been assigned to care for during clinical rotations without special permission from their clinical instructor or Program Coordinator.
4. Students are not allowed to do the following during their clinical rotations:
 - a. Accept orders from physicians or other health care professionals in person or by telephone or directly call a physician/physician's office for any reason as a student nurse.

- b. Double check medications or blood products for another nurse or healthcare worker at the clinical site.
 - c. Administer IV push medications
 - d. Begin or discontinue blood products, chemotherapy, or experimental drug therapies in addition to other restrictions in the IV Therapy regulations for practical nurses.
5. Use or suspected use of intoxicants or controlled substance and/or unlawful possession of any illegal or controlled substance during school or clinical hours or during any school related/sponsored activity shall subject a student to dismissal from the program. The student must submit to a drug or alcohol screen according to faculty instruction and within the time frame directed by the same. If the student refuses to complete a drug or alcohol screen, the student will be assumed to be under the influence of drugs or alcohol. Failure to comply with required testing will result in dismissal from the program. Not providing a specimen within a timely manner, or submitting an altered, diluted or substituted specimen will be grounds for immediate dismissal from the program.
 6. FTC Practical Nursing Program reserves the right to perform unscheduled or random drug screens in order to comply with clinical site requirements and assure that students are not under the influence of intoxicants or illegal or controlled substances.
 7. Refer to the Franklin Technology Center Student Handbook for further information regarding Student Conduct.

State of Missouri Nursing Practice Act Issued by Missouri State Board of Nursing:

Reference to Nursing Practice Act 335.066. Denial, revocation, or suspension of license, grounds for civil immunity for providing information.

1. The board may refuse to issue any certificate of registration or authority, permit or license required pursuant to sections 335.011 to 335.096 for one or any combination of causes stated in subsection 2 of this section. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his right to file a complaint with administrative hearing commission as provided in chapter 621, RSMo.
2. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621, RSMo, against any holder of any certificate of registration or authority, permit or license required by sections 335.011 to 335.096 or any person who has failed to renew or has surrendered his or her certificate of registration or authority, permit or license for any one or any combination of the following causes:
 - 1) Use or unlawful possession of any controlled substance, as defined in chapter 195 RSMo, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096;
 - 2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualification, functions or duties of any profession licensed or regulated pursuant to sections 335.011 to 335.096, for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentences is imposed;
 - 3) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096;.
 - 4) Obtaining or attempting to obtain any fee, charge tuition or other compensation by fraud, deception or misrepresentation;
 - 5) Incompetency, misconduct, gross negligence, fraud, misrepresentation-representation or dishonesty in the performance of the functions or duties of any profession licensed or regulated by sections 335.011 to 335.096;

- 6) Violation of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096, or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096;
 - 7) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school.
 - 8) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency, or country upon grounds for which revocation or suspension is authorized in this state;
 - 9) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;
 - 10) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;
 - 11) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
 - 12) Violation of any professional trust or confidence;
 - 13) Use of any advertisement of solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;
 - 14) Violation of the drug laws and regulations of this state, any other state, or the federal government;
 - 15) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health related profession issued by any state or federal government or agency following final disposition by such state or federal government agency.
3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621, RSMo. Upon a finding by the administrative hearing commission that the grounds, provided in section 2 of this section, for disciplinary action are met, the board may, singly or in combination, censure or place the person named in the complaint on probation on such terms and conditions as the board deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or to revoke the license, certificate, or permit.
 4. An individual whose license has been revoked shall wait one year from the date of revocation to apply for relicensure. Relicensure shall be at the discretion of the board after compliance with all the requirements of sections 335.011 to 335.096 relative to the licensing of an applicant for the first time.
 5. The board may notify the proper licensing authority of any other state concerning the final disciplinary action to be determined by the board on a license in which the person whose license was suspended or revoked was also licensed of the suspension or revocation.
 6. Any person, organization, association or corporation who reports or provides information to the board of nursing pursuant to the provisions of sections 335.011 to 335.259* and who does so in good faith shall not be subject to an action for civil damages as a result thereof.

GRIEVANCE POLICY

Joplin Schools District Grievance Procedure:

(A full copy of Policy #5100 is available at the Joplin Schools administration office.)

When a person believes there has been a misinterpretation, misapplication or violation of any provision of Board policy (including grade disbursement and attendance tracking) the person may file a grievance.

