

**POPLAR BLUFF
TECHNICAL
CAREER CENTER**



**PRACTICAL
NURSE
PROGRAM
2016-2017
STUDENT
HANDBOOK**

POPLAR BLUFF R-1 SCHOOL DISTRICT
NOTICE OF NON-DISCRIMINATION

The Poplar Bluff R-1 School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. The District does not discriminate on the basis of race, color, sex, age, national origin, ethnicity, religion, disability or sexual orientation in its programs and activities. Discrimination and harassment of students and employees, whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student, will not be tolerated.

Inquiries, complaints or grievances from students and their parents and employees regarding discrimination and harassment may be directed to:

Dr. Amy Jackson, District Compliance officer
1110 N. Westwood Blvd.
Poplar Bluff, MO 63901
Telephone: 573-785-7751

Any person may also contact the Kansas City Office for civil Rights, U.S. Department of Education, regarding the District's compliance with Section 504, title II, title VI, title IX, and the Age discrimination Act.

Office for civil rights
U.S. Department of Education
8930 Ward parkway, Suite 2037
Kansas City, MO 64114-3302
Telephone: 816-268-0550

Any person may also contact the Equal Employment Opportunity Commission for concerns relating to the Age Discrimination in Employment Act, or Title VII.

Robert A. Young Federal Building
1222 Spruce Street
Room 8.100
St. Louis, MO 63103

Telephone: 800-669-4000

Other agencies dealing with non-discrimination issues include:

Missouri Commission for Human Rights
Department of Labor and Industrial Relations
P.O. box 1129, 3315 W. Truman Blvd.

U.S. Department of Justice
950 Pennsylvania Ave., NW
Washington, DC 20530-0001

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Poplar Bluff R-I School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Poplar Bluff R-I School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Poplar Bluff R-I School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Poplar Bluff R-I School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed during school hours or at other times by appointment by contacting:

Mindy Garrett, Director of Special Services at Poplar Bluff Central Office, 1110 N. Westwood Blvd., Poplar Bluff, Missouri, (573) 785-5768.

This notice will be provided in native languages as appropriate.

**POPLAR BLUFF TECHNICAL CAREER CENTER
PRACTICAL NURSE PROGRAM
CONTACT INFORMATION,
ADMINISTRATION, AND FACULTY**

CONTACT INFORMATION

Address

Poplar Bluff Technical Career Center
3203 Oak Grove Rd.
Poplar Bluff, MO 63901

Phone Numbers

Nursing Program	573-785-6867	(PN building)
TCC Main Office	573-785-2248	(Main building)
TCC Office Fax #	573-785-4168	(Main Building)

ADMINISTRATION AND FACULTY

Administration

Scott Dill, Ed.S.	Superintendent of Schools, Poplar Bluff R-1 School District
Charles Kinsey, Ed.S.	Director, Poplar Bluff Technical Career Center

Faculty

Ruth Hutcheson, MSN, RN	Coordinator	ruthhutcheson@pb.k12.mo.us
Ellen Boggs, MS, RN	Instructor	ellenboggs@pb.k12.mo.us
Rene Frazier, BSN, RN	Instructor	renefrazier@pb.k12.mo.us
Debi Dancer, BSN, RN	Instructor	deborahdancer@pb.k12.mo.us
Kim Brown, BSN, RN	Clinical Instructor	kimberlybrown@pb.k12.mo.us

PRACTICAL NURSE PROGRAM STUDENT HANDBOOK

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ORGANIZATIONAL CHART

Missouri State Board of Nursing and DESE



Poplar Bluff R1 School district
Board of Education



Scott Dill,
Superintendent of Poplar Bluff R1 School District



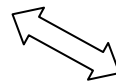
Charles Kinsey,
Director of the Technical Career Center



Ruth Hutcheson,
Practical Nurse Coordinator



Nursing Instructors
and Clinical Faculty



Practical Nurse Program
Advisory Committee

HISTORY OF THE POPLAR BLUFF PRACTICAL NURSE PROGRAM

The Poplar Bluff School District's Practical Nurse Program was established April 15, 1957. It was originally located in the basement of the Old Mark Twain Elementary School and was the first practical nurse program to be sponsored and housed in a public school system in the state of Missouri. In July of 1968 it was moved to the current location at the Poplar Bluff Technical Career Center (formerly known as the Poplar Bluff Area Vocational School) located off of Oak Grove Road.

The first class consisted of 20 students. Initially two classes were held each year. In 1970 student enrollment was increased. From 1970 until 1986 one class of 30 students was conducted each year. In 1986 due to an abundance of nurses nationwide, enrollment was reduced to 24 students. As the needs of the student population changed, the Poplar Bluff Practical Nursing Program changed to meet those needs. A small computer lab was added in 2006 as well as a clinical skill lab in order to allow students to utilize current clinical equipment to practice or simulate skills.

A brand new building on the Technical Career Center campus was built in 2009, primarily for the nursing program's use, nearly tripling the space for the program. An updated clinical simulation lab with computerized mannequins, a larger computer lab and library and an additional classroom were added as well as a large commons area for instructional purposes and study areas. With the larger facility, the enrollment was increased to 32 students where it remains today.

Currently, the program is 50 weeks long and is fully approved by the Missouri State Board of Nursing and the Missouri Department of Elementary and Secondary Education. The Poplar Bluff Practical Nursing program aims to be a leader in providing quality graduates to the health care communities in Southeast Missouri. The average pass rate for years 2013-2015 on the National Council Licensing Exam for Practical Nurses (NCLEX-PN) was 93% for graduate nurses from the Poplar Bluff PN program taking the exam for the first time. The national pass rate average for candidates taking the NCLEX-PN for the first time during that time was 82%.

Full Approval Status by the Missouri State Board of Nursing

3605 Missouri Boulevard
PO Box 656
Jefferson City, MO 65102-0656
573.751.0681 Telephone

Last Visit on November 14, 2014

Next review in 2018

Approved by the Missouri State Department of Education

Candidate Status with Council on Occupational Education (COE)

**POPLAR BLUFF R-1 SCHOOL DISTRICT
SCHOOL DISTRICT PHILOSOPHY**

Every successful endeavor starts with a plan; a road map that is referred to often. It's a guide and a framework that reveals the path that must be followed to stay true to what it is the endeavor is trying to achieve. In the case of the Poplar Bluff School District, it is the statement of and adherence to our mission, vision and goals. These words are not just words. They give all of us – teachers, administrators, students, parents and the community at large – a bearing point. They are our true north. Our children are the future. As a Professional Learning Community, we must challenge each other and ourselves every day to strive for excellence; excellence in nurturing and growing our youth through the foundation of education.

The power is in “us.” Together we are stronger. We are interdependent. We are unified.

Poplar Bluff Public Schools is a society of professional educators, learners and leaders of our youth who believe that graduation starts at the Early Childhood Center. We are dedicated to and dependent on each other to build a successful learning pathway along which we can nurture, encourage and inspire the youth in our community to grow and succeed.

**ACHIEVING EXCELLENCE THROUGH LEARNING:
EVERY CHILD, EVERY HOUR,
EVERY DAY**

PBTCC Mission Statement

The Poplar Bluff Technical Career Center will provide career and technical education for professional success within a curriculum framework that reflects the relevancy of our times, industry and needs of our community.

PRACTICAL NURSE PROGRAM

MISSION STATEMENT AND PHILOSOPHY

Mission Statement

Health care is a dynamic field reflecting many social, ethical, and technological changes. The Poplar Bluff Practical Nurse Program's primary mission is to prepare the student to function as a graduate nurse providing quality, safe, effective care within the scope of today's changing health care needs. The practical nurse must be aware of the social, economic, moral and ethical beliefs and ideals of our society in order to work within today's social and multi-cultural environment.

