Practical Nursing Student Handbook

2026-2027 Program Handbook

Metropolitan Community College – Health Science Institute
3444 Broadway Blvd. Suite 408
Kansas City, MO 64111
816-604-4175
pv.nursing@mcckc.edu

https://mcckc.edu/programs/practical-nursing/

Table of Contents

1. Introduction and Program Overview 4
    1.1. Message from the Program Director 4
    1.2. Purpose of the Handbook 4
    1.3. Program Approval Information 4
    1.4. Description of the Program and Areas of Study 5
    1.5. Program Learning Outcomes 7
    1.6. Career Pathways 9
2. Admission and Enrollment 10
    2.1. Program Eligibility Requirements 10
    2.2. Program Application Process 11
3. Faculty and Staff Directory and other Key Offices 12
    3.1. Instructor Contact Information, Office Hours, and Availability
    3.2. Staff Contact Information
    3.3. Contact Information for Key Offices 12
4. Student Support Services 13
    4.1. Advising 13
    4.2. Career Services 13
    4.3. Counseling Services 13
    4.4. Tutoring and Academic Support 13
    4.5. Financial Aid and Scholarship Opportunities 13
5. Academic Policies and Expectations 14
    5.1. Academic Integrity and Code of Conduct 14
    5.2. AI Usage 17
    5.3. Student Attendance and Participation Expectations 18
    5.4. Student Complaint and Grievance Procedures 21
    5.5. Grading Policies and Standards 22
        5.5.1. ATI Student Assessments 24
    5.6. Testing 26
    5.7. Drug Policy and Clinical Site Testing 27
    5.8. Non-Discrimination and Accessibility Policies 28
        5.8.1. Essential Health Requirements for Nursing Students 29
    5.9. Verbal and Written Counseling 32
    5.10. Withdrawal and Re-Enrollment 33
    5.11. Dismissal 34
6. Curriculum and Course Descriptions 35
    6.1. Program and Course Requirements and Credit Hours 35

6.2. Pre-requisite Courses 35
6.3. Required Core Courses 35
6.4. Elective Options 35
7. Work-Based Learning Requirements (Clinical Experiences) 38
7.1. Expectations and Responsibilities of Students 38
7.2. Eligibility for Clinical Experiences 38
7.3. Expectations and Responsibilities of Students for Clinical Experiences 39
7.3.1. Virtual Hospital Expectations 40
7.4. Evaluation Process of Work-Based Learning 41
8. Industry Specific Expectations 42
8.1. Rules and Ethics 42
8.2. HIPAA Confidentiality 44
8.3. Legal Standards 44
8.4. Professional Standards 47
8.4.1. Student Dress Code 48
9. Facilities, Equipment, and Safety Guidelines 51
9.1. Lab and Classroom Expectations 51
9.2. Equipment Usage and Maintenance 51
9.3. Safety Policies and Emergency Procedures 51
10. Industry Certifications and Licensure 54
10.1. Available Certifications through the Programs 54
10.2. Certification Exam Preparation Resources 54
10.3. State and National Licensing Requirements 54
11. Graduation and Program Completion Requirements 56
11.1. Graduation Checklist 56
11.2. Capstone Projects or Final Assessments 56
12. Appendix & Additional Resources 57
12.1. Forms and Templates
12.2. Academic Calendars
12.3. Frequently Asked Questions

1. Introduction and Program Overview

1.1. Message from the Program Director

Dear Student:
Welcome to the Practical Nursing Program.
We warmly welcome all students seeking their career in nursing with a Practical Nursing Certificate. The nursing programs are among a variety of health career and certificate programs available to MCC students and are integral to the College, reflecting its philosophy and objectives.
The nursing program faculty and staff are dedicated to serving students and assisting each student to reach their fullest potential by fostering the desire for continuing education throughout life and developing a spirit of inquiry and creativity. The nursing programs are committed to improving health care in the community and working for the betterment of the nursing profession.
We wish each student the best and success in their pursuit of the career of nursing.

Crystal Oldham, MSN, RN, Program Coordinator
Taylor Weese, MSN, APRN, FNP-BC
Hilary Kramer, BSN, RN

1.2. Purpose of the Handbook

The Student Handbook is designed to provide information about your program and how to achieve success in your learning experiences.
Students should use this handbook as a reference throughout their time in the program to check program policies and expectations, instructor information, and support resources.

1.3. Program Approval Information

Metropolitan Community College - Penn Valley

Full approval by Missouri State Board of Nursing (MSBON)
3605 Missouri Boulevard, P.O. Box 656
Jefferson City, MO 65102-0656
573.751.0681 Telephone
573.751.0075 Fax
800.735.2966 TTY
800.735.2466 Voice
pr.mo.gov/nursing.asp

1.4. Description of the Program and Areas of Study

The Mission Statement for the Nursing Department
The Nursing Department is committed to providing quality nursing programs in an academic setting. The nursing programs provide an environment conducive to learning that fosters intellectual inquiry, is supportive of the individual learner, values diversity, encourages commitment to lifelong learning, and provides for the development of the individual student.
Purpose Statements for the Nursing Department

1. Provide a learning environment with appropriate organizational structure and resources to fulfill the mission of MCC.
2. Attract and retain qualified traditional and non-traditional students from culturally diverse populations for completion of the Practical Nursing Certificate.
3. Provide an environment that supports and enhances the educational program while fulfilling the individual student's learning needs.
4. Provide the student with the opportunity to develop new knowledge and skills through educational access by articulation among multiple levels of nursing education.
5. Provide an environment that holds students accountable for personal and professional growth through active participation in professional organizations and community activities.

Philosophy of the Nursing Program

Individual
The individual is a unique human organism who comes from a culturally diverse background with a biological, psychological, social, and spiritual needs. The individual has an inherent knowledge, will, and strength that enables the person to achieve the tasks of the developmental stages and attain life goals. Needs in the biological, psychological, social, and spiritual dimension may affect the health of the individual.

Health

Health is a state of wholeness or integrity of the person and is defined by the individual. We believe health is a multi-dimensional, dynamic, fluid state in which the individual may be at any point from independence to peaceful death. Health is the responsibility of a total society and all its members.

Environment

The environment encompasses the person, the family, and the community. Impacting the individual within the environment are the internal and external forces that affect the needs of that individual. Internal and external forces within the environment are considered by the nurse when assisting with the individual's needs.

Nursing

Nursing is a profession that focuses on the care of individuals, families, and communities. Nursing is primarily assisting the individual, ill or well, in the performance of those activities contributing to independence, maintenance, or restoration of health or a peaceful death. The nurse, as a professional, utilizes critical thinking and the nursing process to render care. Communication is essential to the individual/nurse relationship. The nurse is cognizant of legal/ethical issues when assisting the individual. Both the nurse and the individual are affected by internal and external forces, which are dynamic.

Education

Education is an ongoing, lifelong, dynamic process of socialization resulting in increased knowledge and behavioral change in which the learner must be an active participant.

Nursing Education

Nursing education integrates the science and art of nursing with knowledge from the humanities and the biological, physical, and behavioral sciences to provide the foundation for clinical application of nursing care. Utilization of basic core knowledge permits entry and exit at different points of the nursing education continuum.

Practical Nursing Education

Practical nursing education utilizes the basic core knowledge and competencies common to all levels of nursing practice to prepare graduates who can focus on direct client care using standard nursing interventions in stable situations. Graduates function as members of the health team, performing nursing actions commensurate with their education and demonstrated competencies. The graduates of the Practical Nursing Program are provided with an educational foundation that enables the career-ready nurse for a variety of healthcare settings and/or further study at the associate degree level.

Learners

Learners come from diverse social and cultural backgrounds and bring a multitude of educational, work, and life experiences to the nursing program. Each student is respected as a unique individual. The faculty acknowledges individual differences when planning the educational program. Teaching is an interactive process by which the individual is motivated and assisted to learn. The faculty, as facilitators, promote a sense of inquiry and the desire for continued learning. We believe learning is observable, progressing from simple to complex, common to uncommon, and normal to abnormal. The process of learning contributes to the individual's ability to attain educational goals. The faculty are committed to educational mobility that provides learners with opportunities to meet their individual educational needs and goals. The nursing faculty share the responsibility for the total educational curriculum and for ongoing evaluation of the program to determine its adequacy in meeting the changing health care needs of the community.

1.5. Program Learning Outcomes

Practical Nursing Program Completion Objectives

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

1. Perform the role of an entry-level practical nurse safely within the scope of the Missouri Nurse Practice Act, the Missouri State Board of Nursing Rules, HIPAA regulations and other governing agencies. Participate actively in the nursing process in patient-centered care under the supervision of a Registered Professional Nurse or a person licensed by the state regulatory board to prescribe medications and treatments.
2. Patient-Centered Care: Provide patient-centered care by recognizing the patient or legal representative as a partner in providing compassionate and coordinated care in accordance with their preferences, values, cultural, and spiritual needs.
3. Teamwork and Collaboration: function effectively within nursing and inter-professional collaboration and teams. This also means shared decision making, open communication, and accepting/making assignments that take into consideration patient safety and organizational policy.
4. Safety: Assist the registered nurse with data collection and assessment, monitor the outcome of care processes and interventions used for improvement methods, and improve the safety and quality of health care systems. This includes acknowledging the value and role that technology has in error prevention and care coordination.
5. Quality Improvement: Demonstrate effective identification and reporting of altered patient

responses to therapeutic interventions and reduce patient risk through system effectiveness and individual performance.
6. Informatics: Communicate verbally, in written formats, and electronically with inter-professional members in a timely manner to promote safe, quality patient care. This includes acknowledging the value and role that technology has in error prevention and care coordination.
7. Evidence-based Practice: Demonstrate continued competency in nursing practice through lifelong learning and self-reflection, professional journal reading, or continuing education. Value the need for continuous improvement in clinical practice through integration of best practices, from new knowledge, and current evidence-based resources.

