

2021-2022 STUDENT NURSING HANDBOOK



**Allied Health Department
MINERAL AREA COLLEGE**

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GENERAL INFORMATION

PHILOSOPHY

Individuals have intrinsic value, and there is worth inherent in human life. They share common needs for survival and growth and their behaviors are motivated to utilize adaptive or maladaptive behaviors in an effort to meet those needs. All individuals have the right to health care regardless of socioeconomic, cultural, or racial differences. Clients are individuals, families, and communities.

Health is comprised of those things that allow an individual to fulfill their maximum human potential and is a basic right. It is the role of the nurse to advocate those rights for the client within the health care delivery system. Health involves the whole person; physiological, spiritual, social, and psychological. Nursing is involved in health maintenance, restoration, and prevention of illness.

Nursing Practice is a science, a service, and an art designed to assist the individual to perform those activities contributing to health, its recovery or to a dignified death. The faculty believes the giving of nursing care is a privilege and a great responsibility. Nursing is a dynamic, therapeutic, and interpersonal discipline utilizing the nursing process, and skills to intervene effectively on behalf of the client. The role of the nurse is to be facilitative, to allow the client to regain optimal independence as health status, ability and will exist, and to do so according to the standards of nursing practice and within legal and ethical boundaries.

Nursing Education is provided as a service to our community and offers a quality, affordable education to aid students in reaching career goals. Nursing education shall provide the avenue to synthesize basic social and biological sciences into functions that promote health. Nursing is a distinct and unique profession requiring substantial specialized, as well as general, education. A nurse must be knowledgeable in the psychosocial, behavioral, developmental and cognitive theories throughout the lifespan as well as being cognizant of spiritual and cultural needs of the individual. We believe the client is a member of many different dynamic systems, and therefore believe the nurse must be aware of these systems and the role of the client in them. Nurses should be critical thinkers, caring, conscientious, ethical, flexible, professional, and accountable for their actions. Nurses should communicate effectively both orally and in writing. Nurses should utilize effective leadership skills in management of patient care.

The Allied Health Department believes that the associate degree as well as the practical nurse is an appropriate entry level into the nursing profession as outlined in the Missouri Nurse Practice Act. The graduates of the Mineral Area College Program in Practical Nursing are provided an in-depth nursing and academic educational foundation commensurate with further study within the sophomore year of the Associate Degree Nursing Program.

The Associate Degree Nursing Department program provides knowledge and skills for practitioners of nursing to meet basic needs of individuals who have complex disease processes. The graduate functions within the scope of professional nursing practice as a provider of care, manager of care, and member of the discipline of nursing giving care in the acute and long-term care setting where policies and procedures are specific and supportive guidance is available. Focus is placed upon meeting the identified health care needs throughout the lifespan. The program provides career-technical education with an Associate Degree of Science for a nursing career and affords students the opportunity to transfer to other institutions to continue their education. The program encourages continuing education, believes learning is a lifelong process, and believes nurses have an obligation to keep current in their practice area.

The Program in Practical Nursing provides the basic core knowledge, as well as selected academic educational courses. Graduates function to gather data by interview, observation, and the performance of a complete physical exam as well as utilize competencies common to nursing practice. Graduates are prepared to focus on direct patient care using nursing interventions to prevent, reduce or eliminate health problems with predictable outcomes, in stable situations. Graduates function as members of the health team, performing nursing actions

commensurate with their educational outcomes and demonstrated competencies. Within the college and selected Allied Health Department clinical settings, the graduates of the Mineral Area College Program in Practical Nursing are provided an in-depth nursing and academic educational foundation.

HONOR CODE

The Allied Health Department has developed an Honor Code for program students that can be summarized by the following statement:

*“An Allied Health student is a person of integrity
who does not lie, cheat, or steal,
nor tolerate anyone among us who does.”*

The Honor Code consists of two parts: The Academic Honor Code and the Social Code. The purpose of the Code is to foster a commitment to moral-ethical excellence essential to professional practice. It represents the minimum ethical standard by which all students are expected to abide.

Each time the student places their name on examinations, papers, laboratory assignments, clinical, field or internship documents, and other academic work, they acknowledge their responsibility and commitment to the Academic Honor Code.

The Code is not an unduly difficult standard to live by. It demands strict compliance, but it does not demand ethical perfection. If you apply clear judgment guided by a commitment to integrity, your actions will far exceed the requirements of the Code.

It requires a commitment to self-betterment and recognition of the special role that moral-ethical excellence plays in leadership. It is assumed that students who enter the Allied Health Department program have been instilled with a basic set of values. The Honor Code is the minimum standard of ethical behavior, though it is expected that all students will strive to live within the spirit of the Code.

Though breaches of the Honor Code are recognized as dishonorable, there are other undesirable actions that do not technically violate the Honor Code. These actions fall short of proper ethical behavior and are not within the spirit of the Code even though they may conform, in an absolute sense, to the requirements of the four tenants contained within the Code itself. There are many irresponsible and deceptive actions considered to be inconsistent with those of an honorable person. Such acts, though unethical, may not be violations of the Honor Code. Nonetheless, those acts are to be identified and deplored as unacceptable breaches of ethical behavior.

Therefore, obedience to the Honor Code, coupled with the extension of honor education beyond the Code, strengthens each student's commitment to the broader ideals aligned with the spirit of the Code. By this means, the Honor Code acts to achieve its most important end: ensuring that program graduates are honorable men and women.

The Honor Code can be seen as merely externally observed rules. Or, it can be seen as a succinct embodiment of a spirit of integrity, which begins deep within a person and can be observed in the actions of the honorable man or woman. It is an objective of the all Allied Health Department programs that each student becomes the latter kind of person.

The spirit of the Honor Code operates in values of truth, justice, inviolability of others' persons and property, and the commitment to such values as a universal norm rather than merely a private code. These values are freely chosen by the individual who lives by the spirit of the Code.

Outwardly visible compliance with the Honor Code is a minimum standard for student behavior; but, it is contrary to the spirit of the Code to attempt to memorize a long list of detailed rules. Persons who accept the spirit of the Honor Code think of the Code as a set of broad and fundamental principles, not as a laundry list of prohibition.

As a student develops, they should progress beyond meeting the minimum, external standard to an internal acceptance of the spirit of the Honor Code. In deciding to perform any action, students living the spirit of the Code do not ask only if it is on a list of prohibited acts; they ask if it is the right thing, even the best thing, to do. For them, applying the principles of the Code to the complexities of everyday life involves conscientious investigation of the facts and clear moral reasoning.

A class standard as well as personal standard, the spirit of the Code guides the class in identifying and assessing misconduct. Those who hold the spirit of the Code dear do not look for loopholes to justify questionable acts.

The spirit of the Code rests on a high-level trust among students, faculty, and the public. The Honor Code fosters a sense of trust among students and faculty, and more generally fosters trust of the public in the integrity of graduates of the Allied Health Department programs at Mineral Area College.

One of the benefits to members of a community having a code is living in an atmosphere of trust. But, the Honor Code alone is not sufficient to create the deeper level of trust that is needed by a successful paramedic student. Paramedics may avoid lying, cheating or stealing, and still not be trusted. Citizens will be reluctant to trust an Allied Health professional they believe to be selfish or uncaring, whose moral character lacks respect for other persons. The trustworthiness of such paramedics in matters of life and death remains in doubt. Community respect rests on trust; and, trust rests on honor – that is, on a deeply rooted personal spirit of honor.

One of the prime reasons for having an Honor Code is to graduate students who will prove themselves worthy of the trust of the community and the nation. For this reason, it is important that we realize that there are two aspects of honor. First of all, there is the satisfaction that you have done that which, in your own mind, is the right, honorable thing to do.

Secondly, there is the need to be viewed as a person of integrity by those who know and work with you if you wish to command their trust and loyalty. To be an effective student, and later an effective Allied Health professional, you must diligently practice integrity and avoid situations, which might call your honor into question.

HONOR CODE VIOLATIONS

Honor Code violations include, but are not limited to the following:

Lying

LYING IS MAKING AN ASSERTION WHICH INTENTIONALLY DECEIVES OR MISLEADS. THIS DECEITFUL ASSERTION MAY BE ORAL, WRITTEN, OR CLEARLY COMMUNICATED BY GESTURE.

Written communication includes any written material, which you present as being truthful, whether you wrote the material or not. Your signature on written work means what is written is truthful, a product of your own words and ideas, and the work of your own effort. In sum, your signature or initials is your word. In addition, a signature on clinical or field internship form or administrative paperwork means the directed action is complete and the contents are accurate. You will annotate all exceptions and give credit where it is due.

The application of social tact is not considered to be an Honor Code violation if a statement is made to save someone else's feelings in a social situation. Telling your host or hostess that you enjoyed a meal, which you actually felt to be of poor quality, is an example of social tact. Otherwise, the Honor Code applies to all social situations. Paramedics, and hence students, must be able to be taken at their word. In fact, we all have a responsibility to ensure that others know and understand what we believe to be the truth in any situation. Cleverly wording oral or written statements, leaving out pertinent information in a deceptive manner, or evading the truth in any way is dishonorable and will fall within the jurisdiction of the Honor Code as lying.

Your responsibility for the truth goes beyond just what is said or written. It includes what is understood and perceived. If you realize an individual misunderstood your word, you have an obligation to correct that misunderstanding as soon as possible and to the best of your ability. If you intentionally allow an understanding or misperception by act or inaction to stand, you have allowed a lie to be created which will cause your honor to be questioned.

Stealing

STEALING IS DEFINED AS INTENTIONALLY DEPRIVING SOMEONE ELSE OF PROPERTY OR SERVICE WITHOUT PERMISSION.

You should be aware that the Honor Code provisions on stealing apply not only to the theft of property, but to the theft of services as well.

This goes beyond what is considered to be stealing in the legal sense. It is very rare in life that we get something for nothing, and if you find that you have, you should ask yourself whether you are about to get yourself into a dishonorable situation. You should never take advantage of a situation by wrongfully benefiting from another's misfortune. Persons of honor will report broken vending machines, will return found property, and will borrow responsibly and thoughtfully – treating others' property as they would want their own treated. If you take another person's property without permission and do not leave a note you are taking the risk of being brought up on honor for stealing. If you inadvertently receive a service or property for nothing, you should make proper restitution by either paying for or returning the property. You should also be aware that intentional destruction of property can be a theft of property, hence, intentionally destroying a sign-in log or intentionally losing paperwork may be construed as stealing.

Cheating

CHEATING IS DEFINED AS ATTEMPTING OR AIDING IN THE ATTEMPT TO RECEIVE UNDERSERVED CREDIT OR TO GAIN AN UNFAIR ADVANTAGE.

Notice that merely attempting to cheat is sufficient for an Honor Code violation. In addition, the accomplice is just as guilty as the cheater. The essence of cheating is the intent and/or the act of deceiving an instructor into thinking that some piece of work is your own, when in fact it is not.

Individual effort is the standard. If no exception to this standard is explicitly stated, individual effort is the fallback position and is assumed by all. On the other hand, collaboration is encouraged on specified assignments to allow broader learning. Full collaboration is defined as joint effort and work which is equally or more equally shared by all members in all aspects of the burden.

However, collaboration never includes direct copying and it always requires full documentation and due credit be given to all other contributors and services.

Toleration

TOLERATION IS THE FAILURE TO REPORT A SUSPECTED VIOLATION OF THE HONOR CODE.

Some people have trouble with the toleration clause because they do not understand the moral issue with toleration. Non-toleration is not in the same category as lying, stealing, and cheating because it requires you to act on something rather than merely to refrain from doing something. We realize that this is difficult because in our society toleration seems prevalent and somewhat encouraged. In the Paramedic Technology Program, and in particular in the Allied Health community, this way of thinking has no place. For example, if you allow cheating or tolerate cheating, you have in effect cheated others yourself because the others will now be taken advantage of. Also, think of the other professions. If a doctor tolerates an unethical colleague, then other lives may be affected by the act of toleration. A teacher who is incompetent may affect hundreds of lives in a short time. To tolerate such a teacher would seem unthinkable. If the Allied Health community falls apart because of incompetence or lack of integrity, however, the fate of the community and the nation may be at risk.

