

**POPLAR BLUFF
TECHNICAL
CAREER CENTER**



**PRACTICAL
NURSE
PROGRAM
2015-2016
STUDENT
HANDBOOK**

Revised and Board Adopted

July 2015

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

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.

**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.

**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)
Office	573-785-2248	(Main building)
Office Fax #	573-785-4168	(Office fax number)

ADMINISTRATION AND FACULTY

Administration

Chris Hon	Superintendent of Schools, Poplar Bluff R-1 School District
Charles Kinsey	Director, Poplar Bluff Technical Career Center

Faculty

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

PRACTICAL NURE PROGRAM STUDENT HANDBOOK

TABLE OF CONTENTS

General Information

Graduate Competencies / Program Outcomes.....	2
Contact Information, Administration, and Faculty	3
Practical Nurse Program Overview and History.....	7
School Calendar	7
School Closings	8

Facilities

Parking	8
Handicap Access	8
Classrooms	8
Clinical Skill Lab	8
Computer Lab.....	8
Library	8
Copier	9
Facility Maintenance /Housekeeping Groups and Duties.....	9

Academic Policies

Class Schedule	11
Clinical Experiences	12
Passing Grade Standard	12
Grading Scale	12
Failed Exam Policy	12
Counseling and Faculty Hours	12

Attendance Policies

Attendance Expectations	12
Excused Absences	13
Attendance Warning and Probation	13
Excessive Tardiness	14

Documentation of Absences	14
Procedure for Call In When Tardy or Absent	14
Unreported Absences	15
Make-Up Exams	15
Replacement of Missed Time Due to Absence	15

Warning and Probation Status

Purpose and Consequences	16
Warning Status	16
Probation Status	17

Program Expectations for Students

IV Certification	17
Professional Development	17

Student Organizations

Student Council	17
Student Nurse Organization	17

Promotion and Graduation

Requirements to Graduate	18
Requirements to Take the Licensing Exam	18
NCLEX-PN Exam (National Council Licensure Exam for Practical Nurses)	18

Post Graduation

Placement Services	19
Transcripts	19

Withdrawal or Termination from the Program

Student Initiated Withdrawal	19
Reasons for Termination	19

Readmission

Readmission Process	20
Requirements for Readmission	20

Tuition and Fees for Readmission	21
Due Process and Grievance Procedure	21

Student Rights, Responsibilities, and Conduct

Student Rights	21
Student Responsibilities	21
Student Conduct	22
Personal Appearance	23
Classroom Conduct	24
Clinical Skill Lab Expectations	25
Food and Drink Policy	26
Electronic Devices	26
Phone Use and Contact Information	26
Visitors	26

General Policies

Tuition and Fees	27
Employment Recommendations	27
Student Records / File Confidentiality Rights	27

Student Health Policies

Liability and Accident Insurance	27
Health Emergencies	28
Pregnancy	28
Communicable Diseases	28

Immunizations

Hepatitis B	29
Rubella	29
Tuberculosis	29

Appendices

Table of Contents for Appendix 1-11.....	30
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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 11 ½ months 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 on the National Council Licensing Exam for Practical Nurses (NCLEX-PN) for graduate nurses from the Poplar Bluff, PN program is 92.13% from years 2009 to 2013. The national pass rate average for candidates taking the NCLEX-PN for the first time during those five years was 85.38%.

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.
- Classes are held Monday through Friday until mid fall. After that, there may be classes for only one half of the day on occasion, generally on Fridays. There will be some weeks that will be all classroom weeks and a few weeks will be all clinical weeks.
- 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. Clinical days are generally Wednesday and Thursday but may vary. Clinical times may begin as early as 6:30 am. Out-patient settings will 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

FACILITIES

Parking

Students are to park on the paved lot to the west of the PN building. The first two parking places to the left and right of the door to the nursing building 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 also used by the PN program, but it is also shared with other programs as needed.

Clinical Skills Lab

There is a clinical skill 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 at any time.

Library

The school maintains a reference library for student use. Books are grouped together by subject matter. Each text will be labeled with the year of publication and book ascension number. A notebook will be kept in the library that contains a list of all library holdings. Reference materials may be borrowed by

submitting a signed card (found inside the front or back cover of the book) to the faculty advisor for the library. Books may be checked out for one week. They must be returned to the library the morning of the day they are due and may not be checked out until the end of the day. Students are held responsible for any material not returned or returned damaged. No food or drinks are allowed in the library at any time.

Copier

Students are expected to keep up with any assignments or handouts given in class. To keep the costs of copies, copy repairs and ink down, instructors are now loading syllabi, assignments, objectives and other course materials in course folders for students to download on flash drives. Students will be charged 10 cents for any copies made on the school copier. Students may not copy personal items or items posted on the bulletin boards unless authorized by an instructor or the coordinator .

Facility Maintenance

All students, regardless of the group they are in 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.

HOUSEKEEPING GROUPS AND DUTIES

Main PN Classroom

- Keep tables and chairs clean and tables scrubbed.
- Keep counter top and hanging file rack neat and clean.
- Keep bulletin boards neat and up to date.
- Keep whiteboard clean and erased. Clean out marker tray.
- Keep “countdown: section of whiteboard current.
- Keep all models, and audio/visual equipment together, cleaned, dusted neat.

Kitchen

- Keep group used dishes clean and put away.
- Keep counter tops free of clutter and cleaned off.
- Keep stove, oven, refrigerator and microwaves cleaned out
- Clean out refrigerator once per month, including removing all food and washing out shelves.
- Removing any open beverage or food containers or any outdated food products.
- Maintain coffee supplies (from dues and fund-raising monies) and keep coffee made as needed.
- Keep shelves neat, cleaned and relined as necessary.

Commons Area

- Keep all tables and chairs cleaned, dusted and/or scrubbed.
- Keep all bulletin boards neat and up to date
- Keep bench cleaned off.
- Keep microwave cleaned

Clinical Lab

- Keep beds neat, clean and remade as necessary.
- Keep bedside tables, over bed tables and vital sign equipment neat and clean.
- Keep shelving in storage area neat, clean and re-labeled as necessary.
- Inform faculty advisor of damaged or outdated equipment.
- Keep wooden cabinets clean, neat and organized
- Keep mannequins dressed and together.

Laundry/Linen

- Keep laundry washed, dried and put up.
- Dispose of any linens that are torn or in unusable condition.
- Keep linens in linen cabinet neat and in stacks. Re-label as necessary.
- Inventory linens at beginning of year and at the end of the year.
- Give written inventory to faculty advisor.
- Keep laundry supplies stocked and neat; keep washer and dryer wiped down.

Library

- Keep books and periodicals neat, clean and in proper shelves.
- Keep shelving dusted and neat.
- Complete a final inventory at the end of the year.
- The student committee and faculty advisor will recommend new purchases for the library.
- Faculty members are encouraged to preview new texts and make recommendations to the library committee.
- When new items are added, the faculty advisor will be responsible for adding all new purchases to the inventory list and stamping the book as school property. The library committee will then place the library pocket and card in the book and place the book on the shelves.
- When the inventory is made at the end of the school year, any texts found over 10 years old shall be identified and deleted from the inventory. The faculty reserves the right to retain any outdated books that they feel might be of historical value.
- The library committee students will present to the coordinator a list of the books missing from the library at the end of the inventory.

