



# Student Handbook

## Associate of Applied Science Nursing

### 2024/2025

**Metropolitan Community College- Health Science Institute**  
**Associate of Applied Science Nursing**  
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**\*SUBJECT TO CHANGE WITHOUT NOTICE\***

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Dear Student,

Welcome to the Associate of Applied Science Nursing (Professional Nursing) Program.

We are excited and glad that you chose MCC-Penn Valley for your nursing education.

The Nursing Program is one of many health career programs available to MCC students and is integral to the College, reflecting its philosophy and objectives.

The Student Handbook is designed to provide information about the program and how to achieve success in your learning experiences.

The Nursing Program faculty and staff are dedicated to serving students and assisting each to reach the fullest of potential by fostering the desire for continuing education throughout life and developing a spirit of inquiry and creativity. The Associate of Applied Science Nursing Program is committed to improving health care in the community and working for the betterment of the nursing profession.

Best wishes for success in your pursuit of a career in nursing.

The Staff, Faculty, and Coordinators of the Associate Degree Program

## **Introduction/History of the Nursing Programs**

Metropolitan Community College (MCC) is the oldest institution of higher learning in the Kansas City metropolitan area. It was founded in 1915 as the Kansas City Polytechnic Institute. It was accredited by North Central Association of Colleges and Schools in 1918 and in 1919 became the Junior College of Kansas City. MCC is also the largest college in the metropolitan area. The college has five campuses: MCC–Penn Valley, MCC-Blue River, MCC-Longview, MCC-Online and MCC-Maple Woods. The Administrative Center and Broadway Plaza house the administration of the MCC system and sit adjacent to the Penn Valley campus. The Health Science Institute is part of the Penn Valley campus.

The Practical Nursing Program (PN) originated under the sponsorship of the Kansas City, Missouri School District. The Kansas City, Missouri Board of Education Program of Practical Nursing was established in 1949 and was approved by the Missouri State Board of Nursing in November 1954. The Jennie Lund School of Practical Nursing was established July 1, 1966, through the Independence School District and was named for Jennie Lund, one of the first Practical Nurses in the Independence, Missouri area. The Jennie Lund School of Practical Nursing became a satellite of the Kansas City, Missouri Board of Education Program of Practical Nursing on July 1, 1988. In March 1990, a cooperative agreement with Penn Valley Community College was established to offer college credit hours for the total program. On June 30, 1993, the Kansas City, Missouri School District relinquished sponsorship of the program, and on July 1, 1993, the program became Penn Valley Community College. The Practical Nursing Program has full approval from the Missouri State Board of Nursing.

The Associate of Applied Science Nursing Program (A.A.S. in Nursing) was established August 1, 1966. The A.A.S. in Nursing Program has an average enrollment of 128 students per academic year. The program is fully approved by the Missouri State Board of Nursing and accredited by the NLNAC. The initial accreditation was January 1972 with the last accreditation occurring in spring 2022 by ACEN (formerly NLNAC) with full approval granted.

MCC's Nursing Department is recognized as one of the most technologically advanced nursing programs in the area. Several area-nursing programs utilize the Virtual Hospital suites, located on the first floor of the Health Science Institute. The Virtual Hospital suite simulates an actual hospital clinical environment for the use of nursing and allied health students through six learning areas that closely simulate hospital departments to develop and practice skills in electronic medical record systems and medication carts, along with fifteen incredibly life-like, computer-operated human patient simulators that mimic a wide variety of medical scenarios, including trauma, shock and cardiac arrest. Because of the progressive nature of the program, the ADN program was selected as one (1) of ten (10) nursing programs across the country to participate in a simulation study sponsored by the National Council of State Boards of Nursing (NCSBN). The inclusion in this study recognizes the nursing program as a leader in providing quality education and will help standardize simulation in schools across the country.

## **MCC Mission**

### **MCC Mission**

MCC's Board of Trustees affirms its commitment to MCC's mission to provide access to educational opportunities in a supportive and caring environment that values diverse constituencies by:

"Preparing students, serving communities, creating opportunities for all."

Board Policy 7.30020 BP Non-Discrimination

## **MCC Vision**

### **MCC Vision**

MCC will be the Kansas City region's college of choice where all are encouraged to learn, discover, and engage.

## **MCC Values**

MCC identified five value statements that represent the ideals the College will embody in its next chapter and beyond.

- Excellence - We deliver our very best as an employer, community partner, educator, and workforce training provider for all of Kansas City.
- Learning - We promote personal, professional, and lifelong learning opportunities that positively impact lives and shape the Kansas City workforce.
- Equity - Our institutional infrastructure fosters equity in employment and student learning and eliminates barriers to success for anyone.
- People - People serve as the cornerstone of what we do and why we do it. We invest in employee development, intentionally recruit, and retain a workforce that represents the communities we serve and embrace individuals of all walks of life as valued members of the MCC Wolfpack.
- Integrity - We conduct ourselves transparently, ethically, and in ways that honor the trust placed in us by our students, employees, and communities we serve.

## **MCC Purpose**

**In pursuit of MCC's mission, the district will:**

- Provide courses and associate degree programs that prepare students to transfer to four-year colleges and universities to complete bachelor's degrees.
- Provide courses, certificates, and associate degree programs to prepare students to enter the work force in skilled jobs and careers.
- Provide courses, certificates, and associate degree programs to assist adult workers to upgrade their job skills, change careers, or advance in their careers.
- Provide instruction in core academic skills that prepare students to succeed in college-level

courses and programs.

- Provide student development and support services to assist students to achieve their academic, career and personal goals.
- Provide and support activities to enhance student learning outside the classroom.
- Provide a range of services and accommodations to help all prospective students overcome barriers to access college programs and opportunities
- Provide courses and other educational and cultural activities to enrich the lives of members of the community.
- Provide business support services and other training and assistance to support the economic development of the community.
- Collaborate with other educational institutions, community-based organizations, agencies, businesses, and industries to meet the needs of the community.

### **The Mission Statement of the Division of Nursing**

The Nursing Division is committed to providing a quality Associate of Applied Science Nursing Degree 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 of the Division of Nursing**

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 or the Associate Degree in Applied Science in Nursing.
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 to be 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 biological, psychological, social, and spiritual needs. The individual has an inherent knowledge, will, and strength that enable 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.

## **Associate Degree Education**

Associate degree nursing education prepares the graduate to assume the roles of provider, manager, and member of the discipline. The associate degree nurse can select from a variety of nursing interventions to meet complex needs of clients who have common, recurrent problems with predictable outcomes. The graduates of the Associate of Applied Science Nursing Degree are provided with an educational foundation for a variety of healthcare settings and/or for further study at the baccalaureate or master's 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 is committed to educational mobility that provides learners with opportunities to meet their individual educational needs and goals. The nursing faculty shares 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.



## **Conceptual Framework**

The environment is the realm in which the interaction between the nurse and the individual occurs. The environment is dynamic and ever changing. Nursing is cognizant of the environment and the impact it has on the relationship between the nurse and the individual.

Nursing utilizes the skills of critical thinking, the nursing process, and the knowledge of legal/ethical issues to deliver care to an individual in a professional manner. The link between the nurse and the individual is communication.

The individual brings to the relationship basic needs: biological, psychological, social, and spiritual. Nursing must individualize care to meet those basic needs, incorporating the individual's cultural background and developmental stage. Nursing, within the environment in which the relationship is operating, utilizes the individual's own knowledge, strength, and will to assist the individual to independence, restoration, maintenance, or peaceful death.

Internal and external forces are present in all aspects of the relationship, arising from the environment or being inherent in the nurse or the individual. These forces influence the relationship and the interaction with the environment.

## **Program Curriculum Model/ Outcomes**

The Nursing Program identifies nine (9) categories as a foundational guide to successful program outcomes. These categories include basic needs including biological, psychological, social, spiritual, legal, and ethical issues, cultural diversity, professionalism, the nursing process, environment, critical thinking, developmental stages, and communication.

Utilizing the above-mentioned categories, the Nursing Program identifies the following as its program outcomes:

1. Therapeutically communicate with diverse populations ensuring to meet the developmental needs throughout the lifespan.
2. Demonstrate professional behavior in all interactions with clients to produce quality care via the nursing process.
3. Meet the basic needs within the environment while respecting the legal/ethical issues of the clients within their community.

## **Objectives of the Associate of Applied Science Nursing Program**

### **Level I**

#### **100 Level Courses**

1. Recognize the significance of principles of growth and development in providing age-appropriate nursing care.
2. Respect cultural and ethnic differences when planning care.
3. Provide basic client care organized according to Maslow's hierarchy of needs throughout the health-illness continuum.
4. Identify the impact of the environment in providing care throughout the wellness-illness continuum.
5. Describe the role of the associate degree Nurse in the health care delivery system.
6. Utilize the nursing process as a framework for data collection, assessment, diagnosis, planning, implementation, and evaluation in providing client care.
7. Utilize basic concepts of scientific knowledge to provide 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 II**

#### **200 Level Courses**

1. Analyze concepts and principles of growth and development when providing age-appropriate nursing care.
2. Integrate cultural and ethnic data when planning nursing care.
3. Prioritize client-centered care according to identified basic needs.
4. Analyze the impact of internal and external environmental factors on the provision of care throughout the wellness-illness continuum.
5. Demonstrate responsibility and accountability for continued development as a professional person.
6. Evaluate the effectiveness of the nursing process in the delivery of health care to clients/families throughout the life cycle.
7. Integrate principles from an expanding body of knowledge to assist individuals in promotion, maintenance, and restoration of optimal health and independence whenever possible or a peaceful death.
8. Demonstrate therapeutic communication techniques to establish and maintain relationships with clients/families and the multidisciplinary health care team.
9. Integrate ethical and legal standards into the practice of nursing.

Course descriptions can be found at: [Link to Course Descriptions](#)

### **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 acts 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 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.

[Link to ANA Code of Ethics](#)

### **Missouri Nursing Practice Act for Professional Nursing**

Students are expected to abide by and be aware of the Missouri Nursing Practice Act and the American Nurses Association Code of Ethics throughout the entirety of the program. 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](#).