Many consider non-toleration to be our duty to the Honor Code. This is true; however, it goes beyond just duty to the Honor Code. We have a moral obligation to our nation to ensure that Allied Health professionals are professional in every sense of the word – that they are competent, dedicated to service, and possess the highest moral conviction. We must regulate ourselves because no other organization has the expertise to do so.

If this were not such a crucial public profession, non-toleration might not be so vitally important – but we must become the standard setters, because failure of integrity or competence can cost many human lives or even the future of our nation. The Honor Code is our minimum approach to ethical standards and we are its guardians.

Act and Intent

For a violation of the Honor Code to have occurred, there must both an act and intent (purpose), which falls under the above definitions. The “act” is a deed, which falls under one of the above definitions of lying, stealing, cheating and toleration. “Intent” is the state of mind concerning the purpose for which the act was done. For example, making a statement (the act) is a lie when done for the purpose of deceiving another (the intent). It is logical to assume that people intend the consequences for probable outcome of their acts. In addressing “intent” it will be considered whether the accused or an ordinary, reasonable, and prudent student, who has accepted the responsibility and has embraced the spirit of the Code, either knew or should have known that the

act in question was wrong. This is an important measure, because it reflects the level of responsibility expected of Allied Health professionals. Students are required to have a reasonable understanding of the Honor Code and to act responsibly to ensure that the others have a favorable impression of their sense of honor.

Conclusion

Honor is the hallmark of the Allied health student's conduct. The Allied Health student does not lie, cheat, or steal; moreover, such a student adheres to a code of ethics that can be respected by others. Thus, the student never stoops to petty chicaneries or questionable acts of any sort, even though they may not be specifically proscribed by regulations. The honest, forthright student is expected to rise and live above the frailties of others whom are less exacting. He or she will rely on the standard they know as right, not what is accepted by others. Each must realize what their personal standards of honor are and not fall victim to lower that standard because some dishonorable acts are perceived to be acceptable.

It can be observed that the majority of students attain these standards as a matter of course. Those who do not live by the standards earn the scorn of their associates and ultimately will be alienated from them and separated from the Allied Health profession.

Reporting Honor Code Violations

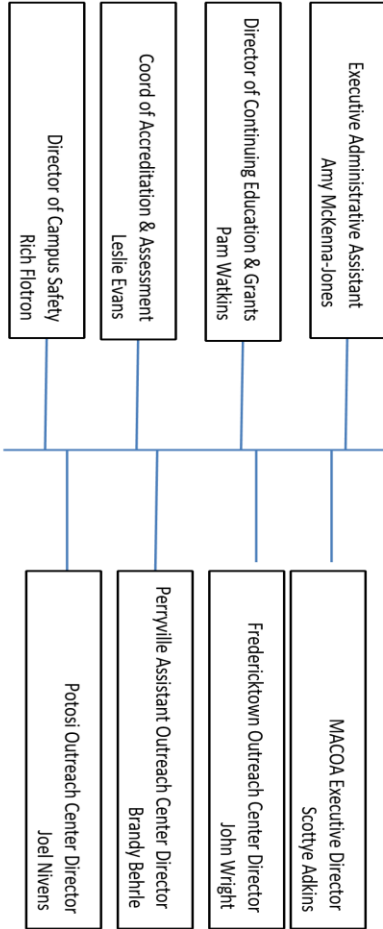
Individuals who suspect violations of the Academic Honor Code or Social Code should not attempt to resolve the issues independently, but are encouraged to refer their concerns to the program director. If you suspect another student of committing an Honor Code violation, you should immediately inform the program director. All students are responsible for enforcing the Honor Code. Non-toleration is the backbone of the Honor Code, and failure to uphold this responsibility will quickly bankrupt the Code. The program director reserves the right to impose sanctions on students who violate these codes on and off college premises. The student may be subject to a Learning Contract or Selection and Retention Committee hearing.

Footnote: The above established Honor Code is derived by compiling and modifying selected parts of the Honor Codes from the United States Military Academy, United States Naval Academy, and United States Air Force Academy, the Kentucky State Police Cadet Honor Code, the Mineral Area College Law Enforcement Academy Rules & Regulations, the San Francisco Paramedic's Associate, and Paramedic Academy of Miami Dade, Florida.



Organizational Chart Public → Board of Trustees

Alan Wells President	Scott Sikes Vice President	Harvey Faircloth Secretary	Lisa Umfleet Treasurer	Camille Nations Treasurer Pro-Tem	Stuart Landrum, Jr. Trustee
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Provost Roger McWilliam	Dean of Students Julie Sheets	CFO Lori Crump	Director of Development Kevin Thurman	Director of College Communications Danielle Basler	HR Director Kathryn Neff
Sr. Executive Administrative Assistant Lisa Johnson	Executive Administrative Assistant Rhonda Kaufmann	Controller Rick Jenkins	Administrative Assistant Teri LaChance	Graphic Designer Cory King	Administrative Assistant Debbie Crites
Executive Administrative Assistant Erin Sties	Director of Fin Aid & Admissions Denise Sebastian	Accounts Payable Maggie Elliott	Digital Media Coordinator Doug Wicker		
Director of Workforce Development Michele Shore	Athletic Director Jim Gerwitz	Accounts Receivable Kim Graham			
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Business, Mgmt & Industry Div Chair	Educational Talent Search Dir Jake Long	IT Manager Scott Collinsworth			
Law Enforcement & CJ Division Chair	EXCEL Director Matt Sopko				

ORGANIZATIONAL CHART NURSING PROGRAM | ALLIED HEALTH DEPARTMENT

IMPORTANT CONTACT INFORMATION

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Allied Health Department | Faculty | Clinical and Laboratory

Sadonya Suttles, MSN, RN, Coordinator ssuttles@mineralarea.edu..... (573) 518-3828

CLINICAL FACILITIES

Ashbrook Residential Care Center..... (573) 756-5544
Community Manor (573) 756-8998
Madison Medical Center (573) 783-3341
Medical Arts Clinic (573) 756-6751
Mercy Hospital Jefferson..... (636) 933-1000
NHC of Desloge..... (573) 431-0223
Parkland Health Center, Farmington..... (573) 756-6451
Parkland Health Center North, Bonne Terre (573) 358-1400
Presbyterian Manor..... (573) 756-6768
St. Anthony Medical Center (314) 525-1000
St. Francois Medical Center..... (573) 331-3000
St. Joe Manor..... (573) 358-2800
Ste. Genevieve County Memorial Hospital (573) 883-2751
Southeast Missouri Family Violence Council..... (573) 358-3913
Southeast Missouri Mental Health Center..... (573) 218-6792
Washington County Memorial Hospital (573) 438-5451

FACULTY CREDENTIALS

Angela Erickson, MSN, RN, Director

Certificate in Practical Nursing, Jefferson College, 1990-1991

Associate of Science Degree in Nursing, Jefferson College, 1991-1992

Baccalaureate of Science Degree in Nursing, Central Methodist University, 2004-2006

Masters of Science in Nursing, Central Methodist University, 2015

Catherine Hutcheson, MSN, RN

Certificate in Practical Nursing, Sikeston Public Schools Program in Practical Nursing, 1993-1994

Associate of Science Degree in Nursing, Park College Kansas City, 1993-1994

Baccalaureate Degree in Nursing, Southeast Missouri State University, 1998-2000

Master of Science in Nursing, Central Methodist, 2016

Esther Blum, MSN, RN, Coordinator of ADN Sophomore Program

Baccalaureate of Science Degree in Nursing, University of Missouri-Columbia, 1985

Masters of Science in Nursing, University of Missouri-Columbia, 1993

Melissa Capps, MSN, RN

Bachelor of Science Degree in Nursing, Saint Louis University, 2007

Master of Science Degree in Nursing, Webster University, 2016

Pamela Junge, MSN, RN, Coordinator of ADN Freshman Program

Certificate in Practical Nursing, Mineral Area College, 2008

Associate of Science in Nursing, Mineral Area College, 2009

Baccalaureate of Science Degree in Nursing, Maryville University, 2010

Masters of Nurse Education, Central Methodist University, 2016

Talisha Brooks, BSN, RN, Coordinator PN Program

Associate of Science in Nursing, Mineral Area College, 2011

Bachelors of Science in Nursing, Central Methodist University, 2018

Carla Lay, BSN, RN

Associate of Science in Nursing, Mineral Area College, 2014

Baccalaureate of Science in Nursing, Central Methodist University, 2015

Sadonya Suttles, MSN, RN, Clinical and Laboratory Coordinator

Licensed Practical Nursing, Mineral Area College, 2004

Associate Degree Nursing, Mineral Area College, 2005

Bachelors of Science in Nursing, Central Methodist University, 2012

Masters of Science in Nursing, Adult Nurse Educator, Central Methodist University, 2015

ALLIED HEALTH DEPARTMENT DISCLAIMER

Mineral Area College, including the Allied Health Department Faculty and Staff, do not provide and are not authorized to provide health services. Mineral Area College does not have a school nurse or a nurse's office.

In case of emergency, individuals are directed to call 9-1-1. Other health needs or questions should be directed to and addressed by a private physician or the public health center.

NURSING STUDENT POLICIES

I. PROGRAM CRITERIA

Core Performance Standards

Nursing is defined as a practical discipline with cognitive, sensory, affective, and psychomotor elements (SSCN, 1993). Core performance standards for successful completion of the nursing program are listed below. (National Council of State Boards of Nursing, 2000). Please see the Mineral Area College policy *5.95 Assurances (Policy on Compliance with the Americans with Disabilities Act)* for information regarding reasonable accommodation.

Competency	Standard	Sample Activities
Critical Thinking	Ability sufficient for judgement.	Identify cause-effect relationship; accurately predict outcomes; interpret situational contexts.
Interpersonal Relationships	Abilities sufficient to interact with individuals, families, and groups from a variety of backgrounds.	Establish rapport with clients and colleagues.
Communications	Abilities sufficient to write and speak English effectively and operate information technology systems.	Explain procedures, initiate health teaching; document and interpret nursing actions and client responses.
Mobility	Abilities sufficient to maneuver in confined places.	Administer CPT; move about in densely occupied locations.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Calibrate and use equipment; position clients.
Hearing	Auditory ability sufficient for observation and assessment.	Detect motor alarms, emergency signals and cries for help.
Vision	Ability sufficient for observation and assessment.	Observe client responses.
Touch	Ability sufficient for physical assessment.	Perform palpation; therapeutic interventions such as catheterization and medication administration.

Graduate Outcome Competencies | Associate of Science in Nursing

Upon successful completion of the Associate Degree Nursing Program, the graduate will possess the knowledge and skills necessary to:

1. Complete the curriculum requirements as approved by the Missouri State Board of Nursing and Mineral Area College leading to an Associate of Science Degree in Nursing.
2. Meet the criteria to apply for and obtain the licensure examination for a registered professional nurse.
3. Recognize the importance of interpersonal relationships through self-understanding and awareness of the influence of self on others and therapeutic use of self. Acknowledge individual's intellectual and cultural diversity with dignity and respect.
4. Utilize knowledge of changing health concepts, technology, research, and practice as an integral part of nursing.
5. Identify health resources available to individuals, families, and communities and assist in securing their services. Actively participate in community events aimed at health promotion and maintenance and act as a patient advocate.
6. Communicate effectively both orally and in writing with individuals, families, and communities.
7. Demonstrate critical thinking skills, analysis, problem solving, and synthesis in utilization of the Nursing Process. Assess, diagnose, plan, implement, and evaluate nursing care of individuals, families, and communities utilizing principles from biological, psychosocial, and nursing sciences to develop appropriate plans of care.
8. Recognize the autonomy and uniqueness of individuals, including cultural diversity.
9. Utilize leadership principles in management of patient care, such as accountability, delegation, communication, and prioritization.
10. Utilize basic principles of the biological and social sciences as well as teaching and learning in guiding individuals, families, and communities toward optimum wellness.
11. Recognize the need for professional and personal growth through additional and continued study and support the nursing profession through organizational involvement.
12. Practice within the legal and ethical boundaries of professional nursing.