Computers and Computer Lab

- Start computers at the beginning of the day and shut the computers down properly at the end of each day.
- Keep computers and computer tables neat, clean and dusted.
- Keep faculty advisor informed if computers or printers are not functioning.
- Assist any student who may need help with accessing or using a particular program.

Second Classroom

- Keep tables and chairs clean.
- Keep counter tops and cupboards neat and clean.
- Keep bulletin boards neat and up to date (delete – there are no bulletin boards)
- Keep all equipment neat and in its place.

ACADEMIC POLICIES

Class Schedule

The daily class schedules will be posted on the bulletin board in the classroom. These are tentative and are subject to change with advanced notice. Breaks during classroom days will be given at the discretion of the instructor.

Clinical Experiences

See separate Clinical Policies and Procedures Manual.

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.

Remedial instruction will be available as needed during the program. **Satisfactory Academic Progress Policy Found in PBTCC Adult Financial Aid Policy Handbook in Financial Aid Office or at:**

<http://www.poplarbluffschoools.net/schools/tcc/home/>

Grading Scale

Percentage of Points Earned	Letter Grade
94.0 - 100	A
87.0 - 93.99	B
80.0 - 86.99	C
0 - 79.99	F

Failed Exam Policy

If a student's grade average falls below 80%, the student will be placed on academic probation. Any student receiving below 80% on a test must submit an item analysis report on all exam items missed. Each item analysis must be completed prior to the course final exam. These must be completed at the school. Failure to complete an item analysis could result in an incomplete grade for that course. Completing any course with a final average less than 80% will result in termination.

Counseling and Faculty Hours

The faculty, coordinator and/or PBTCC counselor are available for counseling. Referrals are made as appropriate. 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. Please remember that faculty also needs breaks during the day, especially during the times they are in the classroom, so try to keep this in mind when scheduling time with the instructors.

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. To that end, 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. 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. Therefore, 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. **Satisfactory Academic Progress Policy Found in PBTCC Adult Financial Aid Policy Handbook in Financial Aid Office or at: <http://www.poplarbluffschoools.net/schools/tcc/home/>**

The “Leave of Absence” policy for TCC does not apply to practical nurse student due to the PN program requirements.

Attendance Expectations

- Ideally, a student will have zero absences throughout the program. However, a student is allowed to miss up to 24 hours of class time if necessary. This is in compliance with financial aid attendance requirements.
- Time missed through absence beyond the first 24 hours must be made up through specific assignments designed to help the student stay on track with program outcomes.
- Minute to minute replacement time is required for time missed beyond the initial 24 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.

Excused Absences

- If the Poplar Bluff School District is closed due to weather or road conditions, the absence from class, clinical lab, or the clinical site will be considered an excused absence. In the occurrence of missed days for Poplar Bluff School District due to inclement weather or road conditions, students are not required to make-up 10% of the clock hours in a financial aid payment period (fall, spring, summer). Any days missed after that 10% will have to 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.
- Excused absences will be made up according to State Board of Nursing requirements in order to meet program outcomes satisfactorily.

Attendance Warning and Probation

- A student who has exceeded 24 hours of absence will meet with the coordinator to develop a written plan for completing all replacement time as soon as possible.
- Failure to comply with the approved plan will result in the student being placed on attendance warning.
- Any student on attendance warning is expected to be present every time there is a scheduled opportunity for students to make up time unless the student has approval from the coordinator not to be in attendance at that specific time.
- Should a student miss over 45 hours of class or clinical time, the student will be placed on attendance probation, which could affect receipt of financial aid.
- A student will be dismissed from the program for attendance issues if the student fails a second

time to comply with the written plan for completing replacement time, or if the student exceeds 65 hours of absence from class, clinical lab, or the clinical site. (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.)

Excessive Tardiness

- Excessive tardiness demonstrates unprofessional behavior on the part of a student.
- Time away from class or clinical lab while class or lab is in session will count as minutes absent.
- A student will be counted tardy when arriving late to class and clinical, including returning from scheduled breaks late.
- If a student is tardy **three times** in one federal aid payment period (fall, spring, summer), the student will be placed on warning for attendance reasons, and a written counseling record will be initiated for attendance concerns.
- If a student is tardy more than **three times** in one federal aid payment period (fall, spring, summer), the student will be placed on probation for attendance which could affect receipt of financial aid.

Documentation of Absences

- Absences are documented on student records and reported to financial aid resources when requested and required.
- Any time a student is absent, they must fill out an absence report upon returning to school.
- If a student must leave class early for any reason, the student should inform the instructor or the coordinator prior to leaving and fill out the absence report before leaving.
- If it is known in advance that the student will be absent, the absence report may be completed prior to the absence date.

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 considered tardy.
- If you will be absent more than 15 minutes, you must notify the faculty.
- 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.
- 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.

- A text message will be considered received at the time it goes through on the cell phone of the faculty member receiving the text. For this reason, calling the faculty member directly is recommended.
- 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.
- Notification must be given within one hour of 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.

Unreported Absences

- An unreported absence is an absence where the student fails to properly report the absence within the expected time frame.
- In the event of an unreported absence, the student must speak to the coordinator prior to admission to class or the clinical area when the student returns to school.
- In the nursing profession, a no call/no show event is generally grounds for immediate termination of employment. Therefore, one unreported absence will result in attendance warning, two unreported absences will result in probation, and a third will result in termination from the program.

Make Up Exams

- If absent, it is the student's responsibility to contact a class member for lecture notes and assignments and to check with the instructor for missed handouts and assignment directions.
- 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. If it is a clinical day, the clinical faculty will accept the assignment for the classroom instructor at the start of the clinical day.

Replacement of Missed Time Due To Absence

- Any time missed between 24 and 65 hours must be made up by completing replacement time.

- Replacement time will consist of assigned specific material or activities, not general study time.
- 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.
- Afternoons in which class is not scheduled are to be used for replacement time.
- Additional time may be utilized at the discretion of the coordinator and /or faculty.
- 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.
- Hours should be completed prior to graduation and must be completed before transcripts will be released.
- Clinical time missed must be made up with activities directly related to clinical. This can include returning to the clinical site, clinical simulation lab, or other activities selected by the faculty or coordinator.
- 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.

WARNING AND PROBATION STATUS

Purpose and Consequences

- Warning and probationary status is designed to encourage the student to recognize and correct undesirable performance and/or behavior.
- Academic or Attendance probation may result in the delay of financial aid disbursement.
- Absence warnings or probations will remain in effect until the end of the year.
- Academic probations will remain in effect as long as course averages remain below 82%.