### **Statement of Safe Practice**

It is the goal and intent of clinical partners to do all that is reasonable to provide a safe and healthy environment. Active cooperation and commitment at all levels are necessary ingredients in attaining and maintaining this goal.

#### **Safety Philosophy**

Safety should always be considered a priority because priorities are shifted around as the institution demands. Rather, safety should be considered a value associated with every one of the activities in a work routine. Regardless of work priorities or employer demands on a particular day, safe practices should occur. Safety should become an aspect of each routine that is never questioned, never compromised.

Further information related to the safety philosophy can be found at: [Link to Source](#)

The student is accountable to the client, client's family, Department of Nursing, MCC-Penn Valley, MCC Code of Student Conduct, the clinical agency, the State Nurse Practice Act, Code of Ethics, Code of Academic and Clinical Professional Conduct and professional standards of practice.

Society holds nursing students to the same standards of practice as any prudent professional nurse. Students are granted the privilege of practicing professional nursing under the supervision of a licensed faculty member who is licensed in the state of Missouri.

Students are expected to uphold the duty of care and not expose clients to unnecessary risks. A safe practitioner knows limitations and functions within his or her scope of practice.

Unsafe nursing practice is any act of omission or commission that could lead to harm or jeopardize the safety or well-being of the client. Any practice that does not conform to what a reasonable and prudent nurse in the same situation would do is considered unsafe.

### **National Patient Safety Goals**

Most clinical agencies are under the authority for safe practice as set forth by their accrediting body, The Joint Commission (TJC), previously known as the Joint Commission of the Accreditation of Hospital Organizations (JCAHO). JCAHO has identified national patient safety goals. It is the student's responsibility to understand how these recommendations are being implemented in clinical settings, as they relate to his or her role as a student. Please see [Joint Commission site](#) for the most up to date list of goals.

### **Statement of Non-Discrimination**

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.

Inquiries concerning compliance may be addressed to MCC's Title IX Coordinators:

MCC District  
Director of Employee Relations and Training  
3217 Broadway,  
Kansas City, MO 64111-2429 Telephone: 816.604.1023

MCC-Blue River  
Dean of Student Development, 20301  
E. 78 Highway,  
Independence, MO 64057-2053  
Telephone: 816.604.6620

MCC-Penn Valley  
Dean of Student Development, 3201 Southwest Trafficway,  
Kansas City, MO 64111-2764  
Telephone: 816.604.4114

MCC-Longview  
Dean of Student Development  
500 SW Longview Road,  
Lee's Summit, MO 64081-2015  
Telephone: 816.604.2326

MCC-Maple Woods  
Dean of Student Development  
2601 NE Barry Road,  
Kansas City, MO 64156-1299  
Telephone: 816.604.3175

For confidential reporting contact:  
Director of Student Disability Services  
3200 Broadway  
Kansas City, MO 64111-2429 Telephone: 816.604.1418

Inquiries may also be addressed to:  
Title IX Coordinator  
Civil Rights Administrator  
Administrative Center  
3200 Broadway  
Kansas City, MO 64111  
(816) 604-1353.

### **MCC Policies**

Non-Discrimination 7.30020 BP

Student Discrimination and Harassment 7.30030 BP Student Discrimination and Harassment 7.30030 DP

## **Drug Free Workplace, Campus, and Community**

MCC is committed to maintaining high standards in all programs, including its Allied Health and Nursing Education and Practice programs. The Code of Student Conduct imposes disciplinary sanctions for the manufacture, sale, use, possession, distribution, or transportation of alcoholic beverages, controlled substances, and illegal drugs on MCC premises or at any MCC sponsored activity. Tobacco usage is prohibited in all campus buildings and clinical sites. Although marijuana use is permitted at the state level (Missouri), MCC and all clinical/partnering sites do NOT allow the usage of or possession of all substances including, but not limited to, marijuana and alcohol.

Safe practice requires efficient, dependable, and unimpaired student performance always, including participation in 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 encounter them.

In addition to potential sanctions, clinical sites impose their own requirements for drug and alcohol testing. Therefore, all the clinical contracts between MCC and all clinical partners 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. Various clinical sites require random drug and/or alcohol screening, with or without cause, for nursing students during the clinical placement.

The refusal of a student to submit to a clinical site's initial drug screen or to random testing will result in the student's removal from the clinical site, clinical probation, and potential program dismissal. A positive test may result in the student's immediate removal from the current clinical site, future clinical sites, and dismissal from the program. Additionally, a positive drug test may preclude taking state licensure examinations.

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

### **Reason for Cause Process**

1. Should a student's behavior cause reason to suspect the use of any drugs/alcohol such behavior will be documented. It is the legal and ethical responsibility of the facility personnel to report the behavior to MCC faculty/staff and then for the faculty/staff to confront and report any students suspected of substance use and or abuse. Behaviors indicating the use and or abuse are irritability, mood swings, memory loss, deterioration of personal appearance, deterioration of work performance, difficulty meeting schedules and deadlines, frequent tardiness, excessive lethargy, frequent absenteeism without adequate explanation, repeated absenteeism following days off, deterioration of prepared assignments, the smell of alcohol on breath, disruptive or suspicious (at the instructor discretion) behavior.
2. A student who is perceived to be under the influence of alcohol and/or drugs during class or clinical time will be confronted and requested to complete a drug screening on site (if applicable) or a required and assigned site. If the student is at clinical, the clinical instructor will escort the student to the emergency department for drug testing and all hospital policy will be followed. If the student is at a course-related, non-clinical activity, the program coordinator and/or faculty member(s) will escort the student to the required and assigned site. All testing will be at the cost of the student. Following a meeting with the Instructor, Program Coordinator, and/or Dean of Student Affairs, appropriate action will be taken which may include but is not necessarily limited to:
  - a. Immediate blood/urine screening at a college appointed test site, at the student's expense.
  - b. Suspension
  - c. Initiation of a clinical or theory probation
  - d. Substance abuse evaluation
  - e. Dismissal from the program/college

Immediate dismissal will result if ANY student functions as a nursing student while under the influence of ANY substance.

3. Each student is encouraged to disclose to their instructor any occasion when prescribed medication is taken which might affect the student's judgment, level of activity, or mood.
4. The Program Coordinator and/or clinical site reserves the right to conduct random drug screens at the student's expense.
5. Nursing students refer to the Nurse Practice Act.
6. Failure to comply with drug screening, if requested, will result in program dismissal.

## **Americans with Disabilities Act (ADA) Information**

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 class, please contact the MCC Administrative Center Director of Student Disability Services. The Disability Support Service (DSS) Coordinator will collaborate with you to determine what disability documentation/information is needed to provide accommodations.

Each MCC campus has a Disability Support Services (DSS) office that collaborates with faculty, staff, students, and the community to promote equal access to all educational programs, classes, activities, and services provided within the community college system. Each MCC campus DSS office also provides services for students with documented disabilities. Arrangements can be made for aids and adjustments to help ensure equitable access to MCC's programs and services.

The campus DSS office also has information about the existence and location of services, activities, and facilities accessible to and usable by persons with disabilities.

Students or college visitors who have a disability as defined by the Americans with Disabilities Act are eligible for services.

Accommodation is determined on an individualized basis and may take time to put in place, so early notification to DSS is helpful. To qualify for services, students must identify themselves at the DSS office. Early application is highly preferred and should be completed prior to the start of each semester so that accommodation can be arranged in a timely manner. More information is available at <https://mcckc.edu/disability>. If you need accommodations due to any approved disability, contact the access professional at one of the MCC campuses:

**MCC-Blue River:** (816) 604-6568

**MCC-Longview:** (816) 604-2254

**MCC-Maple Woods:** (816) 604-3192

**MCC-Penn Valley:** (816) 604-4089

**MCC Policy:** Americans with Disabilities Act 3.25060 BP

\* See topic "Testing" regarding testing accommodation policy and practices. \*

## **Essential Health Requirements**



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.

### Safety Regulation

MCC Penn Valley Associate of Applied Science 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.

## **Program Compliance**

All CNE requirements must be completed prior to the start of the nursing program and maintained/updated throughout the duration of the program. Students who fail to complete CNE compliance will be placed on clinical probation. If a student remains out of compliance prior to the first clinical activity, they will receive a second clinical probation and thus a clinical failure for the course. MCC due dates regarding compliance overrides the given dates by Clinical Student.

All Nursing students are required to provide **up-to-date** official documentation of the following. Students must maintain complete and current health information on file with Clinical Student. Clinical Student must approve this documentation for it to be accepted. Additionally, students are required to keep paper copies of their documents in folder and keep on their person.

- 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
- Covid-19 vaccination (Clinical sites that are required in the nursing program do not allow or accept exemptions).

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 fairs, flu clinics, etc.) and will be placed on clinical probation for noncompliance. If a student remains out of compliance prior to the first clinical day, the student will receive a clinical failure. If a student has a flagged background check and/or a flagged drug screen, MCC Penn Valley Clinical Compliance Officer and the respective Program Coordinator will determine a plan of action. This may result in revocation or immediate dismissal from the nursing program.

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 throughout the duration of the program.

### **Hospital Competency Exam**

The student will be required to complete the KCANE Hospital Competency Exam each calendar year in August with a minimum score of 90%, posted on Clinical Student. This is to be completed prior to the start of the semester.

### **Basic Life Support (BLS) Certification**

Students must obtain Basic Life Support Certification in a course for Health Care Providers from the American Heart Association, to include adult (one- and two-person), infant (one-person), and child (one- and two-person) with AED. Students must remain BLS certified throughout the duration of the nursing program. Evidence of current certification for professional/health care providers must be provided at the beginning of each clinical lab

course and must be valid. If the student's graduation date changes, the student is responsible for obtaining and uploading to Clinical Student the BLS certification as listed above to be dated through the new graduation date.