Graduate Outcome Competencies | Program in Practical Nursing

1. Demonstrate knowledge, organization and participation in the formulation of individualized care plan using the nursing process across the wellness-illness continuum.
 - a. Collect biopsychosocial data from patient assessment, health records and health history, family, significant others, and members of the health care team to assist in establishing patient focused and time framed goals.
 - b. Serve as patient advocate by incorporating patient cultural and religious diversity when planning/providing physical, emotional and spiritual support and patient/family education.
 - c. Assist in the formulation of accurate nursing diagnoses based on interpretation of data collected.
 - d. Seek guidance as necessary to make appropriate revisions of nursing diagnoses, goals and/or interventions by carefully evaluating current data as relates to stated goals.
 - e. Discuss and utilize the theoretical basis of disease etiology, clinical manifestations and interventions incorporating biological and psychological principles.
 - f. Safely implement individuated patient orders, nursing interventions, perform basic therapeutic and preventative nursing procedures incorporating fundamentals biological and psychological principles in giving individualized care based on priorities and goals.
 - g. Administer and monitor the prescribed medical regiment for patients receiving medications, undergoing diagnostic tests, and/or therapeutic procedures.
 - h. Recognize and communicate real and potential dangers when caring for patients.
 - i. Maintain a non-judgmental attitude and demonstrate professional behavior in respect of the dignity, right to privacy and confidentiality of patients.
 - j. Demonstrate self-direction in the initiation, preparation and provision of comprehensive patient care.
2. Incorporate and reinforce planned patient health teaching using effective teaching/learning principles in providing individual care for patients and families requiring assistance to promote, maintain, and restore optimum wellness, or support the right to a dignified death.
 - a. Establish a database of the patient's knowledge that includes consideration of their cultural and religious background to assist in formulating a nursing diagnosis to meet the needs of the individual patient's knowledge deficit.
 - b. Use effective teaching/learning principles individualized to meet patient's needs.
 - c. Identify factors that may inhibit learning for the individual patient.
 - d. Incorporate and reinforce planned patient health teaching.
3. Use effective communication skills with patients and members of the health care team.

- a. Recognize strengths and weaknesses in own communication style.
 - b. Communicate and document patient health status descriptively, informatively, timely, concisely and legibly.
 - c. Use therapeutic communication techniques with patient and family.
4. Be accountable for own nursing practice within the ethical and legal parameters of the nursing process.
- a. Practice according to professional standards as defined in the Nurse Practice Act as well as NFLPN (National Federation of Licensed Practical Nurses) and NAPNES (National Association of Practical Nurse Education Services) Standards in regard to role function and legalities.
 - b. Serve as a patient advocate to support their rights to make informed decisions relating to care and treatment.
 - c. Demonstrate responsibility and accountability for comprehensive patient care.
 - d. Seek assistance from other members of the health care team when patient status is beyond the nurse's knowledge, experience or role function as defined in the Nurse Practice Act.
5. Recognize the need for continued education for professional growth and nursing practice.
- a. Seek opportunities for meeting own learning needs and to improve and remain current in nursing practice.

Pharmacology, Math and Practical Examination

- a. Associate of Science in Nursing Freshman students are required to take a Pharmacology, Math and Practical Examination prior to participating in clinical experiences to ensure competency in passing medications. Each student is allowed three (3) attempts. A score of 94% or higher is required. If a passing score is not achieved within in the three attempts allowed, the student will be dismissed from the nursing program.

Students entering the Sophomore year of the Associate of Science in Nursing program, either from the Freshman class or as Advanced Placement, are required to successfully complete two exams in order to enter the class: The Medication Calculation Exam and the Practicum Exam. The exams are given in the Summer prior to the start of the sophomore year. A score of 95% or higher is required on each exam. Students may take the exams up to three (3) times. If a passing score is not achieved in the three attempts allowed, the student will not be able to enter the sophomore year of the Associate of Science in nursing program and will be dropped from the nursing program. Students must present proof of all entrance requirements (i.e. immunizations, physical exam, background check, drug screening, TB testing and CPR certification) to be eligible to take the exam.

- b. Standard re-admission policies and Selection and Retention Committee guidelines as outlined in the Nursing Handbook will apply.

II. GENERAL GUIDELINES

1. Awareness Responsibility

Students are responsible for keeping current on student information posted on the MAC website (i.e. weather-related closings, IT services, the college's mission, philosophy, values and vision statements).

Students are responsible for reviewing the MAC handbook and policies at www.mineralarea.edu.

2. Entering Faculty Offices

Students are NOT permitted to enter faculty offices without permission. Students must enter the Allied Health offices through the main entrance (AH2) and check-in at the front desk with the Administrative Assistant(s) to receive permission to enter faculty offices. A faculty member must be present for students to enter any faculty office.

3. Nursing Faculty Appointments

Nursing faculty are available by appointment to meet with nursing students. Students wishing to meet with nursing faculty should contact that faculty directly by phone or email to schedule an appointment. Faculty schedule their own appointments; office staff do not schedule appointments for faculty.

4. Social Distancing

Students are required to maintain social distancing guidelines as mandated, as well as suggested, at all times and in all locations on campus.

5. Personal Protective Equipment (PPE)

Students are required to wear a proper fitting approved face mask at all times on campus, including but not limited to: in the classroom, computer lab, laboratory and hallways. Other PPE may be required in certain situations or at a future date. The acquisition and cost of PPE is the responsibility of the student.

6. Conference Room

Students are not allowed in the Allied Health Department conference room without permission.

7. Duplication

- a. Faculty and staff will not copy, scan or fax documents not pertaining to the nursing program for students. A self-service copier is available in the Mineral Area College library for student use.
- b. Students may not remove, copy, scan, fax, photograph, screenshot or in any other way duplicate nursing program documents, including but not limited to, quizzes and exams. Students are not allowed to upload, publish, share or distribute any nursing program document. Furthermore, students are prohibited from utilizing test banks, solutions manuals and other shared resources (i.e. Quizlet).
- c. All nursing program assignments are explicitly independent to be completed by individual students only without sharing or collaboration unless directed otherwise by faculty.

8. Parking

Students are required to follow all Mineral Area College policies pertaining to parking, inclusive of only parking in student lots. Parking in unauthorized areas may result in ticketing or towing.

9. Add and Drop Guidelines

After the first day of class each term or semester, no general education classes may be added without the appropriate dean's permission.

In the ADN Freshman and Program in Practical Nursing programs, no alternate nursing student will be admitted after the first day of class. In the ADN Sophomore program, no alternate nursing student will be admitted after the first day of the practicum exam.

Students who wish to withdraw from a nursing course or program, are required to meet with Allied Health Director by appointment. Failure to comply may result in an "F" on the student transcript.

10. Reporting Changes

Students must submit name, address, telephone number and email address changes to the Allied Health Department office within 24 business hours of the change. It is also the responsibility of the student to report changes to the office of Student Services as well.

11. Appearance and Attire Guidelines | General

The nursing student's professional appearance and attire influences patient care as well as the public's image of the nursing profession and Mineral Area College. Whether the nursing student is in the classroom, laboratory, or a facility, they are responsible for presenting themselves as nursing professionals.

The student will maintain a professional appearance and attire that is neat, clean and appropriate. The student will provide a hygienic, unobtrusive, calm, and comfortable environment that focuses on the needs and healing of the patient. Please see the Classroom Policy and the Laboratory and Clinical Policy for more specific requirements.

"Raise your hands. Touch your toes. If anything shows, go change your clothes".

12. Conflict of Interest

Conflict of interest describes a situation in which the student is or appears to be at risk of acting in a biased way because of personal interest, knowledge or association. Nursing students must conduct field and clinical experiences so as to avoid or minimize conflicts of interest when possible, and to respond appropriately and professionally when conflicts of interest arise. This applies to the Allied Health Department, Mineral Area College, cooperative partners and facilities, governing bodies or funding sources. A conflict of interest may be direct or indirect (via a family member). Potential conflicts of interests including but are not limited to:

- *Endorsements and Testimonials*

Suppliers, vendors, trade and professional organizations, and others may seek an endorsement or testimony from nursing students of Mineral Area College. Nursing students cannot agree to perform such endorsement or testimony without prior written approval from the Director of the Allied Health Department.

Unless otherwise directed by Mineral Area College, when speaking on public issues or as a member of an outside organization, nursing students should not give or permit the appearance that they are speaking on behalf of Mineral Area College.

- *Financial Interests*
Except for investments in large, publicly traded companies, nursing students should disclose financial relationships to Mineral Area College, the Missouri State Board of Nursing, and cooperative partners and facilities where clinical experiences will be performed.
- *Business Interests*
Nursing students may not do business with, or on behalf of Mineral Area College, or recommend that Mineral Area College do business with a facility in which the nursing student or immediate family member has a financial interest or business relationship without first disclosing such relationship to the Allied Health Department.

If a nursing student's family member works for a cooperative partner or facility, and is in a position to influence the nursing students' decisions affecting Mineral Area College with that business relationship, the nursing student must disclose the family members position to the Allied Health Department.

- *Membership*
A conflict of interest may arise when a nursing student serves as a board member for any entity associated with the Allied Health Department or Mineral Area College that does business with or seeks to do business with Mineral Area College, is a governing body of the Allied Health Department or Mineral Area College, or that is in the position to influence the nursing student's academic career.

When serving as a member of an outside organization or in public office, nursing students should consider abstaining from any decisions or discussions that could affect Mineral Area College.

- *Relationships*
A conflict of interest may arise when a nursing student is related to or has a personal relationship with any person who includes but is not limited to: faculty, staff, administrator, or board members at Mineral Area College or any other educational institution where academic credit is earned; clinical instructors, administrators and board members at cooperative partners and facilities of Mineral Area College; staff, administrators or board members of the state board of nursing governing or licensing the student.
- *Self-Dealing*
Actions disloyal to Mineral Area College for personal gain are prohibited. Self-dealing is defined as, but are not limited to, disclosing proprietary information so that you, a friend, an associate or family member may obtain profit or other advantage.
- *Vendors*
Nursing students are expected to maintain objective relationships with all current and potential health industry and pharmaceutical representatives. Nursing students must not exert, or appear to exert, special influence on behalf of an industry representative or potential representative because of friendship or any other relationship.
- *Employment*
Employment or membership with outside entities must not interfere or conflict with the performance or success of the nursing student.
- *Confidential Information*
The use of confidential non-public information, from Mineral Area College, any of its cooperative partners or facilities, or patient care for personal advantage is prohibited.

III. STUDENT HEALTH POLICY

1. General Health Guidelines

Guidelines developed by Associate Degree in Nursing and Program in Practical Nursing Faculty to safeguard nursing students' health and well-being.

- a. Students will be given concepts which promote wellness in early lessons in Fundamentals of Nursing or each student will be encouraged to practice habits which will promote their health. During the first week of classes, the role of college counselors is introduced and positive emphasis is placed on utilization of these people as needed.
- b. In the clinical aspect of student nurse training, there are codes and regulations of the health facility accreditation program through the American Osteopathic Association, The Joint Commission, Centers for Disease Control, Missouri Department of Health and Senior Services, and Occupational Safety and Health Association in cooperating hospitals. These codes and regulations are in place to protect personnel from accidents and infections. The students will follow the written policy procedures as they pertain to hospital personnel while training in those institutions.

2. Physical Examination

Students admitted to the nursing program must complete a physical examination by a physician prior to beginning the program and submit a completed Physical Examination Form and Health Inventory Form.

3. Drug Screening

All nursing students must submit to a drug screening upon admission to the nursing program. Drug screening must be completed prior to the start of classes. Students may be retested at any time during the program. View the Drug and Alcohol Policy in the Nursing Handbook for more information.

4. Tuberculosis Screening

All admitted students must receive a two-step purified protein derivative (PPD) tuberculosis (TB) skin test, based on the student's individual medical history. Students receiving a positive PPD result are mandated to undergo a chest x-ray and obtain a statement that declares student is free from communicable disease by a physician licensed to practice medicine in order to continue in the program. PPDs are required annually and are the responsibility of the student. The PPD screenings should be administered during the month of August to remain current for the entire school year. ADN Sophomore students must present negative results before the practicum exam. *Please note, students may not have family members (even if they are medical professionals) read their PPD skin tests!*

5. Immunizations

Students must have up-to-date immunizations according to the Missouri Department of Health and Senior Services guidelines (19 CSR 20-28.010) and submit an official immunization record to the Allied Health office. For specific details and more information, review www.health.mo.gov.