Objectives of the Practical Nursing Program According to Level

Level 1: First Semester
1. Identify the principles of growth and development in providing age-appropriate nursing care.
2. Recognize cultural and ethnic differences when planning care.
3. Demonstrate basic client care organized according to Maslow's hierarchy of needs throughout the health-illness continuum.
4. Describe the impact of the environment in providing care throughout the health-illness continuum.
5. State the role of the practical nurse in the health care delivery system.
6. Explain the nursing process as a framework for data collection, diagnosis, planning, implementation, and evaluation in providing client care.
7. Apply basic concepts of scientific knowledge to provide the rationale for nursing actions.
8. Utilize verbal and written skills to communicate pertinent information.
9. Discuss legal/ethical guidelines in the provision of basic nursing care.

Level 2: Second and Third Semesters
1. Apply the principles of growth and development when providing age-appropriate nursing care.
2. Use cultural and ethnic data when planning nursing care.
3. Organize client-centered care according to Maslow's hierarchy of needs throughout the health-illness continuum.
4. Differentiate between internal and external environmental factors that impact the provision of care throughout the health-illness continuum.
5. Demonstrate responsibility and accountability for continued development as a professional

person.

6. Analyze the effectiveness of the nursing process in the delivery of health care to clients/families throughout the life cycle.
7. Relate the principles of the arts and sciences to the provision of nursing care.
8. Demonstrate therapeutic communication techniques when techniques when interacting with clients/families and the multidisciplinary health care team.
9. Integrate ethical and legal standards into the practice of nursing.

1.6. Career Pathways

What LPNs do: Provide support and education to clients and families; Collect data, plan and provide care for ill, injured, or convalescing clients in hospitals, extended care, clinics, private homes, and similar institutions; Administer medications and treatments in various forms; Works under the supervision of a registered nurse or licensed provider. Licensing is required.

Visit Occupational Information Network (O-NET) to view salary information, employment outlook and personal characteristics needed for this career. (https://www.onetonline.org/link/summary/29-2061.00).

2. Admission and Enrollment

2.1. Program Eligibility Requirements

The following five (5) items must be completed and satisfied by the deadlines to be considered:

1. Apply to MCC. Fill out the general MCC application at mcckc.edu/apply-now.
2. Submit all non-MCCKC official transcripts. Send official transcripts from all institutions where you have earned college credits to: MCC Student Data Center, 3200 Broadway, Kansas City, MO 64111 OR electronically at transcripts@mcckc.edu.
3. Accuplacer, ACT, or SAT score submission. Applicants will either submit current (less than 3 years old) Accuplacer scores, take the Accuplacer test or submit ACT/SAT placement score at the time of application completion and submission or have completed the required courses. All required scores must be obtained on either a first or second attempt when taking the test. Failure to meet the required scores on the second attempt in a calendar year will require the student to take the indicated required classes. Students will not be eligible to apply until the required course(s) listed (see table below) have been completed with a grade letter of "C" or higher. Please visit https://www.mcckc.edu/testing/ to complete the placement survey and for review practice links.
4. Completion of prerequisite courses with a minimum letter grade of "C" or higher. Note: "C" letter grades or higher is ideal to reach the minimum required 2.0

   Chem 105 Introductions to Chemistry for Health Professionals

   ✓ Must be six (6) years or less by the deadline

   ✓ Maximum of two attempts in the last six (6) years

   Biol 109 Anatomy & Physiology or Biol 110 Human Anatomy & Biol 210 Human Physiology

   ✓ Must be six (6) years or less by the deadline

   ✓ Maximum of two attempts in the last six (6) years
5. Take the ATI TEAS exam. The ATI TEAS exam must be taken by the deadline and a minimum total adjusted score of 58.7% must be obtained on either a first or second attempt in a calendar year (January - December). Note: Failure to meet the required score on the second attempt will make you ineligible to be considered for the program during the calendar year when you tested. For study materials and register visit www.atitesting.com.

6.10013 DP Transfer Credit

6.10014 DP Academic Forgiveness

6.10015 DP Credit For Prior Learning

2.2. Program Application Process

1. Applicants must submit the online application through the link provided under “Apply” on our Practical Nursing webpage.
2. Attach your ATI TEAS score to the online application before submitting.
    a. Note: The attachment must show all attempts.
3. Attach your current CNA or MA Certification to the online application before submitting it if applicable.
    a. Note: Expired Certifications will not be awarded the extra point.

The deadline to apply to the Spring semester start is September 30.
The deadline to apply to the Fall semester start is March 31.

3. Faculty and Staff Directory and other Key Offices

3.1. Instructor Contact Information, Office Hours, and Availability

Crystal Oldham - Office 408P

Crystal.Oldham@mcckc.edu
BSN, Kaplan University
MSN, Purdue Global
816-604-4863

Taylor Weese - Office 408O

Taylor.Weese@mcckc.edu
BSN, University of Missouri-Kansas City
MSN, University of Central Missouri
816-604-4825

Hilary Kramer – Office 408N

Hilary.Kramer@mcckc.edu
BSN, University of Missouri-Kansas City
816-604-4185

*Office hours are posted on office doors and each course syllabus.

3.2 Staff contact Information

N/A

3.3 Contact Information for Key Offices

Financial Aid: pv.financialaid@mcckc.edu
Student Success Advising: pv.advisor@mcckc.edu
Disability Support Services: pv.dss@mcckc.edu

4. Student Support Services

4.1. Advising

Student Success Advising

Ask a Student Success Advisor to assist in planning your courses to complete your program of study.

Penn Valley: Student Enrollment Center, Room SEC001

pv.advisor@mcckc.edu

4.2. Career Services

Career Center

MCC's Career Center provides free resources and support to assist students in developing career readiness skills, connecting with area employers, and exploring careers that match students' interests and values.

4.3. Counseling Services

Counseling

Speak to a counselor for free regarding personal issues, your career and connections to community resources.

Penn Valley: Campus Center, Room CC234

4.4. Tutoring and Academic Support

Tutoring Services

Take advantage of free tutoring and other resources to ensure your academic success.

7.40020 DR Academic Intervention

4.5. Financial Aid and Scholarship Opportunities

Financial Aid

Look for assistance in paying for school with grants, loans and scholarships.

Penn Valley: Student Enrollment Center, Room SEC001

7.25020 BP Satisfactory Academic Progress of Financial Aid Recipients

7.25020 DP Satisfactory Academic Progress of Financial Aid Recipients

7.25050 DP Satisfactory Academic Progress of Veterans Benefits Recipients

7.30000 BP Student Financial Aid

5. Academic Policies and Expectations

5.1. Academic Integrity and Code of Conduct

Code of Academic and Professional Clinical Conduct

As a Metropolitan Community College student in the Nursing Programs, I will:

1. Actively promote and encourage the highest level of legal and ethical principles in academic and clinical situations.
2. Strive for excellence in all aspects of academic and clinical performance.
3. Promote life-long learning and constantly strive to improve the quality of nursing care.
4. Maintain and promote integrity, truthfulness, and honor in the performance of all academic and clinical responsibilities.
5. Treat others with respect in all areas of the clinical and academic setting.
6. Promote an environment in the classroom and clinical setting that facilitates learning.
7. Cooperate with the academic and clinical facility and clinical staff to ensure the highest quality of patient/client care and use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
8. Advocate for the rights of all patients/clients.
9. Provide care to clients in a compassionate, considerate, knowledgeable, safe, and professional manner.
10. Refrain from performing any technique or procedure, including medication administration, for which you were not trained or prepared by education and experience and without faculty or preceptor approval.
11. Accept the ethical, professional, and legal responsibility for my actions.
12. Uphold a professional image and reputation as an MCC-Penn Nursing Student by supporting the mission, vision, and core values of the Nursing Program in postings on social networking sites. Be cognizant that all social networking sites are public domain and be mindful of confidentiality and understand that what you as a student post can have legal, professional, and/or employment ramifications.
13. Refrain from misrepresenting your position as a nursing student.
14. Refrain from any action or omission of care on campus or in the clinical setting that creates unnecessary risk of injury to self or others.
15. Hold in confidence any information regarding patient care as designated by HIPAA.
16. Avoid unauthorized duplication of the patient/client's medical record:
    a. Don't remove any medical records from the clinical sites
    b. All notes and copies of documents containing PHI made by the student must be

destroyed before leaving the clinical facilities.

17. Serve all patients/clients impartially and accept no personal compensation from those entrusted to my care as a nursing student.
18. Always communicate academic and clinical information in a truthful and accurate manner.
19. Refuse to engage in unauthorized research.
20. Abstain from the use of alcoholic beverages, narcotics, or illicit/controlled substances in the academic and clinical setting.
21. Cooperate with the authorities in the identification of those in violation of the Code of Academic and Clinical Professional Conduct.
22. Uphold school policies and regulations related to this Code of Academic and Clinical Professional Conduct, including the MCC policies, Code of Student Conduct and Student Discrimination and Harassment, which contain student disciplinary and grievance procedures.
23. Maintain compliance on all immunization and other clinical requirements of the placement facility and the program throughout the length of the program.

Student Behavior Additional Guidelines

Nursing students must also follow additional guidelines and procedures specific to the nursing program in order to meet clinical agency policies and to increase the potential for student success on the licensure exam.