### **Medical Emergencies at MCC – Penn Valley or HSI**

#### **1. Notification**

##### ***NON-EMERGENCIES –***

If the injury/illness is non-emergent, non-life threatening, but requires prompt medical attention:

- a. Contact the MCC Police Dispatch at 816-604-1111 and the MCC police will provide assistance.
- b. 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.

#### **2. Be prepared to provide the following information:**

- a. Exact location of injured person
- b. Type of injury or illness

### **Medical Emergencies at Clinical Site**

In the event of a medical emergency at the clinical site, immediately notify the clinical instructor, course instructor, Program Coordinator, and the Clinical Coordinator. The instructor will follow that health care facilities emergency policy and/or have the student taken to the emergency room. 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. 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.

Implementation of universal blood and body fluid precautions for ALL patients eliminates the need for use of the isolation category of “Blood and Body Fluid Precautions” previously recommended by CDC for patients known or suspected to be infected with blood borne pathogens. Isolation precautions (example of but not limited to enteric, airborne, contact, droplet) should be used as necessary if associated conditions are diagnosed or suspected. It is the expectation that students follow site-specific recommendations for isolation precautions. In addition, students may be required to be fit tested at specific clinical sites. This will be conducted per the guidelines at the specific site, if applicable. 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, but this is site-specific and at the discretion of the clinical site.

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.

## **Academic and Clinical Professional Conduct**

## Student Guidelines

- Read and follow the policies stated in this program handbook/course syllabus. The student is responsible for the knowledge of, the practice of, and accountability of the above-mentioned policies.
- Smoking is not permitted 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, 1-800-784-8669 or [this link](#).
- Maintain a professional image and reputation as an MCC Nursing student by supporting the mission, vision, and core values of the Nursing Program. Review Handbook and MCC policies. Violation of this may be subject to possible disciplinary action or dismissal from the program.
- Maintain personal boundaries in all settings related to MCC, which includes self-disclosure that interferes with the learning environment of others in the educational setting.
- Treat others with respect, regarding the feelings, wishes, and rights of others, accepting people as they are (being polite and kind) in all areas of the clinical, campus, and academic setting. Any student who talks excessively (at the discretion of the instructor), conducts phone conversation via texting or phone calls, demonstrates disruptive behavior, or sleeps in class will be required to leave the classroom, skills laboratory, or clinical setting and subject to disciplinary action in accordance with MCC Student Code of Conduct policy.
- Promote an environment in all learning spaces that facilitates learning. Avoid side conversations while faculty, guest lecturers, or class members are speaking. This behavior infringes on your fellow classmates' learning. A student may be asked to leave class and subject to disciplinary action in accordance with MCC Student Code of Conduct policy if this is not followed.
- Profanity is an unprofessional language and is not tolerated.
- Abide by the Social Media policy (see below).
- Incivility will not be tolerated in any learning environment within the MCC Nursing Program. Incivility is defined as: insulting comments, gossiping, social isolation, excessively interrupting another, name calling, demeaning gestures, criticizing others including but not limited to peers, staff, instructor, faculty, clinical site, and hospital personnel.
- Unprofessionalism will not be tolerated in any learning environment within the MCC Nursing Program. Unprofessionalism is defined as, but not limited to 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. This behavior will result in disciplinary action, which can include dismissal from the program.
- Plan to arrive at all MCC nursing school activities at least 5 minutes before the scheduled start time. If you are going to miss, please inform your instructor ahead of time. An initial phone call or text is appropriate but **MUST** be followed up by an MCC-issued email within 24 hours.
- If the student is late to a clinical activity (simulation/virtual hospital, skills lab, or clinical) and does not notify the instructor prior to being late, this will be treated as a no call/no show and the student will follow the procedure for being absent. The email or message prior to the

student being late does NOT excuse the tardiness; this is simply a required step of notification.

- Come prepared. Complete readings and other learning activities. Have all necessary equipment such as writing utensils, notebooks, textbooks, handouts, electronic devices, chargers, and medical equipment. This ensures success in both the classroom and clinical environment while also ensuring safe client care.
- Breaks during class and lectures (at least 10 minutes) are given every hour. The instructor designates when the break occurs and when class resumes.
- Eating in the classrooms is prohibited. Designated commons areas are available for food consumption.
- Students may have water to drink during class time if the beverage has a lid.
- Children, family, or any person(s) not enrolled in the current nursing cohort/course are not permitted in the classroom, lab, any clinical site, or activity while the student engages in learning activities.
- Students are not allowed to accept visitors to the clinical site during the assigned clinical times.
- Cellular phone and Smart device use (including but not limited to phone calls, texting, facetime, video chats, social media) in all educational setting, including, but not limited to the classroom, clinical setting, skills labs, and computer labs are not allowed unless the instructor authorizes use during a learning activity. The phone is to be left in the student's bag or backpack and accessed only during instructor-led group breaks. The phone must be placed in "silent" mode in all education settings as defined above.
- Instructors are available during posted office hours. Please make an appointment to address course concerns with the respective course instructor (no other faculty) to protect your privacy and seek the individualized attention deserved.
- MCC employees can be reached by office phone, email, or cell phone (if listed on the course syllabus). Please allow 24 hours for voicemails and emails to be addressed on weekdays. Messages received on weekends may not be addressed until Monday. If a message is sent in a format other than email, it must be followed up on by the student via email within a 24-hour period. This is the responsibility of the student. If the student fails to follow up with an email within the period specified (24 hours), the information shared will not be upheld for future purposes.
- Inappropriate use of equipment is unacceptable behavior and subject to discipline.
- Personal items left in the classroom, clinical setting, virtual hospital, skills lab, or other area not locked by the individual student are not the responsibility of MCC; subsequently, items are not protected from theft.
- 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 and to the city-wide orientation manual (in clinical student shared folder).

### **Student Dress Code**



The following guidelines are consistent with standards of professionalism. To ensure 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	Requirement
<b>HYGIENE</b>	Good hygiene such as bathing, use of deodorant, and brushing teeth is expected. Perfumes, colognes, essential oils, and scented toiletries should be avoided, as individuals may have adverse reactions to the scents. Make-up should be conservative and good taste. False eyelashes are NOT allowed.
<b>UNIFORM</b>	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.
<b>NAME BADGE</b>	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.
<b>UNDERGARMENTS</b>	Undergarments are required to be worn but not visible with the student uniform.
<b>HOSE</b>	Clean white or black socks must be worn. Female students will wear neutral colored hose with the dress uniform.
<b>SHOES</b>	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 shoestrings. Shoes must be in good repair. Closed toed and heel are required. No crocs are allowed. No mesh tennis shoes or boots are allowed.

HAIR	<p>Hair should be neat and clean without extreme colors (acceptable colors are only those that naturally exist).</p> <p>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.</p> <p>Bangs that extend beyond the eyebrows and long dangling side curls are not acceptable).</p> <p>Headbands can be worn but must be solid in colors of white, gray, or black.</p> <p>No visible chest hair.</p> <p>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.</p> <p>All facial hair must be removed prior to N95 fit testing, if applicable.</p> <p>Head covering worn for religious reasons or for protection must be appropriate and secured to prevent any cross-contamination.</p>
NAILS	<p>Nails must be kept clean, well-groomed, and no longer than ¼ inch from tip of finger to tip of nail.</p> <p>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 may not be worn.</p> <p>Nail polish may NOT be worn.</p>
JEWELRY	<p>Only a plain wedding band (simple with no raised stones) or silicone band may be worn while in uniform.</p> <p>Only one set of simple post earrings is allowed.</p> <p>Flesh or clear spacers must be worn in other piercings or gauges.</p> <p>If wearing a post piercing in the ear for alleviating migraines (Daith piercing), the sum of ear piercings may NOT exceed three. A doctor's note for wearing a Daith Piercing may be requested.</p> <p>No facial piercings or gauges allowed.</p> <p>A watch with a second hand, is to be worn with the student uniform. Ornamental and Smart watches are NOT allowed.</p> <p>Soldered jewelry is NOT allowed in the clinical environment.</p>
OTHER DRESS	<p>No head coverings can be worn in the clinical facility unless it is part of religious/cultural practice.</p> <p>No hooded sweatshirts or hooded jackets are allowed in the clinical setting.</p> <p>Tattoos and body art must be covered while in the clinical setting.</p>

## Clinical Equipment

The following equipment is needed and considered part of the uniform during any clinical-related activity:

- Watch with second hand
- Stethoscope
- Pen light
- Bandage Scissors
- Non-erasable black ink pens for documentation

## Confidentiality and HIPAA

Students will have access to client protected health information during clinical experiences and are legally and ethically obligated to treat this information in the strictest of confidence. The Health Insurance Portability and Accountability Act (HIPAA) of 1996 is designed to protect an individual's right to privacy in relation to his/her health care status. Any information you receive that is of a personal nature and has no direct bearing on the client's treatment or well-being should be considered confidential. Unless the information you have received may cause harm to the person or others it should be withheld and considered private.

As a student preparing for a career in health care, you will have access to and use client records to gather information that will assist you in planning and implementing care during clinical and virtual hospital experiences. It is the responsibility of the student to safeguard client privacy. This includes:

- Do not put any identifiable data on assignments, reports, or discussion that you use for professional education
- Do not make copies or duplicate client records
- Do not communicate client information in any format unless the information is pertinent to the client care needs and is within HIPAA privacy guidelines of the clinical facility
- Never use the name of a client, family member, healthcare provider, individual's title, or healthcare entity
- Do not use any type of identifier with connection to the client or facility. Do not use titles of hospital staff/administration.
- Do not communicate clinical or facility information via social media or other forms of information-sharing.
- Information put inside student packets/folders, stapled or individual papers is the responsibility of the student. If this patient information falls out of a student pocket or off a desk, it is the responsibility of the student. The student must make every reasonable attempt to protect the patient's HIPAA-protected information in a clinical setting.

The above-mentioned list is not all-inclusive. If you are in doubt as to whether it is appropriate to utilize a reference or title, ask your instructor or the Program Coordinator.

This is a federal law and violations carry severe consequences for the individual professional and the health care entity. Any student who violates this law will incur discipline or be dismissed from the program of study with no possibility of program re-entry. It is important to note that this means NO violations are allowed, which means if it occurs, even once, the consequence is final.