This procedure also applies to any allegation of harassment (racial, sexual, religious, disability, or age) including staff/student and student/student harassment.

In the event a person believes there is a basis for a grievance, he or she shall take the following steps:

- I. Discuss the alleged grievance with the building administrator. All complaints will be investigated (see Investigation Procedures in Policy #5100). If after the investigation and informal discussion with the building administrator, the grievance still exists or if the administrator is the person involved, the concerned individual may invoke the formal procedure.
- II. To invoke the formal procedure, the concerned person must complete the Grievance Procedure Reporting Form (in Policy #5100). A copy of the form shall be delivered to the Compliance Coordinator (the Supt. of Schools or designee) at the following address:

The School District of Joplin Administrative Offices
310 West 8th Street, Joplin, MO 64801
Phone: 417-625-5200

Within ten (10) calendar days of receipt of the grievance, the administrator(s) shall meet with the concerned person in an effort to solve the grievance. Disposition of the grievance will be presented in writing within five (5) calendar days of the meeting. A copy will be given to the person(s) making the complaint.

- III. If the person is still not satisfied with the disposition of the grievance the person may submit the grievance to the Board of Education for final determination. The Board shall hear the grievance within thirty (30) calendar days after receipt of the grievance and shall provide the concerned person with the decision within five (5) calendar days thereafter. This decision shall be made in writing.
- IV. If the above grievance pertains to Title IV issues and is not satisfied by the school officials, the grievance/complaint may also be filed as follows:

Department of Elementary and Secondary Education
PO Box 480,
Jefferson City, MO 65102
Phone: 573-751-4212

PROGRAM POLICIES AND HELPFUL INFORMATION

LPN I.V. Fluid Therapy Theory Course:

Students are required to complete the LPN I.V. Fluid Therapy Theory course. This course has been approved by the Missouri State Board of Nursing (MSBN) and includes required skill components and a final examination.

Skills Check-Offs:

Skills check-offs will be conducted to assure that students are prepared to provide safe nursing care. All students, including those with previous experience in the health care setting, must demonstrate competency with nursing skills by successfully completing skills check-offs prior to clinical assignments.

Skills check-offs are graded on a "Pass/Fail" basis and students are given a maximum of three (3) attempts to demonstrate competency for each skill. Students failing to demonstrate competency of any skill will be checked-off by a different faculty member for each subsequent attempt. Failure to pass the skill on the third attempt is grounds for dismissal from the program.

Visitor Policy:

Students are not allowed to have visitors during school hours. Family members, children, and friends of students are not allowed to be in the classroom area, skills lab area or at the clinical site.

Dosage Calculation Test Requirement:

Before being allowed to pass medications in the clinical setting during the second semester, a student must first pass a dosage calculation test with a minimum score of 90%. This test will be administered in the first semester. If a student fails to achieve the minimum score on the first attempt, they will be given the opportunity to study and retake a different version of the exam. If they fail to achieve the minimum score a second time they will be required to complete an extensive dosage calculation tutorial packet on their own time. They will then be given a third and final opportunity to pass the dosage calculation test. Failure to pass the test on the third attempt is grounds for dismissal from the program.

Attendance Policy:

Students are expected to be in class each and every day it is in session. It is the student's responsibility to ensure that they have adequate plans and back-up plans in place to deal with sick children, transportation problems, and other issues that arise. In addition all personal business such as doctor and dentist visits, auto repair appointments, and any other personal errands must be conducted during hours when class is not in session. Missing class or clinical time for any of these reasons will result in attendance hours being deducted as described below.

Graduates of the FTC Practical Nursing program will complete the program with an attendance rate of 95% or higher. In order to remain in compliance with the attendance policy, students must be seated and ready for class by the assigned time on classroom days and according to instructors' directions on clinical days. Students are expected to complete each day in full, therefore time missed due to arriving late or leaving early will apply to the overall accumulated hours of absence.

Classroom Absence notification Policy: Students must notify the program coordinator at 417-659-4401 no later than 0700 on the day of the absence. Please note that emails and text messages will not be accepted as proper notification for missing class. If the program coordinator is not available to take the call, a voicemail message must be left.