1. No smoking/vaping is allowed in any MCC building, on college grounds, or in facilities where MCC instruction occurs. Students who violate the no smoking policy will be subject to the Code of Student Conduct. For assistance with smoking cessation, contact The Missouri Tobacco Quit Line,https://health.mo.gov/living/wellness/tobacco/smokingandtobacco/tobaccocontrol.php
2. Eating in classrooms is not permitted; only water in sealed containers may be brought to the classrooms.
3. During clinical hours, students must remain at the clinical facility for the duration of the clinical experience.
4. Disruptive and/or unruly behavior is inconsistent with the college's code of conduct and the dedication to learning that must be present for student success; such behavior will not be tolerated.
5. Cell phones and smart devices in all educational settings, including, but not limited to, classrooms, clinical, Virtual Hospital, skills labs, and computer labs, are not allowed. The

phone is to be left in the student's bag or backpack and accessed only during breaks. The phone must be placed in "Silent" mode in all educational settings as defined above. Texting is not allowed during class or any designated clinical time. Cells phones, ear buds/ear pods, and pagers are not to be accessed during testing, and all personal items must be placed in a designated area and cannot be accessed until all students complete test. Students are prohibited from posting any kind of patient or organizational information on social networking sites. Examples include, but are not limited to, LinkedIn, Facebook, Twitter, YouTube, TikTok, and Instagram. If a violation of this policy occurs, the student will be removed from the program.

6. Children are not allowed in the HSI building or any clinical site while the nursing student is involved in learning activities.
7. Students will not be allowed to accept visitors to the clinical site during the assigned clinical times.
8. Students are expected to be prepared for class and clinical experiences. Pens, notebooks, textbooks, and assigned objectives are necessary equipment for success in the classroom. Clinical supplies ensure safe patient care. The student is expected to complete all assignments PRIOR to the time that class or clinical experience starts unless otherwise directed by the instructor.
9. Profanity is unprofessional language and will not be tolerated.
10. No illegal/illicit activities.
11. Treat others with respect, regarding the feelings, wishes, and rights of others, accepting people as they are (being polite and kind always), in all areas of the clinical, campus, and academic setting and expect respect in return.
12. Maintain a professional image and reputation as an MCC-Nursing student by supporting the mission, vision, and core values of the Nursing Program.
13. Maintain OSHA standards in clinical settings.
14. Maintain personal boundaries in all settings related to MCC, which includes self-disclosure that interferes with the learning environment of others in an educational setting.
15. Insubordination will not be allowed in any learning environment within the MCC Nursing Program. Insubordination is defined as: defiance of authority; disrespect or harassment that is directed toward a superior, including, but not limited to staff, instructor, faculty, clinical site, and hospital personnel.
16. Late arrival or early departure from clinical, lecture, or virtual hospital experiences will negatively impact your grade, which will impact your financial aid. (See attendance and tardy policy in this handbook)
17. Students whose questions cannot be satisfied within time constraints set by the faculty in class will be directed to meet with the faculty member privately to preserve the class

learning environment and to support the questioning student.

18. Communication through the use of social media, whether supported by the college or nonaffiliated, will be bound by the MCC Code of Student Conduct and MCC Social Media policy if it impacts the learning environment of other students.

6.10010 BP Academic Standards
6.10011 DP Grading Standards, Coursework and Final Examination
6.10012 DP Grade Change
6.10014 DP Academic Forgiveness
7.20000 BP Student Rights and Responsibilities
7.35010 BP Code of Student Conduct
7.35010 DP Code of Student Conduct

5.2. AI Usage

Artificial Intelligence in Practical Nursing

The Practical Nursing program recognizes that artificial intelligence (AI) technologies (e.g., ChatGPT, Grammarly, and similar tools) are becoming increasingly common in educational and professional settings. Our goal is to foster responsible, ethical, and educationally sound use of these tools.

Permitted Use
Students may use AI tools:

- To **assist with grammar, spelling, or formatting** for written assignments.
- To **explore or brainstorm** ideas for understanding new content.
- To **generate study materials**, such as flashcards or practice questions, as a supplement to learning.
- To **practice communication skills** (e.g., drafting emails or practicing interview questions).

Use of AI should support, not replace, your learning. Students remain responsible for understanding and being able to explain all submitted work.

Prohibited Use
AI tools **may not be used** for:

- **Submitting AI-generated responses** as original work in assignments that involve **critical**

thinking, clinical reasoning, or personal reflection (e.g., care plans, case studies, discussion boards, or reflective journals).

- **Bypassing the learning process**, such as asking AI to solve test questions, write papers, or complete assignments on the student's behalf.
- **Fabricating sources or citations** using AI-generated content.

Violating these guidelines may be considered **academic dishonesty** and subject to disciplinary action per the program's academic integrity policy.

Examples

• *Allowed*: Using AI to check grammar or help outline a teaching plan
• *Not Allowed*: Asking AI to write your response to a clinical scenario

Instructor Discretion: Instructors will identify assignments where AI use is permitted, restricted, or prohibited. If uncertain, students should ask their instructor for clarification before using AI tools.

Why This Matters: As future nurses, you must develop the ability to think critically, apply clinical reasoning, and communicate clearly. While AI can be a helpful tool**, it cannot substitute for your professional judgment, ethical decision-making, or personal growth**: all of which are essential in nursing.

5.3. Student Attendance and Participation Expectations

Attendance

All communication for any attendance, class, simulation, clinical, or instruction must be conducted on your MCC email.

Communication through text, Canvas messaging, or through a classmate is unacceptable and results in an automatic absence.

Clinical Attendance

1. Attendance at all clinical activities, including simulation and orientation to the clinical institution/area, is mandatory. Should an absence be unavoidable, the student will report the absence consistent with the procedure outlined during the clinical site/area

orientation. It is the student's responsibility to be aware of the procedure for reporting absences to the clinical instructor and to report the absence prior to its occurrence. Should an absence be unavoidable, the student will be subject to written and verbal counseling (written warning) and a remediation plan for successful course completion. A second absence will result in an unsatisfactory clinical evaluation and failure of the course. The absence is subject to validation and make-up will entail written and/or clinical assignments at the discretion of the clinical instructor.

2. Simulation absence: simulation is a fully immersive experience; it is important that students are on time and present for all portions of a scheduled simulation activity. Failure to be on time will prevent the student from being allowed to participate in the simulation. This will result in a clinical absence for the student and the issuance of clinical probation. The missed time will be made up by either rescheduling of the student's time in simulation or a makeup assignment based on the discretion of the instructor.
3. Absence due to a documented prolonged illness or hospitalization (more than one day) must be reported to the program coordinator and Dean of Instruction and/or the Division Chair for review. This on an individual basis, with healthcare provider verification, and the ability to return to full duty.
4. Students should also be aware that funding by various agencies may be contingent upon attendance and that students on financial aid may have their eligibility for financial aid impacted by poor attendance.
5. Each clinical day counts as an individual absence for the course in which it has that clinical activity. Students must attend the entire clinical session for the day to be counted as completed. If a student leaves early, it will be a clinical absence.
6. Students may be asked to travel as far as 60 miles one way for clinical. Once clinical assignments are done, they will not be changed. Students must have their own transportation to successfully complete the program required for clinical education.

Clinical Tardiness

If the student is tardy for the clinical experience, the student must notify the instructor through MCC email or by phone call prior to the scheduled start time for the clinical activity. Communication through text, Canvas messaging, or through a classmate is unacceptable and results in an automatic absence.

1. A **first tardy** with prior notification to the instructor before the scheduled start of the clinical activity during the same clinical course will result in the student being given a verbal warning and the tardy noted on the clinical evaluation form.
2. A **second tardy** with prior notification to the instructor before the scheduled start of the

clinical activity during the same clinical course will result in the student receiving written and verbal counseling (written warning) and remediation plan for successful course completion.

3. A **third tardy** with prior notification to the instructor before the scheduled start of the clinical activity during the same clinical course will result in a failure of the clinical rotation based on unprofessional practice.

If the student fails to notify the instructor prior to the tardy **and/or** arrives more than fifteen (15) minutes late, the tardy will be recorded as an absence, and the student will receive written and verbal counseling (written warning) and a remediation plan for successful course completion. Students may not attend clinical if later than 15 minutes. A second absence will result in automatic failure of the course.

A no call/no show to clinical will be grounds for disciplinary action up to and including dismissal from the program.

Classroom Absence

If the student is going to be absent from class, the student must notify the instructor through MCC email or by phone call prior to the scheduled start time for the class. Communication through text, Canvas messaging, or through a classmate is unacceptable and results in an automatic absence.

1. A **first absence** from classroom lecture will result in the student receiving a verbal warning, and the absence will be noted in the roster.
2. A **second absence** from classroom lecture will result in the student receiving written and verbal counseling (written warning) and a remediation plan for successful course completion.
3. A **third absence** from the classroom lecture will result in a failure of the course.

Classroom Tardiness and Early Departure

If the student will be tardy for the class or must leave before the end of class, the student must notify the instructor through MCC email or by phone call prior to the scheduled start time for the class for a tardy, and at the time of departure for an early departure. Communication through text, Canvas messaging, or through a classmate is unacceptable and results in an automatic absence.

1. In the event of tardiness to lecture at the beginning of class or following a break, students are asked to refrain from entering the classroom until the next break in lecture without exception. Regular breaks are given throughout each hour of lecture; therefore, students are expected to remain in the classroom for the entire lecture period until a break is given.
2. Should a student need to leave during lecture, please do not return to the classroom until the next break. It is disruptive to the learning process for a student to enter and leave the classroom while lecture is taking place.
3. There are no more than three tardies, early departures, or the combination of allowed per course per semester.
    - The first occurrence will result in a verbal warning from the instructor.
    - The second occurrence will result in a written (email) warning from the instructor.
    - The third and subsequent occurrences will result and be equal to one absence in the class.

