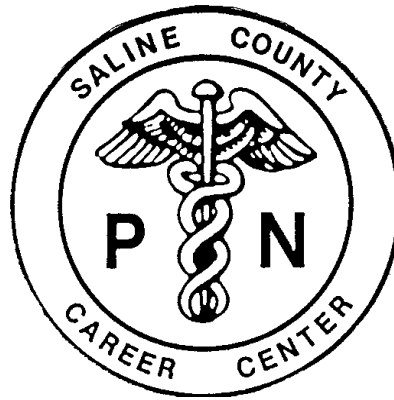


SALINE COUNTY CAREER CENTER

APPLICANT HANDBOOK

PRACTICAL NURSING PROGRAM



900 West Vest
MARSHALL, MO 65340
(660) 886-6958

FULL APPROVAL BY THE
MISSOURI STATE BOARD OF NURSING
MISSOURI STATE DEPARTMENT OF EDUCATION

Completion of this program DOES NOT guarantee eligibility to take the test for LPN licensure.

NOTICE OF NONDISCRIMINATION

Marshall Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disabling condition in admission or access to, or treatment, or employment in its programs and activities. Any person having inquiries concerning compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, or who needs or requests an accommodation in order to apply to or participate in any district program or activity, is directed to contact:

Superintendent of Schools
Marshall Public Schools
860 West Vest
Marshall, MO 65340
Telephone (660) 886-7414

ADMINISTRATION AND FACULTY

Administration

Dr. Craig Noah, Superintendent
Marshall Public Schools

Mr. Derek Lark, Director
Saline County Career Center

Michelle Hanson, Adult Education Coordinator
Saline County Career Center

Mr. Eric Lark, Counselor
Saline County Career Center

Faculty

Coordinator/Instructor

Kimberly Davis, RN, MSN

Graduate of

Central Missouri State University
Warrensburg, MO

Instructors

Amanda Riley, RN BSN

Nancy Wiseman, RN MSN

Graduate of

Graduate of

Avila University
Kansas City, MO

Central Methodist College
Fayette, MO
&
University of Central Missouri
Warrensburg, MO

COURSE DESCRIPTION

The Practical Nursing Course is designed to provide education, both theory and performance, sufficient to prepare the graduate to write and pass the NCLEX/PN licensure examination. It is also important that the student be exposed to those skills necessary to obtain and retain employment such as attendance, behavior, appearance and interpersonal skills.

SCCC MISSION STATEMENT

"Training students to pursue excellence in scholastics, work and life"

PHILOSOPHY

We believe that all persons deserve safe, competent nurses concerned with a holistic approach to health and health maintenance.

We believe the beginning level practical nurse should have knowledge and skills, both technical and interpersonal, sufficient to work under the direct supervision of a physician or registered nurse.

We believe that practical nursing education should follow a planned program of instruction based on accepted scientific nursing principles utilizing the nursing process reinforced by a clinical practicum supervised by a caring, qualified faculty.

We believe that all persons are worthy of respect and education in equal measure.

We believe that this program is the beginning phase of life-long learning and should be supplemented by membership in professional organizations and continuing education.

GRADUATE OUTCOMES

Upon completion of the practical nursing program, the graduate will:

1. Be eligible to apply for the State Board licensing examination.
2. Be qualified to obtain employment and/or further education in the nursing field.
3. Be able to perform the tasks of an entry-level practical nurse.
4. Advocate the safety, security and rights of other people.

ADMISSIONS REQUIREMENTS

Open to adults' age 18 and over.

Education: High School Diploma or GED

Health: Good physical & mental health verified by a physician

Pre-entrance Test: Arranged by the school.

Application Fee: \$15.00 (nonrefundable) payable to SCCC submitted with application.

Pre-Admission Information

SCCC PN Program welcomes your interest in the nursing program. In response to your interest, this packet of information is provided for your review. Carefully read the entire booklet before applying for admission. It is your responsibility to make sure all information required for admission is provided to the nursing office by the deadline.

This packet of information outlines the requirements that must be completed prior to consideration for program admission. The information contained within is subject to change with adequate notice to applicants.

It is important to note that acceptance and successful completion does not guarantee eligibility to take the NCLEX licensing exam. The Missouri State Board of Nursing may refuse to grant a student permission to take the licensing exam for reasons outlined in the State of Missouri Nursing Practice Act Chapter 335.066

Because of the intensity and pace of the nursing program, it is important to know that the program adheres to a strict attendance policy and has high academic standards. Details are available in this information packet.

Because of the limited number of available positions, acceptance into this program is competitive; therefore it is essential that you follow all of the requirements for admission

APPLICATION PROCESS

Application packets are obtainable at the SCCC office or forms can be downloaded at www.marshallschools.com/sccc

ADMISSION CRITERIA

Admission criteria must be completed and submitted to the SCCC nursing office BEFORE APRIL 1 of the upcoming academic year

Submit the following:

1. **Completed nursing program application with \$15.00 application fee**
2. **Transcript from high school or a copy of the GED certificate.**
3. **Transcripts or certificates from post secondary education.**
4. **Three letters of reference**

We request that an employer, supervisor, school counselor, instructor or volunteer coordinator provide this reference. NO RELATIVES

5. **Entrance Test Results.**

Register for the entrance test and pay the required fee 1 weeks in advance of the scheduled entrance testing date). (*Testing Dates and cost to be announced)

Students may register online for the entrance exam at www.marshallschools.com/sccc select the Practical Nursing Link.