Warning Status

Incidents that would necessitate the faculty completing “Warning” counseling are, but not limited to:

- Average grade in any course falling below 82%
- The first unexcused absence to classroom or clinical
- Excessive tardiness
- Absences in excess of 24 hours
- Inappropriate or unprofessional behaviors
- Smoking or the use of tobacco products on school campus or during clinical assignments.

Probation Status

Incidents that would necessitate the faculty completing “Probation” counseling are, but not limited to:

- Average grade in any course falling below 80%
- The second unexcused absence to classroom or clinical
- Continued excessive tardiness
- Absences in excess of 52 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. **Additional Information on Policy Found in PBTCC Adult Financial Aid Policy Handbook in Financial Aid Office or at: <http://www.poplarbluffschoools.net/schools/tcc/home/>**

PROGRAM EXPECTATIONS FOR STUDENTS

IV Certification

IV Therapy is a short term certification course included in the Practical Nursing program. Due to the nature of training in this course excessive absences can be detrimental in meeting certification requirements. Should a student experience absences such that course work cannot be made up within the regularly scheduled time frame allotted, the student will be charged \$25 per hour (or any portion of an hour) of additional instructional time required to meet IV Therapy certification requirements.

Professional Development

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

STUDENT ORGANIZATIONS

As required by the Missouri State Board of Nursing there will be functioning student organizations operating under *Roberts Rules of Order*. The organizations will have stated objectives and faculty counsel as needed.

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.

Student Nurse Organization

The Student Nurse Organization is designed to provide organization to the class functions and promote cohesiveness and unity. The Student Nurse Organization By Laws are located later in the appendix of this handbook.

PROMOTION AND GRADUATION

Requirements to Graduate

A formal graduation ceremony is held during the last week of school. All eligible graduates are expected to attend graduation. All students are expected to meet these conditions prior to and during graduation:

- All books and equipment loaned to the student are returned or paid for.
- All financial obligations and fees have been paid.
- All courses have been passed with an 80% average.
- Clinical check-off lists and IV competency forms are turned in.
- Graduation dress code is observed

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).
- Have 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.
- Students will be required to complete Section IV on the application for a Missouri Practical Nursing License. Any “yes” answers given for questions 2 - 10 will require additional information by the Missouri State Board of Nursing.
- The Missouri State Board of Nursing will authorize a graduate to take the NCLEX-PN exam after receiving the student's completed application and a passing fingerprinted background check.

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 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 filing for initial licensure outside of the state of Missouri, see coordinator for additional information as licensure agreements vary from state to state.

POST-GRADUATION

Placement Services

Notices of potential employment offerings will be posted on the classroom bulletin board. 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 immediately 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.

WITHDRAWAL OR TERMINATION FROM THE PROGRAM

Student Initiated Withdrawal

If a student wishes to withdraw from the program and also remain in good standing, he/she 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.

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 as demonstrated by receiving "Unsatisfactory" grades more than 20% of the evaluations in each clinical rotation.
- Absences in excess of 65 hours
- Third offense of smoking or the use of tobacco products while on school campus or during clinical assignments. (See the smoking policy for details.)
- Third unexcused absence (See attendance policy for details)
- Repeated tardiness even after placed on probation.
- 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

READMISSION

Readmission Process

- 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.
- A student who has been terminated from the program, may petition for re-admission. The student must appeal in writing to the Coordinator of the Practical Nurse Program within 24 hours of termination from the program. The petition will be submitted to the Director of Technical Career Center who will then submit the petition to the Readmission Committee composed of the Director of the Technical Career Center, the Coordinator of the Practical Nursing Program, the Financial Aid Coordinator, Career Education Coordinator, and the VRE Coordinator. The student will meet with the committee to plead their case. Once the committee has made a decision, the student will be notified. If, approved, the student will be readmitted for this one time only with stipulations made by the readmission committee.

Requirements for Readmission

- Hours missed from previous years must be made up prior to the readmission date
- Any student readmitted will be required to take an exam in any course already completed to demonstrate knowledge retention or may repeat the class. The student will be required to repeat the class if the score on the challenge exam is below 80%.
- 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 negative financial balance prior to readmission.
- A non-refundable fee of \$250 will be assessed for reinstatement.
- The amount of tuition and fees due will be assessed by subtracting the amount previously paid from the current total program costs.
- **Complete Policy Found in PBTCC Adult Financial Aid Policy Handbook in Financial Aid Office or at: <http://www.poplarbluffschoools.net/schools/tcc/home/>**

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 filling a formal grievance. The student Complaint and Grievance Procedures are described in the PBTCC Adult Student (Post-Secondary) Handbook. All persons are assured that they may utilize this procedure without reprisal.

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.
- Stay awake and alert during class periods. Any student found to be
- Sleeping during class time will be asked to leave the classroom and clock out.

Student Conduct

- Students are expected to be at their desk or clinical unit prior to designated time for each learning activity or class, with learning materials out and ready for the planned experience; merely being in the building, classroom, bathroom, kitchen, etc., does not meet this expectation.
- Once instructional time has started students are not permitted to leave the classroom, except for breaks and lunch. If there is a medical condition that requires frequent restroom trips, explain to the instructor and get permission to leave during lecture
- Offensive language is prohibited when on school grounds or in the clinical agencies.
- Students are not permitted to leave the school during class time or clinical area without informing the coordinator or an instructor.
- Students may not smoke or have tobacco products in their possession while on school property or in tobacco-free clinical areas.
- 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 or they will be counted tardy.
- Students may not be in the Coordinator's or Faculty's offices without an instructor present. This includes the use of the telephone.
- If deemed necessary, seating arrangements will be decided by the instructor.
- We laugh together, never at anyone. There are no dumb or silly questions or answers.
- Get permission to speak. Do not whisper or talk to your neighbor. This is rude, inconsiderate and disruptive to the instructor and fellow classmates. Students who disrupt class will be requested to leave.
- Do not monopolize class time. Give only pertinent information when answering questions. When relating personal stories, be brief and to the point as they may not be of interest to the entire class.
- Student and faculty relationships should be professional in nature. Derogatory comments directed towards peers, faculty or others is not acceptable.
- Your time is valuable, use it wisely. Seek out learning experiences at school and in the clinical area. Set your goals higher than the minimum. Read your objectives and text material before attending class or clinical areas. Bring your texts or reference materials with you to clinical areas. You have the responsibility for your own learning. You must get actively involved in the learning and nursing process.
- Follow channels of communication both at school and in the clinical area when problems do develop. The rule of thumb is, go to the source.
- Excessive loud talking in the classroom and clinical agencies will not be tolerated.
- Questions may be freely asked and discussion is encouraged about the topic.
- Personal affairs should be left at home.

- Additional rules of conduct associated with clinical performances will be found in the clinical handbook.

Personal Appearance

Neatness and proper taste in one's dress and manner contribute to the impression made on fellow classmates, peers, staff, and the community. A good personal appearance assures poise, self-confidence and professionalism, thus, the following policies have been established for the classroom setting. Personal appearance for the clinical site is addressed in the clinical handbook.