Inclement Weather/Campus Closure for Class and Clinical

During inclement weather conditions or other campus closures, students are to be guided by the following:

1. In the event of a campus-wide announcement that school is closed, there will be no classes or clinical experiences.
2. If the student arrives at the clinical site, after the campus-wide announcement, the instructors will be notified of the closure and will dismiss the students.
3. If the campus issues a late start, clinical will be canceled. Alternative assignment will be given at the discretion of the clinical coordinator and respective program coordinator(s).
4. Classes or clinical experience may also be canceled at the discretion of the coordinator(s).

6.10017 DP Withdrawal and Audit Enrollment Status
7.30050 DP Medical Discretionary Withdrawal
7.35020 DR Student Attendance

5.4. Student Complaint and Grievance Procedures

Student grievance and disciplinary procedures can be found in the Code of Student Conduct and the Student Discrimination and Harassment policy.

7.20300 DR Student Complaints
7.20300 OP Student Complaints
7.20400 DR Student Rights and Privacy
7.20400 OP Student Rights and Privacy
7.40030 BP Status of Suspended or Expelled Student

5.5. Grading Policies and Standards

Grading Policies

The grading policy of the Nursing Program meets the expectations of the State Board of Nursing and is specific to the Nursing Program. The Practical Nursing Program utilizes weighted grades, and the percentages vary based upon the academic level of the student to help demonstrate expected progression of a safe, competent nursing student.

Level one categories and percentages are as follows:

Assignments: 10%
Quiz/Project: 20%
Exams: 55%
Final Exam: 15%

Level two categories and percentages are as follows (which applies to the combined summer course and final semester depending on the layout for the students' academic plan):

Assignments: 5%
Quiz/Project: 15%
Exams: 65%
Final Exam: 15%

A = 93-100
B = 86-92
C = 80-85
D = 70-79
F = 69 or below

1. For courses with both a theory and clinical component, students must achieve a “C” average (80%) in the theory portion and complete the clinical portion of the course with a satisfactory evaluation.
2. Clinical practicum is graded either “satisfactory” or “unsatisfactory.” The student must attain a satisfactory rating on all elements of the clinical evaluation tool.
3. Students will receive an unsatisfactory for the clinical practicum if an unsatisfactory rating is received on any element of the clinical evaluation tool.
4. Students failing to achieve a minimum “C” for the theory or a satisfactory for the clinical component must repeat both portions of the course.
5. A letter grade of a “D” or below is considered unsuccessful in a course.
6. Students must complete and pass a dosage calculations exam during PNUR103 Fundamentals with a minimum of 80% on the first attempt. Any student that fails to meet this expectation will be required to remediate with the course instructor and Program coordinator. After this remediation is complete, a second dosage calculations exam will be administered, and the student must successfully pass the second attempt with a minimum of 86% to continue within the course and program.
7. Students must complete and pass an IV dosage calculations exam during PNUR136 Intravenous Therapy with a minimum of 80% on the first attempt. Any student that fails to meet this expectation will be required to remediate with the course instructor. After this remediation is complete, a second IV dosage calculations exam will be administered, and the student must successfully pass the second attempt with a minimum of 86%. Any student that fails to meet this expectation will not be able to continue within the course and program.
8. NO extra credit will be offered outside of the grading. No rounding of grades will occur for any test, quiz, or any other assignments including the final grade.

6.10012 DP Grade Change

Evaluation/Progression

1. Written evaluations are done at intervals during clinical and throughout the courses for all students.
2. To progress to the next semester, the student must have completed all required courses for that level of the curriculum within the current semester and with a minimum grade of “C”, including satisfactory clinical evaluation.
3. Progression of students is also dependent upon the successful completion of course and clinical competencies and objectives including successful dosage calculations exams in PNUR 103 and PNUR 136.

5.5.1. ATI Student Assessments

Additional Grading Information: This program utilizes supplemental products from ATI. There will be routine assignments including video case studies, quizzes, practice tests, and proctored exams. There are typically points allotted for these assignments and students are encouraged to perform to the best of their ability. Points are typically given based upon performance. Remediation is required with all practice tests and can vary upon your performance. Note: During summer courses, exams Including ATI assessments, may be administered differently due to the shortened semester. See each instructor's syllabus for specific course-related details and rubric.

At the end of the course work for the program there is a comprehensive live review, and all students are expected to attend the entire session before the release of transcripts.

Please note the grading rubric on the following page.

ATI Practice Assessments

4 points

Complete Practice Assessment A (on your own)	**Complete Practice Assessment B (in class)**
You may take Practice A as many times as desired in preparation for the other exams, but it must be taken at least once. Remediation for Practice A is not required, but is recommended, as follows: For each topic missed, complete a handwritten active learning template (ALT). It is recommended that you create a binder/folder to store each of your ALTs to remain organized. Take Post Study Quiz (if available)*	Remediation: For each topic missed, complete a handwritten active learning template (ALT) as part of the *required* remediation process. It is recommended that you create a binder/folder to store each of your ALTs to remain organized. Take Post Study Quiz (if available)* Complete an active learning template for each topic missed.

**Both Practice Assessment A and B along with all required remediation must be complete prior to taking the proctored assessment.

ATI Proctored Assessment

Level 3 = 6 points	Level 2 = 3 points	Level 1 = 2 points	Belove level 1 = 1 point
Remediation = not required For each topic missed, complete an active learning template as part of the recommended remediation process.	Remediation = 2 points For each topic missed, complete an active learning template as part of the required remediation process. Complete 5 ALTs.	Remediation = 2 points For each topic missed, complete an active learning template as part of the required remediation process. Complete 10 ALTs.	Remediation = 2 points For each topic missed, complete an active learning template as part of the required remediation process. Complete all required ALTs.

All required remediation must be completed by the due date assigned or the proctored assessment will result in zero points.

Proctored Assessment Retake

No retake required	No retake required	Retake required	Retake required

*Post-study quiz questions may be provided to a student based on specific student knowledge gaps. (Major Content Areas 75% or less. 0 to 50 items possible for additional remediation). If no quiz is generated, faculty may choose one of the alternative remediation methods.

** When the program requires a retake of a Proctored Assessment and the student meets the program benchmark on the retake, that student can earn an additional point (for example, a Level 1 student can now earn 9 points).

5.6. Testing

1. Upon arriving to the testing area, all personal belongings including cell phones, smart watches, ear buds, ear pods, jackets, coats, hats, and book bags must be placed in the back of the room or as directed by the instructor.
2. Students are expected to take tests as scheduled. Students are responsible for contacting the instructor thirty (30) minutes prior to missing a scheduled test. Failure to do so will result in a zero (0) for the test. In case of severe emergency, ie. hospitalization or accident, proper documentation must be presented prior to taking the exam and only after approval from the program coordinator.
3. Make-up tests may be constructed in any format, such as written, essay, or oral, and may differ from the originally scheduled exam. Tests are expected to be completed prior to the end of the next scheduled class day.
4. Students failing to make up a test as scheduled will receive a zero (0) for the test.
5. The student will have ten (10) percent deducted from the full test point value (example: a test worth 50 points would have a 5 point deduction) for the first occurrence of a missed or late exam regardless of the circumstance. For any subsequent absences or tardies for exams during the course, the student will not be allowed to take the exam and will be given zero (0) points for the exam.
6. Students requiring testing accommodation must provide each instructor documentation of the accommodation each semester. Exams and quizzes will be administered on the same day as scheduled and may be in an alternate location.
7. Students may not enter the testing area starting more than 10 minutes after the exam begins. There will be a ten (10) percent penalty for late entry after the test is scheduled to have started. Example – if a test is scheduled for 8:30, student may not enter after 8:40. Students who enter between 8:31 and 8:40 will be allowed to test with an automatic ten (10) percent penalty. Any student greater than ten (10) minutes late for the exam will be considered absent for the exam and will need to reschedule and complete a make-up exam with the instructor prior to the end of the next scheduled class day.
8. Students will not be allowed to make up any quizzes.
9. The final grade for the course must be an 80% average overall between all categories (including ATI points and all other course points).
10. Final grades of less than absolute 80% will not be rounded up. If the average is, 79.9%, the course grade will be a “D.”
11. Students who want to review the quiz or test must make an appointment with the

faculty during office hours to meet before the next quiz or test.

12. Students found with cell phones, smart watches or any other devices in their possession during an exam will receive a zero for the exam and will be removed from the testing area. (The college district guidelines for cheating will apply).
13. A comprehensive final exam is given in every nursing course. All students must take the final exam, even if their total grade is below 80% passing at the time of the final.

5.7. Drug Policy and Clinical Site Testing

Drug Screen Policy

MCC is committed to maintaining high standards in all programs, including its Allied Health and Nursing Education and Practice programs. Safe practice requires efficient, reliable and unimpaired student performance at all times, including in the classroom and clinical settings. Students are required to perform all education related activities in appropriate mental and physical condition. Being under the influence of illegal drugs or alcohol is not only in violation of MCC's Code of Student Conduct, but it also poses serious safety and health risks to the user and to all persons who come in contact with them.

As discussed below, clinical affiliation sites may require students to complete drug screening before they will be placed in the clinical setting and some clinical sites may also require drug screening, with or without cause, during the course of the clinical placement.

As provided below, you may also be asked to complete a drug test according to individual program requirements and/or MCC policy. MCC has adopted the Federal Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989. The Code of Student Conduct imposes disciplinary sanctions for the use, possession or distribution of alcoholic beverages and the illegal use, possession or distribution of drugs and controlled substances on MCC premises or at any MCC sponsored activity. A positive drug test may cause you to be excluded from all clinical sites and may also preclude taking state licensure examinations.

Clinical Site Testing, Sanctions and Cost

As noted above, in addition to potential sanctions, clinical sites impose their own requirements for drug and alcohol testing. Clinical facilities are, like MCC, committed to providing a safe environment in order to protect their patients, residents, employees and visitors, to provide the highest level of service and to minimize the potential for accidents and injuries. Therefore, all of the clinical contracts between MCC and the hospitals, clinics, and other clinical sites and

facilities at which MCC places its students for clinical rotations mandate that MCC nursing students complete and pass a drug screen prior to being admitted into the facility for clinical rotations. Other clinical sites require random drug and/or alcohol screening for nursing students.