Clinical Absence notification Policy: Students must notify the program coordinator at 417-659-4401 OR 417-659-4000 no later than 0600 on the day of the absence. Students are expected to call in to one or both of these numbers and leave a message indicating that they will not be attending clinicals that day and the reason why. For clinical absences: In addition to making the required phone calls, students are also required to notify the FTC PN Instructor via Remind app or other means which will be provided at a later time. Students missing clinical days need to send this notification by 0600 on the day of the absence.

No Call-No Show Policy:

Failure to properly notify the program coordinator/faculty is considered "No Call-No Show" and will result in a disciplinary action. The first instance will result in a meeting with the program coordinator where the student will be advised that they are on attendance probation and will be required to sign an attendance probation form. Any further episodes of "No Call-No Show" are grounds for dismissal from the program. In addition, students are not allowed to leave the FTC grounds or an assigned clinical site without approval from the coordinator/clinical faculty and doing so will be considered an instance of "No Call-No Show".

Attendance Probation Process:

In order to promote student success and maintain consistency with industry standards, students must maintain an attendance rate of 95% or higher for each semester. Therefore, students may miss **no more than 32 hours per semester (for a total of 64 hours). In addition, students may miss no more than a total of 3 clinical days over the course of the entire academic year (includes clinical simulation days).** Students who have accumulated over 24 hours of absence at any time throughout the year will receive written notification from the program coordinator. If a student accumulates 48 hours of

absence they will be required to attend a counseling session with the program coordinator and will be placed on attendance probation. Accumulating more than 64 hours of absence is grounds for dismissal from the program. Additionally students who miss 2 clinical days will be required to attend an 8 hour make-up clinical simulation day scheduled by the program coordinator. Students who miss 3 clinical days will be required to attend 2, 8 hour make-up clinical days scheduled by the program coordinator. Missing more than 3 clinical days (regardless of the total number of hours missed) is grounds for dismissal from the program.

Assignment Policy:

Deadlines for assignments will be determined by the course faculty. Late assignments will only be accepted at the discretion of the course faculty and may result in a reduction of points or zero (0) points.

Make-Up Policy:

On the first day the student returns to school after an absence, it is his/her responsibility to contact **each** instructor regarding assignments/exams to be made up. **Failure to contact faculty regarding make-up on the first day following an absence will result in a zero (0) on that assignment(s)/exam(s).**

The following will apply to make-up assignments:

1. Deducted points or zero points may be given on make-up exams/assignments at the discretion of the course faculty.
2. Early exams will not be allowed.
3. Make-up exams must be arranged with the course faculty and will not be given during class lecture time. In most cases the make-up exam will be given on Friday morning of the same week the exam was missed. Faculty may require the exam to be a different version of the exam that given to the rest of the class.
4. There is no make-up for unscheduled/"pop" quizzes.
5. Cumulative grades for each course will not be calculated unless a student has achieved a 70% average on course exams.

Program Progression:

Successful completion of the program requires that students maintain a cumulative score of 70% in all courses. Cumulative grades for each course will not be calculated unless a student has achieved a 70% average on course exams. Failure to achieve a cumulative grade of 70% in any course will result in dismissal from the program. Students are encouraged to keep track of their grades.

Clinical grades of Pass/Fail are given on a daily basis by clinical faculty/preceptors. Any failure will require a counseling session with clinical faculty and may result in dismissal from the program regardless of academic performance. Refer to the Franklin Technology Center Student Handbook for additional information.

Transcript & Graduation Certificate Release Policy

The release of official grade transcripts to the appropriate State Boards of Nursing is required for determining student eligibility to take the NCLEX-PN licensure examination. In addition, students who have successfully completed the program will receive a graduation certificate. However, student transcripts and graduation certificates will not be released to or on behalf of any student who has an unpaid balance for program tuition and fees or for services rendered by any MSSU department such as the Student Health Office. In addition, students with unpaid fees must provide the program coordinator with proof of payment of those fees before transcripts or graduation certificates will be released.

Noncompliance With Standards and Policies:

Noncompliance with the standards and policies in the Practical Nursing Student Handbook or the Franklin Technology Center Handbook may result in a meeting with the Program Coordinator and the Assistant Director of Adult Education. Other persons may be designated to attend the meeting as deemed appropriate.

Students may also appear before the aforementioned individuals for the purpose of appealing dismissal from the program within five (5) working days following written notice to the Program Coordinator of appeal. The facts and circumstances of each case will be reviewed and considered in deciding whether to grant or deny the appeal. If the student is not in agreement with the final decision of the Board, he/she is referred to the Appeals/Grievance procedure outlined in FTC Handbook.