Experiences are planned to provide demonstration, practice, and evaluation of specific skills necessary to function in the hospital setting. Selected skills will be evaluated in the Nursing Skills Lab on a 1:1 basis after the student has had an opportunity to practice.

If the student is unsuccessful in demonstrating competency, the student will be referred by the faculty to the Skills Lab. The Skill Lab Specialist will reach out to the student to schedule a time for remediation. The respective course faculty will be included in the email communication.

If a student needs/wanting additional practice for any clinical skill, students will sign up for individual practice sessions. "Open Laboratory" hours will be posted for practice sessions on Skills Lab doors.

All nursing students are expected to follow the guidelines set forth by this policy. All nursing students will:

- Conduct themselves professionally. Disruptive and inappropriate behaviors will not be tolerated.
- If a student is in the skills lab for a scheduled activity, MCC scrubs must be worn.
- Demonstrate appropriate use of equipment. The equipment is to facilitate student learning.
  - At no time is the equipment to be used for anything other than content/assignment specific tasks.
  - Understanding of personal protective equipment (PPE) for the assigned/practicing activity. Proper glove donning and removal is critical.
- Maintain the integrity of skills laboratory and equipment.
  - Skills laboratory equipment does not leave the skills laboratory.
  - Food and drink are not permitted in the skills laboratory, except for water in an enclosed (including lid) container. There is a commons area at each site for use by students.
  - The skills laboratory will be presented as if it were a health care facility, kept clean and neat.
  - Everyone in the lab should be aware of the location of all safety equipment (first aid kit, fire extinguishers, eyewash station, etc.).
  - All broken equipment must be reported, and all broken glass disposed of in sharps containers.
  - Sharps (needles, disposable razors, glucose lancets, etc.) must be disposed of in sharps containers.
- Occupy the skills laboratory only when assigned/scheduled AND supervised by faculty/skills laboratory supervisor.
  - Skills and clinical simulation laboratory experiences will be scheduled and posted at the beginning of each semester.
  - Open skills laboratory times will be posted and/or individual appointments made with the skills laboratory supervisor/instructor.

- Nursing skills lab (excluding open skills lab hours) is considered clinical time, and all clinical rules/policies apply.
- Maintain a safe environment.
  - Follow standard precautions.
  - Being a nursing student requires the practice of selected technical procedural skills; therefore, there is an element of risk.
  - No children are allowed in the skills laboratory.
- Meet all assigned requirements prior to participation in the skills/simulation laboratory experience.
- Underprepared students or students with incomplete assignments will be dismissed from the experience and placed on clinical probation as this will constitute a clinical absence. Clinical absence policies will follow.
- It is the student's responsibility to reschedule the missed assignment with the skills laboratory supervisor/instructor.
- Maintain confidentiality with simulation and skills laboratory experiences.

### **Simulation/Virtual Hospital**

1. As a component of clinical experience, most clinical nursing courses have simulation experiences in the Virtual Hospital at HSI.

- Each course with simulation assigned schedules its own scenarios, as appropriate to the course.
- 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.
- 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.
- Requirements and expectations for student participation in the Virtual Hospital:
  - a. Virtual Hospital experiences may require assignments to be completed prior to the learning activity. This is considered preparation for clinical and is necessary 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 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. 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.
  - g. 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 Attendance)
  - h. 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 probation. The missed time simulation experience will be made up by with a make-up assignment, based on the discretion of the instructor (See Attendance). **The clinical tardy policy does not apply to simulation. In simulation, 1 or more minute(s) late is a clinical absence and the clinical absence policy will be followed.**
  - j. Eating, drinking (except closed topped water) and/or smoking is not ~~permitted~~ in the Virtual Hospital.
  - k. Cell phones in the Virtual Hospital are allowed for Duo Security use only and must be placed on silent. Cell phone use is not allowed during any designated clinical time. Cells phones and pagers are not to be accessed with the exception of Duo Security. 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.
  - o. The Virtual Hospital has restricted access. Faculty or staff must accompany learners. Unauthorized personnel are not permitted.
  - p. Hazardous waste: All sharps used within the Virtual Hospital are to be disposed of in the approved receptacle (sharps containers.)
  - q. Latex allergy: Learners, faculty, and staff need to be aware that some equipment may contain latex. Those with known allergies/sensitivity need to contact their faculty member who will notify the Virtual Hospital coordinator.
  - r. The Virtual Hospital records simulation experiences for the use of Faculty and students involved in that scenario. The recording can be used to provide feedback (debriefing), assess achievement, and help evaluate course curriculum. Recordings shall not be used for promotional or public display unless specifically requested and written permission is given by all participants.

### Social Media Usage

Social media includes, but is not limited to text, images, audio, and video communicated by the following:

- Blogs
- Podcasts
- Social networks such as Facebook, YouTube, WhatsApp, TikTok, Snapchat, Pinterest, Reddit, Twitter, etc.
- Professional networks such as LinkedIn
- Photo sharing sites such as Instagram, Flickr
- Group me, google chat, or any social, group method of information-sharing

The use of social media is prohibited in any classroom or clinical related activities (hospital/community clinical site, Virtual Hospital, skills lab) including clinical downtime and breaks, unless otherwise specified by the instructor for a given activity. As a nursing student you have an ethical and legal obligation to always maintain client privacy and confidentiality. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media, included but not limited to the above listed bulleted points in the “Social Media Usage” section of this handbook.

Do not post or share information, whether confidential or proprietary information, or not about MCC, clinical facilities, patients/clients, or others with whom you have contact within the role of an MCC nursing student.

Patient/client and MCC Nursing coursework privacy must be maintained in all communications. Do not disclose information that may be used to identify patients/clients, their health condition(s), or impact the school’s reputation in the community.

MCC Penn Valley Nursing Division administration reserves the right to conduct periodic searches on the internet for breaches in its privacy policies.

Each student is legally responsible for individual posting and may be subject to liability, disciplinary action (including dismissal) if individual postings are found defamatory, harassing, or in violation of any other applicable law or MCC nursing program handbook policy. Students may also be liable if individual postings include confidential, copyrighted information, or are in violation of MCC Student Code of Conduct Policy.

### **Academic Dishonesty**

As MCC Nursing students you are encouraged to assist each other and exchange information to master concepts and skills covered in course work throughout the program. However, collaboration on any graded assignment or exam, not an individual student's work/intellect will be considered as a violation of MCC Code of Student Conduct as printed in the MCC Student Handbook. Further information can be found at [this link](#).

If an academic exercise is designed to receive a grade, the following activities constitute academic cheating violations unless expressly authorized by the instructor in advance:

Plagiarizing any information or idea and submitting as your own work.

Cheating in any form involving academic work, including but not limited to:

- Copying another's work and turning it in as your own
- Looking at another student's examination
- Utilizing an electronic device to obtain answers or other information related to exam or quiz answers
- Using printed/written, or electronic materials to obtain information prior to, during, or after an exam or quiz
- Providing information to another student who has not yet completed an assigned exam, any course preparatory work, lab assignment, VH Simulation experience, or course experience in any format, including sharing exam or quiz information via any form of written, verbal, or electronic communication
- Accepting or providing unauthorized assistance on assignments, papers, skills exams, written exams, VH Simulation experiences
- Falsifying any information that the student provides to the college including forging signatures or tampering with official documents. MCC reserves the right to verify validation of shared documents. Documents may be required to be shared to the program coordinator upon request once the student returns to classroom or clinical activities.

Additionally, group work is considered the same as individual work and can result in the same grade for the entire group. When completing a group project ensure that your work meets your satisfaction before it is turned in as completed. When a project is handed in or presented in class, etc., all students in that group have "signed off" on the project as satisfied with the entire project. Thus, if there is a problem with the academic honesty policy and it is a group project, all students in that group may receive the same course of action.

Academic dishonesty will result in course failure. As with any course failure, the student has the right to appeal and follow procedure for the Nursing Grievance Council.

Yuja or lecture/class recording is not mandatory, per MCC policy. The instructor has the academic freedom to determine whether the day/class/lecture activities will be recorded. All program content is considered the intellectual property of the presenter. To audio record or load classroom material on any site or method of information-sharing outside of MCC, students will seek permission from the instructor. It is the assumption that any recorded material will be for individual use only. If an instructor specifies that recording will not be allowed or offered, the



student may **not** record on their own devices of any kind. Violation of this policy will include consequences consistent with academic dishonesty. Exception(s) to this include students with testing accommodations and only the student with required accommodations may utilize the recording. Sharing of the recording is prohibited and violation of this will include consequences consisted with the academic dishonesty policy.

It is illegal to print, share, or reproduce in any way the information on computer software program screens. It is against copyright laws. Therefore, please be informed that no printing, sharing, or reproduction of any of the software screens and programs may occur in any computer lab or home device utilizing the MCC website and its affiliates.

Consequences of copyright infringement could be loss of site license, program litigation, or individual student litigation.

### **Artificial Intelligence (AI)**

Artificial Intelligence (AI) may be used as a tool, not a replacement, of student learning and contribution. Academic honesty in relation to AI use is expected. Failure to utilize AI in an academically honest manner will be subject to the academic dishonesty policy, which may include discipline up to and including program dismissal. MCC requires adherence to accurate attribution of sources and the transparent acknowledgement of the contribution of others to ideas, discoveries, interpretations, and conclusions. As such, all material included in assignment submissions must be properly attributed to sources (using quotations and citations as appropriate). Failure to attribute material to its original source constitutes plagiarism. Students should be aware that generative AI tools often generate incorrect statements, generate fake sources, and/or do not attribute material to proper sources. Students must acknowledge all instances in which generative AI tools were used in an assignment (such as in ideation, research, analysis, editing, debugging, etc.). All submitted work by a student must be original work, unless otherwise stated by the instructor regarding the individual assignment. Students are responsible for the entirety of their final submission; any inaccuracies or other deficiencies cannot be excused based on originating from an AI tool.