Apart from a student's internal due process rights, which, as noted above, address the rights of the student in relation to MCC sanctions, the refusal of a student to submit to a clinical site's initial drug screen or to random testing may result in the student's inability to do or to conclude clinical training at the clinical site. Likewise, a positive test will result in the student's immediate removal from the clinical site.

The cost for a drug screen may be covered by the clinical facility. If not, the student is responsible for the cost.

5.8. Non-Discrimination and Accessibility Policies

Metropolitan Community College is committed to a policy of non-discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, age, birth, ancestry, national origin or disability in admissions, educational programs, services or activities and employment, as specified by federal laws Title VI; Title VII; Title IX, section 504; the Americans with Disabilities Act; and state laws and regulations.

Metropolitan Community College (MCC) is committed to ensuring equal access to all qualified students with disabilities in accordance with the Americans with Disabilities Act (ADA). If you have a disability which may impact your ability to access or participate in any aspect of the nursing program, please contact the campus Disability Support Services Office (https://mcckc.edu/disability-services/index.aspx). The DSS Coordinator will work with you to determine what disability documentation/information is needed in order to provide accommodations. Accommodations are determined on an individualized basis and may take some time to put in place, so early notification to DSS is helpful.

5.8.1. Essential Health Requirements for Nursing Students

Metropolitan Community College Associate of Applied Science Nursing Degree education requires assimilation of knowledge, the ability to make appropriate judgement in healthcare settings, and acquisition of substantial specialized skills and development. The practice of a nurse emphasizes collaboration among a diverse multidisciplinary healthcare team, the client, and the client's family.

The curriculum requires students to engage in diverse, complex, and specific experiences essential to the acquisition and practice of essential nursing skills and function. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. In addition to being essential to the successful completion of the requirements of the Associate of Applied Science Nursing Degree, these functions are necessary to ensure the health and safety of clients, peers, faculty, staff, and other healthcare providers.

The essential abilities necessary to acquire or demonstrate competence in a discipline as complex as nursing and needed for successful completion of the program include, but are not limited to, the following guidelines:

1. **Motor Skills:** Students should have sufficient motor function so that they are able to execute movements required to successfully function in the classroom as well as provide general care and treatment to clients in all health care settings. Students should be able to reach items overhead, stand for 8-12 hours, stoop, crouch, kneel, and lift 25-50 pounds (for example: students are expected to maintain safety while assisting in lifting, moving, and/or transferring clients. While requesting assistance when lifting or positioning clients is expected, the exertion can be up to 50 pounds). The student must also be able to perform basic life support, including CPR, and function in an emergency. There will be no light duty offered or accepted for clinical or clinical-related activities. The student must be able to perform physically and mentally to full capacity as per the Clinical Orientation Manual.
2. **Sensory/Observation:** Students must be able to acquire information through demonstration and experiences in the basic nursing sciences. The student must be able to observe a client accurately, at a distance and nearby, and observe and appreciate non-verbal communications when performing nursing assessment, intervention, or medication administration. The student must be capable of perceiving the signs of disease and infection as manifested through physical examination. Such information is derived from images of the body surfaces, palpable changes in various organs and tissues, and auditory information (client voice, heart tones, bowel, and lung sounds).

3. **Visual Acuity:** Students must be able to read, to determine changes in the client's condition, to discriminate between measurements on equipment such as syringes or gauges, and to accurately use client care supplies and equipment.
4. **Communication:** Students must be able to hear as well as be able to effectively verbalize and communicate with other students, faculty, staff, clients, family, and other members of the healthcare team. The student must express his or her ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback. A student must be able to convey or exchange information at a level allowing development of a health history, identify problems presented explain alternate solutions, and give directions during treatment and post-treatment. The student must be able to communicate effectively in oral and written format. The student must be able to process and communicate information on the client's status with accuracy, in a timely manner, to members of the health care team. The appropriate communication may also rely on the student's ability to make a correct judgement in seeking supervision and consultation in a timely manner.
5. **Cognitive:** Students must be able to measure, calculate, reason, analyze, integrate, and synthesize in the context of nursing study. The student must be able to read and comprehend extensive written material. The student must also be able to evaluate and apply information and engage in critical thinking in the classroom and in the clinical setting.
6. **Behavioral/Emotional:** Students must possess the emotional health required for the full utilization of his or her intellectual abilities, the exercise of good judgement, the prompt completion of all responsibility's attendant to the diagnosis and care of clients and families. In addition, the student must be able to maintain mature, sensitive, and effective relationships with clients, peers, faculty, staff, and other professionals under all circumstances including highly stressful situations. The student must have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways. The student must be able to experience empathy for the situations and circumstances of others and effectively communicate that empathy. The student must know that his or her values, attitudes, beliefs, emotions, and experiences affect his or her perceptions and relationships with others. The student must be able and willing to examine and change his or her behavior when it interferes with productive individuation or team relationships. The student must possess skills and experience necessary for effective and harmonious relationships in diverse academic and working circumstances.

There is no "light duty" in clinical, simulation or skills lab rotations – students and faculty must be fully fit for duty according to clinical partner policy. To safely demonstrate patient care,

students must be “fully fit for duty.” Expectations from the clinical facilities may include, but are not limited to the following physical and working environment demands:

- Noise
- Temperature Changes
- Hazards
- Balancing
- Carrying
- Climbing
- Crawling
- Crouching
- Eye/Hand/Foot Coordination
- Grasping
- Handling
- Hearing
- Kneeling
- Lifting
- Pulling
- Pushing
- Reaching
- Repetitive Motions
- Running
- Sitting
- Standing
- Stooping
- Talking
- Walking

7.30020 BP Non-Discrimination
7.30030 BP Non-Discrimination and Harassment Student
7.30030 DP Non-Discrimination and Harassment Student
7.30035 BP Sex Discrimination and Sexual Harassment Student
7.30035 DP Sex Discrimination and Sexual Harassment Student
7.20100 DR Disability Support Services
7.20100 OP Disability Support Services
7.20200 DR Service Animals and Emotional Support Animals
7.20200 OP Service Animals and Emotional Support Animals

5.9. Verbal and Written Counseling

The Practical Nursing Program utilizes an early alert system. Students may be placed on “Early Alert” at any time during the program in an effort to increase student success. The early alert may involve counseling. There are four types of counseling: Academic, Clinical, Attendance, and Conduct.

1. If the student’s academic average falls below 80% (cumulative) at any time during a nursing course, that student is placed on academic counseling and given a remediation plan for successful course completion. Satisfactory completion of the course nullifies the probation. In order to continue with the prescribed order of courses in the Nursing Program, the student must complete the course with a “C” or better.
2. Students are expected to follow the Code of Student Conduct as set forth in the academic policies of the Metropolitan Community College and the Nursing Program’s Code of Academic and Clinical Professional Conduct and rules for Student Behavior. Non-course related or Conduct counseling may be initiated for lack of compliance with any of those stated standards. Grounds for non-course related probation shall include, but not be limited to, the following:
    a. disruptive behavior;
    b. illicit activities; and/or
    c. dishonest behavior.
3. Clinical counseling may be initiated at any time during a course. Grounds for clinical counseling for students shall include, but not be limited to, the following:
    a. insubordination.
    b. conduct potentially detrimental to the safety of clients, clinical facilities staff, college faculty or staff, or other students.
    c. unsatisfactory clinical performance as determined by college faculty.
    d. attendance related, and/or
    e. violation of the Code of Student Conduct.
4. Once a student is placed on written counseling, the student will receive a written or email notice addressing the issue and be given an improvement plan indicating the deficiency needing to be improved. If a second probation is merited for the same clinical deficiency in the same clinical rotation, the student’s performance is deemed unsatisfactory and will result in the failure of the clinical portion of the course and the theory portion of the course. The student will no longer be eligible to sit in the course unless an active grievance is in progress. If the student chooses to grieve the failure, an email must be sent within five days of the failure to the program coordinator. While the

grievance is in progress, the student must remain in class until the grievance is complete.

5.10. Withdrawal and Re-Enrollment

Withdrawal

1. Withdrawal from one nursing course may be made with the coordinator's approval. The student has one (1) semester to re-enroll in the program once they withdraw. Request for re-enrollment into the program must be done in writing if the student plans to return. Re-enrollment will be on a space-available basis. Students who intend to re-enroll (including medical withdrawals) in the program must send a letter of intent to request a seat in any course they have withdrawn from by the third business day after the district official day to withdraw without assessment.
2. One (1) withdrawal is allowed within the total Practical nursing curriculum. MCC's policy is that the student will receive a "W" designation if the withdrawal occurs before MCC's "last day to withdraw without assessment" or an "F" grade if the student withdraws after that deadline. A second failure of a nursing course, or a second withdrawal from a nursing course or combination of the two will result in dismissal from the Practical Nursing Program and making the student ineligible for re-entry into the Practical Nursing program.

Re-Enrollment

Students may not withdraw or be on an approved leave for more than one semester without being required to reapply to the program and start from the beginning. For a student who has taken an approved leave from the program, the following must be satisfied prior to the start of the semester in which the student is returning:

- All other CNE requirements, as applicable.
- Students must maintain compliance during withdrawal period.