Clinical sites may have additional requirements. Clinical sites may refuse students access who are unable to provide proof of immunizations or who do not meet their standards. Students must maintain their own records; faculty and staff will not provide copies of records to students.

Required immunizations include, but are not limited to and may change to meet State or facility requirements:

a. Hepatitis B (HepB)

Students must have three (3) doses OR sign the Hepatitis B Waiver Form on the Nursing Handbook.

b. Diphtheria, Tetanus, Pertussis (DTaP)

Students must have received the mandatory five (5) dose series as outlined by the Missouri Immunization Requirements.

c. Tetanus, Diphtheria, Pertussis (Tdap)

The date received must be within the last ten (10) years or student will need to obtain a booster.

d. Measles, Mumps, Rubella (MMR)

Students must have two (2) documented doses or receive a MMR Titer Test (IgG).

e. Varicella (Chicken Pox)

Students must have two (2) documented doses or receive a Varicella Titer Test (VZV).

f. Influenza (Flu)

Students are required to complete an annual influenza immunization unless contraindicated.

g. Other

Students are required to adhere to all vaccine requirements by the CDC and any clinical agency partners. Future developed disease and virus vaccines may be required in addition to this list.

6. Documentation

In healthcare, it is essential and expected that students will meet all required deadlines for documentation submission. These deadlines are in place to ensure students meet the requirements to attend clinical rotations within the long-term care, hospital, clinic and public school setting as well as participate in simulation. It is mandatory that all nursing students provide documented proof of required immunization and submit other required forms before beginning the nursing program.

Students who fail to meet a deadline will receive a Documentation Submission Incident Report. Students who miss three (3) deadlines will be subject to a departmental hearing, a Selection and Retention Committee meeting, and possible dismissal.

7. Health Monitoring

Students may be required to submit to daily temperature screening and daily health questionnaire.

8. Illness

Students will not come to campus or clinical if symptomatic of any contagious illness. This includes but is not limited to: fever of 100.4 or higher, coughing, sore throat, runny nose, abdominal pain, diarrhea, nausea or vomiting, muscle aches or chills, vasculopathy disorders or other complications. Furthermore, students who have been exposed to contagious illnesses (i.e. COVID-19) will self-quarantine and seek medical care. If any signs or symptoms occur while on campus or at a clinical facility, student will immediately leave the patient care area, campus or other setting being served, inform supervisor per school and facility protocol, self-quarantine, and seek further evaluation from a healthcare provider.

9. Changes in Health

Students are required to report any changes in health to the Director of the Allied Health Department. This includes but is not limited to: illness, injuries, surgeries, prescribed physical therapy, and medical restrictions.

When a student becomes pregnant and desires to continue her status as a student nurse, she must:

- a. Immediately make an appointment with the Director of Allied Health.
- b. Sign a written statement releasing Mineral Area College and clinical facilities in case of pregnancy related complications as a result of clinical experiences.

10. Allergies

Student nurses must report all allergies, including latex, no later than the first day of class. *Please see the required Authorization for Emergency Treatment and Latex Allergy Waiver forms.*

Students who are unable to be placed at clinical sites indemnify Mineral Area College from any responsibility if the student is unable to complete clinical requirements. As a result, the student may not be able to complete the program and will be ineligible to take the NCLEX.

11. Standard Precautions / Blood Borne Pathogen Workshop

Students are required to participate in a workshop regarding standard precautions and blood borne pathogens. Students must agree to abide by the guidelines presented.

Students shall have knowledge of the patient's known diagnosis. Some patients will require special precautions and students will be responsible for such knowledge. Standard Precautions should be used in the care of all patients.

12. Incident Reporting

Students must immediately report any accident experienced, caused, or witnessed to their nursing or clinical instructor. Any accident (e.g. aspiration, accidental pricking of the skin, needle stick or cut, scratches with infectious blood, splashing blood or fluids or wound discharge in the lips, mouth or eyes) must be reported immediately. An incident report must be completed and appropriate referral according to facility policy and Standard Precaution guidelines.

13. Request for Student Evaluation

Faculty reserves the right to require student to submit to satisfactorily pass random physical, psychological, drug or alcohol testing conducted by a physician licensed to practice medicine upon presentation of a reasonable basis. The physician will be designated by a committee consisting of the Dean of Career and Technical Education, Director of the Allied Health Department, and a faculty member. Finances, student rights and due process will be explained at the committee meeting.

IV. ATTENDANCE POLICY

Classes are held at Mineral Area College main campus unless otherwise announced. ***Nursing students are expected to be on campus between the hours of 8am – 4pm Monday – Friday***; if class is not scheduled, then students should be working on ATI, simulation, and other learning and practice of knowledge and skills. Refer to the program class calendar in Google for scheduled class, laboratory and clinical times. At faculty discretion, additional required hours may be scheduled.

Attendance is a matter for which the student must take full responsibility. Students are required to attend all nursing classes, nursing skill laboratories, clinical experiences, field trips, workshops, seminars recruitment presentations and sponsored activities. An absence from any portion of the day is considered an absence for the entire day.

There are no excused absences in the nursing program, including snow days. Excuse notes are not accepted. All appointments should be scheduled outside of all times that require student attendance. If campus is closed or classes transition to an online format, attendance is still required. Attendance may include a virtual meeting, online discussion posting, submission of an assignment, or other requirement at the discretion of the instructor.

Student attendance, tardiness, and absenteeism may be shared during references to other schools and potential employers.

1. Simulation, Laboratory, and Clinical Experiences

- a. Clinical dates will be provided at the beginning of each course. Individual student clinical assignments will be provided 1-week prior to the start of clinical. Assignments to specific facilities will be provided immediately prior to each scheduled rotation.
- b. Students may be assigned to day or evening clinical rotations.
- c. Additional clinical experiences scheduled beyond those on the program class calendar may be added at the instructors' discretion.
- d. There may be special assignments at clinical facilities requiring earlier reporting times for students assigned to those areas.
- e. Clinical sites assigned may vary. Select clinical assignments may be located out of town. These activities are considered part of the academic clinical experience and students will be counted absent if not in attendance.
- f. Students are responsible for their own transportation to all nursing program classes, clinical experiences and required events.

2. Appointments

Failure to attend a scheduled appointment with the Simulation and Laboratory Coordinator is subject to the absence and tardy policy. Skill grade or check-off may also be affected.

3. Vacation Dates

Students are responsible for reviewing the nursing program calendar specific to their class as provided by faculty. For all other academic class and general college dates, please see the Mineral Area College Student Handbook and Calendar at www.mineralarea.edu.

4. Tardiness

- a. Tardiness is defined as being 1-14 minutes late. This definition applies to any and all start times (not just the beginning of the day) including but not limited to nursing classes, laboratory experiences, clinical experiences, field trips, workshops, seminars, recruitment presentations and sponsored activities.
- b. Tardiness in the clinical setting is not acceptable. This interrupts giving patient assignments and receiving report of patient conditions. Students must report at the time designated by the clinical instructor.
- c. Any student who accumulates three (3) tardy occurrences in any semester/trimester will receive the equivalent of one (1) absence.
- d. Any student who accumulates two (2) tardy occurrences in any 8-week nursing course will receive the equivalent of one (1) absence.

5. Absenteeism

- a. Absenteeism is defined as 15 minutes or more not present during any part of assigned or required time **including professional membership activities**. This definition applies to but is not limited to any and all nursing classes, laboratory experiences, clinical experiences, field trips, workshops, seminars recruitment presentations and sponsored activities.
- b. Any student who accumulates three (3) absences in a semester/trimester or two (2) absences in a short-term course will be subject to a departmental hearing and action concerning a recommendation to drop the nursing program.
- c. A departmental meeting or Selection and Retention Committee meeting will be called for any student that exceeds the allowed number of absences to review their status in the program. The meeting/committee will review the reason for all absences (death in family, illness, etc.), the student's current status in the program (grades, prior absences, etc.) and clinical performance in the decision process. Please see the Retention and Dismissal Policy in the Mineral Area College Student Handbook at www.mineralarea.edu.

d. Absenteeism Reporting

i. Classroom Absences

Students unable to attend a nursing class, nursing skill laboratory or any other scheduled activity must call the Allied Health Department within one hour of the activity start time. The student must speak to the instructor scheduled to teach or leave a message for the instructor with a department administrative assistant or by voicemail. Failure to follow this policy may result in the student being placed on probation. For office phone numbers, see Important Contact Information in the Nursing Handbook.

ii. Clinical Absences

Students unable to report for a nursing clinical as assigned, must call the clinical facility, clinical instructor and course coordinator at least one hour prior to the scheduled arrival time. Failure to comply with this policy will result in the student being placed on probation. Absences involving clinical days or laboratory simulations may be required to be made up at the discretion of the nursing program faculty. It is the student's responsibility to reschedule missed clinical experiences or rotations, as is payment for the make-up time or shift.

iii. Absence for On-line Transition

In the event the college transitions to online, assignment deadlines may be used for attendance.

iv. Absence Report Form

Students are responsible for completing and submitting an Absence Report Form upon return to class. Failure to submit an Absence Report Form will result in academic and/or clinical probation.

6. Inclement Weather / School Closings

Students are responsible for keeping current on weather related closings. Students are encouraged to sign-up for MAC Alerts to receive announcements by cell phone and email. Announcements are also made on local radio and television stations. However, attendance is mandatory in the nursing program regardless of campus closure. The nursing program does not take snow days. The nursing program will operate as scheduled unless otherwise indicated by the Director of the Allied Health Department. It is at the discretion of faculty to transition to online format; students may be required to attend web-based lecture or activity.

7. Leave of Absence

At times of severe extenuating circumstances (i.e. emergency medical issues or personal situations) that prevent a student from continuing successfully in the nursing program, a Leave of Absence may be granted.

- a. To initiate a Leave of Absence, the student must submit a written request to the Director of the Allied Health Department within three (3) business days of last date of attendance.
- b. Student must be good academic and clinical standing at the time of the request. Requests will not be considered for students in academic or clinical failure. Academic standing pertains to any and all NUR and BIO courses.
- c. The Selection and Retention Committee will meet to consider acceptance or denial of Leave of Absence requests.
- d. Students granted a Leave of Absence will remain on the roster of the college.
- e. Students granted a Leave of Absence will be listed on the ensuing Missouri State Board of Nursing report as on a leave of absence with the starting date, proposed date of return and the reason for the leave.
- f. Students who do not return on the proposed date of return will be considered a withdrawal from the nursing program as of that date. Exceptions to this policy would require an extension of the Leave of Absence granted by the Selection and Retention Committee upon written request by the student.
- g. For consideration for readmission, a student on Leave of Absence must provide supporting documentation that the reason(s) originally requiring the Leave of Absence is no longer present.
- h. The criteria for readmission will be established for students individually by Allied Health Director and/or the Selection and Retention Committee at the time the leave is granted.
- i. See the Selection and Retention Committee section in the Nursing Handbook for more information.

8. COVID-19 Pandemic Policy of Vaccination and Attendance: (This policy is in place due to the pandemic and is not to be applied to any other medical/personal situation other than COVID-19)

- a. Each Allied Health Student is required to be vaccinated against the COVID-19 virus. The deadline to complete the vaccination process and provide documentation to our office is **October 1, 2021.**

- b. Should you test positive for COVID-19, contact your program coordinator immediately upon receiving a positive test result.
- c. The student will be expected to attend all course lecture via Zoom while on quarantine and take exams via Zoom to be proctored. This attendance will be synchronous with the program schedule.
- d. In the event the student is hospitalized and unable to meet the requirements of attendance, a Leave of Absence may be requested.
 - i. Please see the Leave of Absence policy. The student must be in good academic standing to receive a LOA.
- e. In the event the student is unable to meet the requirements of attendance and is not in good academic standing, the student will either withdraw from the program and receive a “W” on their transcript, or the student will receive a grade of failing for the course.

V. CLASSROOM POLICY

The purpose of this information is to assist students in understanding proper classroom behavior. The classroom should be a learning centered environment in which faculty and students are unhindered by disruptive behavior.