Entrance Test is the TEAS from ATI. Online registration with a working email will be required. *(see TEAS attachment)

NOTE:(If you have taken the TEAS test elsewhere it must be dated no earlier than 6 months prior to April 1 of the calendar year you are applying for and the applicant still must attend mandatory testing as other items will be completed at that time)

6. Background Screening through the Family Care Safety Registry

All applicants to the Saline County Career Center Practical Nursing Program must submit and pass a background screening through the Missouri Department of Health & Senior Services. Saline County Career Center will process the background check **after January 1st of the application year and prior to April 1.** No one will be admitted to the nursing program for convictions of certain Class A, B, or D felonies according to the Missouri Department of Health and Senior Services (<http://dhss.mo.gov/safety/goodcausewaiver/crimes.php>

To do this we need you to please complete the Missouri Department of Health and Senior Services Family Care Safety Registry Worker Registration form. Go to: <http://www.dhss.mo.gov/FCSR/WorkerRegistration.pdf>

Section A: Select **VOLUNTARY REGISTRANT**

Section B. Complete Identifying data.

Section C. leave this blank it is for SCCC office use.

Section D: Sign and date.

Return completed form to:

**SCCC Nursing Program
900 West Vest
Marshall MO 65340**

These are minimum admission criteria and DO NOT guarantee admission.

SELECTION OF APPLICANTS FOR PROGRAM

Selection will be made on the basis of:

1. Completed application and all required admission criteria.
2. Review of scores on entrance exam.
3. Serialization of application.
4. Admissions committee review.
5. Mandatory Background check.
6. Consideration of applicant to complete PN program and write NCLEX-PN Exam*
* (See Missouri Revised Statutes Chapter 335 Nurses Section 335.066 & Essential Functional Abilities for Nursing Practice, National Council of State Boards of Nursing)

Applicants will be placed on one of three lists: accepted, not accepted and alternate list *(to be admitted in the event of a cancellation) *No student shall be admitted later than 5 school days after the entrance date of the program. The applicant will be notified in writing of the admission committee's decision.

Applicants selected will be **required** to pay a **\$500.00 fee** to hold their position in the class. This fee is due within 30 days of acceptance in to the program. Alternates accepted into the program will have 30 days or up to the first day of class (in the event notification is less than 30 days) to pay the required \$500.00 fee

All accepted and alternate applicants will be required to attend a financial aid workshop.

ARTICULATION POLICY

Within 3 years of completing an approved Secondary Health Occupations program the graduate may apply for entry with "Advanced Standing" into the practical nursing program.

If the applicant has a "B" or better grade and has completed 95% or more of the "Fundamentals of Nursing I" competencies and is accepted into the practical nursing program, he/she will be allowed to absent him/herself from the class during the time in which prior completed competencies are being taught.

TRANSFER POLICY

Persons wishing to apply for acceptance into the PN program must complete all admission paperwork as outlined in the admission procedure, as well as complete the admission examination if it has been longer than one year since their enrollment in a PN program.

Transfer hours will be accepted for those classes applicants received a 78% or greater. The applicant is responsible for submitting to the SCCC PN department an official transcript with the admission paperwork.

Transfer applicants will be accepted no later than five days after classes begin in August.

NON-ENGLISH SPEAKING STUDENTS

Any non-English speaking person wishing to apply for acceptance to the SCCC PN program, must complete all required paperwork as outlined in the admission procedure, as well as successfully complete the TOEFL examination. The applicant for whom English is a second language must demonstrate a working knowledge of spoken English through an interview with the Admission Committee.

The following are additional competencies, identified by the National Council of State Boards of Nursing, a nurse must possess to function safely and effectively in a variety of employment settings:

FUNCTIONAL ABILITIES	
CATEGORY	DESCRIPTION
Gross Motor Skills	Gross motor skills sufficient to provide the full range of safe and effective nursing care activities.
Fine Motor Skills	Fine motor skills sufficient to perform manual psychomotor skills.
Physical Endurance	Physical stamina sufficient to perform client care activities for entire length of work role.
Physical Strength	Physical strength sufficient to perform full range of required client care activities.
Mobility	Physical abilities sufficient to move from place to place and to maneuver to perform nursing activities.
Hearing	Auditory ability sufficient for physical monitoring and assessment of client health care needs.
Visual	Visual ability sufficient for accurate observation and performance of nursing care.
Tactile	Tactile ability sufficient for physical monitoring and assessment of health care needs.
Smell	Olfactory ability sufficient to detect significant environmental and client odors.
Reading	Reading ability sufficient to comprehend the written word at a minimum of a tenth grade level.
Arithmetic	<p>Arithmetic ability sufficient to do computations at a minimum of an eighth grade level. It include the following three concepts:</p> <p>Counting: the act of enumerating or determining the number of items in a group.</p> <p>Measuring: the act or process of ascertaining the extent, dimensions or quantity of something.</p> <p>Computing: the act or process of performing mathematical calculations such as addition, subtraction, multiplication and division.</p>
Emotional Stability	Emotional stability sufficient to assume responsibility/accountability for actions.
Analytical Thinking	Reasoning skills sufficient to perform deductive/inductive thinking for nursing decisions.
Critical Thinking Skill	Critical thinking ability sufficient to exercise sound nursing judgment.
Interpersonal Skills	Interpersonal abilities sufficient to interact with individuals, families and groups respecting social, cultural and spiritual diversity.
Communication Skills	Communication abilities sufficient for interaction with others in oral and written form.