Philosophy

The Poplar Bluff Practical Nurse Program functions in association with the philosophy and objectives set forth by the Poplar Bluff School system and the Poplar Bluff Technical Career Center. The following statement has been adopted for implementation from the Poplar Bluff philosophy of education: "The school encourages personal development of mind, body and character in an emotionally stable environment. The school shall emphasize the ability to work with and for others. We also feel it is important to foster the capacity and desire for economic self-support, and intelligent and effective citizenship.

We feel it is important, as increasing demands are placed on nurses, to equip nurses with the skills and knowledge necessary to ensure practicing within their scope of practice and in a safe manner, providing quality care. Practical nurses have an increasing need to function effectively in legally defined leadership roles.

It is the policy of this program that the instructors will provide, assist, and guide in the instruction of nursing curriculum. Instructors are facilitators of student learning; however the ultimate responsibility for learning lies within each individual student.

This program has designed its curriculum to best meet the needs of the practical nursing student. Each class is structured to not only focus on patient care through the lifespan but incorporates elements that enhance the quality of care delivered. The program is designed to promote individual development and to achieve the necessary skills for success in a career of practical nursing. It is vital that practical nurses develop critical thinking and problem solving skills in order to provide effective, individualized care that incorporates teaching to the care recipient.

We also believe it is important to stress holistic care to meet client needs. Physical, emotional, social and spiritual needs are all stressed. The following elements are contained, as appropriate, in many of the individual courses and classes.

- I. Client Care
 - A. Basic nursing care
 - B. Growth and development
 - C. Physical needs and psychological needs
 - D. Care planning and the nursing process

- E. Safety
 - F. Rehabilitation/restoration
 - G. Prevention
 - H. Mental illness and mental health
 - I. Teaching/learning
- II. Interpersonal Relationships
- A. Therapeutic communication skills
 - B. Nurse/client relationships
 - C. Nurse/Co-worker relationships
 - D. Multi-culturalism
- III. Professionalism
- A. Nursing Theory
 - B. Standards of Practical Nursing
 - C. Ethics and Legal Issues
 - D. Leadership skills

The program is planned to provide learning experiences in broad areas to help students learn and apply facts relating to nursing, develop skills and attitudes essential for nursing care and to provide for personal growth.

Practical nurse educational activities are planned to provide integration of subject matter to assist the student in finding solutions to nursing and daily living problems. The practical nurse collaborates with other health care members and contributes to the individual plan of care, incorporating best practice guidelines according to current professional standards. Learning experiences are arranged according to the design of the curriculum and the principles of learning and are planned with consideration of individual and group needs.

In conjunction with the Technical Career Center's philosophy the program believes: "If a society is to succeed, it will be necessary for each individual to formulate certain ideals, practices and beliefs in order to make a contribution to the perpetuation of our culture. A realistic concept must be developed which will enable each individual to function effectively in a society. It is to this end that we accept the responsibility to provide vocational education to those who need it, to provide a curriculum that reflects the relevancy of our times and the needs of our community."

POPLAR BLUFF PRACTICAL NURSE PROGRAM
GRADUATE COMPETENCIES/ PROGRAM OUTCOMES

At the completion of this program the graduate nurse will demonstrate the expected standards of nursing practice by being able to:

1. Demonstrate safe, effective and efficient basic nursing care within the scope of practice for the practical nurse.
2. Value a commitment to the ethical, moral, and legal obligations of nursing practice.
3. Design nursing care for clients to support prevention or early detection of health problems in an effort to achieve optimal health.
4. Apply knowledge of human growth and development across the lifespan to all cultural groups.
5. Employ nursing care to promote and support the emotional, mental, and social well-being of clients.
6. Employ nursing care to promote physical health of clients with acute, chronic or life-threatening physical health conditions.
7. Illustrate effective communication and collaboration within the interdisciplinary team.
8. Demonstrate quality leadership ability within the scope of practice for the practical nurse.
9. Use the clinical problem solving (nursing process) to provide optimal nursing care.
10. Model caring as a role of practical nursing.
11. Use the teaching-learning process to address individualized client needs.
12. Show that information technology is an integral part of nursing.
13. Select continuing educational experiences for personal and professional growth.

PN PROGRAM CURRICULUM INFORMATION

THEORY COURSES

Title	Clock Hours
Anatomy and Physiology	105
Fundamentals of Nursing	150
Geriatrics	35
Intravenous Therapy	35
Leadership & Management	30
Medical - Surgical Nursing	140
Mental Health	40
Nutrition and Diet Therapy	40
Obstetrics	45
Pediatrics	60
Personal and Vocational Concepts	46
Pharmacology I	48
Pharmacology II	72
Review and Exit testing	30
Total Theory Hours	876

CLINICAL EXPERIENCES

Title	Clock Hours
Fundamental Skills	84
Geriatrics	141
Intravenous therapy	8
Leadership	56
Medical - Surgical Nursing	104
Mental Health	28
Obstetrics	28
Observation and Miscellaneous	42
Pediatrics	28
Pharmacology I (administration of meds)	49
Total Clinical Areas	484

TOTAL PROGRAM HOURS = 1360

COURSE DESCRIPTIONS / UNITS OF STUDY

Anatomy and Physiology

105 hours theory

This foundation level course is designed to provide the beginning student with basic knowledge of human anatomy and physiology applicable to practical nursing. The course begins to relate the relationship between normal body function and wellness. The course is presented by exploring an over view of the body systems.

Fundamentals of Nursing

150 hours theory /84 hours clinical

This beginning level nursing course introduces the student to primary nursing skills and procedures with an emphasis on caring, safety, and therapeutic communication across the life span and various cultural groups. Guided laboratory and beginning laboratory experiences are integrated throughout the course.

Geriatrics

35 hours theory / 56 hours clinical

This course introduces the practical nursing student to various aspects of caring for older adults. Emphasis is placed on individuality of the older adult to promote and support the emotional, mental, and social well-being of clients. Utilization of the nursing process is used to support prevention or early detection of health problems in an effort to achieve optimal health. This course employs nursing care to promote physical health of clients with acute, chronic or life-threatening physical health conditions. Geriatrics includes clinical rotation in a long-term care facility.

Intravenous Therapy

35 hours theory / 8 hours clinical

Intravenous therapy prepares the student to perform limited intravenous therapy treatments within the scope of practice. Students will demonstrate safe, effective, efficient care across the life span to all cultural groups. As required by the Missouri State Board of Nursing, a minimal 8-hour clinical experience is provided. This course satisfies the Missouri State Board of Nursing requirements for LPN IV certification.

Leadership and Management

30 hours theory / 56 hours clinical

This course discusses the responsibilities of the practical nurse in various leadership roles. Techniques and concepts are taught to facilitate effective leadership through communication and delegation. This course will assist the graduating practical nurse in the transition to practice as a practical nurse by introducing professional work skills, ethics, legal obligations, and the importance of continuing education for professional growth. Preparation for NCLEX-PN exam as well as decision making and critical thinking skills are discussed. This course includes a clinical component that allows the student to demonstrate leadership skills.

Medical-Surgical Nursing

140 hours theory / 146 hours clinical

Utilizing the nursing process and a systematic approach, the diagnosis, signs and symptoms, treatments and nursing care are examined. The importance of prevention or early detection of health problems is emphasized. A clinical component through the course allows the student the opportunity to demonstrate safe, effective and efficient basic nursing care within the scope of practice for the practical nurse.

Mental Health Nursing

40 hours theory / 28 hours clinical

This is an introductory course of mental health concepts and therapeutic interventions to achieve optimal health. Commitments to the ethical, moral, and legal obligations of nursing practice are stressed. Both adaptive and maladaptive behaviors are explored. The nursing process is employed as a framework to assist in planning and implementing appropriate therapeutic interventions. Use of teaching-learning process is incorporated to address individual client needs in effort to promote and support mental health. There is a clinical component for mental health nursing.