1. Electronics

All cell phones, smartphones and other electronic devices must be turned off (NOT on silent) and stored out of sight in a bag or other secured enclosure during class or as directed by faculty. No text messages or calls are permitted during class or clinical. See the Nursing Handbook for department and facility phone numbers to provide family and other care providers for emergency contact.

2. Calculators

During testing, only a standard calculator may be used. Cell phone calculators are not to be used.

3. Disruptions and Distractions

Talking and other disruptive behaviors are not permitted while classes are in session. Activities which distract students from classroom learning will not be permitted. Disruptions and distractions include but are not limited to electronic devices, passing of notes, whispering, and prematurely preparing to leave prior to the end of class.

4. Appearance and Attire Guidelines | Classroom

In addition to the conditions in *II. General Policies 9. Appearance and Attire Guidelines*, the nursing student commits to the following practices in the academic setting, including all on campus activities:

- a. Students are to wear Mineral Area College issued identification badges in classroom daily.
- b. No hats or sunglasses are allowed to be worn in the classroom.
- c. Undergarments should be completely covered by outer clothing and not visible through outer clothing.
- d. Students are to choose attire consistent with professional standards. Inappropriate attire includes, but is not limited to: sheer or see-thru clothing, low-cut and blackless tops, strapless and crop tops, shorty shorts or miniskirts, shirt dresses, tight clothing or clothing that is too small of a size, clothing with offensive logos or words, pajamas or unwashed clothing.
- e. If you are unsure if a piece of clothing or accessory is inappropriate, seek the advice of faculty or staff in advance.

5. Recordings and Photos

Audio and video recordings, and taking photos or screenshots are **NOT** permitted in the classroom, simulation/laboratory, computer lab or clinical facilities without prior written permission from the instructor and facility. Any unapproved recordings, photos and screenshots may not be posted on social media apps or internet websites. Screenshots of electronic exams and materials is strictly prohibited. Failure to abide by these rules may result in the student being dropped from the nursing program.

6. Preparedness

Students are expected to come to class prepared with common classroom supplies such as textbooks, pencil, paper, standard calculator, etc. Furthermore, students are expected to come to class with homework assignments completed and be well prepared for exams.

7. Honesty

The attributes of honesty, personal integrity and accountability are expected in the nursing program. Cheating, plagiarism or falsification of information may result in student being terminated from the program.

Students may not remove, copy, scan, fax, photograph, screenshot or in any other way duplicate nursing program documents, including but not limited to, quizzes and exams. Students are not allowed to upload, publish, share or distribute any nursing program document. Furthermore, students are prohibited from utilizing test banks, solutions manuals and other shared resources (i.e. Quizlet).

All nursing program assignments are explicitly independent to be completed by individual students only without sharing or collaboration unless directed otherwise by faculty.

8. Respectfulness

Students are expected to be professional and respectful of other students, instructors, staff and administration. This includes verbal and physical behavior. It also includes language used in voice or text messages, emails and social media.

Student ideas and opinions may be different from one another. Students deserve the respect and support of each other regardless if they agree or not.

The instructor deserves the respect of every student in the classroom. Openly challenging the instructor's knowledge or authority in the classroom is not proper. Students who take issue with the instructor's information or instructional methods should schedule an appointment to discuss concerns privately.

9. Professional Language

The use of profanity and obscenity is considered verbal abuse. The Allied Health Department does not tolerate any form of violence. Unacceptable language includes, but is not limited to: cursing, demeaning terms, crude references to private anatomy, slurs about race, gender, ethnicity, or sexual orientation, as well as sexual innuendo, euphemisms, and descriptions of sexual acts. Healthcare providers are responsible for demonstrating professional behavior and language at all times on campus, during clinical experience, and while wearing the MAC logo.

Students who do not adhere to professional language will receive written warning. A second offense will result in a Selection and Retention Committee hearing.

VI. LABORATORY AND CLINICAL POLICY

In addition to Mineral Area College policies and Nursing Program policies, students are to abide by all policies of the assigned clinical facility.

1. General Guidelines

- When utilizing the Allied Health Department laboratory, students must sign-in and sign-out via the designated computer. All laboratory time must be recorded. Failure to report laboratory use following this procedure will result in a Documentation Submission Incident Report.
-
- No alcohol is to be consumed while wearing a Mineral Area College uniform.
- No food, drink or chewing gum is permitted during laboratory or clinical experiences.
- Mineral Area College is a tobacco free campus (i.e. smoking, e-cigarettes, chewing tobacco, etc.). No smoking is allowed on clinical facility campuses per city ordinances and accreditation requirements.

2. Appearance and Attire Guidelines | Laboratory and Clinical

In addition to the conditions in *II. General Policies 9. Appearance and Attire Guidelines* AND *V. Classroom Policy 4. Appearance and Attire Guidelines*, the nursing student commits to the following practices in the laboratory and clinical experience settings:

- Tattoos must be covered during client care hours and when representing Mineral Area College.
- Only two (2) pair of small, plain, silver or gold post earrings in the earlobes may be worn with the nursing uniform. Hoops, dangles and gauges are NOT allowed. Costume jewelry is considered inappropriate when in uniform. Other visible body piercing jewelry other than earrings as specified (i.e. tongue, eyebrow, and nose) is not acceptable during clinical experiences or when representing Mineral Area College. Unapproved piercing jewelry must be removed prior to arrival at clinical experiences.
- Hair must be neat, clean and styled off the face. All nursing student hair must be cut or secured off the collar. Hair styles must be of conservative style. Only natural hair colorings are permitted during clinical rotations; unusual hair colors (i.e. pink, purple, green, orange, blue) are not permitted. Beard, mustache and other facial hair are to be neatly trimmed and conservatively styled as well.
- Fingernails should be no longer than the fingertips. No nail polish is allowed. No acrylic or other artificial nails are permitted.
- Students should maintain good grooming and hygiene, ensuring the elimination of offensive odors. No perfume or cologne is permitted. Tobacco smoke odor is not acceptable.
- Clothing should be professional and conservative, properly fitting, freshly pressed, without rips or damage, free of mechanical malfunction, unsoiled and unstained.
- Students are expected to dress in a business casual manner when representing Mineral Area College at functions outside the classroom. This includes in-class presentations, clinical experiences, observations,

preceptorships, workshops, etc. If you are unsure what is considered business casual, seek the advice of faculty or staff. Neutral color clothing is suggested.

3. Uniforms

Students are not permitted on clinical units unless they are wearing the appropriate nursing uniform. Nurse uniform must be worn at all times when working in the clinical or laboratory experiences. Students should arrive at the facility in full uniform.

Students are required to purchase and wear the regulation nurse uniforms from the approved vendor only, J&J Uniform located at 689 Maple Valley Drive, Farmington, MO 63640. The vendor has detailed specifications for the following on file:

a. Scrub Pants

The uniform pants should be black.

b. Scrub Top

The white uniform top must have the Mineral Area College Nursing Program insignia displayed on the left sleeve 2" below the sleeve seam.

c. Lab Jacket

The lab jacket should be white and must be worn whenever the student goes into a facility in a student capacity. No sweaters, sweatshirts or other jackets are permitted.

d. Photo Identification

Photo identification nametag provided by Mineral Area College is part of the required nursing uniform. Students are expected to wear issued photo identification nametag during laboratory and clinical experiences at all times. The photo identification nametag must be unmistakably worn on the upper left chest area.

e. Shoes

Professional non-slip closed heel and closed toe shoes in clean, correct fitting, and in good repair are to be worn as part of the nursing uniform. Athletic shoes, sandals, slippers, heels or other unapproved footwear are NOT allowed to be worn at any time during laboratory or clinical experiences. Socks are also required. Both shoes and socks must be solid black in color, and cover skin.

f. Misrepresentation

If the student is employed at a facility in any other capacity than a student, no part of the uniform bearing the Mineral Area College insignia may be worn during work hours.

4. Transportation

Students are responsible for having and maintaining reliable transportation to and from clinical sites. Clinical assignments will be made at the discretion of the instructors.

5. Facility Directives

Provided facility directives shall be reviewed by the clinical instructor at the time of clinical orientation. Students should be aware that clinical facility sites may deny students the opportunity to participate in clinical experience at their facility. Even though the Allied Health Department at Mineral Area College has a cooperative agreement with the facility, the college will not be held responsible for the decision of the

facility site. If no other sites for which we have a cooperative agreement is suitable or agreeable for placement, the student would be required to withdraw from the program.

Directives regarding parking, meals, and hospital uniform policy will be discussed prior to clinical experience.

6. Off Hours Visits

- a. Students visiting clinical sites during unscheduled times are required maintain the Appearance and Attire Guidelines set forth in addition to wearing uniform lab coat. Casual or athletic clothing, scrubs, sandals, athletic shoes, etc. are not allowed.
- b. Student's photo identification should be properly displayed.
- c. Student should introduce himself to the nurse in charge of the particular area and state your purpose for being in the facility.
- d. Student should limit activities to observation or reviewing patients' charts. Students should not participate in patient care during visits that are not scheduled clinical experiences with an instructor.
- e. Student is to maintain only a professional relationship with clients. Contact with clients is only during scheduled clinical experiences.
- f. Students are not to return to clinical sites when there is not an instructor in supervision.
- g. Students must comply with HIPAA Regulations at all times.

7. Facility Site Guidelines

- a. Mineral Area College partners with several different cooperative facilities for clinical experiences. Students are responsible to know and abide by the policies and regulations of each individual site.
- b. Faculty and clinical instructors are not responsible for students' actions at clinical sites.
- c. Inappropriate or unauthorized use of a clinical site or equipment is grounds for dismissal from the nursing program.

8. Patient Privacy Guidelines

- a. Students must comply with HIPAA Regulations. Information obtained about clients is confidential. Students have both a moral and legal obligation to only share information with personnel who are caring for the client.
- b. Students are not permitted access to information of unassigned clients.
- c. It may be necessary to read a client's past medical record. Availability of past medical records may vary in each facility.
- d. Distribution of sensitive and confidential information is protected under HIPAA whether discussed through traditional communication channels or social media. Students who violate confidentiality will be subject to probation or dismissal.

9. Electronics and Digital Media

Students are not allowed to use cell phone or other personal electronic devices in clinical facilities. Students are prohibited from making audio or video recordings or taking photographs during/or clinical experiences.

VII. BEHAVIOR EXPECTATIONS

1. Goal of the Program

The goal of the Allied Health Nursing Program is to provide the most comprehensive and thorough training available to produce a professional-quality nurse graduate. The process of program instruction involves the development of some of the following:

- Academic Standards
- Technical Knowledge
- Psychomotor Skill Development
- Critical Thinking
- Clinical Decision-Making Skills
- Therapeutic Communication
- Evidenced-Based Practice
- Basic Research
- Interpersonal Relations

Underlying these instructional areas is the basic behavioral attributes and ethical standards that produce a professional nursing graduate. These attributes require that a student nurse learn, develop and display the unfailing ability to discipline oneself in order to comply with all aspects of instruction, departmental rules and regulations, college and program policy and other instructions that may be given.

A student who does not demonstrate the behavioral standards and provisions is subject to disciplinary action, up to and including dismissal from the program.

2. Professional Behavior

Professional and adult behavior is expected at all times throughout the program. Students are expected to govern their own behavior, which includes identifying behaviors and thought processes that are disruptive, inefficient, unproductive, and that do not represent behavior becoming of a nursing student. Students are expected to seek opportunities to improve themselves behaviorally, intellectually, socially, and academically. Inappropriate or unprofessional behavior reflects upon the nursing student, the program, nursing classmates, faculty, staff and the institution. It is essential that you conduct yourself in a manner that reflects the high standards that represent this program and the nursing profession.

a. Components of Professional Behavior

- Positive Attitude
- Cooperation
- Collaboration
- Teamwork
- Honesty
- Integrity
- Accountability
- Responsibility

- Empathy
- Self-Motivation
- Communication
- Respect
- Patient Advocacy
- Caring and Genuine Regard

b. Unprofessional and Unacceptable Behavior

- Complaining
- Negative Comments

- Passive-Aggressive Behavior
- Inaccurate, Delayed, or Withholding Communication
- Poor Participation
- Poor Teamwork
- Lack of Motivation
- Gossip, Slander or Lying
- Supporting or Participating in Negative Talk
- Approaching or Talking to Faculty or Instructors after Disciplinary Action
- Consumption of Alcohol/Drugs When Representing Mineral Area College

3. Effort to Learn, Apply and Demonstrate

Students are expected to make a deliberate and conscious effort to learn, apply, and demonstrate technical and content knowledge, medical terminology, practical skills, critical thinking, effective communication skills, and clinical-decision making.