Dismissal or Withdrawal from Program:

Any student desiring withdrawal from the program for any reason must first schedule a conference with the Program Coordinator.

If a student withdraws from the program for any reason or fails the program and wishes to reapply for admission to a subsequent year cohort **that student must wait through one full school year before an application for admission will be considered.**

Refund Policy:

Refer to the Franklin Technology Center Student Handbook.

Transportation Policy:

Transportation to and from all program related activities is the responsibility of each student. Program activities include, but are not limited to class and skills lab, clinical rotations, conventions, workshops, etc.

Conference Scheduling Policy:

Conferences may be scheduled using the following guidelines:

1. The Practical Nursing Program utilizes the "Open Door Policy" however there may be times when visitation is inopportune. Therefore, please request permission before entering the office.
2. If the door is shut, please call or return when it is open.
3. Individual conferences regarding a student's standing in the program shall be scheduled with coordinator/faculty to assure privacy and adequate time.

Dress Code Policy:

The dress code for the classroom and clinical settings is as follows:

- Students are to be well groomed at all times. Appropriate street clothes may be worn in the classroom setting.
- Make-up should be worn in moderation and perfumes/colognes are not to be worn in the classroom/clinical settings.
- Artificial nails and fingernail polish are not allowed in the clinical areas and fingernails must be clean and trimmed so that they do not extend past the tips of the fingers.
- When in the clinical uniform, only one pair of small post earrings is allowed and must be worn in the earlobes. All other body piercings must be removed when going into clinical sites.
- Students must wear the designated clinical uniform for all clinical rotations and the appropriate photo ID badge must be visible on the uniform. Uniforms shall be clean, pressed and complete. Shoes shall be of the designated color and clean. The color of hosiery will be determined by clinical faculty. Students may wear their lab coat over their uniforms and white undershirts may be worn under scrub tops. The designated student nurse patch must be visible on the sleeve of scrub tops, scrub jackets, and lab coats. In addition, students must have available a stethoscope, bandage scissors, black ink pen, penlight, watch with a second hand, and drug book at each clinical rotation.
- While in uniform, hair is to be kept clean, neatly styled, and off the collar. Students choosing to dye their hair must use natural colors (blonde, brunette, auburn, black, etc.); unnatural hair colors

- (blue, purple, pink, etc.) will not be allowed. Due to restrictions in certain clinical sites, barrettes, hair bows/ribbons, and hair nets are not allowed in the clinical setting.
- Facial hair must be kept neatly groomed.
 - Ball caps and hats are not permitted in the classroom, lab, or clinical settings.
 - **Tattoos must be completely covered in the clinical setting.**
 - Due to risk of patient injury, lapel pins, promotional buttons, and stethoscope decorations are not allowed in the clinical setting.
 - Chewing gum is not appropriate in the clinical setting.
 - **Students wearing uniforms to clinical sites smelling of tobacco smoke will be immediately sent home and attendance hours docked for that day.**

Students not in complete compliance with the dress code policy as stated above may be sent home from the classroom/clinical site at the discretion of the clinical faculty/preceptor. If a student is sent home from a classroom/clinical site, the hours missed will be deducted from his/her overall attendance hours per the program attendance policy.

Student Health Care Policy:

The Practical Nursing Program or the health care facilities to which students are assigned do not provide health services or pay for health care services for students. Therefore, it is recommended that all students carry health insurance. In the event of illness/injury during class or clinical hours, neither the school nor clinical site can assume responsibility. Illness/injuries are to be reported to the coordinator/faculty promptly. Students may be required to provide documentation from a health care provider before returning to the classroom/clinical settings. **In addition, if a student misses three (3) or more consecutive days, a physician release must be submitted to the coordinator/faculty before the student can return to the classroom/clinical setting.**

Students must be capable of participating fully in all classroom and clinical activities and perform the essential functions inherent in the role of the practical nurse. Physical requirements include, but are not limited to:

- Ability to lift up to 50 pounds and carry up to 25 pounds frequently (weights may occasionally exceed these limits).
- Stooping, kneeling, crouching, and/or crawling, or pushing and pulling with frequent standing and walking.
- Manual dexterity with ability to perceive size, shape, temperature, or texture.
- Auditory and visual acuity with attention to verbal abilities and color discrimination.