If a student's clothes or accessories fail to comply with these regulations, the student will be required to change or cover the clothing or accessory or remove the accessory. A student may be sent home in order to do so. Similarly, a student whose personal appearance or grooming fails to comply with these regulation will be required to bring such personal appearance or grooming to compliance. A student may also be sent home in order to do so. The time the student is absent from class or clinical will constitute the appropriate absence or tardy on his/her record.

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 class until the student achieves compliance. Repeat violations will result in disciplinary action or dismissal from the program.

- Dress, personal appearance, and grooming must be clean and comply with appropriate health, safety, and sanitation standards. Good daily personal hygiene in both classroom/clinical includes daily bath, use of effective deodorant, clean fingernails, and good oral hygiene
- Student's dress, personal appearance, and grooming must not materially disrupt or detract from the educational process or constitute a threat to the health or safety of the student or others.
- Hair must be clean. Beards and mustaches must be neatly groomed.
- Unnatural hair colors such as pink, blue, green, orange, yellow, purple, etc. is distracting and will not be allowed in the classroom or clinical sites.
- Makeup must be conservative.
- Nails must be clean and no false nails or nail fill are allowed.
- Metal or chain belts or swags can be used as weapons and, thus, shall not be worn. Likewise, dangerous jewelry such as spiked or studded collars or bracelets, are prohibited
- All students must wear shoes, boots or other acceptable footwear while in the classroom. Use foot powder or spray to eliminate foot odor if it is necessary.
- Caps, hats, hoods, bandannas, other types of headgear or sunglasses shall not be worn at in the school building or at clinical sites.
- Printed words or pictures on clothing or accessories that advertise, connote, or suggest drug, tobacco, and/or alcohol use shall not be worn.
- Pajamas will not be allowed at any time
- Students shall not wear shorts or slacks that expose midriff or reveal undergarments, shorts that expose buttocks, or spandex shorts.
- Sweat pants must be in good condition.

- Appropriate undergarments must be worn. No spaghetti straps, tank shirts, muscle shirts, halter-tops, tube tops, etc., shall be allowed
- In addition, students will not wear mesh or transparent shirts, or any shirt that exposes the midriff, clothing with tears or holes, or severely sagging clothing.
- No gang-related clothing is allowed while representing the Poplar Bluff Practical Nursing
- Program on field trips, seminars, etc., remember it is imperative to dress in a professional manner. For example: professional dress pants, shirt, skirt, blouse, dress are allowed while denim jeans, tee shirts, miniskirts, shorts, etc. are not allowed.
- If a student's clothes or accessories fail to comply with these regulations, the student will be required to change or cover the clothing or accessory or remove the accessory. A student may be sent home in order to do so. Similarly, a student whose personal appearance or grooming fails to comply with these regulation will be required to bring such personal appearance or grooming to compliance. A student may also be sent home in order to do so. The time the student is absent from class or clinical will be recorded as an absence on the student attendance record.
- Refusal to comply with the dress code policy and these regulations will result in the student being prohibited from attending class until the student achieves compliance. Violations will result in disciplinary action or dismissal from the program
- Personal appearance for clinical is addressed in the clinical handbook

Classroom Conduct

- Please be on time and IN your seat. We post assignment sheets and calendars so you know ahead of time what classes you have and what is being covered that day. Students are expected to be at their desk or clinical unit prior to the designated time for each learning activity or class. It can be very distracting to your fellow students and the instructor if people are always getting up out of their seats.
- Please raise your hand if you want to speak. It becomes distracting when several people try to speak at once. Refrain from carrying on conversations with your neighbor during a lecture period or movie. It is difficult for your classmates and the instructor to keep focused when there is a lot of chatter in the classroom.
- Keep track of your own grades. Record papers you are given back in your calendar. It's a good idea to copy major written assignments prior to turning them in.
- Keep all of your handouts, assignments and papers in a notebook or folder. Additional copies will cost 10 cents per page.
- If you're 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.
- Any tests missed must be made up on the day you return to school. You may take it on your lunch break or make arrangements with the instructor to take the make-up test before or after school if a proctor is available. Tests not taken within the designated time period will result in a "0" being recorded in the grade book for that exam. If more than two exams need to be made

up, you may make them up on successive days, two per day. The instructor may delay administering the test if you were not present when the material was covered. You must schedule the make-up test with the instructor the day you return.

- Be sure to keep up with any workbook assignments. Please do your own work. They will help you on tests and to better understand the material.
- Please read the chapters to be covered ahead of time. You will have trouble keeping up in class if you try to read the material and understand it all at the same time during class.
- Remember which instructor teaches which class and be sure of whom you are to turn in your assignments into. It could lead to a delay in grading if it isn't given to the correct instructor.
- Please avoid tardiness and absenteeism. You are allowed to miss 65 hours before being terminated from the program in order to allow absence that is essential and unavoidable. This is a very lenient policy. It may seem like a lot of time...but 15 minutes here...an hour here...after a while it adds up. Watch your time and make sure what you take off for is important!
- Linens are not for personal use. The classroom may have temperature extremes from very cold to very warm. Wear layered clothing so you can put on clothes if you are cool or remove clothes if you are warm.
- Lastly, you will get out of this program what you put into it. If you want to just get by, you can do that. On the other hand, if you want to get the most out of this experience, read the material, keep up with your work and study! It's a long year, but it will be worth it!

Student Conduct in the Clinical Skill Lab

- There is to be no food or drink in the clinical skills lab.
- Handle equipment carefully. It is very costly replacing equipment that is handled improperly.
- Please ask for instructor assistance in using any piece of equipment in which you are not familiar.
- All equipment must be cleaned and returned to its appropriate storage place after use.
- If a piece of equipment is not functioning properly or is unsafe, provide written notice to the coordinator as soon as it is discovered.
- Workstation/units must be straightened up and cleaned after each use.
- Place all soiled/used linen in the laundry hamper and replace with clean ones.
- Beds, over bed tables or night stands are not to be used to hold or store books or personal items.
- Do not lie in beds unless it is required for skills practice. Remove shoes prior to lying in beds.
- Linens are not to be used for personal use (For example: used as sweater if cold).
- Washer and dryer are for school use only; not for personal items unless specific permission is given by an instructor.
- Notify coordinator if a particular supply item (such as gloves, dressing supplies, etc.) is running low so they may be reordered prior to running completely out.

Food and Drink Policy

- No food or drinks of any kind are allowed in the library or computer lab at any time. In classrooms, drinks must be in a spill-proof container and any snacks during class time must be small individually wrapped items that do not disturb your classmates.
- A coffee pot, microwave, refrigerator, stove and oven are available for student use. Students provide their own coffee, supplies and food.
- You may go out for lunch, bring a sack lunch or prepare something in the classroom.
- Lunches will be 60 minutes.