Nutrition and Diet Therapy

40 hours theory

This course addresses the basic principles of nutrition and nutritional needs throughout the life span and the application of these principles in the maintenance of optimal health. The contents reflect the increasing awareness of the positive correlation between nutrition and health status. Use of the teaching-learning process is the framework for understanding the effects of diet on various illness and special conditions.

Maternal-Child Nursing

45 hours theory / 28 hours clinical

This course covers safe, effective and efficient basic maternal and newborn care for the client and family. Emphasis is placed on physical, mental, emotional and social needs for the client experiencing pregnancy and childbirth. Utilization of teaching-learning process is used to address client needs. This course includes a clinical component that allows the student to apply theory.

Pediatrics

60 hours theory / 28 hours clinical

Human growth and development is introduced with focus on application for children from infancy and adolescents. Symptoms, diagnostic procedures, pathophysiology, medical care and treatment, and nursing care and interventions are discussed for selected pediatric diseases and conditions. The role of the practical nurse in the care of children is taught through application of the nursing process to provide optimal nursing care.

Personal and Vocational Concepts

46 hours theory

An introduction to the role of the student and the practical nurse, including study skills, nursing history and the role of the practical nurse. Communication and interpersonal relationships are stressed. Introduction of concepts of effective communication and collaboration within the interdisciplinary team are discussed. Relevance of informational technology is also discussed.

Pharmacology 1

48 hours theory / 49 clinical hours

This course provides for the development of basic knowledge in administration of medications necessary to accurately and safely administer appropriate doses of medications by various routes of administration as well as monitor the therapeutic response. Safety is strictly emphasized as is the legal, ethical, and moral responsibilities of medication administration. The nursing process and how it applies to medication administration is presented. Growth across the life span is applied to administration of medications. In addition, dosage calculation is addressed providing instruction in converting from one system of measurement to another as well as calculation of fractional doses. The clinical component provides the student with one to one faculty interaction, administering medications in the long-term care facility, in a safe controlled environment. This course is the foundation for Pharmacology II.

Pharmacology II

72 hours theory

This course provides students an introduction to pharmacological agents using specific drug classifications. Clinical problem solving is used to correlate nursing implications with various concerns related to drug therapy. Psychological effects of drugs, the individual needs of the client, safety concerns with administration and monitoring of drug therapy, client education issues, cultural issues, and drug interactions are all discussed. Effective and collaboration is emphasized and used in the clinical setting.

Review and Testing

30 classroom hours

This time has been set aside in the curriculum to allow comprehensive testing at the end of the program with the purpose of assisting each student to determine their individual needs for focused review of the core content in various courses prior to taking the NCLEX-PN licensure exam. A planned review incorporating essential material from all courses is also provided.

SCHOOL CALENDAR

The PN program begins in July and continues for 48-50 weeks depending on the school calendar. The Poplar Bluff R-1 School District calendar will be followed as closely as possible, with additional days added to complete the program.

- Orientation will be held in July prior to the beginning of the school year at which time the proposed calendar for the year will be given out.
- Classroom days will be from 8:00 a.m. until 4:00 p.m. with a one hour lunch break. The morning session will be from 8:00 a.m. until 11:30 a.m. and the afternoon session will be from 12:30 p.m. to 4:00 p.m.
- Clinical times and days may vary but are generally on Wednesday and Thursday. Clinical times may begin as early as 6:30 am. Observation/Preceptor experiences may begin and end later.

SCHOOL CLOSINGS

The PN program follows the Poplar Bluff Public School policy regarding closing due to weather and road conditions. Scheduled breaks, holidays, teacher in-service days, and half day class times may be used for snow/weather make-up days.

Information about school closing is relayed to the following media:

Text: Poplar Bluff R-1 School District Text Messaging System

TV: KFVS, Channel 12 and KPOB, Channel 15

Radio: KKLR: 94.5 FM, KJEZ 95.5 FM, KLID 104.3 AM, KOOL 96.7

Internet: PBTCC Facebook Page

FACILITIES

Parking

Students are to park on the paved lot to the west of the PN building. The two parking places to the left of the entrance to the PN building and three to the right are reserved for faculty.

Handicap Access

The Practical Nursing building is handicap accessible. Should any students require a handicap entrance to the office area, they may enter the building through the back of the Technical Career Center where there are no stairs and wider entrances are available.

Classrooms

The large classroom on the west side of the building is the main Practical Nurse program classroom. The smaller classroom on the east side of the building is used by the PN program, but it is also shared with other programs as needed.

Clinical Skills Lab

There is a clinical skills lab containing six fully furnished hospital room settings including functional wall units for oxygen and suction and a variety of medical supplies. Included in the lab are low fidelity and mid-fidelity manikins, which provide opportunities for clinical simulation.

Computer Lab

The computer lab is available the majority of the time for use by the Practical Nurse program. It is shared with others on the TCC campus as needed. The Poplar Bluff R-1 School District Internet Usage/Safety policy will be followed. Students may use the computer lab for class work, referencing materials, and other school related uses. No food or drinks are allowed in the computer lab area at any time.

Library

The school maintains a reference library for student use. Books are grouped together by subject matter. A list of all current library holdings is available. Books may be checked out by notifying a faculty member. Students are required to complete a reference sign out form. Students are held responsible for any material not returned or returned damaged.

Copier

Students are expected to keep up with any assignments or handouts given in class. Instructors load syllabi, assignments, objectives and other course materials in course folders for students. Materials may be downloaded on flash drives. Students will be charged 10 cents for any copies made on the school copier. A pay per copy system is used. Students may not copy personal items or items posted on the bulletin boards unless authorized by an instructor.

Facility Maintenance

It is the responsibility of the students and faculty alike to maintain the organization and neatness of the

all areas in the building.

All students will do the following:

- Keep dishes used for personal use cleaned and put up.
- Keep own desk clean, neat, and cleared at the end of the day or during testing.
- Each student should put up any lab supplies he/she uses and pick up the area used.
- Return any used reference books back to their proper area in the library.
- Maintain the commons area.

ACADEMIC POLICIES

Class Schedule

The daily class schedules will be given to each student. These are tentative and are subject to change with advanced notice. Breaks during classroom days will be given at the discretion of the instructor. Generally, students have two 3.5-hour classes each classroom day.

Clinical Experiences

Clinical hours vary depending on the clinical experience. Generally students report to clinical from 6:45 to 3 pm. Extended hours may be required for specific learning experiences.

Passing Grade Standard

Students must demonstrate their ability and aptitude for nursing by completing all courses with a grade of "C" or better in order to pass each course. Written progress reports will be issued as needed. Final grades will be reported to the hundredth decimal place. Remedial instruction will be available as needed during the program.

Grading Scale

Percentage of Points Earned	Letter Grade
92.0 - 100	A
86.0 - 91.99	B
80.0 - 85.99	C
0 - 79.99	F

Grades are earned by accumulating points. The amount of points assigned to a class is determined on the length and complexity of the class. At the beginning of each class students will receive a syllabus with the points allotted that course. Most courses will have activity points and a comprehensive exam. Activity points should not exceed between 10 and 15 percent of the total points. Comprehensive exams will be between 15 and 20 percent of the total points. Final grades are not rounded. Failing any course within the program will result in the student being terminated from the program.

Make Up Exams

- Make-up exams are to be taken on the day the student returns to school. This is in addition to any exam(s) already scheduled for that day.
- If a student has more than two exams to make up, the student will not be expected to make up more than two on any one day.
- Should there be more than two make-up exams, it is the responsibility of the student to make arrangement to take all make-up exams as soon as possible.
- If the student fails to complete a make-up exam on the day of return or on the day agreed upon with the instructor, a grade of zero points will be given for that exam.
- Make up exams may be more challenging.
- Quizzes may or may not be made up at the discretion of the instructor.
- Any assignments due during the student absence will be considered “on time” if submitted by 8 a.m. on the day the student returns to class
- In the event of extended absences prior to scheduled exams, the instructor may delay administering the test if the student was not present when the material was covered. If a delay is needed, it must be scheduled with the instructor prior to class time on the day you return.