Students are asked to report the following to the coordinator/faculty:

- a. Temperature: Students will be sent home or must remain home if their body temperature is 100.5° F or higher.
- b. Vomiting: Students with persistent vomiting will be sent home or must remain at home.
- c. Diarrhea: Students with diarrhea **and** body temperature of 100.5° F or higher will be sent home or must remain at home.
- d. "Strep Throat": Students must be on antibiotics for 24 hours before returning to the classroom/clinical setting.
- e. Herpes Simplex: Students must cover lesions with Vaseline or wear a mask. If assigned to the maternal-child clinical setting, all lesions must be crusted & free from drainage.
- f. Conjunctivitis ("Pink Eye"): Students must be on 24 hours of antibiotic treatment before returning to the classroom/clinical setting.
- g. Coughing: Students with a productive cough must wear a mask in the classroom/clinical setting.
- h. Rashes: The presence of rashes will be evaluated on an individual basis.

Student Emergency Health Care Services Policy:

In case of serious accident or other life threatening emergency, faculty will assist/direct students to the emergency services of the clinical facility or call 911 in the classroom or other non-acute clinical settings. Students shall be responsible for any health care costs that may be incurred.

For incidents occurring in the classroom, lab, or clinical settings, students must complete the Joplin Schools "Accident Report" and submit to program coordinator. Clinical sites may require additional incident

reporting as well. **Students shall be responsible for any costs incurred**, therefore personal health insurance is recommended.

Communicable Disease Policy:

The Practical Nursing Program adheres to the Joplin Schools Board of Education policy guidelines addressing communicable disease among students. Faculty and students must adhere to the guidelines for infection control in clinical settings as set forth by the Centers for Disease Control and the clinical facilities to which students and faculty are assigned. In addition, the following communicable disease policies for student exposure and immunizations apply to all practical nursing students.

Student Exposure Policy:

Prior to attending clinical rotations, students will be instructed in the technical skills and knowledge necessary to protect them from exposure to communicable disease. Information on body substance isolation will be included in course content. In the event a student is exposed to body fluids by needle stick, puncture wounds, or by other means such as splashes, it is the student's responsibility to take the following **immediate actions**:

1. Wash wounds and skin with soap and water.
2. Flush mucous membranes with water.
3. Change into scrubs if clothing is contaminated.
4. Report the incident immediately to the clinical instructor.
5. Report the incident to the appropriate person at the health care facility immediately after the exposure occurs (i.e. patient care manager or infection control officer).
6. Report the incident to the practical nursing coordinator and complete a Student Exposure Form.

The Practical Nursing Coordinator will:

1. Review information recorded on the Student Exposure Form and consult with an infection control officer.
2. Determine the risk of exposure using Missouri Department of Health guidelines.
3. Counsel the student according to Missouri Department of Health guidelines.

Should it be determined that the exposed individual requires HBIG injection, the injection may be obtained from the student's personal physician, **at the student's expense**. HIV testing is available at no cost through the Joplin Health Department by appointment.

Students who do not wish further treatment must sign a release form following counseling.

Tuberculin Skin Test Policy:

Students must have a Purified Protein Derivative (PPD) test for tuberculosis or chest x-ray if the skin test is positive. (Note: Tine test is not acceptable.) Documentation of the skin test and/or chest x-ray must be submitted to the practical nursing coordinator before the first day of class. Clinical sites may require a negative chest x-ray on a yearly basis.

Rubella Immunization Policy:

During clinical rotations, students will be in contact with females in the childbearing years and must fit into one of the following categories:

1. **Individuals considered immune.** Individuals who are considered immune must provide one of the following:
 - a. Documentation of having had the disease.
 - b. Documentation of having received the rubella immunization. (a total of 2 doses is required; 1 dose from age 19-59)
 - c. Documentation of a positive screen for rubella (titre).
 - d. Documentation of a birth date prior to 1957.
2. **Individuals not considered immune.** Individuals who are not considered immune must receive the trivalent vaccine for measles, mumps, and rubella (MMR) as recommended by the State Department of Health. This vaccination is available at the local health department or from a private health care provider at the student's expense.