### **General Guidelines**

All students are expected to abide by the above-mentioned dress code during any clinical related activities. Uniforms are to be worn to the clinical area, during the clinical activity, and to/from home only. Short shorts, midriff tops, miniskirts, tattered jeans, tight-fitting sweat suits, and other inappropriate articles of clothing are not acceptable for school wear. Tattoos and body art must be covered in all clinical settings or where the uniform is expected to be worn.

### **Behavior**

- Alcoholic beverages are not permissible 24 hours prior to or during clinical and school-related hours. Alcohol on the breath is a reason to be sent home and be considered an unexcused absence. If behaviors indicated the misuse of a substance, the student will be dismissed.
- Gum chewing is not permitted during all school-related activities, including the classroom.
- No smoking, vaping, or use of tobacco products are allowed at clinical sites for MCC Nursing students and faculty. If you smell strongly of smoke or vapor, you may be asked to leave the facility and be given a failure for that clinical day. A clinical day for which a failure is issued is not eligible for make-up.
- Offensive odors including strong perfumes, colognes, essential oils, perspiration, smoke (cigarettes or otherwise) or body odors are not acceptable. Students may be asked to excuse themselves for a brief break to eliminate the offensive odor immediately. Inadequate elimination of the odor may result in clinical dismissal and therefore an unexcused absence.
- Unprofessionalism or disrespectful behavior results in a failed clinical day. A clinical day for which a failure is issued is not eligible for make-up.

As an MCC nursing student, evaluation of clinical dress is considered part of the clinical evaluation. Students wearing uniforms, make-up, hair accessories, or jewelry deemed inappropriate may be asked to remove or alter the items being worn at faculty or facility discretion. If the dress guideline infraction is unable to be resolved immediately, a student not in compliance with dress guidelines will be sent home at the instructor's discretion. This will be considered an unexcused clinical absence and therefore a probation form will be issued with a make-up assignment, if applicable. A probation process will apply, whether this is the student's first or second probation.

### **Attendance**

All communication for attendance, class, simulation, clinical, or instruction must be conducted on your MCC email and **not** from Canvas. If a student emails or notifies an instructor from Canvas, a personal email, or any other means of communication, it will not be considered.

### **Classroom Absence**

It is an MCC Nursing Department expectation that for program success, students must attend all class sessions of the courses in which they are enrolled and must arrive in a punctual manner. Absence from a class places a student in jeopardy of poor or inadequate performance and compromise student success. If a student finds it necessary to be absent, the student must notify the instructor at least one hour prior to the start of the course activity. The student is responsible for obtaining lecture notes and submitting assigned work on time, per the course calendar. Any assignments due will not be credited (meaning the student receives a zero) when submitted late. Late is defined as any assignment turned in after the start of the class or otherwise specified on the course schedule. Any class activity or participation points given in class are subject to being forfeited if a student is not present for class. Quiz points are forfeited if the student is not present in class or arrives late. Classroom attendance is defined as the student being present for 80% or greater of class time, measured in minutes.

1. A **first absence** from classroom lecture will result in the student receiving a verbal warning.
2. A **second absence** from classroom lecture will result in the student receiving a written probation form.
3. A **third absence** from classroom lecture will result in a failure of the course.

All make-up assignments must be completed at the scheduled "make-up" time. Scheduled make-up assignment times will be determined by the instructor, if applicable. If the student does not complete the make-up assignment at the designated time the instructor has arranged, no points will be given (zero) for the assignment.

The instructor has the right to give an alternate competency assessment as a make-up.

### **Clinical Attendance**

Clinical experience is an essential learning component of the nursing education program. MCC Nursing Department works extremely hard to provide optimal clinical opportunities for nursing students. The program works in collaboration with other area nursing programs and clinical facilities to provide a comprehensive and robust opportunity for the clinical learning experience. Students may be asked to travel as far as 60 miles one way for clinical. Once clinical assignments are made, they will not be changed. Students must have their own transportation to successfully complete the program required clinical education. Attendance at all clinical activities, including simulation and orientation to the clinical institution/area, is mandatory. Failure to meet clinical attendance requirements will result in a failing course

grade. Specific information regarding the clinical experiences within the program will be outlined within the specific course syllabus with additional information on Canvas.

Absence due to a documented prolonged illness or hospitalization with physician documentation must be reported to the respective course faculty and program coordinator for review on an individual basis.

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.

If clinical sites do not permit nursing students attendance related to COVID-19, site accreditation visits, or other hospital emergencies, clinical experiences may be modified to alternative formats including online virtual clinical simulations, case studies, or other experiences as appropriate. Students are responsible for being available during clinical time in these circumstances.

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. If the student is unable to fully perform, there will not be alternatives available. This will be counted as a clinical absence and follow the clinical absence policy. If the student is unable to proceed in the course because of their inability to perform in a full capacity, the student is responsible for contacting the Program Coordinator to discuss the option(s) moving forward in the program.

### **Clinical Tardies**

Punctual attendance is required for all scheduled clinical experiences. It is the professional understanding that the student is on time and prepared for their clinical assignment. Students are expected to arrive at their assigned clinical experience on time and in complete uniform. In the event a student will be tardy for the clinical experience, the student must notify the instructor at least 15 minutes prior to the scheduled start time for the clinical activity. Clinical tardy is defined as arriving late to the clinical experience. Notification of the tardy via a text or phone call to the instructor/clinical instructor **must** be followed up by an email stating the reason for the tardy. Texting, e-mailing, and/or sending words by a classmate/friend are not acceptable methods of communicating a tardy.

If the student fails to notify the instructor prior to being tardy to clinical, this will be considered a "no-call, no-show," a clinical absence, and the policy for clinical absence will be followed. Tardy is defined as late 1-14 minutes to the meeting spot arranged.

If the student arrives 15 or more minutes late and does notify the instructor prior to arriving late, the student may not enter and the policy for clinical absence will be followed. In this instance, the student will receive probation and a make-up assignment. The make-up assignment will be due the same time the rest of the clinical group turns in their assignment.

No late work will be accepted.

1. A **first tardy** (1-14 minutes late) with prior notification to the instructor before the scheduled start of the clinical activity (at least 15 minutes prior) during the same clinical course will result in the student being given a verbal warning and the tardy noted on the clinical evaluation form and will impact the professionalism performance score.
2. A **second tardy** (1-14 minutes late) with prior notification to the instructor before the scheduled start of the clinical activity (at least 15 minutes prior) during the same clinical course will result in the student receiving probation for attendance.
3. A **third tardy** (1-14 minutes late) with prior notification to the instructor before the scheduled start of the clinical activity (at least 15 minutes prior) during the same clinical course will result in a failure of the clinical rotation based on unprofessional practice. This constitutes a course failure.

If the student fails to notify the instructor prior to the tardy and/or arrives more than fifteen (15) minutes after the designated start time for the clinical experience, the student will be sent home and will be counted as a clinical absence for the day. The clinical absence policy will be followed.

### **Clinical Absence**

If a clinical absence is necessary, students must notify the assigned faculty/adjunct at least fifteen (15) minutes prior to the start of the clinical activity. The notification must be followed up by an email to the faculty MCC email/adjunct preferred email address. Failure to notify the faculty/adjunct of an impending clinical absence at least fifteen (15) minutes prior to the scheduled time of clinical will result in a probation given. A make-up assignment will be given and will be due as directed per instructor. No late work will be accepted.

Each clinical day counts as an individual absence. 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.

### **Clinical Experience Preparation**

Unsatisfactory/incomplete clinical paperwork, preparation, or ability to safely care for patients/clients could result in the student being dismissed for the day and will be counted as a clinical absence. "Clinical" is defined as clinical, skills lab, simulation, and any clinical activities categorized under clinical hours.

Students may be required to complete an alternative assignment assigned by the instructor.

If the clinical instructor is absent, the instructor will contact the students within a minimum of two (2) hours prior to the assigned clinical start time via the student MCC email. The clinical day will be replaced with an alternative activity, as assigned.

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 (later than 1 minute) 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 probation. The student absent for any scheduled simulation activity will be provided a make-up assignment, based on the discretion of the instructor. The make-up assignment will only be provided once (1) and the second offense of tardiness or absence to simulation will result in a clinical failure as this will be a second probation.

### **“No Call, No Show”**

MCC Penn Valley Nursing Department expects professional behavior. As part of this professional behavior, attendance and proper notification of absence is expected. Failure to adhere to the attendance policy can negatively affect the learning outcomes and success of the student, including course grade point deductions as well as potential dismissal from the program.

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 considered a “no-call, no-show” and recorded as an absence. The student will be placed on clinical probation. A second offense of “no-call, no-show” will result in failure of the course. “No-call, no-show” will follow the absence policies outlined in this handbook.

### **Inclement Weather**

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 or two (2) hour delay, clinical will be cancelled at the collaborative discretion of the Program and Clinical Coordinator and an alternative assignment will be given. If a late start occurs, students may be required to attend a clinical activity at the Penn Valley – HSI campus.
4. For Saturday and Sunday clinical and clinical activities, decisions regarding cancellation

will be at the discretion of the Clinical and Program Coordinator.

5. Cancellation of partial or full clinical day(s) may require students to complete a make-up assignment, pending instructor discretion.

### **Bereavement**

These absences are to follow the clinical and course absence policies as listed in the handbook. Extenuating circumstances need to be presented to the course instructor who may refer the student to the Program Coordinator, as necessary.

### **Grading**

1. The grading policy of the Nursing Program meets the expectations of the State Board of Nursing and is specific to the Nursing Program.