5.11. Dismissal

Only one course may be repeated in the entire practical nursing program. A failure in a second course or withdrawal from a second course or combination will result in dismissal from the program, and the student will not be eligible for re-admission within the Practical Nursing program. For example, if a student chooses to withdraw from a course in the first semester and fails a course in the third semester, they will be dismissed from the program

In addition to grounds specified in the Code of Student Conduct and the above notation, grounds for dismissal shall also include, but not be limited to:

- Failure to provide safe nursing care;
- Non-course related written counseling a second time
- Cheating, plagiarism, self-plagiarism (including the use of AI), and/or academic dishonesty
- Failure to comply with required remediation

Additional Notes:

- Eligibility to enter the PN program after being unsuccessful in the ADN program will be based on application, acceptance to the program, and a remediation plan in place with program coordinator.
- Failure of both RNUR 126 and RNUR 131 from the ADN program will disqualify admission into the PN program.
- Two failures within the Practical Nursing program disqualifies a student for admission into the ADN program

6. Curriculum and Course Descriptions

6.1. Program and Course Requirements and Credit Hours

CHEM105 - Introductory Chemistry for Health Sciences (5 credits)
BIOL109 - Anatomy and Physiology: 6 credits **OR** BIOL 110 (5 credits) **&** BIOL 210 (5 credits)
PNUR100 - Personal and Vocational Concepts (1 credit)
PNUR103 - Fundamentals of Practical Nursing (7 credits)
PNUR110 - Applied Pharmacology I (2.5 credits)
PNUR111 - Applied Pharmacology II (2.5 credits)
PNUR128 - Mental Health Nursing (4 credits)
PNUR132 - The Childbearing Family (4 credits)
PNUR136 - IV Therapy (1.5 credits)
PNUR138 - Medical Surgical Care of Adult Patient I (8 credits)
PNUR144 - Medical Surgical Care of the Adult Patient II (8 credits)
PNUR146 – Leadership (3 credits)

6.2. Pre-requisite Courses

CHEM105 - Introductory Chemistry for Health Sciences (5 credits)
BIOL109 - Anatomy and Physiology: 6 credits **OR** BIOL 110 (5 credits) **&** BIOL 210 (5 credits)

6.3. Required Core Courses

LEVEL 1 – PRACTICAL NURSING PROGRAM

PNUR 100 – PERSONAL AND VOCATIONAL CONCEPTS
Introduction to the role of the practical nurse.

PNUR 103 – FUNDAMENTALS OF PRACTICAL NURSING
Introduction to the role of the practical nurse in the provision of basic nursing care to diverse populations across the lifespan. Clinical experiences provide knowledge and skills.

PNUR 138 – MEDICAL SURGICAL CARE OF THE ADULT PATIENT I
Introduction to concepts of medical surgical nursing with emphasis on meeting the needs of the whole client. Addressing the following body systems: respiratory, cardiovascular, urinary and

renal, integumentary, and reproductive.

PNUR 110- APPLIED PHARMACOLOGY I
Introduction of basic pharmacology information for safe administration of medications by the practical nurse for the following body systems: cardiovascular, respiratory, reproductive, and immune.

LEVEL 2 – PRACTICAL NURSING PROGRAM

PNUR 128 – MENTAL HEALTH NURSING
Introduces the role of the practical nurse in caring for patients with mental illness including treatment addressing psychosocial needs.

PNUR 132 – THE CHILDBEARING FAMILY
The course is an introduction to maternity and pediatric nursing. Prenatal development, prenatal care and nursing care during labor and birth with a focus on the family after birth is integrated into the course. Nursing care using basic nursing skills in caring for the term, pre-term and post-term newborn in included in the course and clinical components. Care of the hospitalized pediatric client and health care adaptations for the child and family is taught. Common pediatric disorders, illnesses and diseases are reviewed by body systems. Medication administration and pediatric dosage calculations are incorporated. The clinical component allows the student the opportunity to further develop nursing knowledge using evidence-based practice, assessment skills, self-awareness and demonstrate competency of nursing care.

PNUR 136 – VENOUS ACCESS AND INTRAVENOUS INFUSION
Principles of IV therapy and pharmacology including the initiation, monitoring, regulation, and maintenance of an intravenous access device, site, and flow rate, administration of IV fluids, and administration of IV medications included in the scope of practice for the practical nurse. Students will be certified in intravenous therapy as allowed by the Missouri Nurse Practice Act.

PNUR 144 – NURSING OF THE ADULT II
Continuation of medical surgical nursing with emphasis on meeting the needs of the whole client and providing the foundation for understanding identified pathophysiological disorders. Addressing the following body system: musculoskeletal, neurovascular, sensory, gastrointestinal, endocrine, and metabolic.

PNUR 146 – LEADERSHIP
Introduces leadership principles needed for the practical nurse to function in an effective

manner in any setting.

PNUR 111 -- APPLIED PHARMACOLOGY II
Continuation of basic pharmacology information for safe administration of medication by the practical nurse for the following body systems: central nervous, digestive, endocrine, musculoskeletal, and drugs that affect the general health of the body.

6.4. Elective Options

N/A

7. Work-Based Learning Requirements (Clinical Experiences)

7.1. Clinical Experiences

Work-Based Learning for the Practical Nursing program comes in the form of Clinical Experiences. Clinical experiences are essential to the program structure and are mandatory for the completion of many of the core courses. Requirements and expectations for clinical experiences are listed in the Academic Policies and Expectations Section of the Nursing Student Handbook.

7.2. Eligibility for Clinical Experiences

All CNE requirements must be complete prior to the start of the nursing program and maintained throughout the duration of the program. Students who fail to complete CNE compliance while in the program will be sent home from clinicals and place on probation. If a student remains out of compliance prior to the second clinical day, they will receive a clinical failure for the course. Please see the following:

- Chickenpox (varicella) – positive IgG titer or two (2) immunizations
- TB screening on admission and annual TB testing, per clinical orientation manual
- Series of three (3) Hepatitis B vaccinations and positive antibody titer or signed waiver
- Tetanus-Diphtheria acellular– Pertussis; cannot be over ten (10) years old
- Measles, Mumps, Rubella – positive IgG titer/s or two (2) immunizations · Copy of health insurance card or waiver
- Color blindness screening

*Clinical sites that are required in the nursing program do not allow or accept exemptions. *

All Nursing students are required to provide **up-to-date** official records of required health documentation. *Students must maintain complete and current health information on file with online clinical tools. Additionally, students are required to maintain paper copies of their documents in folder and keep on their person.*

Students are advised to keep copies of all health information for their personal records. This information is subject to HIPAA regulations.

All immunization and related clinical requirements (including Basic Life Support (BLS), background check and drug screen) **must be completed prior to program enrollment and uploaded to and cleared by Clinical Student**. Students who fail to complete/maintain

compliance will not be permitted to attend clinical(s) (including participation in virtual Hospital, and other clinical related activities such as health for flu clinics, etc.) and will be placed on probation. If a student remains out of compliance prior to the second clinical day, the student will receive a clinical failure.

Additionally, students who fail to maintain compliance after completion of their clinical rotation(s), will receive an enrollment hold placed on their student account for the upcoming semester. Since most organizations have an organizational compliance plan and are required to adhere to all federal, state, local laws and regulations, students are responsible for maintaining compliance via Clinical Student or other designated online tool throughout the duration of the program. In the event the clinical partner is audited or receives an accreditation site visit from a regulating body of authority, MCC and its students must be positioned to respond to all partner requests for information within 24 hours.

Hospital Competency Exam

The student will be required to complete the KCANE Hospital Competency Exam each calendar year with a minimum score of 90%, posted on Course Site. The online learning tool will be available in the shared folder of Clinical Student each July.

Students are expected to routinely be on alert for notifications from Clinical Student to remain compliant.

7.3. Expectations and Responsibilities of Students for Clinical Experiences

Students are expected to adhere to the MCC Student Code of Conduct, the Practical Nursing Student Code of Conduct and Student Guidelines, and the Practical Nursing Student Clinical Attendance Policy, found in the Academic Integrity and Code of Conduct Section of the Nursing Student Handbook.

Students are also expected to adhere to any additional requirements set by the clinical sites and instructors.

7.3.1. Virtual Hospital Expectations

1. **As a component of clinical experience,** most clinical nursing courses have simulation experiences in the Virtual Hospital at HSI.
2. Each course with simulation assigned schedules its own scenarios, as appropriate to the course.
3. Participation in the Virtual Hospital is required, and the expectations for performance in the Virtual Hospital are the same as for all other clinical experiences, including but not limited to maintaining compliance with immunizations and other CNE requirements.
4. Failure to meet expectations for the Virtual Hospital results in the same consequences as required for any other clinical experience. Feedback from the Virtual Hospital faculty may be included in the clinical evaluation for the course.
5. Requirements and expectations for student participation in the Virtual Hospital:
    a. Virtual Hospital experiences may have required assignments to be completed prior to the learning activity. This is considered preparation for clinical and is necessary in order for the simulation to be a valuable learning experience.
    b. Students arriving unprepared for the Virtual Hospital experience or with assignments incomplete will be sent home, placed on probation, and may be given a make-up assignment.
    c. All students will be required to sign a Virtual Hospital confidentiality statement prior to participating in simulation scenarios.
    d. A breach of confidentiality as defined in the statement will result in the student being placed on clinical probation; a second breach of the defined confidentiality will result in clinical failure.
    e. All students participating in Virtual Hospital activities will follow the Student Dress Code as defined in the Nursing Programs Student Handbook.
    f. Students are required to bring all tools necessary for a day of patient care; i.e. stethoscope, penlight, etc.
    g. Arriving for the activities in the Virtual Hospital without appropriate attire or without necessary patient care equipment will result in the student being sent home, being placed on probation, and subject to make-up activities as designated by the instructor.
    h. A “no call, no show” absence to a Virtual Hospital experience will result in the student being placed on probation and given a make-up assignment, as designated by the faculty. (See Student Attendance and Participation Expectations)
    i. Simulation is a fully immersive experience, it is important that students are on time and present for all portions of a scheduled simulation activity. Failure to be

on time will prevent the student from being allowed to participate in the simulation. **This will result in a clinical absence for the student and issuance of clinical written counseling**. The missed time will be made up by either rescheduling of the student's time in simulation or a make-up assignment based on the discretion of the instructor. (See Student Attendance and Participation Expectations)

j. Only bottled water is allowed into the Virtual Hospital.
k. Cell phones in the Virtual Hospital are allowed for security access within the computer only. Texting is not allowed during any designated clinical time. Cell phones and pagers are not to be accessed and all personal items must be placed in a designated area and cannot be accessed until clinical experience is completed for the day. Failure to comply will result in the student being placed on clinical probation.
l. The Virtual Hospital is a clinical setting. Professional behavior is expected from the students participating in the Virtual Hospital. Failure to practice professional behavior during the simulation experience will result in the student being placed on clinical probation.
m. The student is expected to provide patient care during the simulation as if they are a licensed professional caring for the patient.
n. Standard precautions are used just as they would be in the health care facility.