Varicella Immunization Policy:

Students must provide documentation from their health care provider confirming that they have either received the varicella vaccination (a total of 2 doses) or have had the varicella disease (chicken pox). Students who have not been vaccinated or have not had the disease are required to be vaccinated for varicella prior to the first day of New Student Orientation. Please note, your health care provider may choose to draw a varicella titer to determine your degree of immunity prior to either administering a varicella vaccination or documenting that you have had the disease. Vaccinations or titers are obtained at the student's expense.

Influenza Immunization Policy:

Students are required to be vaccinated with the influenza vaccine according to the recommendations of the CDC. The influenza vaccine must be obtained by the student prior to clinical site experiences starting in January 2019. Students who are not eligible to be vaccinated for influenza will be required to wear a mask during their clinical rotations. Certain clinical sites can deny access to or refuse to preceptor students who have not been vaccinated. In order to protect patient safety, the program coordinator is required to report to clinical sites the names of any students choosing to decline the influenza vaccination. The influenza vaccination is obtained at the student's own expense.

Hepatitis B Immunization Policy:

The Occupational Safety and Health Administration (OSHA), recommends the Hepatitis B vaccine series for persons who will be potentially exposed at least one time per month to blood/body fluids. Students who have received the vaccine at their own expense shall provide documentation of immunization to the coordinator. Students who decline to receive the series must indicate such on the policy form, indicating understanding that they are at risk of acquiring Hepatitis B and release liability from the school and clinical sites should exposure occur.

Tdap (Tetanus, Diphtheria, and Pertussis) Immunization Policy:

The CDC (Center for Disease Control) recommends adults obtain a Tdap every 5 years.

Missouri State Board of Nursing Position Statement Regarding HIV and HBV Infection:

The Missouri State Board on Nursing recognizes the serious implications of the spread of HIV and HBV upon 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 standard 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 make 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 student 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 or 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 American with Disabilities Act.

References: North Carolina Board of Nursing (1991). **Policy regarding HIV/AIDS infection.** Raleigh: Author. 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
State of Missouri Revised Statutes (1992). Section 191.694 to 191.700 RSMo Supp. 1982. In Chapter 191:Health and Welfare. Jefferson City: Committee on Legislative Research MSBN Revised 4/93.

Pregnancy Policy:

In order to remain in the Practical Nursing program, a pregnant student must be able to perform the same minimal functional abilities during skills lab sessions, classroom activities, and clinical rotations as outlined in the student handbook, in the same manner, as other students. The following procedures are required:

1. A monthly statement in writing from a physician or nurse practitioner stating that the student is capable of participating in clinical rotations and skills lab activities.
2. The pregnant student must sign a form releasing the Joplin R-VIII School District, Franklin Technology Center Practical Nursing Program including all faculty, staff and clinical facility staff from legal responsibility should harm occur related to the pregnancy.

CPR Requirement:

All students are required to be CPR certified through either the American Heart Association. Attending the appropriate CPR certification course is the responsibility and at the expense of the student and must be completed by November 1. Students are required to maintain current CPR provider status from November 1 through graduation from the program. Students who fail to meet this requirement will be prohibited from continuing in the program as CPR certification is a requirement of attending any clinical rotation.

Substance Abuse Policy:

Use or suspected use of intoxicants or controlled substance and/or unlawful possession of any illegal or controlled substance during school or clinical hours or during any school related/sponsored activity shall subject a student to immediate dismissal from the program. The student must submit to a drug or alcohol screen according to faculty instruction and within the time frame directed by the same. If the student refuses to complete a drug or alcohol screen, the student will be assumed to be under the influence of drugs or alcohol. Failure to comply with required testing will result in dismissal from the program. Not providing a specimen within a timely manner, or submitting an altered, diluted or substituted specimen will be grounds for immediate dismissal from the program.

FTC Practical Nursing Program reserves the right to perform unscheduled or random drug screens in order to comply with clinical site requirements and assure that students are not under the influence of intoxicants or illegal or controlled substances.

Refer to the Franklin Technology Center Student Handbook for additional information.

Confidentiality of Student Records:

Franklin Technology Center assures the confidentiality of student's educational records in accordance with the Family Educational Rights and Privacy Act of 1974, known as the Buckley Amendment.

Information which can be released to the public on any student is name and program; dates of attendance; certificate(s) earned; awards received; local and permanent address and telephone.