<b>A = 93-100</b>
<b>B = 86-92</b>
<b><u>C = 80-85</u></b>
<b>D = 70-79</b>
<b>F = 69 or below</b>

2. Grades will be computed using a point system as outlined in the course syllabus.
3. 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.
4. Students must achieve an 80% cumulative course grade at the end of each semester to progress to the next semester. Failure to achieve an 80% average will result in a failing grade and the student will have to repeat the course, if eligible. If clarification is needed or you have questions regarding this requirement, please contact an instructor or the Program Coordinator. The final letter grade posted will be based off the student’s cumulative grade.
5. Clinical practicum is graded either “satisfactory” or “unsatisfactory.” The student **MUST** attain a satisfactory rating on all elements of the clinical evaluation tool. A satisfactory clinical performance shall be determined through a final evaluation process based on attendance, active participation in direct patient/client care, safe practice, professionalism, pre and/or post-conference participation, clinical counseling notes, and overall evaluation indicating the degree to which the student has met the written clinical objectives of the course. If an unsatisfactory grade is received, the student will receive a failing grade for the course and will have to repeat the course (with clinical), if eligible.
6. When a student is unsuccessful (D/F grade) in a course, that course must be repeated prior to progression to other courses. Re-enrollment for a course being repeated will be on a space-available basis. The following semester, the student must complete the

repeated course before being allowed to move to the next level of courses within the curriculum. The student will not be allowed to combine any different level of nursing courses, whether a prerequisite is required or not.

7. The program may offer courses over the summer semester. If students sign up for courses over the summer and the course(s) are cancelled, students will be responsible for taking the course the next semester it is offered. The program will not allow any cancelled courses to be combined with the next level courses.
8. No more than one (1) nursing course in the total nursing program may be repeated, whether it be from withdrawal or failure.
9. A second failure of a nursing course (including a repeated course will result in dismissal from the Nursing Program and the student will not be eligible for re-admission.
10. All grades are calculated and averaged. **Grades will NOT be rounded.** Only the whole number will be used. NO extra credit will be offered. (Example: 79.9% does **not** equate to 80%).
11. No late work will be accepted, unless clearly identified and pre-arranged by the instructor. This includes make-up assignments. Make-up assignments for missed clinical time will be due at the same time as the rest of the class.

## Testing

Testing is a vital component of the formative evaluation process. Exams will be given in each course on a scheduled basis. Course exams may be given in the computer lab, the classroom, MCC-PV testing center, through the testing platform on Canvas or online per ATI. The following rules and guidelines are in place to ensure that students have efficient, fair, and positive experiences on exam days.

1. Students may not enter the testing lab 10 minutes after the exam begins. There will be a 10% penalty for late entry (1-9 minutes). Example – if a test is scheduled for 8:30am, the student may not enter after 8:40am. Students who enter between 8:31am and 8:40am will be allowed to test with an automatic 10% penalty/deduction. Any student greater than ten (10) minutes late to the exam will be considered absent for the exam and will need to reschedule a make-up exam in the MCC-PV testing center. All make-up exam policies and notification policies apply, including a deduction of ten (10) percent.
2. Upon arriving to the testing area, all personal belongings including cell phones, smart watches, ear bud/pods, tablets/laptops, jump drives, timers, cameras, jackets, hoodies, coats, hats, drinks, and book bags must be placed in the back of the room and may not



be worn or used while taking an exam.

3. Cellphones, smart watches, or any other electronic device are prohibited and must be turned off, **not on a vibrate setting**. If a student is discovered with a cell phone on your person or at your testing station, he/she will receive a zero for that exam/quiz and will be removed from the testing area. The college district guidelines for cheating will apply. If a cell phone goes off (noise, ringer, text message, notification of any kind, including a vibrate setting) the student will receive a deduction of 10% on the exam due to disturbing other students' testing environment.
4. The student is not allowed to communicate with anyone during the exam. If you have a question or a problem notify the instructor by raising your hand. The instructor will not answer questions concerning the content of the exam.
5. Students are only allowed a writing utensil, a simple 4-function calculator, and a blank piece of paper to complete dosage calculation questions in their testing space. The nursing instructor will provide a simple 4-function calculator and a piece of scratch paper.
6. The student will be required to submit their scratch paper upon exam completion. The students' names must be written legibly on the top of the scratch paper.
7. Students are expected to take quizzes and tests as scheduled. Students are responsible for contacting the instructor (via MCC email) 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 a severe emergency (hospitalization, automobile accident, or related issue) proper documentation must be presented to the respective Program Coordinator for review and approval, prior to taking the make-up exam.
8. Make-up exams are expected to be completed within one (1) week of the scheduled exam. Failure to reschedule the exam within one (1) week of the scheduled exam/return to class will result in a zero (0) on the exam. Make-up exams are not in the same category as testing accommodations exams. See "Testing Accommodations" in this handbook for policy regarding accommodations.
9. Students failing to make up a test as scheduled will receive a zero (0) for the test. If the student does not report to the testing center for their make-up test, this will result in a zero (0) and be considered a no-call/no-show. If the student shows up late for their testing center accommodation or make-up exam, the same policy will be followed for showing up late for a classroom exam. Re-scheduling of accommodation exams must receive permission to re-schedule from the course instructor and will follow the policy for missed exams (including a 10% deduction).
10. The first occurrence of a missed exam will result in a 10% deduction from the test score. For any subsequent exam absences, the student will **not** be allowed to take the exam

and will be given zero (0) points for the exam.

11. Make-up exams must be taken in the Penn Valley testing center. No other MCC testing center will be approved.
12. Course quizzes or missed in-class assignments associated with or without points are not allowed to be made up.
13. For students taking exams in the MCC-PV testing center, once the password has been entered and the exam has begun, the student may not be permitted to leave until the exam has ended.
14. The student must achieve an overall course average of a "C" (80% or higher without rounding), and a final clinical evaluation of satisfactory in all categories for successful completion of each course. If the course average is 79.9%, the course grade will be a "D". There will be **NO** rounding of grades.
15. 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. No previous exams will be reviewed once the next unit exam is given. Zoom test review will not be allowed. Test review will only be given in-person.
16. Evaluation of student learning is provided in the form of course exams and a comprehensive final exam in each course. The number of exams in each course is determined by the course faculty. Each unit exam is fifty (50) points with five (5) of those 50 points being dosage calculation. The comprehensive final will be one hundred (100) points, with five (5) of those 100 points being dosage calculation.

### **Testing Accommodations**

If the student has documented disabilities, the student may be entitled to testing accommodations. Students must contact MCC Disabilities Support Services (DSS) and provide documentation prior to a scheduled examination. [Click here for more information.](#)

It is the responsibility of the student to notify their respective instructor(s), at the beginning of each semester, with the appropriate documentation outlining their accommodation, once completed by the DSS Coordinator, and submitted to the student. The email to the instructor(s) should include the name of the course and a copy of the accommodation letter issued to them by the DSS Coordinator.

Students with accommodation are required to complete tests in the Penn Valley Testing Center. No other MCC testing center will be allowed. Test scheduling is the responsibility of the student, not the instructor. The Testing Center will need the instructor to provide a copy of the exam (if applicable) in advance to give to the student, along with a copy of the Testing Center Support Request form. Students with test accommodation must take the same exam as the rest of the class. For students who have accommodation, every effort is made to schedule

course exams on the same day and time in which the class is conducted. If this is not feasible, the student must complete the exam within 24 hours of the date of the class exam. Exceptions to this will only be made if the testing center hours do not allow for the student to complete their exam within their required accommodation. Exceptions will not be made based on activities the student may or may not have outside of school-related obligations.

## ATI

ATI Policy Assessment Technologies Institute (ATI) offers an assessment driven review program designed to enhance student learning and NCLEX-RN success.

In RNUR 115, 126, 131, 134, 138, 141, 230, 234, and 238, twenty (20) points of the overall course grades will be assigned. Two practice tests will be made available prior to each proctored exam. Points are rewarded as described in the table below.

In RNUR 244 twenty (20) points of the overall course grades will be assigned. Two practice assessments will be made available prior to Comprehensive Predictor proctored assessment. Points are rewarded as described in the table below.

Remediation is critical. Consistent remediation throughout the program will improve the student's "pulse" status. Remediation consists of two parts: the hand-written remediation templates and the post-practice test quiz. ATI generates the post-practice test quiz automatically. If there is no quiz that generates or the quiz is less than 10 questions, faculty may choose an alternative remediation method for this portion of the remediation.

Handwritten remediation templates are required and must be completed and submitted per the course calendar/syllabus/due date given by the instructor and at the beginning of class. If the student does not turn the remediation in on time, this will be considered incomplete and follow the point chart listed below. The student will still be required to complete the remediation prior to the scheduled proctored exam time. On the practice and proctored exams, students may not use any resources for exam completion. These exams maintain the same integrity as unit exams. Testing policy regarding academic dishonesty will be applied to all exams, including ATI exams.

Students must have remediation completed prior to sitting for the proctored exam. If the student fails to do so, the student may not sit for the proctored exam at the same date/time as the class and will have a deduction of five (5) points from the overall ATI points earned.

If the student has not taken the two (2) required practice assessments and one (1) required proctored assessment by the date of the final, the student may not sit for the final exam and will be subject to a missed exam per the handbook policy.

In RNUR 115, 126, 131, 134, 138, 141, 230, 234, and 238, the following policies for practice and proctored exams apply:

<b>ATI Practice Assessments</b>	
5 points each	
Practice Assessment A	Practice Assessment B
<b>5 points</b> – 70% or greater on Practice Assessment A <b>and</b> remediation in full (quiz and hand-written templates) <b>2.5 points</b> – either 70% or greater on Practice Assessment A not achieved or incomplete remediation <b>0 points</b> – 70% or greater not achieved on Practice Assessment A and incomplete remediation	<b>5 points</b> – 70% or greater on Practice Assessment B <b>and</b> remediation in full (quiz and hand-written templates) <b>2.5 points</b> – either 70% or greater on Practice Assessment B not achieved or incomplete remediation <b>0 points</b> – 70% or greater not achieved on Practice Assessment B and incomplete remediation
<p>*Handwritten remediation templates are <b>required</b>. All boxes on the templates must be filled out and templates must be submitted in-person.</p> <p>Remediation includes 2 parts: the handwritten remediation templates <b>and</b> the post-practice test quiz.</p> <p>If no quiz or less than 10 quiz questions are not generated, faculty may choose an alternative remediation method for this portion of the remediation.</p> <p>All practice exams including practice/proctored, and remediation must be complete for the student to be allowed to sit for the final exam.</p>	

<b>ATI Proctored Assessment</b>
10 points
10 points – Level 2 or greater 5 points – Level 1 0 points – Below Level 1
No remediation will be required for the proctored assessment.