Electronic Devices

- Cell phones will not be allowed in the clinical settings per facility agreements.
- Personal electronic devices are not to be brought into the classrooms or clinical lab. This includes cell phones, i-pods, and i-pads, tablets or computers. This is not an all inclusive list of prohibited items.
- When in classroom setting, cell phones will be turned off and placed in personal bags or inside the assigned storage area. Phones are not to be left on vibrate or in silent mode. If caught using a cell phone during class, the phone will be collected by the instructor and held until 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 above.

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.

Visitors

- Children, relatives, friends, or employees are not permitted to be in attendance during school hours because of regulations and/or legal implications.

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 school catalog. 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.

Complete Policy Found in PBTCC Financial Aid Policy Handbook in Financial Aid Office or at:
<http://www.poplarbluffschools.net/schools/tcc/home/>

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. This 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
- Date and place of birth
- Dates of attendance and absences
- Certificates awarded
- Grades/academic progress
- Evaluations and disciplinary actions

STUDENT HEALTH POLICIES

Liability and Accident Insurance

- All students are covered by general liability insurance effective only during clinical hours. Students are also covered by an accident insurance, however we highly suggest students also carry their own health insurance if at all possible as the accident insurance may not cover all expenses incurred in each incidence.

- Students are personally responsible for their own medical and hospital care. The Practical Nurse program or the health care facilities to which students are assigned do not provide health services or pay for health care services for students. The Poplar Bluff Technical Career Center recommends that all students carry health insurance. Hospital policies require all students to be covered by adequate insurance, in case of personal injury while in the clinical areas.

Health Emergencies

- Any student with a medical condition, pregnancy, or other condition that may require light duty will be required to provide instructions from their health care provider describing limitations.
- 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 that states: "If I become ill in the classroom and am able to communicate, I will be allowed to make my own decisions as the course of action to be followed. If for some reason I am unable to communicate (unconscious) I will be sent to the hospital of my preference, as designated on the emergency information sheet, at my own expense." 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.

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
- Other signs and symptoms of a contagious disease

The practical nursing faculty will require the student to leave the clinical facility or classroom building if

any of the above signs/symptoms are present.

IMMUNIZATIONS

All students must provide a current list of immunizations before beginning classes. See below for information regarding the Hepatitis B and Rubella immunizations. Students must also provide a date when they last were given a Tetanus immunization. Tuberculin skin tests must also be done prior to beginning school.

Hepatitis B

- Practical nursing students are encouraged to take the series of Hepatitis B vaccine at their own expense after they are accepted into the program if they have not received them up to this point. 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 will provide the immunizations free or at a greatly reduced cost.

Rubella

Nursing students will be having contact with females in the childbearing years 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.
- This vaccination is available to individuals free of charge at their local health department. The vaccination may also be obtained from a private health care provider at the student's expense.

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.
- The skin test must have been administered no earlier than (3) months prior to the beginning of class.
- An additional PPD or CXR will be required if it has been more than a year since the last test.

TABLE OF CONTENT FOR APPENDICIES

District Information Applicable to the Practical Nurse Program

Appendix 1: Organizational Chart of the Practical Nurse Program	31
Appendix 2: Poplar Bluff R-1 School District Philosophy.....	32
Appendix 3: Student Complaint, Grievance, and Appeals Procedures	33
Appendix 4: Selected Poplar Bluff R-1 School District Policies	34
Use of Tobacco Products.....	34
Use of Alcohol and Drugs	34
Searches by School Personnel	34
Student Cell Phone Usage	35
Internet Usage and Safety	35
Student Physical Examinations	37
Appendix 5: Student Records	38

Program Specific Information for the Practical Nurse Program

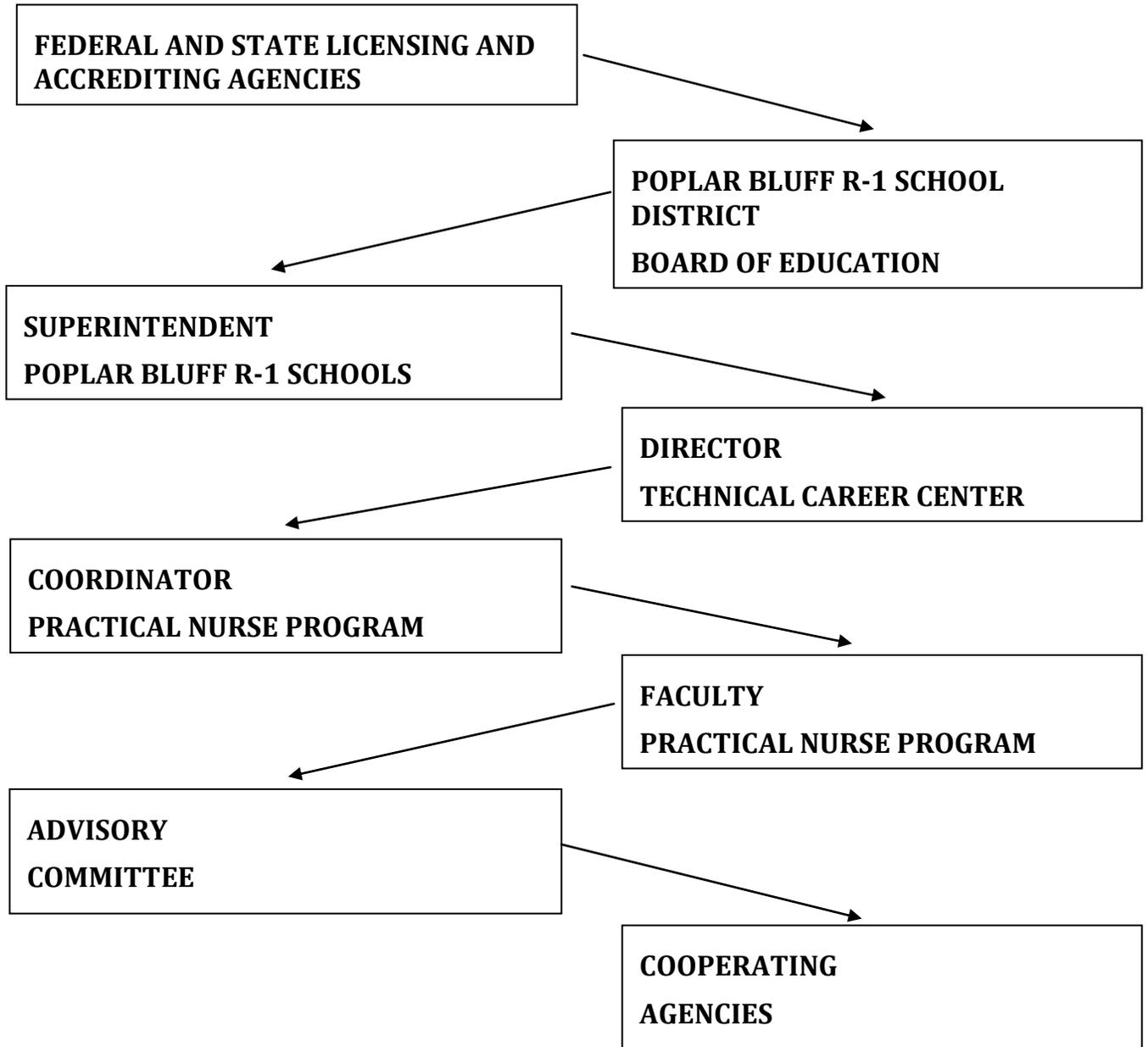
Appendix 6: Practical Nurse Program Curriculum Information.....	40
Appendix 7: Practical Nurse Program Philosophy	44
Appendix 8: Functional Abilities and Representative Activities/Attributes	46
Appendix 9: Missouri Nurse Practice Act Sections 335.011-225-096	49
Appendix 10: PN Program Student Nurse Organization By-Laws	50
Appendix 11: PN Program Student Council Constitution	55