Computer Lab Rules:

Computers are available for student use. The following rules, as well as the School District of Joplin R-VIII Internet Users Agreement, will apply to the use of computers:

1. **No food or drinks are allowed when using laptops.**
2. Computers and printer paper are to be used for school related work or testing only.
3. If computer assistance is needed, please see a faculty member.
4. Students using the computers at the end of the day are asked to shut down the computers, place in laptop cart, and plug into power source.
5. **Students found misusing computers and/or entering unauthorized programs are subject to withdrawal of privileges and/or dismissal from the program.**

Gratuities Policy:

Students are not permitted to solicit or accept tips/gratuities from any source during clinical assignment. Doing so may result in dismissal from the program.

Cell Phones and Telephone Call Policy

- **All cell phones will be placed in a hanging pocket located on the outside of the classroom door while in class and lab.**
- **All cell phones must be in the silent position while in class, lab, or clinical.**
- Phone calls are not to be made or received by students while in school or the health care facility except in cases of emergency.
- Business phones are not for personal use.
- Students should provide family members with their clinical schedule and direct them to call 417-659-4401 or 417-659-4400 in case of an emergency.
- **Cell phones must be put away during exams. Any student found looking at/using a cell phone during an exam will receive a zero (0) on that exam. Additionally, students may be dismissed from the program if determined the cell phone was being used to supply answers (cheat) on the exam.**

Employment Policy:

To promote an optimal learning experience for students, employment should not interfere with a student's academic or clinical experience. If the employment entails wearing a nursing uniform, the school uniform may not be worn. Furthermore, in order to enhance student learning and provide safe and competent care for clients in the clinical setting, **students are not allowed to work a night shift (i.e., 11 pm-7 am) that would end the morning of a scheduled classroom or clinical day.**

Sexual Harassment Policy:

Refer to Franklin Technology Center Student Handbook.

Holidays Policy:

The program follows the Joplin Schools Calendar regarding **major** school holidays and breaks such as Labor Day, Thanksgiving Break, Christmas Break, and Spring Break.

Inclement Weather Policy:

In the event that Joplin Schools District and/or Missouri Southern State University have canceled school due to inclement weather, classes for the FTC @ MSSU Practical Nursing Program will be cancelled as well.

Campus Security:

Students may call Extension 2222 for assistance from Missouri Southern State University Campus Security.

Parking Permit & Student ID Policy:

Students may park in parking areas designated "**Student Parking**" once they have obtained a student parking permit from the Lion Card Office in the basement of Billingsley Student Center. When applying for

the permit, the student should inform the Office personnel that he/she is a student of the FTC @ MSSU Practical Nursing Program. Students will also be issued a Lion Card which will identify them as FTC @ MSSU students. This card will provide access to MSSU facilities such as the Library and Dining Hall.

Handicap Access:

The building and parking facilities of Franklin Technology Center and Missouri Southern State University are accessible to students with mobility impairments.

MSSU Library:

Students may have access to the Missouri Southern State University Spiva Library by showing their Lion Card at the library circulation desk and must follow the library policies which are available @ www.mssu.edu/spivalib.

Student Lounge/Cafeteria:

Students may have access to the Missouri Southern State University dining facilities by showing their Lion Card. In addition, a refrigerator available for student use is located in the Nursing Skills Lab. A microwave oven is available for student use in the Student Lounge area located on the main floor of the Criminal Justice building.

Food and Drink:

As previously mentioned, a refrigerator is available for student lunches. Due to limited space, food should be brought on a daily basis and it is advised that students label their containers with their names. The refrigerator will be cleaned out every Thursday afternoon. Students will be assigned on a rotation schedule to clean the refrigerator on Thursdays. Drinks in **closed** containers are allowed in the classroom unless laptops are being utilized. **There is no eating allowed in the Nursing Skills Lab or Classroom.** Meals brought from home or carry-out food from restaurants should be taken to the student lounge area located on the main floor of the criminal justice building or outside the building to the picnic tables located on the north side of the building. Students are not allowed in the Faculty/Staff break-room at any time.

Willcoxon Student Health Center:

Students have access to health services through Missouri Southern State University's Willcoxon Student Health Center. Fees vary depending upon the type of services received. Students may call 417-625-9323 to schedule an appointment. The student health center does not allow walk-ins, appointments must be scheduled prior to arriving.