Students are expected to prepare themselves for all didactic, laboratory, and clinical experiences. Students are expected to fully comply with all written and verbal instructions from faculty.

Students are expected to ask questions, clarify and seek opportunities to apply what they have learned.

4. Inability or Unwillingness to Modify

If a student demonstrates an inability or unwillingness to modify his/her performance or behavior to an acceptable level, further corrective action will be taken, up to and including dismissal from the program.

5. Insubordination

Incidents involving acts, behaviors, or language conveying a message or attitude that constitutes insubordination, neglect of duty or assignment, or disrespectful conduct/behavior/language are contradictory to the efficient and effective functioning of the nursing program and will not be tolerated.

Students will address all faculty and staff with their surname (e.g. Mrs. and Mr.). Failure to address faculty and staff correctly will be considered insubordinate and disrespectful behavior.

Students who fail to maintain their composure, act or speak in an insubordinate and/or disrespectful manner to fellow students, faculty, staff or visitors will be subject to disciplinary action, up to and including dismissal from the nursing program.

6. Sexual Harassment

Incidents of conduct, behavior or language that constitutes sexual harassment will not be tolerated. Any student engaging in such conduct, behavior or language will be subject to disciplinary action, up to and including dismissal from the program.

7. Discrimination

Discriminatory conduct, behavior or language pertaining to any racial, cultural or ethnic group or individual will not be tolerated. Any student engaging in such conduct, behavior or language will be subject to disciplinary action, up to and including dismissal from the program.

8. Off Campus Behavior

Students are required to be professional, courteous, and disciplined while enrolled in the program, regardless of whether the student is at or away from the campus. Students are required to be aware of and comply with these performance and behavioral standards, whether established by formal or informal instruction. A student who violates this provision is subject to disciplinary actions.

9. Social Networking and Media Policy

- a. Students are not allowed to use cell phone or other personal electronic devices in clinical facilities. Students are prohibited from making audio or video recordings or taking photographs or screenshots during laboratory or clinical experiences.
- b. Students who engage in internet conversations for school-related purposes or activities such as interactions in or about clinical and didactic course activities are bound by HIPAA Regulations and by FERPA regarding classmates.
- c. Students are responsible for all content they discuss or share through electronic communication and social media. Violation of privacy includes but is not limited to:
 - Clients' personal and medical information
 - Photos and videos of classroom, laboratory or clinical experiences
 - Photos and videos of instructors, staff or fellow students in any setting or capacity including both inside and outside school-related activities
 - Illegal, obscene, defamatory, bullying and/or slanderous statements
 - Discrediting of any person or group
 - Communications (i.e. emails, text messages) between faculty and students
- d. Mineral Area College nursing students are responsible for making it clear in all forms of communications that their personal statements and actions are not necessarily those of the institution.
- e. Nursing students are responsible for viewing and following the Mineral Area College Media Policy which is accessible at www.mineralarea.edu.
- f. Prohibited and inappropriate use of social media may lead to a Learning Contract or dismissal. A Selection and Retention Committee meeting may be held to determine the student's progression.

10. Professional Language

The use of profanity and obscenity is considered verbal abuse. The Allied Health Department does not tolerate any form of violence. Unacceptable language includes, but is not limited to: cursing, demeaning terms, crude references to private anatomy, slurs about race, gender, ethnicity, or sexual orientation, as well as sexual innuendo, euphemisms, and descriptions of sexual acts. Healthcare providers are responsible for demonstrating professional behavior and language at all times on campus, during clinical experience, and while wearing the MAC logo.

Students who do not adhere to professional language will receive written warning. A second offense will result in a Selection and Retention Committee hearing.

VIII. LABORATORY, COMPUTER AND EQUIPMENT POLICIES

1. General Guidelines

- a. These policies pertain to all Allied Health laboratories (i.e. skills lab, simulation lab, and computer lab).
- b. Students are not allowed to use any lab or lab equipment without permission. Only Mineral Area College students are allowed in the classroom, laboratory and clinical areas.
- c. The nursing laboratory and computer lab are restricted to open office hours and availability. Neither lab may be used when in use or reserved by faculty or staff.
- d. Students are responsible for maintaining laboratories and equipment in a neat and orderly condition during and after use.
- e. No food or drinks are allowed in the Allied Health laboratories.

2. Personal Computer Requirement

The Allied Health Department utilizes virtual simulation applications as a component of program curriculum. As such it will be necessary for Allied Health program students to have the required technology and internet access, as outlined below, available at their residence and for use on campus.

It is essential that students have quality internet access at home. Internet service is the responsibility of the student and should be fast-speed internet. Internet service may include mobile data hotspot, if adequate and reliable.

Please note that tablets, notebooks, Chromebooks, smartphones and other similar devices will not support the applications students are required to utilize. These devices are not viable options and do not meet the needed specifications.

If the student cannot access or properly utilize required application necessary for attendance and assignments, the student is responsible and may incur attendance and grade consequences.

Minimum recommended specifications:

- Processor:
 - PC: Intel Core i5 or higher, 4th generation or higher
with Operating System: Windows 10 or higher
 - MAC: 2013 or newer
with Operating System: OS X 10.13 or later
 - Equivalent AMD processor
- RAM: 8 GB
- Hard Drive: 500 GB
- Graphics Card: Intel HD Graphics 3000 or better
- Screen Resolution: 1024 x 768
- Wireless networking adapter (for internet)
- Internal speakers and microphone
- Built-in camera

- Microsoft Office Word, Excel and PowerPoint* (Microsoft 360 account is available to students)
- QuickTime
- Adobe Reader
- Google Chrome / Mozilla Firefox
- *Optional: Bluetooth connectivity may be beneficial*
- *Optional: External hard drive or comparable cloud-based storage for backup*
- *Optional: 3-year complete coverage or accidental care warranty*

3. Computer Lab Usage

- The Allied Health computer lab is for use by Allied Health students only.
- The Allied Health computer lab computers are for academic purposes only and are not to be operated for personal use.
- Students are responsible for saving information to a jump drive when using Mineral Area College computers. Students should not save information to the hard drive of laboratory computers. Students should not download information or files on laboratory computer hard drives.
- Students are required to log-off and completely shut-down computers after use.

4. Laboratory Usage

- Laboratory time is scheduled for demonstration of nursing skills and procedures. Please see the Simulation and Laboratory Calendar for availability. Students wanting to utilize the Allied Health Laboratory outside of normal business hours is by arrangement only; students must send a request to the Simulation and Laboratory Coordinator for approval.
- Student is responsible for knowing the location of equipment and replacing each item to its designated place of storage in the same condition as it was taken. All safety precautions and measures must be carefully adhered to; students are held responsible for their own actions.
- Classroom lab areas will be kept clean, neat and in order by the students. If students find the lab in disorder, it should be reported to nursing faculty prior to lab use (i.e. straighten sheets and blankets, wipe up water spills around faucet and on counter).
- Students are not allowed to use any equipment in the nursing laboratory without the permission of faculty. Student access of simulation equipment is restricted without the presence of nursing faculty.
- Items in the laboratory may be outdated and are for laboratory practice only, not human use. Students cannot assume that equipment (i.e. needles, syringes, tubing, solutions and medication) is sterile or even clean. Supplies given to students are not to be used on humans or animals.
- Students are expected to use laboratory time to their best advantage and complete all assignments as scheduled. Instructors will be available to the student for checking procedures only during scheduled lab times. Students are responsible for asking instructors for assistance when needed.
- Students must arrive to scheduled simulation and laboratory experiences prepared with the required supplies (i.e. nursing kit). Additional supplies will not be allotted and students may be unable to

complete or participate in scheduled activity. Students unable to complete or participate in scheduled simulation or laboratory experiences due to lack of preparedness will incur an absence. Additionally, the student is responsible for arranging make-up of the assignment as well as the cost of clinical instructor.

- h. Skills checkoff sheets will remain in the classroom folders and returned to the Allied Health office at the completion of the program.
- i. Be aware, there are cameras throughout the Allied Health lab areas. These cameras are live and recordings are saved for a period of time.

5. Personal Internet Site Guidelines

- a. The use of any Mineral Area College trademarked image on a personal site is prohibited.
- b. Personal sites should be maintained during personal time using non-facility computers or devices.
- c. Students are discouraged from inviting faculty and staff as 'friends' or 'followers' on social networking, personal pages, or other networking sites sponsored by student. Likewise, students should refrain from sending 'friend' requests to faculty and staff, or 'liking' and 'following' social networking sites belonging to faculty and staff.

6. Acceptable Use Policy

Students are responsible for reviewing the Mineral Area College Acceptable Use Policy which is accessible at www.mineralarea.edu.

IX. ALCOHOL AND DRUG POLICY

Mineral Area College is a smoke-free and drug-free campus. All members of the campus community inclusive of students, faculty, staff, alumni and guest must adhere to college regulations. The Mineral Area College Board Policy is accessible at www.mineralarea.edu. (*Article 5 Revised 3-11-2015 for the following policies: 5.90 Alcohol and Drug Abuse Policy; and 5.91 Tobacco-Free Environment Policy*).

Students in the Mineral Area College nursing programs are given the opportunity and privilege of working at clinical sites under circumstances where their actions can directly impact the health and safety of patients. The purpose of the drug and alcohol policy is to protect from harm those patients who come into contact with students from the Mineral Area College nursing programs. Many clinical sites require a negative drug screen before allowing students to participate in caring for patients. To ensure compliance, all nursing students will be screened for drugs and alcohol and other controlled substances as follows: As a condition of admission, re-admission, or transfer to a nursing program, at any time upon reasonable suspicion, or at any time upon random selection during your enrollment in the nursing program.

1. Regulations

- a. The consumption, possession or sale of alcoholic beverages, illegal drugs or inappropriate/unprescribed use of drugs is strictly forbidden on campus. Students are not allowed to consume alcoholic beverages while at a Mineral Area College function or anytime while wearing Mineral Area College uniform. Students are not to secure or serve alcoholic beverages at any college related activity.
- b. Anyone under the influence of alcohol or drugs or otherwise violating college or clinical facility policy regarding drug abuse shall be subject to disciplinary action. Citations and convictions by governmental authorities will result in Selection and Retention Committee hearing.
- c. Marijuana, including medical marijuana, in any form is still federally illegal. Refer to 335.066 RSMo in the Nurse Practice Act for appropriate guidance:

The use or unlawful possession of any controlled substance, as defined in chapter 196 or alcoholic beverage to an extent that such impairs a person's ability to perform the work of any profession licensed or regulated by the Board of Nursing;

A pattern of personal use or consumption of any controlled substance unless it is prescribed, dispensed, or administered by a provider who is authorized by law to do so;

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

- d. Disciplinary proceedings for alcohol or drug related abuses shall be conducted using current policies of Mineral Area College.
- e. Counseling is available to students and personnel identified as having alcohol or drug related problems leading to appropriate referrals.

2. Request for Screening

- a. Faculty reserves the right to require student to submit to satisfactorily pass random physical, psychological, drug or alcohol testing conducted by a physician licensed to practice medicine upon presentation of a reasonable basis. The physician will be designated by a committee consisting of the Dean of Career and Technical Education, Director of the Allied Health Department, and a faculty member. Finances, student rights and due process will be explained at the committee meeting.
- b. Reasonable suspicion may include, but not be limited to: accidents and injuries caused by human error, unusual or serious violation of rules, secured drug supply disappearance, irrational or extreme behavior, or unusual inattention or personal behavior, such as smelling of alcoholic beverages.
- c. A student may be required to have alcohol or drug testing alone or in combination. Any student who refuses to submit to initial or subsequent testing will be dismissed from the nursing program.
- d. A positive test will result in immediate dismissal from the nursing program. If an illegal drug and alcohol test is positive, a second test will be performed to confirm the initial result. Any confirmed alcohol result above 0% will be considered positive. A positive test result on the confirming test will result in immediate dismissal from the nursing program.
- e. Any student dismissed following a positive illegal drug, controlled substance, or alcohol test will be removed from all nursing courses and dismissed from the program. A grade of "W" will be placed on the student's transcript if *prior* to the withdrawal date. A grade of "F" will be placed on the student's transcript if the student is removed from courses *after* the withdrawal date.
- f. Students in clinical facilities are subject to the policies of Mineral Area College as well as the policies of the facility in which they are assigned as a student nurse.
- g. Students must abide by the terms of the above policy and must report any arrest under a criminal drug statute for violations occurring on or off college premises. A violation must be reported within five (5) days. Students convicted of involvement in a criminal drug offense will be dismissed from the nursing program. Dismissed students will be reconsidered for admission one time. Dismissed students will be eligible for consideration of readmission to the nursing program upon successful completion and documented evidence of treatment remedying the rationale for dismissal following a twelve (12) month probation.
- h. The student's rights and due process will be explained at a meeting with the Director of Allied Health Department and the nursing program coordinator.