Failed Exam Policy

Any student receiving below 80% on a test must complete an item analysis report on all exam items missed. Each item analysis must be completed prior to course completion. Failure to complete an item analysis will result in an incomplete grade for that course.

Faculty Hours

All faculty members are available to provide academic assistance for students. Individual students are encouraged to seek academic advice from the faculty member responsible for the course of study in question. Open communication between student and faculty is encouraged. Students are responsible for scheduling meetings with an instructor at a time that is convenient to both. Faculty hours are 7:45 am to 4:15 pm during classroom/theory days. Clinical hours vary but are generally clinical hours from 6:45 am to 3.00 pm at the clinical sites Students may schedule time with faculty before or after school or during lunch at the faculty member’s discretion.

IV Certification

IV Therapy is a short term certification course included in the Practical Nursing program. All students are required to complete IV certification as part of program completion. A student is not considered IV certified until successful completion of the NCLEX-PN.

Professional Development

Students must attend professional development opportunities that may be assigned to the class.

STUDENT ORGANIZATIONS

Student Council

The Student Council is designed to provide an avenue for the student body to voice concerns regarding the program, the faculty, fellow students or any other items they feel need to be addressed. The Student Council constitution is located in the appendix of this handbook.

ATTENDANCE POLICIES

Attendance to class and clinical experiences is critical to the successful completion of the program and successfully passing the NCLEX exam after graduation. Absences not only affect program completion, but also directly affect financial aid disbursement for students who qualify. Accurate attendance records are required to be kept by the various financial aid agencies, the Department of Elementary and Secondary Education and the Missouri State Board of Nursing. The Poplar Bluff Practical Nursing Program has developed an attendance policy to define attendance expectations and the results of absences in the classroom, clinical lab, or clinical area.

- Practical nursing students are held accountable for the attendance policies of the PN program rather than the attendance policy detailed in the catalog for the Technical Career Center.
- The “Leave of Absence” policy for TCC does not apply to practical nurse student due to the PN program requirements.
 - If a student must leave class for any reason the absent time will be counted at a minimum of 15 minute increments. The student will inform the instructor or the coordinator prior to leaving and fill out the absence report sheet.
 - If it is known in advance that the student will be absent, the absence report may be completed prior to the absence date.
 - Any time a student is absent, they must fill out an absence report upon returning to school.

Attendance Expectations

- Ideally, a student will have zero absences throughout the program. As in compliance with financial aid attendance requirements, a student may miss up to 28 hours of class time if necessary without replacement time required.
- Excessive tardiness demonstrates unprofessional behavior on the part of a student. Excessive tardiness will result in a behavior plan and/or probation.
- Tardiness of any amount in class or clinical lab up to 15 minutes will count as 15 minutes of missed time.
- Minute to minute replacement time is required for time missed beyond the initial 28 hours in order for a student to complete the minimal number of attendance hours for the program.
- Completing replacement time does not change the number of hours a student has been absent; it merely catches a student up to the required hours of attendance for a clock hour program.

- Students must use Attendance and Assistance time on the calendar (AAA time), winter break, and spring break to make up missed time in order to complete the program without incurring additional fees. A minimal amount of time for clinical make-ups will be provided as the program calendar allows. This may be provided on a Saturday. Students who have missed classroom or clinical times are expected to utilize school breaks and designated Saturdays to replace time as it is missed if the 28 hours of absence are exceeded.
- Students may be required to utilize school breaks for replacement time. If this is required, the student will be given adequate notice of the mandatory make-up days prior to the break.
- If a student is assigned a specific make-up date and does not attend, that time will be recorded as additional time missed.
- Any missed time greater than 28 hours must be replaced with appropriate theory or clinical activities prior to the release of the student's transcript to the Missouri State Board of Nursing.
- A student who reaches a total of 70 absent hours is automatically withdrawn from the program due to attendance.

Special Circumstance Absences

Special circumstances are situations that the student cannot control. Students must provide documentation that the absence is due to a special circumstance. Absences due to special circumstances are limited to weather related absences, hospitalization, pregnancy, bereavement, and legal proceedings. Hours missed due to special circumstances must be replaced in the same manner as all other absence hours and will be considered on a case-by-case basis by Instructor/Coordinator and Director. Students should arrange all special circumstance absences in advance with exception of hospitalization.

Weather Related Absences

- In the occurrence of missed days for Poplar Bluff School District due to inclement weather or road conditions, students may not be required to make-up the entire amount of time depending on the ability to adequately complete course requirements and meet the guidelines for financial aid payments. If days missed must be made up, a two week notice of the scheduled replacement class or clinical time will be given to the students. Time missed may be made up utilizing half days, Saturdays, or school breaks if necessary
- If a student lives in an area covered by another school district, and that school district closes due to weather or road conditions, the absence is considered excused and will not count toward the total hours missed from the program. If the Poplar Bluff School District and the Practical Nursing Program is in session, the time missed must be replaced with appropriate learning activities similar to those completed by the students attending the PN program on that day. A weather related absence in which a local school district was closed would be considered a special circumstance absence.

Hospitalization

- Absences due to hospitalization of a student or immediate family member may be recorded as a special circumstance absence.

- Students selecting special circumstance for hospitalization hours may be required to bring in hospital admittance papers or a note from the physician as proof of hospitalization

Pregnancy

- Time missed specifically related to a pregnancy
- A health care provider's note or hospital admittance verification may be required to claim special circumstance hours.

Court and Legal Activities

- Students required to appear in court
 - Proof of court subpoena may be required to verify students court appearance
- Legal activities which must be conducted during program hours
 - Documentation of the need for the absence may be required

Bereavement

- Time off relating to a death or funeral for an immediate family member can be recorded under special circumstances.
 - Proof of death may be required to claim special circumstance hours

Recording of Special Circumstance Hours

- Approved special circumstance hours will not be counted to the 70 hour mandatory dismissal.
- Weather related absences are not limited due to the safety factors for students traveling to and from class or clinical.
- Students will be allowed up to 28 hours (4 days) for special circumstances related to hospitalization, pregnancy, bereavement, or court and legal activities. If a student exceeds the allowed number of special circumstance hours, additional hours will be recorded as non-special circumstance hours and will count toward mandatory termination due to absences.
- Students who miss time for special circumstances are still required to make up all tests and clinical hours and are responsible for learning all material covered in class.
- All special circumstance hours must be made up prior to the release of the student's transcript for approval to take NCLEX-PN. Hours should be completed prior to graduation.
- Students unable to complete the replacement of hours missed prior to graduation may incur additional fees to offset the cost of additional program hours.
- Because of the fast pace of the LPN curriculum, students are highly encouraged to limit time missed regardless of circumstances.

Procedure for Call In When Tardy or Absent

- Per professional expectations, students are expected to call in if for any reason they will be

tardy or absent.

- Arrival after the designated class or clinical start time will result in the student being tardy.
- At the discretion of the instructor, students may be restricted from tardy entry into class until the first break time in order to minimize interruptions in the classroom.
- If you know you will arrive more than 15 minutes, you must notify the faculty.
- Notification must be given a minimum of 30 minutes prior to the beginning of class or clinical in order for the absence to be considered a reported absence.
- Reporting an absence through another student will not be considered proper notification, and the absence will be considered an unreported absence.
- Students will be given the phone number to call in order to reach the faculty. It is the expectation that a student will talk directly with a faculty member to report an absence.
- Do not leave a message with anyone except the faculty. If a message is left on a faculty cell phone, the time showing on the cell phone will be the time of notification. Please remember that not all messages are delivered by all carriers in a timely manner.
- Do not call and leave a message at the clinical site or on the school's answering machine unless you are instructed to do so for the specific clinical site.