Missouri Revised Statutes

Chapter 335

Nurses

Section 335.066

August 28, 2011

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

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

2. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621 against any holder of any certificate of registration or authority, permit or license required by sections 335.011 to 335.096 or any person who has failed to renew or has surrendered his or her certificate of registration or authority, permit or license for any one or any combination of the following causes:

(1) Use or unlawful possession of any controlled substance, as defined in chapter 195, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096;

(2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated pursuant to sections 335.011 to 335.096, for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;

(3) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096;

(4) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;

(5) Incompetency, misconduct, gross negligence, fraud, misrepresentation or dishonesty in the performance of the functions or duties of any profession licensed or regulated by sections 335.011 to 335.096;

(6) Violation of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096, or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096;

(7) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;

(8) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;

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

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

- (11) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
- (12) Violation of any professional trust or confidence;
- (13) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;
- (14) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;
- (15) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency;
- (16) Failure to successfully complete the impaired nurse program.

3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621. Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section, for disciplinary action are met, the board may, singly or in combination, censure or place the person named in the complaint on probation on such terms and conditions as the board deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license, certificate, or permit.

4. For any hearing before the full board, the board shall cause the notice of the hearing to be served upon such licensee in person or by certified mail to the licensee at the licensee's last known address. If service cannot be accomplished in person or by certified mail, notice by publication as described in subsection 3 of section 506.160 shall be allowed; any representative of the board is authorized to act as a court or judge would in that section; any employee of the board is authorized to act as a clerk would in that section.

5. An individual whose license has been revoked shall wait one year from the date of revocation to apply for relicensure. Relicensure shall be at the discretion of the board after compliance with all the requirements of sections 335.011 to 335.096 relative to the licensing of an applicant for the first time.

6. The board may notify the proper licensing authority of any other state concerning the final disciplinary action determined by the board on a license in which the person whose license was suspended or revoked was also licensed of the suspension or revocation.

7. Any person, organization, association or corporation who reports or provides information to the board of nursing pursuant to the provisions of sections 335.011 to 335.259* and who does so in good faith shall not be subject to an action for civil damages as a result thereof.

8. If the board concludes that a nurse has committed an act or is engaging in a course of conduct which would be grounds for disciplinary action which constitutes a clear and present danger to the public health and safety, the board may file a complaint before the administrative hearing commission requesting an expedited hearing and specifying the activities which give rise to the danger and the nature of the proposed restriction or suspension of the nurse's license. Within fifteen days after service of the complaint on the nurse, the administrative hearing commission shall conduct a preliminary hearing to determine whether the alleged activities of the nurse appear to constitute a clear and present danger to the public health and safety which justify that the nurse's license be immediately restricted or suspended. The burden of proving that a nurse is a clear and present danger to the public health and safety shall be upon the state board of nursing. The administrative hearing commission shall issue its decision immediately after the hearing and shall either grant to the board the authority to suspend or restrict the license or dismiss the action.

9. If the administrative hearing commission grants temporary authority to the board to restrict or suspend the nurse's license, such temporary authority of the board shall become final authority if there is no request by the nurse for a full hearing within thirty days of the preliminary hearing. The administrative hearing commission shall, if requested by the nurse named in the complaint, set a date to hold a full hearing under the provisions of chapter 621 regarding the activities alleged in the initial complaint filed by the board.

10. If the administrative hearing commission refuses to grant temporary authority to the board or restrict or suspend the nurse's license under subsection 8 of this section, such dismissal shall not bar the board from initiating a subsequent disciplinary action on the same grounds.

(L. 1975 S.B. 108 § 12, A.L. 1981 S.B. 16, A.L. 1995 S.B. 452, A.L. 1999 H.B. 343, A.L. 2007 H.B. 780 merged with S.B. 308)

*Section 335.259 was repealed by S.B. 52 § A, 1993.

(2000) Allegation of violation of drug laws requires State Board of Nursing to prove by a preponderance of the evidence that a nurse knowingly and intentionally possessed controlled substances. *State Board of Nursing v. Berry*, 32 S.W.3d 638 (Mo.App.W.D.).

(2001) Statements made in incident report by hospital to State Board of Nursing about nurse were not, in absence of actual proceedings pending against that nurse, entitled to absolute immunity from nurse's libel claim. *Haynes-Wilkinson v. Barnes-Jewish Hospital*, 131 F.Supp.2d 1140 (E.D.Mo.).