For RNUR 244, the following policies for practice and proctored exams apply.

<b>Comprehensive Predictor Practice Exams</b>	
5 points	
Practice Assessment A	Practice Assessment B
<b>5 points</b> – 70% or greater on Practice Assessment A <b>and</b> remediation in full (quiz and hand-written templates) <b>2.5 points</b> – either 70% or greater on Practice Assessment A not achieved or incomplete remediation <b>0 points</b> – 70% or greater not achieved on Practice Assessment A and incomplete remediation	<b>5 points</b> – 70% or greater on Practice Assessment B <b>and</b> remediation in full (quiz and hand-written templates) <b>2.5 points</b> – either 70% or greater on Practice Assessment B not achieved or incomplete remediation <b>0 points</b> – 70% or greater not achieved on Practice Assessment B and incomplete remediation
<p>*Handwritten remediation templates are <b>required</b>. All boxes on the templates must be filled out and templates must be submitted in-person.</p> <p>Remediation includes 2 parts: the handwritten remediation templates <b>and</b> the post-practice test quiz.</p> <p>If no quiz or less than 10 quiz questions are not generated, faculty may choose an alternative remediation method for this portion of the remediation.</p> <p>All practice exams including practice/proctored, and remediation must be complete for the student to be allowed to sit for the final exam.</p>	
<b>Comprehensive Predictor Proctored Assessment</b>	
10 points	
10 points - 90% or above predictability 5 points - 85-89.9% predictability 0 points - below 85% predictability	
Students must sit for the Comprehensive Predictor proctored assessment before the student can attend the required 3-day prep course. <b>*See RNUR 244 syllabus for point specifics outside of this handbook.</b>	

## Probation

If the student's grade falls below 80% cumulatively (without rounding), the student fails to follow proper policy/procedure as required, or the student does not meet the clinical/course expectations in one or more of the categories listed below, the student is placed on probation. Students violating rules/policies in the MCC Code of Conduct will, at minimum, be placed on probation, and consequences may include up to program dismissal and/or legal consequences, pending the violation. Clinical categories include behavior/professionalism, tardiness/absence per policy, unsafe patient care, critical thinking, or other category as listed in the clinical grading component of the course. To continue with the prescribed order of courses in the nursing program, the student must complete the course with a "C" (80%) average or better **and** pass as satisfactory in all clinical categories listed. Satisfactory completion of the course and/or clinical results in removal of the probation consequence for that course; however, the probation form will remain in the student file.

1. Students are expected to follow the MCC and Nursing Program's academic rules for student behavior, rules of the clinical orientation manual (accessible on clinical student) and clinical professional conduct. Non-course related disciplinary action may be initiated for lack of compliance with any of those stated standards. Grounds for non-course related disciplinary action shall include, but not be limited to the following:
  - a. Disruptive or disrespectful behavior
  - b. Illicit activities
  - c. Dishonest behavior
  - d. Unprofessionalism such as, but not limited to:
    - i. Leaving the unit and/or clinical/class without notice
    - ii. Disrespectful, abusive, or inappropriate language (verbally, written, or other form of communication)
    - iii. Bullying or intimidating confrontation or harassment to fellow student(s) and/or instructor
    - iv. Theft
    - v. Inability to follow the instructor's directions
    - vi. Undermining authority
  - e. Conduct potentially harmful to the safety of clients, client's family members, clinical facility staff, college faculty or staff, or other students
  - f. Unsatisfactory clinical performance as determined by the instructor
  - g. Student deviation from expectations presented in clinical orientation
  - h. Attendance-related and/or
  - i. Violation of the MCC Student Code of Conduct, Nursing Program, and/or the clinical orientation manual
2. A clinical or course probation form will be given to the student for any disciplinary action and will define the problem areas to increase student awareness of the problem(s). This also allows the student the opportunity to improve performance in the areas in which there is a deficit.
3. Once placed on probation, the student will receive a written or email notice addressing the infraction and be given an improvement plan indicating the deficiencies.
4. If a second disciplinary action is merited in the same course or clinical rotation, the student will receive a failure of that portion of the course. A failure of the clinical portion

of the course immediately constitutes failure of the theory portion. The student will then no longer be eligible to stay in the course unless an active appeal is in progress. If the student chooses to appeal the failure, the process for submitting an appeal must be followed and the student may remain in class until the appeal recommendation is finalized. See “Nursing Grievance Council” & “Appeals” in this handbook.

5. Once placed on probation, the student remains on probation for the duration of the course.
6. If a student is removed from a clinical facility due to disruptive or unsafe behavior, the student is subject to clinical failure. The student will not be allowed to obtain an alternative clinical site.
7. Unsafe practice that has the potential for harm to the patient or others will result in dismissal from clinical. If dismissal occurs, the situation will be reviewed by the Nursing Grievance Council and a recommendation will be made regarding the student's continued progression in the course and/or program. This can include the potential for program dismissal.
8. A student reporting to class or clinical whose behavior indicates potential impairment from alcohol and/or drugs will be immediately removed from clinical/course activities. The incident will be reviewed by the Nursing Grievance Council and a recommendation will be made regarding the students' continued progression in the course and/or program. This can include the potential for program dismissal.

### **Withdrawal and failure policy**

Students may only have a total of two (2) unsuccessful attempts at any course throughout the program. This includes failure at the end of the course and withdrawal while passing (defined

as 80% or greater) or failing the course (defined as less than 80% without rounding). For example, if a student does not pass a course (less than 80%) in their freshman semester and then withdrawals from a course at their junior semester, this will count as the total of two unsuccessful attempts and the student will therefore be dismissed from the program. If a student decides to withdrawal from two courses in one semester, this will count as two withdrawals since there are two courses. Medical exemptions will be made based on MCC legal policy.

If a student does not pass the course (defined as less than 80%) the student must return the following semester and retake both the course itself and the clinical component. If the student does not pass the clinical component but does pass the course itself, the student must also return the next semester to retake both the clinical and course component of the course. Returning the next semester is only pending course space availability.

If a student needs to take a semester off due to extenuating circumstances, the student may only take one (1) semester off for extenuating circumstances throughout the duration of the program. To take the semester off, the student must initiate a meeting with the Program Coordinator, Division Chair, and Dean for this to be allowed. If the student desires to take more than one semester off, the student must then reapply for the program and start at the freshman level, pending program reacceptance.

Should the student have two (2) unsuccessful attempts throughout the program as defined above, the student may choose to present their case to the Nursing Grievance Council. See "Nursing Grievance Council" in this handbook for the policy regarding practices.

The student has one (1) semester to re-enroll in the program once they withdraw. If a student does not plan to enroll in nursing courses as scheduled in their curriculum plan, the student must notify the Program Coordinator as soon as possible, indicating (via email) the reason for interrupting their enrollment and their intent for continuation in the program. The letter should also request re-enrollment for the following semester if they wish to be considered for reinstatement. Students who fail to notify the Program Coordinator via email will be required to re-apply for admission and re-entry is not guaranteed. The deadline for notification to the Program Coordinator must occur by March 31 for the upcoming summer and/or fall semester and October 31 for the upcoming spring semester.

If a student withdraws for health reasons, additional written documentation may be required and may be required to be submitted in-person, not electronically. Students in this category should seek guidance from the respective Program Coordinator.

### **Nursing Grievance Council**

The Nursing Grievance Council in Penn Valley's Professional Nursing Program is designed for



student success and retention. Students who feel they have exemptions from the rule of allowing two (2) total attempts throughout the program in given courses may submit a request to sit before the Nursing Grievance Council. During this meeting, the student will present the case with any necessary documentation, the council will then deliberate and vote on whether the case of the student will withstand the recommendation of failure/withdrawal, or the student failure will be overturned with the recommendation. The procedure for the Nursing Grievance Council is outlined below. If a student's circumstance exceeds the level of the Nursing Grievance Council, the Council will advise the student to take their circumstance to the appropriate administrative personnel.

### **Guidelines for Submitting an Appeal**

1. The student will contact the instructor **and** council chair **by email** to indicate that an appeal is forthcoming. No other form of communication will be accepted. The student must email the instructor and council chair using their MCC email, not a message through Canvas. This step must take place within two (2) days of the student receiving the email from either the instructor or program coordinator regarding the failure or withdrawal.
2. The content of the email will include the following:
  - a. Name of course in which the failure or withdrawal occurred.
  - b. Description of the incident/issue
  - c. All faculty or adjunct instructor(s) involved in the recommendation-making process regarding the incident/issue.
  - d. Steps taken thus far to bring resolution to the incident/issue, including dates and outcomes of previous meetings.
  - e. Rationale for challenging the recommendation regarding the incident/issue including any support for the challenge cited.
  - f. State the outcome desired from the Nursing Grievance Council (what it is the student wants the Nursing Grievance Council to do)
  - g. Any additional evidence or materials the student feels best fits the individual case.
3. Any documentation that the student wishes to provide to support the appeal should be included with the email. **Documentation and materials presented during the meeting but not presented via email will not be considered.**
4. The student has at maximum two (2) days from the time the student received the email from either the instructor or program coordinator regarding the failure or withdrawal to submit the email with the content listed out in step 2 of this page of the handbook.
5. Upon receipt of the student email containing the above listed information, the council chair and members will have seven (7) days to arrange a meeting including an odd number (three [3] or five [5]) of nursing faculty that will make the appeals recommendation. Any faculty involved in the recommendation-making process regarding the student incident/issue may not be included in the voting process of the appeals recommendation.