Unreported Absences

- In the nursing profession, a no call/no show event is generally grounds for immediate termination of employment.
- An unreported absence is an absence where the student fails to properly report the absence within the expected time frame.
- A student will be given an attendance warning for the first unreported absence.

Replacement of Missed Time Due To Absence

- Students are allotted 28 classroom hours that do not have to be made up
- Special circumstance hours must be replaced in order for the time to not count as an absence.
- All clinical hours must be made up regardless of the reason for missing clinical.
- Faculty will designate a minimum number of clinical days during school breaks or on Saturday in order for students to complete missed clinical time. If a student has additional clinical time to make up, an hourly fee may be charged by PBTCC for each hour of additional facility use or required faculty time.
- Any time missed between 28 and 70 hours must be made up by completing replacement time.
- A student who has exceeded 42 hours of absence will meet with the coordinator to develop a written plan for completing all replacement time as soon as possible.
- All Clinical time missed must be made up with activities directly related to clinical regardless of total number of missed hours. This can include returning to the clinical site, clinical simulation lab, or other activities selected by the faculty or coordinator.

- Replacement time will consist of assigned specific material or activities.
- All time is to be made up when an instructor is available, unless otherwise authorized.
- Whenever a student makes up time, the student must sign in and out on the appropriate attendance form and have the time verified by an instructor or the coordinator.
- Students are expected to make up time as soon as an absence occurs, with the use of the first available time for replacing the missed time.
- Afternoons in which class is not scheduled are to be used for replacement time. If a student misses scheduled/ required make-up time, it will be counted as additional hours missed.
- Additional time may be utilized at the discretion of the coordinator and /or faculty.
- Hours should be completed prior to graduation and must be completed before transcripts will be released.
- Any class or clinical time needing to be made up after graduation will require approval from the coordinator and/or director and a written plan will be developed to show how and when the time will be completed. Make up time after graduation may result in additional costs to the student.

STUDENT'S RIGHTS & RESPONSIBILITIES & CONDUCT

Student's Rights

Students have the right to:

- Fair and equal treatment, and to expect that all of the rules, regulations and policies will apply to all students equally, regardless of age, gender or any other factor.
- Have assignments and exams graded fairly and returned in a timely manner.
- Be treated with respect and courtesy
- Complete confidentiality from instructors regarding academic and clinical grades, behaviors and disciplinary measures.
- Follow the grievance process without fear of reprisals.

Student's Responsibilities

Students have the responsibility to:

- Treat all fellow students and instructors with courtesy and respect.
- Come to class or clinical prepared with required materials, texts, supplies, writing utensils or anything else required for class.
- Be aware of and abide by the school and clinical agency rules, regulations and policies.
- Follow the classroom and clinical dress code at all times.
- Take an active interest, initiative and responsibility for his or her learning opportunities.

- Follow appropriate chain of command for any student concerns.

Dress Code

See the PBTCC Dress and Grooming Guidelines. PN students follow the PBTCC and R-1 school guidelines.

Refusal to comply with the dress code policy of the Poplar Bluff R-1 School District and the Practical Nursing Program will result in the student being prohibited from attending until the student achieves compliance. Repeat violations will result in disciplinary action or dismissal from the program.

Classroom Conduct

- Students are expected to be at their desk or clinical unit prior to the designated time for each class, and prepared to begin activities on time.
- Refrain from carrying on conversations with your neighbor during a classroom time.
- Keep track of your own grades.
- If you are absent be sure to check with your instructor as to what you missed: find out what needs to be made up, any assignments or handouts given. Any material given out will be placed in your box. Remember that it is your responsibility to schedule make-up work.
- Academic dishonesty will result in the student's termination from the program.
- Breaks are scheduled by the instructors. Students are to be seated at their desks ready to resume at the specified time.
- Seating arrangements will be decided by the faculty.
- Additional rules of conduct associated with clinical performances will be found in the clinical handbook.

Food and Drink Policy

- Drinks must be in a spill-proof container.
- Snacks during class time must be small individually wrapped items that do not disturb your classmates. Stored snacks should be kept in sealed containers.
- A coffee pot, microwave, refrigerator, stove and oven are available for student use. Students provide their own coffee, supplies and food.
- Students are responsible for maintaining kitchen on a regular basis.

Electronic Devices

- During class time, personal electronic devices (cell phones, iPods, iPads, tablets, computers, etc.) will be turned off and placed in personal bags or inside the assigned storage area. Phones are not to be left on vibrate or silent mode. If caught using an electronic device, the device will be collected by the instructor and held to the end of the day.
- If there is a critical family emergency that requires the student to be accessible at all times,

obtain permission from the instructor to have phone in pocket, out of sight and on vibrate. Once the emergency is resolved, the cell phone must be turned off and put away as described.

Phone Use and Contact Information

- Phone numbers of the school and/or clinical instructor should be provided to the student's families for emergency use only. If the student is needed while in the clinical area the TCC main office can be contacted to reach the instructor, who will then contact the student.
- Students are not to be contacted directly while in class or at the health care facilities and messages should not be left at the clinical site.
- Current addresses and phone numbers of the student must be on file in the coordinator's office. If these change at any time throughout the year, the student is expected to provide this information to the coordinator so files may be updated.
- Students must have correct emergency contact on file in the coordinator's office. It is the student's responsibility to update emergency contact information.

Visitors

- Children, relatives, friends, or employees are not permitted to be in attendance during school hours because of regulations and/or legal implications.
- Any visitor bringing items to students must report to the main office not the nursing building.

GENERAL POLICIES

Tuition and Fees

Tuition and fees amounts are posted in the Poplar Bluff Technical Career Center Postsecondary Catalog. Information regarding payment procedures, refunds, financial aid, etc. can also be located in the PBTCC Post-Secondary Student Handbook & Adult Student Financial Aid Procedures in the Financial Aid office or online at <http://www.poplarbluffschoools.net/schools/tcc/home/>. The initial tuition amount entitles the student to attend classes and receive instruction during the regularly scheduled program calendar year and daily schedule. If a student requires additional time to complete the stated program hours due to absences, the student must complete those hours prior to the start of the next admitted class. Additional fees may be incurred by the student if the student requires additional time to complete the stated program. Exceptions to completing the program after the stated date must be discussed between the student and PN Coordinator and approved by the Director of the Technical Career Center.

Employment Recommendations

It is recommended that students not work in addition to attending school. If part-time work is essential, it is recommended that hours not exceed 16 (sixteen) hours per week. The Technical Career Center has a financial aid officer available as needed.

Student Records / File Confidentiality Rights

Information from the student's personal folder will be available only to the faculty, administration and accrediting agencies without written permission of the student. The student has the right to review

his/her own folder and the information contained in it at any time. A student may challenge any information he feels is misleading or incorrect by the insertion of a written statement into their file.

The following information will not be considered confidential unless the student notifies the faculty that they wish the information to be kept confidential:

- Name
- Address
- Telephone number
- Dates of attendance
- Certificates awarded

STUDENT HEALTH POLICIES

Liability and Accident Insurance

- All students are covered by general liability and accident insurance effective only during clinical hours. Accident insurance may not cover all expenses incurred in the event of an incidence.
- Students are personally responsible for their own medical and hospital care.
- Clinical sites utilized by the Practical Nurse Program require that all students have medical insurance. Therefore students must provide proof of insurance to the PN Coordinator in order to attend clinical.
- Insurance must be maintained by the student at all times while enrolled in the Practical Nurse Program.