[© Copyright](#)



[Missouri General Assembly](#)

<http://www.moga.mo.gov/statutes/C300-399/3350000066.HTM> Accessed on November 30, 2011

I have read and have a copy in my possession.

Signed _____ Date _____

Witness _____

CURRICULUM

Course Title	Theory Hours	Clinical Hours	Conference Hours	
Anatomy & Physiology	102			
Nutrition	53			
Pharmacology I	51	42	6	
Pharmacology II	28			
Fundamentals of Nursing	150			
Nursing of Adults	196	112	16	
Maternal & Newborn Nursing	58	28	4	
Nursing of Children	56	42	6	
Nursing of the Elderly	56	28	4	
Personal Vocational Concepts I	27			
Personal Vocational Concepts II	28	42	6	
Mental Health Concepts	62	42	6	
Clinical makeup		14	2	
General Orientation (Fall)	7			
Clinical Orientation (Spring)	14			
Total Program Hours	888	350	50	1288
IV THERAPY	Integrated			

CLASSES AND CLINICAL PRACTICE

The first seventeen weeks of the program comprise the foundation or pre-clinical block. During this time classes are held at the Saline County Career Center. Courses include Anatomy & Physiology, Fundamentals of Nursing, Pharmacology I, Nutrition, Maternal & Newborn Nursing Mental Health Concepts and Personal Vocational Concepts I, IV Therapy is integrated throughout these foundational courses.

The next 29 weeks of the program are referred to as the clinical block. During this time classes are held at the Saline County Career Center with clinical experiences at area facilities. Courses include, Nursing of Children, Nursing of the Elderly, Nutrition, Pharmacology II, Personal Vocational Concepts II, and Nursing of Adults.

Methods of curriculum delivery include: instructor and/or guest lecture, participatory discussion, cooperative learning activities, demonstration of nursing skills, return demonstrations, supervised laboratory and clinical practice, and field trip. Teaching Aids: Audiovisual (films and videotapes), charts, posters, anatomical models and skeletons, computer assisted study, skills lab and reference library.

Study: It is the student's responsibility to schedule individualized student assistance from instructors as needed. It is also the student's responsibility to be prepared for class/clinical at all times.

COURSE DESCRIPTIONS

Anatomy & Physiology (Theory Hours: 102) through this course, the student should gain knowledge of normal structure and function of the human body, and begin to relate the relationship between normal body function and wellness. As each body system is studied, basic concepts of illness will be introduced, as well. Mastery of medical terminology as it relates to anatomy and physiology is emphasized.

Nutrition (Theory Hours: 53) this course provides a foundation in the science of normal nutrition and nutrition therapy. It incorporates the basic principles of the relationship between food and health. The student will have a sound knowledge of the changes in nutritional requirements across the lifespan with respect to diversity, wellness, major health concerns and disease processes of the body systems. Concepts are integrated into the specialty nursing courses.

Pharmacology I (Theory Hours: 51) (Clinical Hours: 42) (Clinical Conference Hours: 6) This course provides for the development basic knowledge in pharmacological concepts necessary to accurately calculate and safely administer appropriate doses of medication by various routes as well as monitor the therapeutic response. Safety is emphasized for the nurse administering the medications and for the client receiving the medications. The legal and ethical responsibilities of medication administration are presented along with the nursing process and how it applies to administration of medications. Special consideration for diversity and growth across the lifespan will be applied to the administration of medication.

Pharmacology II (Theory Hours: 28) This course will provide the student with an explanation of the effects of specific medications on the various body systems. Safety for the nurse and the client as well as legal and ethical responsibilities is emphasized. Special considerations for diversity and lifespan will be included.

Fundamentals of Nursing (Theory Hours: 150) Through this course, students will acquire skills included in basic, intermediate, and advanced nursing procedures, applying medical and surgical aseptic technique as appropriate. The use of therapeutic communication with attention to ethnic and cultural differences is included. Accurate written communication (documentation) and emphasis on holistic nursing care including the nursing process are important aspects of this course. Basic principles of mental health nursing are addressed- relating stress to physical and emotional illness. Skills and concepts are presented through classroom lecture based on test objectives. Demonstration, lab and clinical practice help to re-enforce learning.

Nursing of Adults (Theory Hours: 196)(Clinical Hours: 112) (Clinical Conference Hours: 16) Pre-requisite: successful completion of A&P and Fundamentals of Nursing. This course builds upon the knowledge gained in both the A&P and Fundamentals of Nursing courses. It continues to emphasize holistic, culturally based nursing care utilizing the nursing process. Disease processes and appropriate nursing care are an important part of study, as well as addressing patient education and wellness concepts, adult developmental stages. Importance of continuing education and participation in professional organizations are included.