Smoking and Tobacco Use:

MSSU campus and all clinical facilities that we utilize are **SMOKE, VAPOR AND TOBACCO-FREE**. That means that use of any product on campus or on the grounds of any facility can result in fines and can lead to dismissal from the program. If you use any of these products you must completely leave the campus or grounds of any facility; this includes parking lots, meaning there is no smoking in your vehicle as long as it is facility grounds. Additionally, any student arriving at a clinical rotation site smelling of tobacco smoke will be asked to leave and hours will be deducted from attendance. While in school uniform, students are not allowed to use tobacco products of any kind.

FTC @ MSSU Office:

The FTC @ MSSU Office is located in the Criminal Justice Building, Rm 51. Office hours are Monday through Thursday from 7:30 am to 4:00 pm and Friday from 7:30 am to 1:00 pm. The telephone number for the main office is 417-659-4400.

Nondiscrimination Policy:

Joplin Schools and Franklin Technology Center complies with all local, state, and federal laws and regulations concerning civil and human rights. Educational programs, admissions, and employment practices of the school district, school and college are free of any discrimination based on race, sex, color, religion, national origin, handicap, or prior Vietnam or military service.

The policy of the school district and school not to discriminate on the basis of sex or handicap is in compliance with Title IX of the 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1973, respectively.

Compliance Officer
Superintendent of Schools
Joplin Schools
P.O. Box 128
Joplin, MO 64802
(417) 625-5200
Interested persons may also contact:
U.S. Department of Education
"C" Street
Washington, DC 20202

Special Awards:

Striving to foster positive self-esteem, motivation, and high ideals among students, the practical nursing faculty present a number of special awards to outstanding students at graduation ceremonies. The awards include, but are not limited to the following:

- **Leadership Award:** The Leadership Award is given to the practical nursing student who best exemplifies leadership throughout his/her year of study and the winner is selected by his/her peers. The individual honored through this award displays to a high degree those qualities practical nurses aspire to demonstrate, which include integrity of character, the ability to work well with others, determination, enthusiasm, caring, compassion for those around them, including classmates, patients, and patient's friends and families.
- **Academic Excellence Award:** The Academic Excellence Award is given to the student with the highest number of combined points earned in all content areas.
- **Clinical Excellence Award:** Recipients of the Clinical Excellence Award demonstrate an exceptional ability to meet the needs of patients assigned to their care and are determined by the feedback documented on their clinical evaluation forms for each clinical experience.
- **Perfect Attendance Awards:** Perfect attendance awards are presented to those students who have had no absences or tardies during their program of study.
- **Professional Excellence Award:** The Professional Excellence Award is presented to the student who has exhibited outstanding professional conduct in the classroom and clinical settings throughout the course of the school year.

Faculty Roster:

Katie Bozarth, RN, BSN—Program Coordinator

Jodi Stewart, RN, BSN—Faculty

Amy Price, RN, BSN-Faculty

Student Handbook Acknowledgement Form

The Student Handbook contains important information about the Franklin Technology Center (FTC) Practical Nursing Program. I understand that I should consult the Program Coordinator regarding any questions not answered in the Handbook. I have entered into my student relationship with the Program voluntarily and acknowledge that there is no specified promise of continued enrollment. Accordingly, either I or the Program can terminate the relationship at will, with cause, at any time, so long as there is no violation of applicable law. Since the information, policies, and benefits described in the Handbook are subject to change, I acknowledge that revisions to the Handbook may occur. All such changes will be communicated through official notices and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Program Coordinator, in conjunction with the practical nursing faculty and upon approval of the FTC Director of Adult and Post-Secondary Education has the ability to adopt any revisions to the policies in the Handbook.

I have received the Handbook and I understand that it is my responsibility to read and comply with the policies contained in this Handbook as well as any revisions made to the Handbook.

I acknowledge that I am enrolled at FTC and have received orientation to the institution's curriculum for the Practical Nursing Program. Additionally, I have received and reviewed a copy of the Functional Ability Categories and Representative Attributes needed to perform as a Practical Nurse. I understand that I may be denied licensure by the Missouri State Board of Nursing for reasons listed in the State Practice Act section of the Handbook. I have also reviewed FTC's student policies and procedures including the grievance and complaint procedures in compliance with the provisions of the Civil Rights Act of 1964.

Student Signature

Date

Student's Name (Printed)