Health Emergencies

- Any student with a medical condition, pregnancy, or other condition will be required to provide instructions from their healthcare provider describing limitations and/or release to return to full duty. Inability to complete program requirements because of a medical condition, pregnancy, or other conditions will be reviewed on a case by case basis. This may include termination from the program with the student being able to seek readmission under the readmission policy.
- Any injury must be reported to the instructor immediately.
- Under no circumstances should a student stop a health care provider or employee in the clinical area to request personal advice, treatment, or prescriptions.
- Each student is required to complete an emergency authorization form . This form also requests a name and phone number of who to notify in case of emergency; this form is verified by the student's signature and date.

Pregnancy

Certain performances are expected of all practical nursing students and environments the students are exposed to may at times be hazardous or detrimental to the health of a pregnant student and that of

her unborn child. The following safety procedures are required:

- In order to maintain student status in the Practical Nursing Program, a pregnant student must be able to perform the same functions in the same area as other students.
- The student must sign a form releasing the Poplar Bluff Practical Nursing Program (faculty, administration and clinical facilities) from any responsibility should harm related to the condition of pregnancy occur. This form may be obtained from the PN program coordinator.
- A monthly written statement must be submitted from the physician stating that the student is capable of continuing her activities as a student with full duties.
- Students who are pregnant will be held to the same expectations of other students in the program, including attendance policies.

Communicable Diseases

A student may not be in the clinical facilities or classroom if that student has a communicable disease either by diagnosis from a health care professional or as evidenced by (but not limited to) the following signs and symptoms:

- A fever of 100.4° F or higher
- Frequent or continuous diarrhea
- Nausea and vomiting

IMMUNIZATIONS

All students must provide a current list of immunizations before beginning classes. The following immunizations are required for enrollment into the program.

Tetanus

- Students are required to show proof of tetanus vaccination that is within 10 years. Should the tetanus expire while in the program, students are required to update their tetanus vaccination.

Varicella

- Students are required to show proof of immunity for varicella (chickenpox). Proof of immunity may be considered a positive varicella titer, proof of disease, or proof of immunization.

Hepatitis B

- Practical nursing students are encouraged to take the series of Hepatitis B vaccine at their own expense. The Occupational Safety and Health Administration (OSHA) recommends Hepatitis B vaccine for persons with a potential blood exposure of at least one time per month. Students who have received the vaccine will need to provide documentation of immunization.
- If a student chooses not to take the vaccine, the student will be required to sign a release of liability form on or before the first day of class. If the student is under 18 years of age and is not emancipated, the student's parents or guardian must also sign the release.

- Some County Health Departments provide the immunizations free or at a greatly reduced cost.

Measles, Mumps, and Rubella

Nursing students will be having contact with pediatric and obstetric populations and must have the following documentation:

- If you were born in 1957 or later and have not had the MMR vaccine, or if you don't have an up-to-date blood test that shows you are immune to measles, mumps, and rubella (i.e., no serologic evidence of immunity or prior vaccination), get two doses of MMR, four weeks apart.
- If you were born after 1957, you will be required to show immunity in one of the following manners:
 - Two MMR vaccinations, given two doses four weeks apart.
 - One MMR vaccination with a positive rubella titer.
 - Positive titers for each disease: measles, mumps, and rubella.

Tuberculosis

- Students must have a tuberculin skin test (PPD) or chest x-ray (CXR) if the skin test is positive. Documentation of the skin test or chest x-ray must be submitted to the practical nursing coordinator on or before the first day of class.
- An additional PPD or CXR will be required during the program if it has been more than a year since the last test.

FUNCTIONAL ABILITY CATEGORIES AND REPRESENTATIVE ACTIVITIES/ATTRIBUTES

In order to perform the duties required in the Practical Nursing Program and function after graduation as a Licensed Practical Nurse, a student should be able to do, possess or complete the following skills:

Gross Motor Skills

- Move within confined spaces
- Sit and maintain balance
- Stand and maintain balance
- Reach above shoulder (e.g. IV poles)
- Reach below waist (e.g. plug electrical appliance into wall outlets)

Fine Motor Skills

- Pick up objects with hands
- Grasp small object with hands (e.g. IV tubing)
- Write with pencil or pen
- Keyboard / type (e.g. use computer or technology)
- Twist (e.g. turn objects/knobs using hands)

- Squeeze with fingers (e.g. use eye dropper)
- Pinch, pickup, or otherwise work with fingers (e.g. manipulate a syringe)

Physical Strength

- Move light objects weighty up to 10 pounds (e.g. IV poles)
- Push and pull 25 pounds (e.g. position clients)
- Support 25 pounds of weight (e.g. ambulate client)
- Lift 25 pounds (e.g. pick up child, transfer client)
- Move heavy objects weight from 11-50 pounds (e.g. crash cart)
- Carry equipment /supplies
- Squeeze with hands (e.g. operate fire extinguisher)
- Defend self against combative client (e.g. physically restrain a client)
- Use upper body strength (e.g. perform CPR)

Physical Endurance

- Stand (e.g. at client side during surgical or therapeutic procedure)
- Sustain repetitive movements (e.g. CPR)
- Maintain physical tolerance (e.g. work entire shift)

Mobility

- Walk
- Climb (e.g. ladders / stools/ stairs)
- Bend / Squat
- Move quickly (e.g. respond to an emergency)

Smell

- Detect smoke, gases or noxious smells
- Detect odors from client (e.g. foul smelling drainage, alcohol breath, bleeding)

Tactile

- Feel vibrations (e.g. palpate pulses)
- Detect temperature (e.g. skin, solutions)
- Feel differences in surface characteristic (e.g. skin turgor, rashes)
- Feel differences in sizes and/or shapes (e.g. Palpate veins, identify body landmarks)
- Detect environmental temperatures (e.g. check for drafts)

Visual

- Use depth perception
- Use peripheral vision
- See objects up to 20 inches away (e.g. information on a computer screen, skin conditions)
- See objects up to 20 feet away (e.g. client in a room)
- See object more than 20 feet ways (e.g., client at the end of the hall)
- Distinguish color (e.g. color codes on supplies, charts, or beds)
- Distinguish color intensity (e.g. flushed skin, skin paleness)

Auditory

- Hear verbal communication (e.g. client conversation, oral report)
- Hear sounds produced by the body (e.g. blood pressure, bowel sounds)
- Distinguish difference in sounds (e.g. breath sounds, heart sounds)
- Distinguish sounds indicating possible danger (e.g. client falls, alarms)

Emotional Stability

- Establish therapeutic boundaries
- Provide client with emotional support
- Adapt to changing environments / stressors
- Deals with the unexpected (e.g. change in client condition, crisis situation)
- Focus attention on task
- Monitor own emotions
- Handle strong emotions (e.g. grief, anger, impatience)
- Perform multiple responsibilities concurrently

Communication Skills

- Interact with others (e.g. families, other health care workers)
- Direct activities of others
- Convey information through writing (e.g. progress notes, flow sheets)
- Give oral report (e.g. report on client's condition to others)
- Speak on the telephone, explain procedures to the client
- Teach (e.g. client / family about health care)
- Influence people (e.g. seek medical orders or consultations for clients)

Interpersonal Skills

- Negotiate interpersonal conflict
- Respect difference in clients
- Establish rapport with clients
- Establish rapport with co-workers

Reading

- Read and understand written documents (e.g. charts, policies, protocols)
- Read and understand columns of writing (e.g. flow sheets)
- Read digital displays (e.g. computers)
- Read measurement marks (e.g. measurement tapes, scales)
- Read graphs (e.g. vital sign sheets)

Mathematical Competence

- Count rates (e.g. drops per minute for IV, pulse rates)
- Add, subtract, multiply and /or divide numbers
- Compute fractions (e.g. medication dosages)

- Use measuring tools (e.g. thermometer)
- Tell time (e.g. give medication on time)
- Measure time (e.g. count duration of contractions)
- Record numbers accurately (e.g. dosages given)
- Utilize graphic printouts (e.g. EKG)
- Convert numbers to and from the metric system
- Use a calculator
- Calibrate equipment

Analytical Thinking

- Transfer knowledge from one situation to another
- Use short term memory
- Use long term memory
- Process information
- Problem solve
- Prioritize tasks
- Evaluate outcomes

Critical Thinking

- Sequence information
- Identify cause-effect relationships
- Plan / control activities for others
- Synthesize knowledge and skills

WARNING AND PROBATION STATUS

Purpose and Consequences

- Warning and probationary status is designed to encourage the student to recognize and correct undesirable academic performance, attendance and/or behavior.
- Academic or Attendance probation may result in the delay of financial aid disbursement.
- Absence and behavioral warnings or probations will remain in effect until the end of the year.
- Academic warnings (course average 80-82%) and academic probations (course average below 80%) will remain in effect until the course grade average improves.
- Students will not be placed on academic warning or probation until it has been possible to earn 25 percent of the total class points.