APPENDIX 1:

ORGANIZATIONAL CHART

POPLAR BLUFF R-1 SCHOOL DISTRICT

PRACTICAL NURSE PROGRAM



**APPENDIX 2: 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**

APPENDIX 3: STUDENT COMPLAINT AND GRIEVANCE PROCEDURE AND APPEALS PROCEDURE (From Post-Secondary Handbook)

Student Complaint and Grievance Procedure

All students must adhere to the following grievance procedure:

- Verbal communication of alleged discrimination shall be made to the classroom teacher, program coordinator, and /or Director of the Technical Career Center. Unresolved complaints may be taken directly to the Title IX Coordinator, Assistant Superintendent-Personnel.
- Complaints not resolved may be filed as formal written grievances under the following procedures:
- Students present their grievance in writing to the PBTCC Director. This must include the filing date, description of the alleged grievance, name of school staff involved, and the student's signature.
- Upon receipt of a written grievance, the Director will
- Notify the Assistant Superintendent-Personnel
- Make a decision no later than five (5) days following the filing of the formal complaint
- Provide the complainant with a resolution in writing within five (5) school days.
- If a grievance is not resolved satisfactorily to all parties, the student has the opportunity to request a hearing with the Board of Education.
- A civil Rights Grievance may be appealed directly to the U.S. Office for Civil Rights. Contact information will be provided upon request.

Appeals Procedure

- A student wishing to appeal must notify the PBTCC Director in writing within 5 days.
- The student will be given the opportunity to defend himself/herself in the presence of the Director, Coordinator, and program instructor.
- This committee may render a decision of acquittal, probation, or expulsion based on the facts provided.
- The student has the prerogative of appealing this decision to the Poplar Bluff R-1 District's Office of the Superintendent of Schools within two (2) days for reconsideration of the decision of the committee.
- The Superintendent's decision shall be rendered within five (5) DAYS.
- The student may appeal the Superintendent's decision to the Board of Education.
- Such requests must be made in writing.
- Both parties may be represented at the hearing.
- The Board will hold such a hearing with due consideration of all aspects before finalizing their decision.

APPENDIX 4: Selected Poplar Bluff R-1 School District Policies

(See District Website for Complete Listing of Policies)

Use of Tobacco Products

Policy 5250

The Board of Education recognizes that the use of tobacco products, including electronic cigarettes, represents a health and safety hazard. Therefore, the use of tobacco products shall be prohibited on District property, District transportation or at any District activity. This policy applies to all employees, students and patrons attending school-sponsored activities and meetings.

Student Use of Alcohol and Drugs

Policy 2640

The following is an excerpt from the policy statement of policy 2640. See the school district website for the full policy statement.

The Board recognizes its share of responsibility for the health, welfare and safety of the students who attend the Poplar Bluff School District R-1. Therefore, the use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances is prohibited on any school property, on or in any school-owned/approved vehicle used to transport students to and from school or school activities; or off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the School District.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo., and in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).

Searches by School Personnel

Policy 2150

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances. No employee shall perform a strip search of any student. The exception to this would be if a school administrator reasonably believes that a student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to himself or herself or another person, and if a commissioned law enforcement officer is not immediately available. Strip searches may be conducted by, or under the authority of, a commissioned law enforcement officer.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items or evidence of a violation of school policy is contained inside the vehicle. Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. A student who refuses to submit to a search may be appropriately disciplined by school officials. The Superintendent of Schools may make use of the narcotic inspection team (drug-sniffing dog) any time it is deemed in the best interest of the District, provided the narcotics inspection team is available.

Student Cell Phone Usage

Policy 2656

Developments in cell phone technology in recent years have resulted in enhanced communication opportunities. However, the use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. As a result, beginning with the 2009-10 school year, the use of student cell phones, digital cameras and similar electronic devices will be banned during the instructional day (unless specifically authorized by a teacher or administrator) as well as, in dressing areas during extracurricular activities. Consequences will be listed in student handbooks.

Internet Usage/Safety

Policy 6320

The Poplar Bluff School District R-I recognizes the educational and professional value of electronics-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need. It is the policy of the District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

The District's technology exists for the purpose of maximizing the educational opportunities and achievement of District students. The professional enrichment of the staff and Board of Education, and increased engagement of the students' families and other patrons of the District are assisted by technology, but are secondary to the ultimate goal of student achievement. Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the District's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the District's technology resources. Development of students' personal responsibility is itself an expected benefit of the District technology program.

Definitions

For the purposes of this policy and related regulations, procedures and forms, the following terms are defined:

- User - any person who is permitted by the District to utilize any portion of the District's technology resources, including but not limited to students, employees, Board of Education members and agents of the School District.

- User Identification (ID) - any identifier which would allow a user access to the District's technology resources, or to any program, including but not limited to, e-mail and Internet access.
- Password -a unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Technology Administration

- The Board of Education directs the Superintendent/designee to create rules and procedures governing technology usage in the District to support the District's policy, as needed.
- The Board of Education directs the Superintendent/Designee to assign trained personnel to maintain the District's technology in a manner that will protect the District from liability and will protect confidential student and employee information retained or accessible through District technology resources.
- Trained personnel shall establish a retention schedule for the regular archival or deletion of data stored on District technology resources in accordance with the Public School District Retention Manual published by the Missouri Secretary of State. Administrators of computer resources may suspend access to and/or availability of the District's technology resources to diagnose and investigate network problems or potential violations of the law or District policies, regulations and procedures.

User Identification and Network Security

- The District technology resources may be used by authorized students, employees, Board of Education members and other persons such as consultants, legal counsel and independent contractors.
- Use of the District's technology resources is a privilege, not a right. No student, employee, or other potential user will be given an ID, password or other access to District technology if he/she is considered a security risk by the Superintendent/Designee.
- To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
- Users must adhere to District policies, regulations, procedures, and other District guidelines.
- All users shall immediately report any security problems or misuse of the District's technology resources to an administrator or teacher.

User Agreement

Unless authorized by the Superintendent/Designee, all users must have an appropriately signed User Agreement on file with the District before they are allowed access to District technology resources. All users must agree to follow the District's policies, regulations and procedures. In addition, all users must recognize that they do not have a legal expectation of privacy in any e-mail use activities involving the District's technology. A user ID with e-mail access, if granted, is provided to users of this District's network and technology resources only on condition that the user consents to interception or access to all communications accessed, sent, received or stored using District technology in his/her User Agreement.