Maternal & Newborn Nursing (Theory Hours: 58) (Clinical Hours: 28) (Clinical Conference Hours: 4) This course covers the fundamental knowledge necessary to provide competent, basic maternal and newborn care for the client and family. Students will learn to provide nursing care according to the nursing process for the client experiencing pregnancy or other conditions related to reproduction. Consideration for diversity and lifespan will be emphasized as well as safety. Pharmacology and nutritional concepts related to pregnancy and newborn care will be included.

Nursing of Children (Theory Hours: 56) (Clinical Hours: 42)(Clinical Conference Hours: 6) This course covers the nursing care of children within the family structure. Normal growth and development concepts are emphasized as a foundation for client care. Disorders common to each age group and the effects that illness will have on the child. Consideration for diversity and lifespan will be emphasized as well as safety. Pharmacology and nutrition as it relates to wellness/illness will be included.

Nursing of the Elderly (Theory Hours: 56) (Clinical Hours: 28) (Clinical Conference Hours: 4) Through this course, the student is given an overview of the normal aging process. Emphasis is placed on holistic nursing and the nursing process, recognizing the cultural and ethnic diversity of the aging population. Routine nursing care and assessment of the elderly, as well as illnesses common to the older adult are presented. Included also are methods of continuing education in geriatric nursing practice.

Personal Vocational Concepts I (Theory Hours: 27) This course is designed to provide the student nurse with an overview of various personal and professional components essential to their success as a practical nurse. Students will become knowledgeable of the evolution of practical nursing and how it relates to the practical nurses role as a member of the health care team. Students will gain an understanding of the social and regulatory environment in which they will operate. Legal, ethical, trends and personal development will be covered.

Personal Vocational Concepts II (Theory Hours: 28) (Clinical Hours: 42)(Clinical Conference Hours: 6) This course is designed to assist the student nurse in the successful development of management and leadership skills. Effective communication skills in regards to interpersonal relationships and delegation will be covered. This course will assist the student to prepare for the NCLEX-PN exam and to seek out employment upon completion of the program.

Mental Health Concepts (Theory Hours: 62) (Clinical Hours: 42) (Clinical Conference Hours: 6) This course is a study of the psychology of human beings and the therapeutic interventions that promote high levels of functioning. People are viewed as holistic beings: therefore the emphasis of this course is placed on the emotional, cultural, social and spiritual aspects of human behavior. The development of mental health throughout the life cycle is discussed. Both adaptive and maladaptive behaviors are explored. The nursing process is then employed as a framework for planning and implementing appropriate therapeutic interventions.

IV Therapy (*Integrated) This course is integrated throughout the curriculum in Anatomy & Physiology, Fundamentals of Nursing, Pharmacology I, Nutrition, Nursing of Children, Adults and the Elderly. It includes didactic and clinical experience required to meet the criteria for IV Therapy certification as outlined by the Missouri State Board of Nursing. It provides for instruction to prepare participants to perform limited intravenous fluid therapy treatment in accordance with Missouri Rule 4 CSR 200-6.010 -3.060 Curriculum Guide: Venous Access and Intravenous Infusion Treatment Modalities: Instructor, Instructional Materials Laboratory, the most recent edition.

**Estimated Costs for Practical Nursing Program
2012-2013 School Year**

COSTS PAID TO SCCC:	
Tuition	7450
Textbooks	1800
Professional Nursing Organization Membership	25
Photo for licensure application	50
Professional Malpractice Insurance	15
Lab Fee	160
Graduation	135
Total Estimated Cost Paid to SCCC: (Prices Subject to Change)	9635.00
COSTS NOT PAID TO SCCC:	
Missouri State Board of Nursing Application	41
Designated Fingerprint Company	60
NCLEX EXAM FEE	200
Miscellaneous (2)Uniform,(2) Polo shirt, lab coat or jacket, shoes, watch, stethoscope, penlight, bandage scissors, pocket protector, gait belt, name tag.	350
Total Estimated Costs not paid to SCCC (Prices Subject to Change)	651.00
Total Estimated Costs for PN Program (Prices Subject to Change)	10,286.00
<ul style="list-style-type: none"> • Optional Opportunity: Have Human Physiology Transcribed as SFCC College Credit 	480
SFCC Application fee	25
TOTAL ESTIMATED Cost with SFCC Class (Prices Subject to Change)	10,791.00

- Pre and Post Clinical Physical Exam is the responsibility of the student with their individual health care provider.
- Students must submit proof of having a health care insurance policy in the event of accident.
- Field Trips, seminar, workshops or conventions may be selected during the school year to enhance the students learning experience. Attendance by class member is mandatory. Registrations, travel lodging and additional expenses incurred are the responsibility of the students.
- Student practical Nursing Class dues monthly set by vote (approximately \$3-\$5 each month for 11 months)
- Miscellaneous (notebooks, paper, pencils, pens, breaks, meals and transportation) is the responsibility of the student.
- If financial help is needed, contact the Financial Aid Officer at the SCCC.