### **Nursing Grievance Council Policies & Procedures**

1. If a student comes to a faculty member with an incident/issue regarding another class/faculty member, the issue should not be discussed, and the student should be referred to the faculty member the incident/issue includes.
2. When a faculty member is counseling a student regarding an incident/issue and the student indicates they will appeal the recommendation made by the faculty, that faculty should make the Nursing Grievance Council chair aware that an appeal may be forthcoming. The name and contact email of the council chair should be provided to the student. This step does not take the place of the student initiating an appeal, as outlined in the section titled "Guidelines for Submitting an Appeal" of this handbook.
3. All appeals must be submitted via email following the guidelines for submitting an appeal.
4. The students are invited to present their case and add additional points to the Nursing Grievance Council meeting as they wish.
5. If a Nursing Grievance Council subject matter or case involves a faculty member that is seated on the Nursing Grievance Council, that faculty member shall present their side of the incident/issue, then the student presents their side of the incident/issue. The faculty can be called on at any time during the process for clarification. The faculty involved in the incident/issue will **not** be allowed to vote on the recommendation.
6. Any other person(s) involved in any informal discussions with the student or anyone helping the student regarding the incident/issue will recuse themselves from voting.
7. The vote on the recommendation which will take place at the Nursing Grievance Council will be done via anonymous ballot.
8. Recommendations will be confirmed by a simple majority vote.
9. The Nursing Grievance Council chair will email the student and program coordinator via MCC after the vote for documentation purposes and notification regarding the final recommendation.
10. Documentation will be maintained in the Nursing Grievance Council records book and will consist of the following: attendance at the meeting, results of the vote, copy of the student's appeal email and any included documentation, copy of the email sent to the student of the final recommendation. These documentation pieces will be kept for seven (7) years after the student's graduation date.

### **Chain of Command**

These steps must be followed in order and not skipped for any grievance or communication.

First step – Instructor and/or faculty involved

Second step – Nursing Grievance Council (if applicable)

Third step – Program Coordinator

Fourth step – HSI Chair

Fifth step – HSI Dean

### **Academic Grievance Process**

Students have a right to grieve their final nursing classroom or clinical grade. The following process should be followed.

1. Upon demonstration that the student has not met course learning outcomes at the required 80% benchmark or there is objective evidence of academic dishonesty, the instructor will notify the student, via email, of the failure and/or alleged academic concerns.
2. If a grade of D or F is assigned for the course, the instructor will notify the respective Nursing Program Coordinator after the student notification of failure.
3. If the student understands that they have been unsuccessful with meeting the course learning objectives with the required 80% course grade benchmark or have engaged in academic dishonesty, the student will email the Program Coordinator to discuss their eligibility to continue in the program. If the student is eligible to continue in the program, the student is expected to provide communication, via email, to the Program Coordinator stating their desire/intent to continue, if applicable. This will be a request on a space-available basis. Failure to notify the program coordinator via email will result in forfeiting the student's program seat.
4. If the student believes they have been successful with meeting the course learning objectives or there is objective evidence to support that academic dishonesty has not occurred, the student may appeal this recommendation by utilizing the guidelines as outlined in the "Nursing Grievance Council" section of this handbook.
5. Once the Nursing Grievance Council process has been followed and a recommendation has been made, if the student believes the recommendation is not equitable, the student has the option to file an additional grievance to the Division Chair. The Division Chair will complete due process and in compliance with section VII, titled "Discipline" of the MCC District Procedure Code of Student Conduct.
6. Within seven (7) business days by written communication which can include electronic communication, the division chair will notify the student of the final recommendation and the right to appeal to the HSI Dean of Instruction. Prior to this step, the student must have already appealed the recommendation with the Nursing Grievance Council and received a final recommendation from the Nursing Grievance Council. See "Nursing Grievance Council" in this handbook for procedure.
7. The student may appeal to the Division Chair decision by a written request to the HIS Dean within five (5) business days following receipt of the HSI

Division Chair notification.

8. Upon receiving this request, the HSI Dean will initiate an appeal using the hearing procedure beginning with section VII of the MCC District Procedure Code of Student Conduct. In this case the hearing committee will consist of the HSI Dean, who will be the nonvoting member and chair, and three (3) faculty appointed by the college Faculty Association President. The committee members must have no personal interest in the case and may consider more than one case during each term.
9. The student will continue to participate in a course until the appeal process is resolved and finalized.

### **Re-Entry**

If a student plans to return/re-enroll (including medical withdrawals), a formal written request stating their intent for re-enrollment into the program must be completed by the third business day after the district official day to withdraw without assessment. Re-enrollment will be on a space-available basis. If space is not available for longer than one (1) semester, the student will forfeit their place in the program or reapply to the program and start at the freshman semester.

For a student who has taken a leave from the program, the following must be satisfied prior to the start of the semester in which the student is returning:

- Complete a background check and drug screening.
  - Maintain all CNE requirements during the withdrawal period.
- Pass a laboratory skill test specific to the point of re-entry. Students need to contact the respective course faculty to schedule the re-entry skills test. It is the responsibility of the student to schedule and pass the skills test and to ensure all re-entry requirements are met prior to the first day of the semester. Failure to do so may result in the student **not** being re-admitted to the nursing program. It is the responsibility of the student to both initiate and schedule this. Required skills per level are listed below. The student must show satisfactory progress in all prior semesters, pending the semester of re-entry. For example, if the student withdrawals from the junior semester, the student will need to complete all skills for the freshman, sophomore, and junior semester prior to being allowed readmission. The student must pass all required skills with an 80% (without rounding) competency level overall.

Freshman semester: head-to-toe assessment, vital signs, bed bath, full occupied bed change, hand hygiene, sterile glove donning, glucometer competency

Sophomore semester: IV insertion, IV pump set-up (primary and secondary), mini mental status exam, postpartum and newborn exam plus all prior semester skills

Junior semester: NG tube insertion with suction set-up, sterile foley insertion and discontinuation plus all prior semester skills

Senior semester: focused assessment plus all prior semester skills

### **Program Dismissal**

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

- a. Student inability to sufficiently master the competencies of the course.
- b. Conduct detrimental to the best interest of the patient/client, the program, the college, and the clinical facilities.
- c. Student behavior that is disruptive to patient/client care and /or diminishes the quality of care.
- d. Unsafe nursing practice
- e. Student inability to meet the 80% benchmark in any second nursing course or a second failure or withdrawal in the same course (See Withdrawal/failure Policy)
- f. Student inability to meet the 80% benchmark in two (2) nursing courses in a semester.
- g. Cheating and/or academic dishonesty
- h. Failure of both RNUR 126 and RNUR 131 from the ADN program will disqualify admission into the PN program.
- i. Community clinical partners in the Kansas City Metropolitan area (MOKAN) require a drug screening and background check. The student will submit to such screening and assume the cost through clinical student or outside agency, if required. If the results of the testing/screening/background check prohibit the student from entering an agency, it will result in the inability of the student to complete the clinical requirement of the program. The student's dismissal from the Nursing Program will follow.
- j. Eligibility to enter the PN program after being unsuccessful in the ADN program will be based on application and acceptance to the program.

The recommendation for dismissal from the nursing program based on overall academic performance, conduct, unsafe nursing practice, or failure to meet the essential abilities will be reviewed by the Nursing Grievance Council, Nursing Program Coordinator, Division Chair, and/or Dean of Health Sciences Institute in this written order. Written notification will be sent to the student by the Program Coordinator. Should the student disagree with the decision, the student may follow the MCC Code of Conduct

## **Class Organizations**

Each nursing class is responsible for the election of the National Student Nurse Association (NSNA) and curriculum representatives. Representatives and students help plan a variety of activities. These include (but are not limited to) fund-raising projects, community service projects, and Pinning Ceremony. The student organization is the school's branch of the NSNA, hereafter called the Penn Valley Student Nurse Association (PVSNA) for the ADN program only.

### **Organizational Structure**

- Two (2) NSNA representatives per class level-for the ADN program only.
- Class representative elections will occur in RNUR 126 Fundamentals of Nursing and take place within the first month of the start of the semester.
- Class representatives will serve as the liaison to their respective cohort throughout the duration of the program.
- If a representative is no longer able to actively participate, must repeat a course, or is dismissed from the program, that student will rescind their participation as class representative and a new majority-vote election shall take place.

### **Licensure Application, Graduation & Pinning**

Successful completion of the nursing program does not guarantee the graduate will be allowed to take the licensing exam.

The State Board of Nursing has the legal duty of determining that each applicant who will practice as a professional nurse has good moral character as required under [the Missouri Nurse Practice Act](#).

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](#).

If the student has had a criminal conviction in the past, please contact the respective Program Coordinator 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 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.)

Instructions for completing the Missouri State Board of Nursing's "Application for License as a Registered Professional Nurse by Examination" will be given during the last semester of the respective program. These completed applications are mailed to Jefferson City, Missouri in February for May graduates and in September for December graduates by the Nursing Department office.

All graduation and pinning information will be given at the senior level.

Dress code for the Pinning Ceremony will be as follows:

- a. Clean, presentable white uniform (white scrub pants, white scrub top, or white scrub dress acceptable with white hose and white/black shoes)
- b. White or black shoes (approved via the clinical attire policy)
- c. Hair clean and neat
- d. Earrings and one necklace are acceptable for the ceremony

Note: No alcohol or drugs/controlled substances are allowed on college premises or at any college sponsored activities.

### **Accreditation**

MCC-Penn Valley's ADN Nursing Program is fully accredited by the ACCREDITATION COMMISSION FOR EDUCATION IN NURSING, which may be contacted at:

Accreditation Commission for Education in Nursing/ACEN  
3390 Peachtree Road NE, Suite 1400  
Atlanta, Georgia 30326-1427  
Telephone: 404.975.5000  
Fax: 404.975.5020  
Website: [www.acen.org](http://www.acen.org)

MCC-Penn Valley Associate of Applied Science Nursing Degree is also fully accredited by the MISSOURI STATE BOARD OF NURSING, which may be contacted at:

Missouri State Board of Nursing  
3605 Missouri Boulevard  
Jefferson City, MO 65109  
Telephone: 573.751.0681  
Fax: 573.751.0075  
TTY: 800.735.2966  
Website: [nursing@pr.mo.gov](mailto:nursing@pr.mo.gov)



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