Privacy

A user does not have a legal expectation of privacy in the user's electronic mail or other activities involving the District's technology resources.

Content Filtering and Monitoring

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Closed Forum

The District's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by the law. The District's web page will provide information about the School District, but will not be used as an open forum. The District web page may include the District's address, telephone number, and an e-mail address where members of the public may easily communicate concerns to the administration and the Board of Education. Any expressive activity involving District technology resources that students, parents and members of the public might reasonably perceive to bear the imprimatur of the school, and which are designed to impart particular knowledge or skills to student participants and audiences, are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the School District for legitimate pedagogical reasons. All other expressive activity involving the District's technology is subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Damages

All damages incurred by the District due to the misuse of the District's technology resources, including the loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to District technology.

Student Physical Examination

Policy 2880

The Board of Education may require any student to be examined by a physician for the purpose of determining whether the student is afflicted with a contagious or infectious disease or have the liability of transmitting the disease. The Board may also require certification from a physician indicating a student's fitness to participate in specific educational programs or extra-class activities. Refusal on the part of parent/guardian [or adult student] to obtain the required examination and to submit the certification indicating freedom from contagious or infectious disease may result in student exclusion from school. Students may be excused from engaging in required educational activities upon proper certification from a physician advising of student disability. All costs of physical or other examinations shall be at the expense of students unless state or federal law specifically mandates the examination to be the responsibility of the school.

APPENDIX 5:

STUDENT RECORDS

Provisions and Guidelines

Educational records shall be retained according to the guidelines set forth in the *Missouri Public Schools Records Manual*. It is the responsibility of the principal and the professional staff of the school to see that such records are kept in the proper manner and are utilized in accordance with the law.

A student's record is defined as encompassing everything maintained in connection with the student, including test scores, psychological examinations, attendance records, aptitude, family background, and counselor's notations. Parents and students shall have access to all material in the record. They shall also be able to request aid from an appropriately trained school employee on interpretation of information in the record, or shall have the right to retain any other qualified person to interpret specialized material in the record. Education records are distinguished from records of instructional or administrative personnel which are in the sole possession of the maker and not revealed to anyone except a substitute.

Students who have received services under IDEA/P.L. 94-142 and/or the Education for All Handicapped Act of 1975 shall have a special services student folder which meets the provisions of the district's compliance plan.

Records in the cumulative file should be kept at a minimum. Records must be kept in confidentiality and supervised by certified personnel. Confidentiality of the records of students must be maintained by the teachers and staff at all times. Teacher and staff comments on student records will be confined to matters related to student performance. Value judgments will be excluded from the record.

A log or record shall be maintained as part of each student's record that gives detailed information about each person making a request for information from the record, as well as the date and the reason for the request. No survey or data gathering activities shall be conducted by school personnel unless such activities are authorized by law.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are: The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the school has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave, SW, Washington, DC 20202-4605.

The district has determined that the following information regarding the district's students is not harmful or an invasion of privacy, and therefore will release this information without first obtaining parental consent. If a parent, guardian, person acting as a student's parent in absence of a parent or guardian, or the student (if 18 or older), does not want the district to release the information listed below, they must notify the district in writing within ten (10) days of receiving this policy of the information they do not want released. The following information may be released without parental consent: student's name, parent's name, address, telephone number, electronic mail address, date and place of birth, grade level, major field of study, enrollment status (e.g., full-time, or part-time), participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, most recent previous school attended and photograph including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

The Poplar Bluff School District R-1 reserves the right to deny a parent or eligible student a copy of the student's education records in the following circumstances, unless failure to provide a copy would effectively prevent the parent or eligible student the right to inspect and review the records:

- The parent or student has an unpaid financial obligation to the school district.
- The education record requested is an exam or set of standardized test questions. (An exam or Standardized test which is not directly related to a student is not an education record subject to FERPA's access provisions.)

Refer to Board Policy #505.10 for other references.

This policy may not be needed – but information about maintenance of student records must be addressed somewhere for State Board of Nursing Requirements so I put it in.

APPENDIX 6: PN PROGRAM CURRICULUM INFORMATION

THEORY COURSES

CLINICAL EXPERIENCES

Title	Clock Hours	Title	Clock Hours
Anatomy and Physiology	95	Geriatrics/Fundamental Skills	141
Fundamentals of Nursing	150	Intravenous therapy	8
Geriatrics	35	Leadership	56
Intravenous Therapy	40	Medical - Surgical Nursing	104
Leadership & Management	38	Mental Health	28
Medical - Surgical Nursing	150	Obstetrics	28
Mental Health	45	Observation and Miscellaneous	42
Nutrition and Diet Therapy	40	Pediatrics	28
Obstetrics	45	Pharmacology I (administration of meds)	49
Pediatrics	50		
Personal and Vocational Concepts	38		
Pharmacology I	48		
Pharmacology II	72		
Review and Exit testing	30		
Total Theory Hours	876	Total Clinical Areas	484
TOTAL PROGRAM HOURS	= 1360		

COURSE DESCRIPTIONS / UNITS OF STUDY

Anatomy and Physiology

95 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

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

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

40 hours theory

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

38 hours theory

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

150 hours theory

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 are 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

45 hours theory

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.

Obstetrics

45 hours theory

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

45 hours theory

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

38 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

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.

APPENDIX 7: PRACTICAL NURSE PROGRAM PHILOSOPHY

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.

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 also important, as demands are placed on nurses during this current nursing shortage, 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. Therefore, 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."

APPENDIX 8: 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, an applicant to this program should be able to do, possess or be able to be taught 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)

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

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

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

APPENDIX 9: 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.

APPENDIX 10: POPLAR BLUFF R-1 SCHOOL DISTRICT
PRACTICAL NURSE PROGRAM
STUDENT NURSE ORGANIZATION BY-LAWS

ARTICLE I

This unit will be known as the Poplar Bluff School District Practical Nurse Program Student Nurse Organization.

ARTICLE II. PURPOSE

The Purpose of this organization to advance the interests and work for the betterment of ourselves, our school, and our community.

ARTICLE III. ELIGIBILITY FOR MEMBERSHIP

Any student enrolled in the Practical Nurse Program is automatically a member of the organization.

ARTICLE IV. ELECTION OF OFFICERS

Section 1 – Election will be held within the first six weeks of a school term. Nominations shall be made by voice from the floor and will be limited to three (3) nominations.

Section 2 – All elections of officers will be by ballot. Nominees shall not vote. Once elected, the president only votes for the remaining positions in order to break a tie.

ARTICLE V. OFFICERS

Section 1 – All members of the unit are eligible to hold office

Section 2 – Officers shall be elected as follows: President, Vice-President, Secretary, and Treasurer. The Officers shall perform the duties required of them by law and rules of the Unit and these BY LAWS and such other duties as the Unit may direct.