3. Screening Procedures

- a. All nursing students must submit to a drug test upon admission to the nursing program. Students may be retested at any time during the program. All initial drug testing must be completed prior to the start of classes.
- b. Testing must be completed by a physician licensed to practice medicine. The physician will be designated by either the Allied Health Department or the Selection and Retention Committee.

- c. Students who test positive for illegal substances or substances for which they have no authorized prescription will be ineligible to continue in the program and will be withdrawn immediately.
- d. After a positive drug test, no student will be permitted to apply for admission or readmission for a period of one (1) year and proof of negative drug screening. Re-admission after a positive drug test will require student to submit to one (1) drug test prior to admission and two (2) random screenings to be done during the program.
- e. Failure to complete drug testing by the specified date will result in the student's dismissal from the nursing program.
- f. All drug testing will be at the expense of the student.

X. GRADE POLICY

1. Determination of Grades

- a. These policies apply to the following nursing courses:

Associate Degree in Nursing	Program in Practical Nursing
ADN 1450 Fundamentals of Nursing	NUR 1290 Fundamentals of Nursing
ADN 1572 Basic Pharmacology	NUR 1300 Therapeutic Nutrition
ADN 1460 Maternity Nursing	NUR 1310 Personal & Vocational Concepts
ADN 1630 Mental Health Nursing	NUR 1370 Basic Pharmacology
ADN 1640 Therapeutic Nutrition	NUR 1350 Maternity Nursing
ADN 1490 Medical-Surgical Nursing I	NUR 1430 Mental Health Nursing
ADN 1512 Clinical Pharmacology	NUR 1420 Pediatric Nursing
ADN 1610 Nursing of Children	NUR 1320 Geriatric Nursing
ADN 1480 Contemporary Nursing	NUR 1380 Medical-Surgical Nursing
ADN 1500 Medical-Surgical Nursing II	NUR 1340 Applied Pharmacology
	HLT 2400 Intravenous Therapy

- b. The student receives a letter grade at the conclusion of each semester course. **No score will be rounded up to the next higher score.** The percentage scale is as follows:

A = 94 – 100 %

B = 86 – 93 %

C = 80 – 85 %

F = below 80 %

- c. When scantron sheets are utilized for testing, the test answers will only be accepted from student's scantron sheet, not from student's answers marked on the hard copy of the test.
- d. To continue in the nursing program, students must obtain a grade of 80% or higher in each nursing course. In order to qualify to graduate from the nursing program, students must obtain a grade of 80% or above in **EVERY** course within the required curriculum. Additionally, students must pass all general education courses with a grade of C or higher.
- e. The specific criteria for course grades will be explained in each course outline. Students are responsible for reviewing the course syllabus on specific grading criteria.
- f. Extra credit will not be added until the end of the course. Courses must be passed with 80% or higher in order to receive extra credit points.
- g. Student must pass clinical portion of course per the evaluation tool in order to successfully pass the course.
- h. Students who drop, withdraw, or receive a grade below 80% in a nursing course while enrolled in the nursing program will be dismissed from the nursing program. However, student may continue in general study courses, if desired.
- i. Students guilty of plagiarism or other form of cheating will receive an "F" for the course. Students who wish to appeal the decision of the instructor on a matter of dishonesty may do so under the Procedural

Policy for Disciplinary Action under which student is subject to suspension from Mineral Area College for acts of dishonesty.

2. Documentation Deadlines

Documents required by students must be submitted by the deadline specified. Failure to meet document deadlines will result in a departmental hearing, a Selection and Retention Committee meeting, and possible dismissal.

This policy applies to all document deadlines, including but not limited to: assignments, Remediation Plans, selection packet forms, legal and residency identification, proof of completed immunizations, handbook forms, CPR certifications, evaluations, and any other program specific documentation as requested.

3. Guidelines for Written Assignments

- a. The American Psychological Association (APA) style is the approved style to be used for written work by nursing students. Students are responsible for using the most current edition of the publication manual of the American Psychological Association.
- b. All written assignments in nursing courses, inclusive of the following parts, must be written using APA format:
 - Cover Page
 - Margins
 - Spacing
 - Alignment
 - Titling
 - Headings
 - Paragraph Indentation
 - Page Numbering
 - Abbreviations
 - Numerals
 - Text Citations
 - Quotations
 - References
- c. The faculty support the use of web sites that explain the use of APA format. The following is a list of appropriate sites:
 - <http://www.apastyle.org/>
 - <http://owl.english.purdue.edu/owl/resource/560/01>
- d. The Learning Center at Mineral Area College has resource personnel to assist with APA format.
- e. All written assignments must also be grammatically and structurally correct and legible.

4. Make-up Exams

Make-up exams will be at the discretion of the program coordinator. A 15% grade reduction of total exam points possible will be subtracted from any exam taken after the scheduled time.

In the Program for Practical Nursing, attendance is mandatory to all scheduled class and/or clinical experience on the same day as an exam that is scheduled prior to the exam. A 15% grade reduction will be administered if the student is absent for any portion of the exam day prior to the exam time.

5. Exam Petition

- a. Challenge of exam questions will not occur during post-exam review; this time is set aside for quiet reflection of the exam.

- b. Students have the right to submit a written petition to challenge an exam question if it is determined there may be an error. Please see the Exam Petition Form in the Student Nursing Handbook.
- c. The instructor will review the petition and determine whether any action will be taken. If action is taken, the information will be shared with the entire class.

6. Criteria for Academic Grading and Clinical Performance Evaluation

a. Failed Course Exams

1. Students are required to meet with nursing faculty within 24hrs after failing a nursing course exam.
2. Students are required to participate in a Remediation Plan after a failed exam.
 - i. Remediation Plan assignments must be completed in the Learning Center within three (3) business days of the failed exam. The number attempts allowed is course specific.
 - ii. A minimum grade of 80% must be obtained on the quiz, although no points will be entered in the gradebook. These quizzes are a required component of the Remediation Plan.
 - iii. Upon meeting the requirements for a Remediation Plan assignment, the student must submit the completed and signed Remediation Plan form to the Allied Health Department office within 24hrs of completing remediation assignment. Students who do not complete the Remediation Plan within the assigned timeframe are subject to dismissal from the nursing program.

b. Withdrawal from Nursing Program Due to Academic Performance

- The Associate of Science in Nursing student will be responsible for withdraw by the Mineral Area College withdraw date in each course to receive a “W” in the course.
- The Practical Nursing student, due to the academic trimester schedule, will be responsible for withdraw from the course according to the dates determined by the registrar in accordance with the 75% completion of each course to receive a “W” in the course.
- Students failing a course at the time of the withdraw date for that course who choose to continue in the course has the responsibility to meet with nursing faculty to sign a Letter at Risk. A Letter of Risk explains that the student is choosing to remain in the nursing program, and subsequently the nursing course that is currently being failed, with the understanding that if the student does not have a passing grade at the end of the course, the student will receive a failing grade for that course as well as be dismissed from the nursing program.
- Students who withdraw from the nursing program or are dismissed from the nursing program due to academic performance may reapply to the nursing program the following academic year. Nursing reinforcement courses and other criteria based on entrance requirements may be required for readmission into the nursing program. Please see the Rubric for Returning Students in the Student Nurse Handbook.

7. Gross Negligence

Student may be placed on probation or dismissed at any time the faculty deems appropriate for any event or group of events that demonstrate a critical or gross error and/or lack of judgement and/or unprofessional action. This policy applies to events that happen outside the classroom and on personal time. Failure to follow Mineral Area College policies, the policies outlined in the Nursing Handbook, or any other act not appropriate representative of a nursing student will result in immediate probation or dismissal. Inclusive of but not limited to the following list is considered acts of gross negligence:

- Any undetected and unreported medication error or failure of the 6 Rights of Medication Administration:
 - Right medicine or procedure
 - To the right patient
 - At the right time
 - In the right manner and according to prescribed route and/or steps of procedure
 - In the right amount
 - Correct documentation of medication administration
- Failure to demonstrate proper nursing judgement or demonstration of negligence (i.e. placing patient in harmful situation, disregarding patient's human rights, failure to follow standards outlined in Nurse Practice Act).
- Refusal and/or failure to follow oral or written instructions.
- Neglecting or failing to assume responsibility for the preparation and/or bringing of required patient care assignments to the clinical setting prior to assuming assigned patient care.
- Poor academic or clinical performance.
- Persistent tardiness or absenteeism to class, laboratory or clinical experiences, or other required assignments.
- Failure to conform to student nursing policies regarding Uniform and Personal Appearance during class, laboratory or clinical experience or any other time student is representing Mineral Area College.
- Demonstrating unprofessional conduct or any derogatory act in involving faculty, staff, clinical instructors, facility staff, patients or other students.
- Failure to achieve clinical competencies by demonstrative progressive self-directed behaviors in the initiation, preparation and provision of comprehensive patient care with a reasonable time frame and utilizing critical thinking skills.
- Guilty of fraud, deceit or misrepresentation in procuring admission to the nursing program, or in regards to classroom assignments and clinical performance.
- Any oral or written falsification or altering of documents.
- Plagiarism or other forms of cheating in meeting the requirements of course assignments or clinical performance.
- Any act of dishonesty, violation of another person's rights or property, use/abuse of illegal drugs or alcohol, or physical violence.
- Conviction of a crime while in the nursing program, or failure to report a previous conviction on the nursing program application. A crime is defined as a felony conviction. If accused of a crime (dependent upon the nature of the crime), a Selection and Retention Committee meeting will be held to determine the student's progression. Criminal convictions may impact student's qualification for NCLEX exams.

- Violation of confidentiality per HIPAA or FERPA guidelines in classroom, laboratory or clinical settings.
- Failure to comply with remediation plan or terms of probation.

8. Due Process Policy

During any appeal, the student may be allowed to continue in the classroom throughout the course of the grievance process, but may not be allowed to attend clinical rotations. This decision is at the discretion of the Director of the Allied Health Department and Dean of Career and Technical Education.