Warning Status

Incidents that would necessitate “Warning” counseling include, but are not limited to:

- Average grade in any course falling below 82%
- The first unreported absence to classroom or clinical

- Excessive tardiness; 5 for more times being tardy will be considered excessive.
- Absences in excess of 28 hours
- Inappropriate or unprofessional behaviors
- Failure to comply with an approved replacement time plan
- Smoking or the use of tobacco products on school campus or during clinical assignments.

Probation Status

Incidents that would necessitate “Probation” counseling include but not limited to:

- Average grade in any course falling below 80%
- The second unreported absence to classroom or clinical
- Continued excessive tardiness: Students who are tardy more than 8 times will be placed on probation
- Absences in excess of 45 hours
- Continued inappropriate or unprofessional behaviors
- Smoking or the use of tobacco products on school campus, inappropriate areas and/or times in the clinical facilities; second offense

The student must have a personal conference with the instructor or with the instructor and coordinator on the day the warning or probation paperwork is presented to the student. This personal conference is required and a written record will be maintained by the course instructor.

WITHDRAWAL OR TERMINATION FROM THE PROGRAM

Student Initiated Withdrawal

If a student wishes to withdraw from the program, the student must contact the coordinator and fill out a student initiated withdrawal form. The statement must include the reason for the withdrawal and the student’s signature. A student will be considered withdrawing in good standing if all completed course grades are at or above 80% at the time of the withdrawal.

Reasons for Termination

- Failure to achieve a minimum of an 80% or higher grade average upon completion of an individual course.
- Unsatisfactory performance in the clinical area.
- Absences in excess of 70 hours
- If the student fails a second time to comply with the written plan for completing replacement time. (In the event of serious illness or injury of the student, decisions regarding termination will be made on a case by case basis by the Review Committee.)

- Failure to comply with a remediation plan for behavior.
- Third offense of smoking or the use of tobacco products while on school campus or during clinical assignments.
- Third unreported absence.
- Failure to conduct oneself in a manner acceptable to the moral and ethical standards of the nursing profession. Actions which are unacceptable include, but are not limited to:
 - Revealing or removing confidential information from the clinical sites
 - Falsification of records and/or reports
 - Gross neglect of assignment
 - Client verbal or physical abuse
 - Dishonesty or stealing
 - Insubordination
 - Drug use or abuse
 - Fighting or use of profane or abusive language
 - Bullying
 - Criminal conviction
 - Immoral conduct

Student Code of Conduct Violations are handled as such: Student will be counseled by Teacher/Financial Aid Director for first student code of conduct offence. Student will be counseled by Teacher and Financial Aid Director or Director for second student code of conduct offence. Third offence of student code of conduct student will be counseled by Director and will be subject to termination. If at any point during the previous steps the Director deems it appropriate a student may be subject to (10 days) suspension or termination from their program.

RE-ADMISSION

Students seeing Re-admission during the Current Class Year

- A student who has been terminated from the program due to attendance or behavioral reasons request that the termination be rescinded. The student must appeal in writing to the Director of PBTCC within one work day of receiving notice of the termination from the PN Coordinator. The Director of Technical Career Center will submit the petition to the TCC Re-admission Committee composed of the Director of the Technical Career Center, the Coordinator of the Practical Nursing Program, the Financial Aid Coordinator, Career Education Coordinator, the VRE Coordinator, and a classroom teacher from TCC. Committee members may send an approved designee. The Coordinator of the PN program shall remain a non-voting member. The student

will be allowed an opportunity to meet with the committee. Once the committee has made a decision, the student will be notified in writing by the Director of the Technical Career Center. The notification letter will indicate if the appeal has been granted or not. Should a student be readmitted, it will be for one time only with stipulations made by the readmission committee.

- A student who is requesting that a termination for attendance or behavior be rescinded will be allowed to attend class and clinical while awaiting the decision of the Re-admission Committee. A student who was terminated from the program due to behavioral concerns may not be allowed to attend class or clinical until a determination has been reached. Any clinical absences missed will count toward attendance absences and must be made up according to the attendance policies.
- Should the re-admission committee allow the student to remain in the program; the guidelines for continuing will be defined and given to the student in writing.

Students Seeking Re-admission from a Previous School Year

- A student who has withdrawn from the program in satisfactory academic and clinical standing may submit a written request for readmission to the coordinator. Re-admission is granted on the basis of space available and for one time only.
- Students wishing to join a class the year following withdrawal may apply to be readmitted to the current class if there is an available space in the class.
- If there are more students seeking re-admission than available classroom positions, the readmission committee will determine the order of acceptance. Faculty will provide information about each applicant's previous grades, attendance, and clinical competencies to the admissions committee. Students will be notified of status of their request via e-mail or telephone with a follow-up letter once the decision has been made by the re-admission committee.
- Students applying for re-admission more than one academic year after withdrawing from the program for any reason must successfully pass a comprehensive challenge exam composed of the theory content the applicant has previously completed. A score of at least 80% will be considered successful.
- Any students accepted into a current class more than one year after withdrawing from the original class must also successfully pass a faculty selected clinical skill check off before being permitted to attend clinical sites.
- It is the student's responsibility to notify the coordinator in a timely fashion of their intent to return to the program. An applicant should meet with PN Coordinator in order to schedule and required exam or clinical check off within 3 days of being notified a position in the current class is available.
- If a new course has been added, the returning student will be required to complete the new coursework.
- Any student readmitted must meet the same requirements for graduation as do the members of the class to which they are readmitted.

Tuition and Fees for Readmission

- Previous students who are readmitted are required to have a zero financial balance with PBTCC prior to readmission.
- A non-refundable fee of \$250 will be assessed for reinstatement if the student enters any time after their initial graduating class.
- The amount of tuition and fees due will be assessed by subtracting the amount previously paid from the current total program costs.
- It will be the responsibility of a returning student to acquire the correct textbooks or resources needed for the courses to be taken in order to complete the program.

DUE PROCESS AND GRIEVANCE PROCEDURE

Due process shall be afforded to all students enrolled in the practical nurse program. Students are encouraged to resolve conflict through communication prior to filing a formal grievance. The student Complaint and Grievance Procedures are described in the PBTCC Post-Secondary Student Handbook and PBTCC Catalog. All persons are assured that they may utilize this procedure without reprisal. A student who is awaiting due process from a complaint or grievance procedure relating to academic dismissal will be allowed to attend class and clinical activities until the decision has been reached.

PROMOTION AND GRADUATION

Requirements to Graduate

- All classes have been passed with an 80% average.
- All clinical components are “satisfactory”.
- Student skill task lists and IV competency forms are turned in.
- All books and equipment loaned to the student are returned or paid for.
- All financial obligations and fees have been paid.
- Students have met all classroom and clinical clock hour time requirements.