7.4. Evaluation Process of Work-Based Learning

Please refer to the Grading Policies and Standards section of the Nursing Student Handbook for information on evaluation of clinical experiences.

8. Industry Specific Expectations

8.1. Rules and Ethics

National Federation of LPN (NFLPN) Nursing Practice Standards

The National Federation of Licensed Practical Nurses, Inc. (NFLPN) is the official organization of licensed practical/vocational nurses. As such, the organization is responsible for determining the standards of practice and the ethical principles with which the group should perform. The code of ethics, revised in 1979, establishes the responsibilities for conduct in the profession.

Code of Ethics

1. Know the scope of maximum utilization of the LP/VN as specified by the nursing practice act and function within this scope.
2. Safeguard the confidential information acquired from any source about the patient.
3. Provide health care to all patients regardless of race, creed, cultural background, disease or lifestyle.
4. Uphold the highest standards in personal appearance, language, dress, and demeanor.
5. Stay informed about issues affecting the practice of nursing and delivery of health care and, where appropriate, participate in government and policy decisions.
6. Accept the responsibility for safe nursing by keeping oneself mentally and physically fit and educationally prepared to practice.
7. Accept responsibility for membership in NFLPN and participate in its efforts to maintain the established standards of nursing practice and employment policies that lead to quality patient care. The rules and statutes of the Missouri Nursing Practice Act can be found on the Missouri State Board of Nursing website.

American Nurses Association Provisions of the Code of Ethics for Nurses

Nursing is regarded as one of the most ethical of all professions. The concern for the sick, injured, and vulnerable and the social justice in providing care for all individuals and the community are embedded in nursing practice. Nurses act to change those aspects of social structures that detract from the health and well-being of individuals, families, groups, and communities. Nurses are expected to adhere to the ideals and moral norms of the profession and to embrace them as a part of what it means to be a nurse. The ethical tradition of nursing uses self-reflection to monitor the behavior of all members of the profession. A code of ethics makes the goals, values, and obligations of the profession explicit to societal members, both inside and outside the profession. The following Provisions of the Code of Ethics for Nurses

developed by the American Nurses Association (ANA), the official organization representing professional nurses (RNs), serves the following purposes:

- It is a succinct statement of the ethical values, obligations, duties, and professional ideals
- of nurses individually and collectively.
- It is the profession's non-negotiable ethical standards.
- It is an expression of nursing's own understanding of its commitment to society.

1. The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has the authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to the provision of safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

From: American Nurses Association (2015) Code of Ethics for Nurses with Interpretive Statements. Washington, DC: Author. View the ANA Code of Ethics for Nurses.

8.2. HIPAA Confidentiality

All Practical Nursing students are expected to hold in confidence any information regarding patient care as designated by HIPAA. Learn more about HIPAA.

8.3. Legal Standards

Missouri Nursing Practice Act for Licensed Practical and Professional Nursing

A critical section of the Missouri Nursing Practice Act (§335.011 to §335.096 RSMo 2014) reprinted below has significant relevance to nursing students and their professional development. Students should understand that completion of the program does not guarantee eligibility to take the licensure examination. For a complete copy of The Nursing Practice Act, contact the Academic Affairs Office or access the website of Missouri State Board of Nursing or the Missouri statutes website

Section 335.066 is reprinted here from The Nursing Practice Act:

§335.066 Denial, revocation, or suspension of license, grounds for –

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, gross negligence, or repeated negligence in the performance of the functions or duties of any profession licensed or regulated by chapter 335. For the purposes of this subdivision, "repeated negligence" means the failure, on more than one occasion, to use that degree of skill and learning ordinarily used under the same or similar circumstances by the member of the applicant's or licensee's profession;

(6) Misconduct, fraud, misrepresentation, dishonesty, unethical conduct, or unprofessional conduct in the performance of the functions or duties of any profession licensed or regulated by this chapter, including, but not limited to, the following:

(a) Willfully and continually overcharging or over treating patients; or charging for visits which did not occur unless the services were contracted for in advance, or for services which were not rendered or documented in the patient's records;
(b) Attempting, directly or indirectly, by way of intimidation, coercion or deception, to obtain or retain a patient or discourage the use of a second opinion or consultation;
(c) Willfully and continually performing inappropriate or unnecessary treatment, diagnostic tests, or nursing services;
(d) Delegating professional responsibilities to a person who is not qualified by training, skill, competency, age, experience, or licensure to perform such responsibilities;
(e) Performing nursing services beyond the authorized scope of practice for which the individual is licensed in this state;
(f) Exercising influence within a nurse-patient relationship for purposes of

engaging a patient in sexual activity;
(g) Being listed on any state or federal sexual offender registry;
(h) Failure of any applicant or licensee to cooperate with the board during any investigation;
(i) Failure to comply with any subpoena or subpoena duces tecum from the board or an order of the board;
(j) Failure to timely pay license renewal fees specified in this chapter;
(k) Violating a probation agreement, order, or other settlement agreement with this board or any other licensing agency;
(l) Failing to inform the board of the nurse's current residence;
(m) Any other conduct that is unethical or unprofessional involving a minor;

(7) 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;

(8) 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;

(9) 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;

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

(11) 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;

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

(13) Violation of any professional trust or confidence;

(14) 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;

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

(16) 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;

(17) Failure to successfully complete the impaired nurse program;

(18) Knowingly making or causing to be made a false statement or misrepresentation of a material fact, with intent to defraud, for payment pursuant to the provisions of chapter 208 or chapter 630, or for payment from Title XVIII or Title XIX of the federal Medicare program;

(19) Failure or refusal to properly guard against contagious, infectious, or communicable diseases or the spread thereof; maintaining an unsanitary office or performing professional services under unsanitary conditions; or failure to report the existence of an unsanitary condition in the office of a physician or in any health care facility to the board, in writing, within thirty days after the discovery thereof;

Source: §335.066 RSMo 2025.

8.4. Professional Standards

Students are expected to adhere to the Student Code of Conduct for Professional Standards of Academic Integrity, Personal Responsibilities, and Communication.

8.4.1. Student Dress Code

The following guidelines are consistent with standards of professionalism. To assure a professional appearance is maintained, students will be instructed in additional dress policies relevant to specific settings. The following guidelines must be adhered to during any clinical related activity (skills lab activities, Virtual Hospital activities, and hospital/clinic/community

clinicals):

Category	Requirements
Hygiene	Good hygiene such as bathing, use of deodorant, and brushing teeth is expected. Perfumes, colognes, essential oils, and scented toiletries should be avoided, as some individuals may have adverse reactions to the scents. Make-up should be conservative and in good taste. False eyelashes are NOT allowed.
Uniform	The student uniform is an embroidered Royal blue scrub top and black uniform scrub pants. Students can choose to wear a black skirt. The specific style numbers are given during orientation. Jogger style scrub pants are allowed. Plain, solid color white, gray, or black short sleeved or long-sleeved t-shirts may be worn under the scrub top. Solid black traditional scrub jacket is allowed. The student uniform is to be clean, wrinkle free, and in good repair with appropriate fit. Uniforms with school insignia must not be worn outside of the educational setting.
Name Badge	Students are required to wear their MCC issued photo ID badge. The badge is to be worn above the waist on the right front of the uniform. The badge is not to be worn outside school or any clinical sponsored activities. Lost name badges must be replaced immediately at the expense of the student.
Undergarments	Undergarments are required to be worn but not visible with the student uniform.
Hose	White or black clean socks must be worn. Female students may wear neutral colored hose with the dress uniform.
Shoes	All white or all black leather (including soles) nurse's shoes of choice will be worn. No swish, stripes or patterns of any kind allowed. Shoes must be clean and polished and have clean shoe strings. Shoes must be in good repair. Closed toes and heel are required. No crocs are allowed. No mesh tennis shoes or boots are allowed.
Hair	Hair should be neat and clean without extreme colors (acceptable colors

	are only those that naturally exist). Hair should be controlled so that it does not fall over the eyes, and in the immediate work area or on clients. (ex. long ponytails must be secured, kept off the face, and from swinging into the work area when providing care. Bangs that extend beyond the eyebrows and long dangling side curls are not acceptable). Headbands can be worn but must be solid in colors of white, gray, or black. No visible chest hair. Facial hair should be short, clean, and well-groomed and must in no way interfere with the technical and professional requirements of a nursing student's work assignment. Some settings, such as the operating room, may require covering over a beard. All facial hair must be removed prior to N95 fit-testing, if applicable. Head coverings worn for religious reasons or for protection must be appropriate and secured to prevent any cross-contamination.
Nails	Nails must be kept clean, well-groomed, and no longer than ¼ inch from tip of finger to tip of nail. Artificial nails include bonding tips, wrappings, acrylic, and gel finishes are not allowed. In other words, any fingernails with which you were not born are considered artificial, and my not be worn by health care personnel who provide direct patient care. Nail polish may NOT be worn.
Jewelry	Only a plain wedding band (simple with no raised stones) or silicone band may be worn while in uniform. Only one set of simple post earrings is allowed. Flesh or clear spacers must be worn in other piercings or gauges. If wearing a post piercing in the ear for alleviating migraines (Daith piercing), the sum total of ear piercings may NOT exceed three. A doctor's note for wearing a Daith Piercing may be requested. No facial piercings or gauges allowed. A watch with a second hand, is to be worn with the student uniform. Ornamental and Smart watches are NOT allowed. Soldered jewelry is NOT allowed in the clinical environment.
Other Dress	No head coverings can be worn in the clinical facility unless part of religious/cultural practice. No hooded sweatshirts or hooded jackets are allowed in the clinical setting.