FINANCIAL INFORMATION

- The Saline County Career Center (SCCC) is approved by the following programs and/or agencies: Pell Grant, Missouri Access Grant, Direct Loan Program, Division of Vocational Rehabilitation, Work Force Investment (WIA), CAP, Missouri Nurse Loan Program, Veterans Educational Assistance Program and Institutions Scholarships. For information about these programs call the Financial Aid Office.
- Students should fill out a Free Application for Federal Student Aid (FAFSA) as soon as possible after completing their taxes. Do this at www.fafsa.gov. The FAFSA is used to award PELL Grants, Federal Loans, and the Missouri Access Grant. To have the opportunity to qualify for the Missouri Access Grant a student must have submitted their FAFSA by April 1.
- Students are required to attend a financial aid workshop in the spring, which will help them understand financial aid guidelines. No Title IV Funding will be approved UNTIL all requested documentation has been received in the Financial Aid Office.
- Documentation that may be required: drivers license, Social Security card, Birth Certificate, High School Diploma or GED certificate signed photocopies of tax returns, IRA Tax Transcript, W-2's, verification of untaxed income which could include child support, Social Security, AFDC, SSI, pensions, etc.
- A deposit of \$500 is due 30 days after receipt of acceptance letter. The deposit will be applied towards books and is nonrefundable after the first day of class. Students withdrawing before the first day of class will receive a full refund

of deposit if an alternate is available to fill the vacancy. This money MUST be paid before "financial aid" money is available.

- Tuition and fees will be due for those attending SCCC the first day of each institutional enrollment period, unless a payment schedule is agreed upon and followed (1st enrollment period tuition due the first day of class - 2nd enrollment period tuition is due January 1st). Tuition waivers will be allowed for financial aid disbursements. The Board of Education of the School District of Marshall establishes the tuition rate at their July meeting. A listing of current tuition cost and supplies is available, upon request, from SCCC.
- If a student drops from the program, refunds will be calculated for funding sources. If there is a balance remaining on the student account after refunds are made, the student is responsible for paying this balance.
- Outstanding balances to Marshall School District may be turned over to a school attorney for collection.

NURSING SCHOLARSHIP FUND

Established by: Wilma Smith Family in Memory of Judy Day Atkins, Tony B. Davis in Memory of Jacob Raymond Davis, Katherine Plymell Memorial, and Ruth Martz.

This is an award and return payment of all or any portion of the scholarship is not mandatory. Those persons wishing to make a contribution to the Nursing Scholarship Fund may do so by contacting the Adult Education Coordinator at the Saline County Career Center.

REFUND POLICY FOR STUDENTS WHO LEAVE PROGRAM BEFORE COMPLETION

- A. The school will retain 25% of the tuition for students withdrawing in the first week of an institutional period.
- B. The school will retain 50% of the tuition for students withdrawing in second and third week of an institutional period.
- C. The school will retain 100% of the tuition for students withdrawing during or after week four of the institutional period.
- D. Student fees and supplies are non-refundable.

The refund policy is applicable to all post-secondary students who execute a complete withdrawal from course work during an academic year. The student's withdrawal date is the last day of attendance. Any books and/or supplies received by the student prior to withdrawal will be charged to the student's account and will not be refunded.

ATTENDANCE POLICY

Attendance is taken in all SCCC courses. Attendance is the professional responsibility of each student and expected at all class sessions and clinical rotation. Failure to attend may result in poor or inadequate performance on competency assessment. The classes are structured to ensure the student has the knowledge and skill base to pass the course. Absences may result in failure in the course. Any quiz, activity or assessment points given on a class day may be forfeited if the student is not in attendance. Review the course expectations in each course syllabus.

Each student must maintain a 90% attendance for clinical and classroom in order to pass program.

Students not having satisfactory attendance will not be allowed to progress into the second semester of the program.

After an absence of three days due to illness a doctor's report is required before returning to classroom or clinical.

(*Except in limited and pre-determined cases, the administrator only may waive the doctor's excuse.)

Appointments should be scheduled during non-school hours and elective surgery during vacations.

Students must contact the program for absence thirty minutes prior to the start of the day and provide a reason for the absence. (Reasonable events that may cause absence are as follows: unexpected transportation delay, death in family, funeral attendance, major illness or contagious illness, birth of child, court, jury duty).

Unnecessary absence will not be tolerated. (Unnecessary absence examples are as follows: hair appointments, vacation, shopping)

All absence, late arrival or early departure must be documented on a form by the students and returned to the PN Program coordinator for verification.

Refusal to participate in scheduled activities will be considered an absence.

Two incidents of not calling or showing up for class or clinical will lead to dismissal from the program.

Arriving late or leaving early disrupts the educational process for the instructor, the student and fellow classmates.

In clinical it also disrupts the patient care process.

Three incidents of being late or leaving early will lead to the disciplinary process.

Follow clinical expectations for clinical absence.

Students not achieving satisfactory attendance or not following attendance policy will be placed on probation or subject to disciplinary action leading to dismissal.

GRADES AND EVALUATION

Each subject is graded separately. Clinical and lab performance will also be evaluated and graded.

Biweekly grade reports are used to keep the student apprised of classroom performance.

Weekly clinical evaluations will be used to indicate performance level.