POST-GRADUATION

Requirements to take the Licensing Exam

In order to take the NCLEX –PN exam, the student must have:

- Completed 2 years of high school or its equivalent. (Poplar Bluff R-1 School district requires practical nursing students to have a 12th grade education or its equivalent).
- Completed a basic prescribed curriculum in a state approved school of Practical Nursing or comparable education as determined by the Missouri State Board of Nursing.
- Been granted approval by an appropriate State Board of Nursing to take the exam

NCLEX-PN Exam: National Council Licensure Exam for Practical Nurses

- Completing this program does not automatically allow you to take the NCLEX-PN exam. During March or April applications for taking the NCLEX-PN exam will be completed. At this time a fee will be sent to both Missouri State Board of Nursing and the NCSBN. An application is sent to the Missouri State Board of Nursing and an application is sent to the National Council of State Boards of Nursing (NCSBN). Permission to take this exam will be given by the Missouri State Board of Nursing.
- On the Missouri State Board application Section IV, you will be asked to answer questions related to legal offences. If you must answer "yes" to any of them you will be asked to submit a notarized statement of explanation and any court documents related to the incident. After receiving these, the Board may authorize you to test or may request additional information. They can deny any applicant to test.
- If a student's state of residence is outside the state of Missouri, see coordinator for additional information as licensure agreements vary from state to state.

Placement Services

Notices of potential employment offerings will be posted on the classroom bulletin board as well as the Job Zone in the PBTCC Main Office Hallway . The Poplar Bluff Technical Career Center Adult Coordinator is available to assist graduates seeking employment. The Division of Workforce Development Missouri Career Center can also provide assistance. The

Division of workforce Development Missouri Career Center office is located at:

1903 Northwood Drive
Poplar Bluff, Missouri, 63901
573-840-9595

Transcripts

Final transcripts of students will be completed within one week of graduation. One copy is sent to the Missouri State Board of Nursing. The original is kept in each student's file. A student may request a student copy by written request accompanied by payment of the applicable fee. If a student at any time after graduation desires a copy of his/her transcript be sent to an educational institution or place of business, a transcript request form must be completed in its entirety and forwarded to the Poplar Bluff Technical Career Center business office with the appropriate fee included. Incomplete requests will not be honored.

MISSOURI NURSE PRACTICE ACT

SECTIONS 335.011-225.096

The following is an excerpt from the Missouri State Board of Nursing's Nurse Practice Act.

The board may refuse to issue any certificate of registration or authority permit or license required pursuant to sections 335.011 to 225.096 for one of any combination of causes stated in subsection 2 or this section. The board shall notify the applicant in writing of the reasons for the refusal and 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.

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 is or her certificate of registration or authority, permit or license for any one or any combination of the following causes:

- (a) Use or unlawful possession of any controlled substance, as defined in Chapter 195, RSMo, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096;
- (b) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licenses or regulated pursuant to sections 335.011 to 335.096, for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;
- (c) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096;
- (d) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;
- (e) Incompetency, misconduct, gross negligence, fraud, misrepresentation or dishonesty in the performance of the functions or duties of any profession licenses or regulated by sections 335.011 to 335.096;
- (f) Violation of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096, or any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096;
- (g) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;
- (h) Disciplinary action against the holder of a license or other right to practice any profession regulated

by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;

(i) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;

(j) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;

(k) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;

(l) Violation of any professional trust of confidence;

(m) Use of an advertisement of solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;

(n) Violation of the drug laws or rules and regulations of this state, or any other state of the federal government;

(o) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government agency.

**POPLAR BLUFF SCHOOL DISTRICT R-1
PRACTICAL NURSE PROGRAM
STUDENT COUNCIL CONSTITUTION**

PREAMBLE

We, the students of the Practical Nurse Program, in order to form a more perfect organization, to promote better school spirit and loyalty, to promote co-operation between class members, students and faculty and to provide central direction for the activities of the school, do hereby adopt and establish this constitution for the Practical Nurse Program of Poplar Bluff, Missouri.

ARTICLE I. NAME

Section 1 – The name of this organization shall be the Student Council of the Poplar Bluff Practical Nurse Program.

ARTICLE II. PURPOSE

Section 1 – The purpose of this organization shall be to: develop attitudes of, and practice in, good citizenship; promote harmonious relations throughout the entire school; improve student-teacher relationships; improve school morale; provide a forum for student expression; and promote the general welfare of the school.

ARTICLE III. MEMBERSHIP

Section 1 – the Student council shall consist of three regular and two alternate members. The three regular members will be elected by the class. Each month two different students shall serve on the council as alternates. The elected group of three will elect a President, Vice president and a Secretary.

Section 2 – The election of class representatives shall take place during the first month of school.

ARTICLE IV. OFFICERS

Section 1 – Offices. The officers of this organization shall be a president, Vice-president, and Secretary.

Section 2 – Qualifications. Candidates for President, Vice-president and Secretary must be elected by the class.

Section 3 - Replacement of Officers In the event that the President is unable to continue in the office, the Vice President will assume the duties as President. The secretary will be given the option of assuming the role of Vice President or remaining in the role of secretary. Then the class will elect either a Vice President or Secretary. In the event that the Vice President or Secretary are unable to continue in office, the other officers will be given the option of assuming their role and the remaining office will be elected by the class

Section 4 – Duties of Officers. The President shall preside at all meetings of the Council; call special meetings when necessary; and assume such other duties as are generally associated with this office. The Vice-President shall perform the duties as of the president, in his absence, and perform such other duties as are generally associated with this office. The Secretary shall keep the minutes of all Student Council meetings and submit them promptly to the coordinator; handle all official correspondence and maintain an attendance record.

ARTICLE V. REMOVAL FROM OFFICE

Section 1 – Method of removal. An officer may be removed from office for repeated failure to attend meetings; failure to carry out his duties as an officer or representative; or, for any other actions which are detrimental to the welfare and best interest of the school. A two-thirds vote of the entire membership shall be necessary to remove anyone from office. Such action must have the approval of the coordinator.

Section 2 – Vacancies. If an officer resigns or is removed from office, the Student Council shall call a special election to be conducted in accordance with Article IV., Section 2, to fill the vacancy. Additional officers will be elected by the class. The new elected group will choose the officers.

ARTICLE VI. MEETINGS

Section 1 – The Student council shall meet in regular session at least once each school month at a regular activity period designated by the office. The place of the meeting shall be designated by the president and/or the coordinator.

The order of business in regular session shall be as follows:

- A. Call to order
- B. Roll Call
- C. Reading and approval of minutes
- D. Unfinished business
- E. New business
- F. Announcements
- G. Adjournment

Section 2 – Special meetings may be called as necessary by the president or by the coordinator, or by the request of one-fourth of the Student Council members.

ARTICLE VII. SPONSOR

Section 1 – The coordinator shall serve as sponsor to the Student council. The sponsor shall serve as an advisor and does not vote.

ARTICLE VIII. QUORUM

Section 1 – A quorum shall consist of two-thirds of the members of the Student Council, present at a duly called meeting.

ARTICLE IX. PARLIAMENTARY AUTHORITY

Section 1 – In all matters not specifically expressed in this constitution, the parliamentary authority shall be *Robert's Rules of Order, Revised*.

ARTICLE X. POWERS

Section 1 – All powers of the Student council are delegated to it by the school administration. Therefore, the coordinator has the right to veto any act of the Student council or to revoke any of the powers held by the Student Council.

These powers being:

- To discuss and find solutions to problems, complaints, dissatisfaction, and etc.
- To discuss the problem of absenteeism and habitual tardiness.

After a solution is reached by the council, a meeting must be held with the Coordinator and faculty before implementing a solution.

ARTICLE XI. AMENDMENTS

Section 1 – This constitution may be amended by two-thirds vote of the student body, the proposed amendment to be read and discussed before the class, previous to being submitted to a vote. Amendments may be proposed by the Student council or by petition of the class.