Section 3 – The President shall appoint the Parliamentarian, Historian, Chaplain, Reporter, and committee chairpersons within one (1) week after the election.

Section 4 – The following committees will be formed: Finance, Historian, Entertainment, Ways and Means and Audit.

Section 5 – The Executive Committee shall be composed of the President, Vice President, Secretary, and Treasurer. This committee shall transact the business of the Unit between regular meetings and make recommendations. The minutes of all Executive committee meetings must be read at the next regular meeting of the Unit for approval by the Unit.

Section 6 – The President will serve as Chairman of the Executive committee. The President will preside over all regular meetings of the Unit; if unable to be present, the Vice-President will preside. The President shall within one (1) week after election appoint all Chairmen of Standing Committees.

Section 7 – The secretary shall keep the minutes of all meetings; special and Executive Committee meetings, handle all correspondence under the direction of the President and post notices of all meetings on the

bulletin board, shall read the minutes of the previous meeting for approval. The Secretary shall keep an accurate roster of each member. The roster shall show home addresses and telephone numbers. At the request of the president she/he shall notify all the Chairmen of committees of their appointments. When the Secretary reads her minutes she shall address the chair by saying, “Mr. Or Mrs./Miss President” then read the minutes. She must note time and place of the meetings, who presided, give exact wording of motions that were seconded and tell who made them (name of second need not be mentioned) and whether carried or lost. The Secretary signs her report before she submits it. When it has been read and approved she adds the word “approved” and the date and again signs her minutes so that she really signs each set twice. The minutes are to be kept in a notebook in the library so it is available to all members at all times.

Section 8 – The Treasurer collects and keeps account of all money collected and spent. She/he makes payment of all expense incurred by the Unit or any of it’s committees. She/he shall see that all dues are paid. Moneys will be paid out only when decided on at the stated. She/he will also render at each meeting an itemized statement of receipts and expenditures. The Treasurer must present her books for audit when called upon to do so. The treasurer’s books shall be audited after six months and at the end of the school term. This audit will be done by the Audit Committee. Unit funds must be kept in a bank account in custody of the Poplar Bluff R-1 School District. The Treasurer will keep accurate records of individual student profit earnings from fund raising towards professional development trips..

Section 9 – Vice-President shall take the place of the President in his or her absence. At the end of the school year each officer shall deliver all records and other Unit Property in her possession to the office of the coordinator. Each record to be in good shape and up to date as expected by laws and rules of this Unit. When an officer is called upon to give report, she/he shall rise and address the chair, “Mr. Or Mrs./Miss President.

ARTICLE VI. 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 Officers 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 VII. MEETINGS

Section 1 – Regular meetings of the Unit shall be held at least once per month at the time and [place set by vote of the Unit.

The following Order of business shall be followed at each regular meeting:

- A. Call to order
- B. Reading of the minutes
- C. Treasurer’s Report
- D. Reports of Committees: (1) Standing Committees, (2) Special Committees
- E. Unfinished Business

F. New Business

G. Adjournment

Section 2 – Special meetings shall be convened as follows: by vote of the Unit at a preceding regular meeting; by direction of the president. Due notice of special meetings and their purpose shall be posted on the bulletin board and no other business shall be transacted at any such meeting.

The following order of business and procedures of special meetings:

A. Call to Order

B. Special order of business

C. Adjournment

Section 3 – It shall be the duty of all officers to attend each meeting of the Unit. In case of inability of any officer to attend meetings, due notice shall be given to the President, and arrangements made to have all necessary books and papers which are in possession of such officer at the meeting. In the event of a vacancy in the office of President, the Vice-President will move up and an election shall be held for the Vice-President.

Section 4 – Executive Committee meetings shall be called by the president with sufficient notice to enable all members to attend or upon written request of five members of the Committee.

ARTICLE VIII. COMMITTEES

The President shall appoint the following committees.

A. Finance – all financial matters and endeavors must comply with Poplar Bluff R-1 School District Board Approved Financial Policies. Students are not to raise funds, collect monies, distribute funds on behalf of the school or the Poplar Bluff Technical Career Center without prior authorization from the PBTCC administration

B. Entertainment – whose duty shall be to provide entertainment throughout the year. This also includes the sub-committees of refreshment and decorating. Money for these must be approved by the Unit at regular meetings.

C. Scrapbook – keeps a scrapbook of the Unit activities throughout the year. May include pictures, written material or any other article donated by the Unit. The scrapbook remains the property of the Poplar Bluff Practical Nursing Program. Poplar Bluff Technical Career Center Nursing Program Coordinator and/or Director or Career Education may remove any item that violates school policy or may be detrimental to the integrity of the school district, PBTCC, staff or students.

D. Ways and Means – Shall find ways to make money for the Unit and present these ideas to the class to vote on. These shall be approved by the Unit at the regular meetings. The Unit is then required to present fundraising plan to the Director of Career Education for approval. Student may not conduct any fundraising activities without prior approval.

E. Audit – to consist of three or more members other than the Secretary and Treasurer whose duties shall be to audit books of the Treasurer twice a year; six months after the Treasurer takes office and just prior to delivering books to the coordinator.

ARTICLE IX. DUES

Dues shall be paid the first Monday of each month. Dues will be collected by the Treasurer. Amount of monthly dues shall be voted on by the Unit at the first regular meeting after the election of officers.

ARTICLE X. FUND RAISING

All fund raising activities conducted by students of the Poplar Bluff R-1 School District must comply with the School Board Approved District Fundraising Policies and Procedures. No fundraising activities may take place without authorization of the building administrator associated with student group.

Section 1 - Students may choose to participate in fund raising activities to defray costs associated with professional development trips that may be taken.

Section 2 - The ways and means committee will meet and discuss possible fund raising activities. They will present these ideas to the class during a class meeting. Information regarding the fund raising should include: type of activity, profit potential and any other specific information regarding each fund raising activity. The class will either vote on whether to proceed with the activity or ask the committee for additional information. In order to proceed with fund raising activity there must be a simple majority vote by the class.

Section 3 - The Treasurer will keep individual accounts for each student, itemizing profit for each fund raiser. For activities that involve selling items, the profit made from the items sold by each student will be recorded in their individual account. For other fund raisers that involve a group of students performing an activity that will provide an overall profit, the students involved in the activity will split the profits evenly into their accounts. Students providing supplies and equipment (such as items for a yard sale, foods for a bake sale, etc.), students who carry out the fund raiser and those who provide clean up will be included in group fund raising profits.

Section 4 - The Ways and Means committee will conduct each fund raiser keeping records, organizing committees and completing paperwork. A faculty advisor will work with the Ways and Means committee on all fund raisers. The Ways and Means committee will provide the treasurer with all monies to be deposited, the students involved and their individual profits. This information will be kept confidential between the Ways and Means Committee, the Treasurer and Faculty Advisor.

**APPENDIX 11: 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 PRACTICAL NURSE PROGRAM, POPLAR BLUFF.

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.