	Tattoos and body art must be covered while in the clinical setting.

General Guidelines

All students are expected to be well groomed and have a professional appearance in the clinical area, as well as for classes on campus. Excessive make-up, hairdos, beards, scents (fragrances), and long sculptured nails are inappropriate. Short shorts, midriff tops, mini-skirts, tattered jeans, worn tight-fitting sweat suits, and other inappropriate articles of clothing are not acceptable for school wear. Tattoos and body art must be covered. **All offensive odors, such as cigarette or other types of smoke, strong perfumes or colognes, perspiration or body odors, are not acceptable.**

Classroom and Clinical

Failure to comply with above guidelines regarding appearance will result in:

1. First offense: Verbal warning
2. Second offense: Written counseling
3. Third offense: Clinical Failure

The general guidelines for student dress may be superseded by guidelines of the clinical facility. If the guidelines of the clinical facility are more stringent than those of the program, the student is expected to adhere to those of the clinical facility.

9. Facilities, Equipment, and Safety Guidelines

9.1. Lab and Classroom Expectations

MCC Nursing Skills Laboratory

Experiences are planned to provide for demonstration, practice, and evaluation of specific skills necessary to function in the hospital setting. Selected skills will be evaluated in the Nursing Skills College Lab on a 1:1 basis after the student has had an opportunity to practice. The student will be referred by faculty to the Skills Lab if additional practice is needed for any clinical skill. "Open Laboratory" hours will be posted for practice sessions. Students will sign up for individual evaluation sessions. Students will be required to purchase a practice bag of supplies prior to the start of the semester. The practice bag will have all supplies required for skills lab practice and skill competency evaluation for the entirety of the program.

9.2. Equipment Usage and Maintenance

- Adhere to all safety requirements of the school and clinical facilities. This includes utilizing personal protective equipment (PPE) as necessary when caring for clients.
- Personal protective equipment is available in health care facilities where students are assigned for clinical experiences. It is the student's responsibility to know the location of the equipment.

9.3. Safety Policies and Emergency Procedures

MEDICAL EMERGENCIES AT MCC-PENN VALLEY/HSI

NON-EMERGENCIES

If the injury/illness is non-emergency, not life threatening, but does require prompt medical attention:

1. Contact the MCC Police Dispatch at 604-1111 and the MCC police will provide assistance.
2. MCC Police will arrange for the ill/injured party to be transported to the nearest emergency medical facility for treatment, if required, and at the student/visitor's discretion.

EMERGENCIES

If this is a medical emergency requiring immediate attention, call 911.

MCC police department must be notified. Please call Police Dispatch at 816 604- 1200.

Be prepared to provide:

- Exact location of injured person
- Type of injury or illness

MEDICAL EMERGENCIES AT CLINICAL SITE

In the event of a medical emergency at the clinical site, notify the clinical instructor, course instructor, program coordinator, and the clinical coordinator. The instructor will follow that facility's emergency situation policy and/or have the student taken to the emergency room. Students are required to either have their own health insurance or a signed waiver stating that they are responsible for any medical costs as a result of any illness or injury incurred at the clinical site. Documentation of the incident for both the college and the clinical facility will be completed.

ILLNESS AND INJURY

The student is responsible for any expenses incurred due to a medical emergency involving illness or injury, including transportation to a medical facility.

GUIDELINES FOR PROTECTING THE HEALTH CARE WORKER

MCC Penn Valley Practical Nursing program follows the Standard Precaution policies of the institutions where laboratory and clinical experiences occur. Standard Precautions, as outlined by the Centers for Disease Control and Prevention (CDC), were developed to protect healthcare workers from blood-borne pathogens. All clients must be considered as having the potential to transmit infectious disease. Students must take measures to protect themselves, their coworkers, and the community at large from exposure to blood-borne pathogens. We strongly recommend that you receive the Hepatitis B vaccine, which would be at your own expense.
MCC Nursing students will abide by the following expectations:
1. No procedures will be performed during a clinical rotation without the presence, permission, or knowledge of the instructor.
2. The driver in a carpool is responsible for carrying adequate liability insurance to protect him/herself in the event of a car accident. The college is not liable for accidents or injuries when using personal vehicles.
3. All students will acquaint themselves with the operation of and location of fire extinguishers and exits in the school building and on clinical rotations. Orientation to the clinical facilities is provided.

4. Students will practice appropriate body mechanics.
5. Understand that being a student in the nursing education program requires the practice of selected technical procedural skills and there is an element of risk involved.
6. Adhere to all safety requirements of the school and clinical facilities. This includes utilizing personal protective equipment (PPE) as necessary when caring for clients.
7. If emergency mouth-to-mouth resuscitation is warranted, mouthpieces, resuscitation bags or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.
8. Any student who has exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.
9. Protecting an individual's, clients', clinical facility's, or peers' privacy through strictly adhering to the rules of confidentiality is fundamental to nursing practice.
Personal protective equipment is available in health care facilities where students are assigned for clinical experiences. It is the student's responsibility to know the location of the equipment.

Should a needle stick or other exposure to blood-borne pathogens occur:
· Wash the area well with soap and water for 1-2 minutes.
· For mucous membrane exposure, rinse the area thoroughly with water or normal saline for 2 minutes.
· If a skin cut, puncture or lesion is exposed to blood or other potentially infectious material, immediately wash the area with soap and water until excess blood is visibly removed.
· Report the incident immediately to the instructor.
· The instructor will then follow the post-exposure plan as set by the institution where the incident occurs. The incident will be evaluated to determine if it is a true exposure. If the incident is found to be a true exposure, the source client must be evaluated for known or suspected HIV infection, hepatitis, or other infective agents preferably within one-half hour of the exposure report.
· The instructor will notify the Program Coordinator within 24 hours. The Program Coordinator will follow college policy for such incidences.
Please note that the student is responsible for all costs related to post-exposure procedures. The clinical facility may provide the treatment at no cost to the student.

10. Industry Certifications and Licensure

10.1. Available Certifications through the Program

Upon successful completion of the Practical Nursing program, graduates will be granted a Certificate of Practical Nursing and be eligible to apply for and take the NCLEX-PN examination.

10.2. State and National Licensing Requirements

INFORMATION ON LICENSURE

Admission to and graduation from the nursing program does not ensure eligibility for state licensure nor does it guarantee passing the licensure examination.

The State Board of Nursing has the legal duty of determining that each applicant who will practice as a vocational or professional nurse has good moral character as required under §335.066 RSMo 2014.

While a conviction or criminal record is not conclusive of the standard of good moral character, it is a factor that must be considered by the State Board of Nursing when applying for the licensure exam following completion of the educational curriculum. Any candidate for licensure who has ever been charged or convicted of a misdemeanor, or a felony will be required to submit documentation of the court proceedings for that charge or conviction to the State Board of Nursing in which licensure is sought.

The reasons that may result in a denial, or revocation, of a professional nursing license can be found in The Nursing Practice Act(§335.011 to §335.355 RSMo 2014.) excerpted of this Handbook
or found in its entirety at the Missouri State Board of Nursing website.

If the student has had a criminal conviction in the past, please contact the Nursing Director for assistance with your application. A conviction may delay or prevent the issuance of a license. The Missouri State Board of Nursing will make the decision whether or not to allow an individual to take the licensure examination. (Questions may be directed to the Missouri State Board of Nursing, 3605 Missouri Boulevard, Jefferson City, Missouri 65102.).

10.2. Certification Exam Preparation Resources

APPLYING FOR LICENSURE

Instructions for completing the Missouri State Board of Nursing's "Application for License as a Practical Nurse by Examination" will be given during Leadership course of the program. Students will file an application with the Missouri State Board of Nursing or the intended state of initial licensure to write the National Council Licensure Examination for the respective area of nursing practice. After successful completion of the examination, a license will be granted for the graduate to practice in the state of Missouri or the intended state of initial licensure.

11. Graduation and Program Completion Requirements

11.1. Graduation Checklist

GRADUATION GUIDELINES

Each student is responsible for knowing the CURRICULUM REQUIREMENTS for completion of the Nursing Program. The Practical Nursing Core Curriculum is available on the MCC website. All financial requirements must be fulfilled prior to completion of the program and it is the student's responsibility to confirm financial requirements are meet.

11.2. Capstone Projects or Final Assessments

Students must also complete the ATI comprehensive exam and NCLEX-PN review prior to the release of transcripts which may occur just prior to pinning or directly after.

PINNING

The Pinning Ceremony signifies the completion of the nursing program

- Dress code for the Pinning Ceremony will be as follows:
    - Clean, presentable clinical uniform with white or black shoes.

Note: There are to be no alcohol or drugs/controlled substances on the college premises or at any college sponsored activity.

12. Appendix & Additional Resources

12.1. Forms and Templates

N/A

12.2. Academic Calendars

Refer to the MCC Homepage for the most accurate and up to date version.

12.3. Frequently Asked Questions

N/A