The student will be evaluated and/or graded on:

1. Assigned tests, quizzes & projects according to classroom grading scale.
2. Laboratory skills and performance assessments.
3. Clinical performance as evidenced by clinical evaluations.
4. Attendance and punctuality as reflected by class and clinical grades.
5. Work habits as evidenced by having assigned work done promptly and completely.
6. Professional conduct.

CLASSROOM GRADING SCALE

92-100% = A

85-91% = B

78-84% = C

Less than 78% = FAIL

CLINICAL GRADES

Clinical grades will all be on a pass/fail basis. Students will receive weekly feedback on clinical performance. Attendance is a major portion of the grade. Instructors will receive written feedback for all other clinical areas for which the students rotate. Grades will be based on student assignments, instructor and preceptor feedback.

ANY FINAL COURSE GRADE BELOW 78% or ANY FAILED CLINICAL ROTATION WILL RESULT IN DISMISSAL FROM THE PROGRAM.

PROFESSIONAL CONDUCT EXPECTATIONS

Students are expected to conduct themselves in a manner that will not discredit the nursing profession, the school, or the community. Students are expected to act professionally and accept responsibility for their own actions.

PROFESSIONAL APPEARANCE EXPECTATIONS

Students must conform to the dress code of the Marshall Public School System and the School of Practical Nursing. . Good personal hygiene is expected at all times in all situations. When in the judgment of the program coordinator or instructor that the appearance of the student is unsatisfactory, that student may be requested to make adjustment or sent home for the day.

For classroom attire: 1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements. 2. All students must wear shoes, boots, or other types of footwear. 3. Dress and grooming will not disrupt the educational environment. Examples of dress that might disrupt the educational environment include:

Shirts or dresses that are strapless, have only one strap or have two straps but those straps are less than one inch wide. Sagging pants, hats, headbands and other head gear unless necessary for health, religious or other valid reasons. Extremely short shorts, skirts or dresses. Clothing that contains pictures, words or symbols that are vulgar, sexually suggestive or promote illegal activity. Sleepwear including pajamas, robes and slippers. Clothing that does not appropriately cover the body or that reveals under garments. Gang related clothing or accessories. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period , in the interest of maintaining safety standards.

For clinical attire: A class shirt and khaki slacks/ scrub pants may be worn in certain situations. Class uniforms are to be worn in the clinical area only. DO NOT wear the school uniform after hours in public, work or social setting. Uniforms must be clean and pressed for each clinical day. A short sleeve white crew neck top may be worn under the scrub top. The sleeve should be concealed by the scrub top. Clean white leather shoes, soft soled with closed heels and toes, white socks. Skin colored undergarments. Jewelry will be limited to wedding/engagement rings and post earrings worn in the ears only. No other body jewelry, including tongue piercing is to be worn. No visible tattoos. Tattoos must be covered in the clinical area. Hair is to be worn in a neat style and off of the face and shoulders. Use, non-ornamental combs, barrette and hair ties. Hair may only be dyed, tinted or highlighted a natural hair color.. Faces must be void of excessive makeup and clean shaven or neatly trimmed beards. No perfume fragrances body lotion, or aftershave is to be worn in the clinical area. Fingernails must be kept trimmed short and clear polish only. No artificial nails. No smoke odor on breath or clothes. No gum chewing. Glasses, clear contact lenses or natural tinted eye color lenses.

DISCIPLINARY POLICY

Practical nursing students are students of the Marshall Public School system and are subject to all rules and regulations thereof (including suspension and expulsion). Practical Nursing Students are subject to the authority of the Marshall Public School System and may be removed or disciplined for any reason stated in the district's policies and handbooks applicable to students in the regular K-12 programs, including this policy handbook, and in accordance with the procedures established herein. All Board policies and Marshall Public Schools handbooks may be accessed at www.marshallschools.com. Violation of any of the information presented in these handbooks can result in disciplinary action leading to dismissal from the program.

Because the practical nurse is directly responsible for the lives of those persons in his/her care, we believe it is of utmost importance to protect the public from the potential harm of an unsafe and or inadequately prepared practitioner of nursing and will request/require the student to leave in order to protect others.

COMPLETION POLICY

It is expected that those persons successfully completing this program will be capable of functioning safely with entry level practical nursing skills and having sufficient knowledge to meet the minimum requirements of the MO State Board of Nursing. To meet these expectations and be eligible to receive the school diploma and pin, the individual must have completed all required class and clinical assignments to the satisfaction of the faculty and be functioning at or above the minimum level of objectives listed. The student must pass each subject at (or above) 78% levels, pass each clinical rotation, and have an attendance of 90% or above. All school debts must have been cleared.

The student must also complete a Pre-NCLEX PN Exam and review course.

APPLICATION PROCESS FOR NCLEX-PN

Application for Missouri Licensure will be filled out in class and mailed as a group to the MSBN.

NCLEX examination applications will be given to each qualified applicant, and it will be their responsibility to fill out the application and submit it to the National Council of State Boards of Nursing with the appropriate fee. Contact information for fingerprinting will be provided to the students by the PN Faculty.

Any applicant who has a questionable felony or other circumstance will be dealt with individually so as not to delay processing of other applicants. Students must follow the guidelines of the Missouri Revised Statutes Chapter 335.066

PROVISIONS FOR STUDENT HEALTH AND WELFARE

1. A complete physical examination is required at the beginning of the course and again prior to completion of the nursing Program.

*The Pre and Post Clinical Physical Exam is the responsibility of student with individual health care provider.

The form is provided by the program.

2. All students will carry accident/hospitalization insurance and provide proof to the school prior to participating in clinical/laboratory activities.
3. Hepatitis B immunization is recommended.

POLICY ON NEEDLESTICKS

Any student, who receives a needle stick while in the clinical area or classroom, is responsible for obtaining necessary blood work under the direction of their private physician or clinic and absorbing the cost of the ordered tests.

If the facility in which the student is rotating agrees to order lab work and pay for the cost, the student will not be responsible for seeing their private physician and providing payment.

The student may submit a receipt and copy of lab work with a physician order to the school to submit to the liability insurance. There is no guarantee that the student will be reimbursed, as each claim is handled on an individual basis.

HEALTH CARE EMERGENCY POLICY

The Practical Nursing Program does not provide health care services or pay for health care services for students. In the event of an emergency during class or clinical hours the instructor must be notified immediately to assist with the plan of care. The school or nursing staff will assist in securing medical help for a student in need of care. In an emergency the local ambulance service will be called to the school or clinical site. Students will be expected to pay for their medical services. The student will fill out and update regularly an emergency contact information form to include health insurance policy information

SMOKING

No smoking is allowed on Marshall Public School properties or at the clinical facilities.

SUBSTANCE ABUSE POLICY

The following policy is set forth in order to:

- Maintain a working, learning, and clinical education environment that is safe and healthy for students, faculty, staff, and the patients we care for.
- Ensures a positive reputation of the college and its graduates within the community
- Minimize the number of accidental injuries to person or property

All students are prohibited from being under the influence of alcohol, or illegal drugs during classroom/clinical hours. The unlawful manufacture, distribution, dispensing, possession, or use of an illegal or controlled substance while in a school vehicle, on school property, or at a school sanctioned activity is strictly prohibited. Possession of prescription drugs, on campus or at clinical sites, by any person other than the one for whom it was prescribed is prohibited. Such drugs will be used only in the manner, combination, or quantity prescribed.

An alcoholic beverage is any beverage that may be legally sold and consumed and has an alcoholic content in excess of 3% by volume. A drug is any substance capable of altering an individual's mood, perception, pain level, or judgment. A prescription drug is any substance prescribed for individual consumption.

Drug testing will be arranged by the Program Coordinator. All costs incurred for drug testing will be the responsibility of the student.

The Saline County Career Center Nursing Program will adhere to the clinical sites' requirements for drug and alcohol testing. Drug screenings will be performed on all admitted students prior to the start of classroom and or clinical education in the first semester of their first year. Random drug/alcohol tests may be requested periodically throughout the year. Drug testing may be required if the student is involved in an accident at the clinical site, if he or she is observed using a prohibited substance, if he or she exhibits a severe and prolonged reduction in productivity, or any other reasonable cause. If the initial testing is positive, a second test may be required to determine the exact substance. All tests will be performed at the student's expense. If the results of testing prohibit the student from entering the clinical site, the student may be dismissed from the program due to the students' inability to complete a clinical course. Any student who fails to submit to a required testing will be subject to discipline, including dismissal.

A positive result will require the student to meet with the Nursing Program Coordinator.

The positive test could result in immediate dismissal as described above or referral to substance abuse counseling and repeated drug screens.

The Nursing Program Coordinator will utilize clinical site guidelines and institutional policies in decision making.

Consultation with the clinical site coordinator and Director of the Saline County Career Center education will take place prior to any final course of action.

BREAKS/MEALS

A coffeepot is available for use by the students, microwave oven, and refrigerator. Students provide their own coffee and food. You may go out for lunch, bring a sack lunch, prepare something in the classroom or use the high school cafeteria. Meals may be purchased at some clinical facilities. It is the expectation that the students will clean up after themselves. Food left in the refrigerator must have a name and date on them or they will be removed. Any items left after practical usability will be removed.

GUIDANCE/PLACEMENT

Guidance and placement services are available for all students attending the SCCC. The vocational counselor provides counseling, information services, planning, orientation, testing, evaluation, placement and follow up services. A placement counselor is available to assist students in securing employment after successful completion of training programs, as well as part-time jobs for those desiring to work while in school.

LATE ADMISSION POLICY

No student shall be admitted later than five (5) school days after the established entrance date of the program.

LIBRARY POLICY

A reference library is available to the students. Books may be checked out of the reference library with permission and in the presence of an instructor or secretary. Any student checking out a book automatically becomes responsible for that book. If a book becomes lost or damaged, the student will be responsible for the replacement cost. Diplomas will not be issued to anyone who has not accounted for books they were responsible for returning or replacing. Computer and Internet access is available for students. Students shall utilize electronic media in an appropriate manner or they will be responsible for any damage or loss incurred as a result of inappropriate use of technology.