View the Mineral Area College Board Policy regarding students at www.mineralarea.edu. *Board Policy- Students Article 5 Revised 3-11-2015 for the following policy: 5.72 Student Due Process.*

9. Re-Admission

- Students desiring re-admission to the nursing program must submit a new application to the Allied Health Department by the application deadline for the term desired. Re-applying does not guarantee student will be re-admitted to the nursing program.
- To receive credit for completed and passing nursing courses, reapplication must be made to the next program period accepting applications immediately following or concurrent with the exit date. Applications must be received by the application deadline and current application entrance requirements met unless otherwise waived by the Director of the Allied Health Department. Students who apply at a later date will not receive credit for completed and passing nursing courses but must restart the nursing program.
- Practical Nursing Program students may reapply once to the Practical Nursing Program. Associate of Science in Nursing students may reapply once to the Freshman year and once to the Sophomore year. Students who are unsuccessful in the second attempt of the Practical Nursing Program or the second attempt of either Associate of Science in Nursing class year is no longer eligible to reapply. This applies to exiting the program for any reason other than Leave of Absence, to include but not limited to: voluntary withdraw, administrative drop, not meeting grade criteria, laboratory or clinical incident, incomplete Learning Contract and other policy violations. Selection preference is given to first-time student applicants with comparative scores within 1% of the Total Selection Score.
- Students applying for re-admission must meet all current application entrance criteria including minimum GPA, testing scores and pre-requisites. Nursing program entrance requirements may change annually and are not guaranteed to be the same as when student exited the program; new or additional requirements may need to be met in order to re-apply.
- Students who are re-applying to the nursing program after receiving an "F" or "W" in a nursing class must schedule an interview with the Director of the Allied Health Department. The Rubric for Returning Students will be used in the Student Nurse Handbook will be used to determine conditions and criteria.
- Upon application for re-admission to the nursing program, the following will be considered:
 - Voluntarily withdraw from the program for emergency medical or personal reasons
 - Drop from the program due to excessive absenteeism
 - Drop from the program due to academic or clinical competency failure

- Exit interview completed. Note: It is the responsibility of the student to make an appointment with the Director of the Allied Health Department upon all withdraw or dismissal incidents.
- g. Students applying for re-admission following either withdraw or dismissal due to excessive absenteeism will be counseled and assisted in identifying the problem and outline the steps necessary to correct the barriers. A stated problems and plan for correction should be submitted by the student in writing to the Allied Health Department for inclusion in their portfolio to be reviewed by the Selection and Retention Committee.
- h. Students apply for re-admission following withdraw or dismissal due to academic or clinical competency failure may be given conditions for re-admission. The conditions for re-admission will be determined based on the student's previous performance in course work and clinical criteria. The students' performance will be evaluated by the faculty and conditions for re-admission will be determined. All areas of academic and clinical performance are considered; a satisfactory grade on a completed course may not constitute the course being waived.
- i. Conditions of re-admission, which apply to both academic course work and clinical experience, are:
 - The course was satisfactorily completed or waived
 - All or selected portions of course(s) required on an audit basis
 - Courses in which the student received a grade of less than 80% must be repeated
- j. Depending on academic and/or clinical standing at the time of withdraw or dismissal, the student may be re-admitted on probationary standing.
- k. Re-admitted students are required to complete the same requirements for graduation as other nursing students in that term.

Rubric for Returning Students | ADN Freshman Class

Fall Semester	<i>If this:</i>	<i>Then this:</i>
Failure of OR Withdraw from ONE of the following courses: <ul style="list-style-type: none"> • ADN 1450 AA01 Fundamentals of Nursing • ADN 1572 AAH1 Basic Pharmacology 	Grade F OR W in any of these courses	<ul style="list-style-type: none"> • May reapply to the nursing program by the application deadline for the next Fall term
Spring Semester 1st 8 Weeks	<i>If this:</i>	<i>Then this:</i>
Failure of OR Withdraw from ONE of the following courses: <ul style="list-style-type: none"> • ADN 1630 AA01 Mental Health Nursing 	Grade B or higher in ADN 1450 AA01 Fundamentals of Nursing	<ul style="list-style-type: none"> • May reapply to the nursing program for the following Spring term by the application deadline for that term • May remain in ADN AAW1 Nutrition, if passing grade in course at time of exit from ADN 1630 AA01 Mental Health Nursing • Take <u>combined</u> Nursing Reinforcement: Fundamentals of Nursing / Basic Pharmacology course during 1st 4 weeks in Summer term • <i>Based on seat availability</i>, may return to ADN 1630 AA01 Mental Health Nursing the following Spring term
	Grade C or lower in ADN 1450 AA01 Fundamentals of Nursing	<ul style="list-style-type: none"> • May reapply to the nursing program by the application deadline for the next Fall term • Must retake both ADN 1450 AA01 Fundamentals of Nursing AND ADN 1572 Basic Pharmacology

Spring Semester 2 nd 8 Weeks	<i>If this:</i>	<i>Then this:</i>
Failure of OR Withdraw from ONE of the following courses: <ul style="list-style-type: none"> • ADN 1460 AA01 Maternity Nursing • ADN 1640 AAW1 Nutrition 	Grade B or higher in ADN 1450 AA01 Fundamentals of Nursing	<ul style="list-style-type: none"> • May reapply to the nursing program for the following Spring term by the application deadline for that term • May remain in ADN AAW1 Nutrition, if passing grade in course at time of exit from ADN 1630 AA01 Mental Health Nursing • Take <u>combined</u> Nursing Reinforcement: Fundamentals of Nursing / Basic Pharmacology course during 1st 4 weeks in Summer term • <i>Based on seat availability</i>, may return to ADN 1460 AA01 Maternity Nursing the following Spring term
	Grade C or lower in ADN 1450 AA01 Fundamentals of Nursing	<ul style="list-style-type: none"> • May reapply to the nursing program by the application deadline for the next Fall term • Must retake both ADN 1450 AA01 Fundamentals of Nursing AND ADN 1572 Basic Pharmacology

Rubric for Returning Students | ADN Sophomore Class

Fall Semester	<i>If this:</i>	<i>Then this:</i>
Failure of OR Withdraw from ONE of the following courses: <ul style="list-style-type: none"> ADN 1490 AA01 or AA02 Medical-Surgical Nursing I ADN 1512 Clinical Pharmacology 	Grade F OR W in any of these courses	<ul style="list-style-type: none"> May reapply to the sophomore year of the ADN nursing program by the application deadline for the next Fall term

Spring Semester 1st 8 Weeks	<i>If this:</i>	<i>Then this:</i>
Failure of OR Withdraw from the following course: <ul style="list-style-type: none"> ADN 1610 Nursing of Children 	Grade B or higher in ADN 1490 AA01 or AA02 Medical-Surgical Nursing I AND ADN 1512 Clinical Pharmacology	<ul style="list-style-type: none"> May reapply to the sophomore year of the ADN nursing program by the application deadline for the next Fall term <i>Based on seat availability</i>, may return to ADN 1610 Nursing of Children the following Spring term Take Nursing Reinforcement: Medical-Surgical Nursing I and Clinical Pharmacology courses during 1st 4 Weeks Summer term
	Grade C or lower in ADN 1490 AA01 or AA02 Medical-Surgical Nursing I OR ADN 1512 Clinical Pharmacology	<ul style="list-style-type: none"> May reapply to the sophomore year of the ADN nursing program by the application deadline for the next Fall term Take Nursing Reinforcement: Clinical Pharmacology course during 1st 4 Weeks Summer term
	Grade C or lower in ADN 1490 AA01 or AA02 Medical-Surgical Nursing I AND ADN 1512 Clinical Pharmacology	<ul style="list-style-type: none"> May reapply to the sophomore year of the ADN nursing program by the application deadline for the next Fall term Must retake ADN 1490 AA01 or AA02 Medical-Surgical Nursing I AND ADN 1512 Clinical Pharmacology

Spring Semester 2 nd 8 Weeks	<i>If this:</i>	<i>Then this:</i>
Failure of OR Withdraw from the following course: <ul style="list-style-type: none"> ADN 1500 AA01 or AA02 Medical- Surgical Nursing II 	Grade B or higher in ALL of the following courses: <ul style="list-style-type: none"> ADN 1490 AA01 or AA02 Medical-Surgical Nursing I ADN 1512 Clinical Pharmacology ADN 1610 Nursing of Children 	<ul style="list-style-type: none"> May reapply to the 2nd 8 Weeks of the sophomore year of the ADN nursing program by the application deadline for the next Spring term <i>Based on seat availability</i>, may return to ADN 1490 AA01 or AA02 Medical-Surgical Nursing II the following Spring term
	Grade C or lower in ANY of the following courses: <ul style="list-style-type: none"> ADN 1490 AA01 or AA02 Medical-Surgical Nursing I ADN 1512 Clinical Pharmacology ADN 1610 Nursing of Children 	<ul style="list-style-type: none"> May reapply to the 2nd 8 Weeks of the sophomore year of the ADN nursing program by the application deadline for the next Spring term <i>Based on seat availability</i>, may return to ADN 1490 AA01 or AA02 Medical-Surgical Nursing I the following Spring term Take Nursing Reinforcement courses for ADN 1490 AA01 or AA02 Medical-Surgical Nursing I AND ADN 1512 Nursing of Children AND ADN 1610 Clinical Pharmacology during 1st 4 Weeks Summer term

Rubric for Returning Students | Practical Nursing Program

First Trimester Fall	If this:	Then this:
Failure of OR Withdraw from ONE of the following courses: <ul style="list-style-type: none"> • NUR 1290 AA01 Fundamentals of Nursing • NUR 1300 AA01 Nutrition • NUR 1310 AA01 Personal and Vocational Concepts • NUR 1370 AA01 Basic Pharmacology 	Grade C or higher in NUR 1290 AA01 Fundamentals of Nursing	<ul style="list-style-type: none"> • May reapply to the nursing program by the application deadline for the next Fall term • Take Nursing Reinforcement courses NUR 1001 AA01 Fundamentals of Nursing AND NUR 1370 AA01 Basic Pharmacology
	Grade C or higher in NUR 1370 AA01 Basic Pharmacology WITH a F OR W in NUR 1290 AA01 Fundamentals of Nursing	<ul style="list-style-type: none"> • May reapply to the nursing program by the application deadline for the next Fall term • Take Nursing Reinforcement courses NUR 1001 AA02 Basic Pharmacology AND NUR 1290 AA01 Fundamentals of Nursing

Second Trimester Spring	If this:	Then this:
Failure of OR Withdraw from ONE of the following courses: <ul style="list-style-type: none"> • NUR 1320 Geriatric Nursing • NUR 1350 Maternity Nursing • NUR 1420 Pediatric Nursing • NUR 1430 Mental Health Nursing 	Grade F OR W in any of these courses	<ul style="list-style-type: none"> • May reapply to the nursing program by the application deadline for the next Fall term • <i>Based on seat availability</i>, take Nursing Reinforcement courses: NUR 101 AA01 Fundamentals of Nursing AND NUR 101 AA02 Basic Pharmacology in the Fall term • Participate in and pass ALL simulation coursework and labs the Spring term

Third Trimester Summer	If this:	Then this:
Failure of OR Withdraw from ONE of the following courses: <ul style="list-style-type: none"> • NUR 1380 Medical-Surgical Nursing • NUR 1410 Applied Pharmacology • HLT 2400 Intravenous Therapy • NUR 1270 Body Functions* • BIO 2620 Human Physiology* <i>*Based on program option</i>	Grade F OR W in any of these courses	<ul style="list-style-type: none"> • May reapply to the nursing program by the application deadline for the next Fall term • <i>Based on seat availability</i>, take Nursing Reinforcement courses: NUR 101 AA01 Fundamentals of Nursing AND NUR 101 AA02 Basic Pharmacology in the Fall term • Participate in and pass ALL simulation coursework and

		labs the Spring term and take NUR103 in 2 nd trimester
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10. Audit of Nursing Class

- a. Unless otherwise specified, students auditing a nursing class are required to participate in all classroom and clinical experiences including examinations.
- b. The absenteeism policy, deficiency policy and student handbook policies apply to auditing students.
- c. Students auditing a nursing class must maintain a passing performance in the clinical criteria to move into the next course.

11. Transfer Students

- a. A student in good standing will be considered for transfer into appropriate nursing level, if space is available and approved by the Allied Health Director.
- b. Transfer student must have a grade of 80% or above in all courses. The Associate of Science in Nursing requires a cumulative grade point average of 3.0 or above. The Program in Practical Nursing requires a cumulative grade point average of 2.5 or above.
- c. Transfer students must achieve the criteria set under Selection and Retention policies in the Nursing Handbook regarding any previous nursing course.
- d. Transfer students are required to complete the same requirements as the other members of the class to which they are admitted.
- e. Transfer students may be asked to demonstrate specific skills or competencies as specified by individual admission criteria established by Allied Health Director.
- f. Transfer students must earn the last 15 semester credit hours of the nursing program from Mineral Area College.

12. Military Leave

- a. Student nurses who experience program interruption by voluntary or involuntary military service have the right to withdraw and re-admission according to the Re-Admission Policy and Rubric for Returning Students.
- b. Students with military duties may be eligible to request a Leave of Absence if in good academic standing.
- c. This applies to the student who is a member of the National Guard or Reserves, and includes but is not limited to: active duty, required training, deployment, and permanent change of station.
- d. All absences are subject to the program the Attendance Policy and Absenteeism Policy; the nursing program does not grant any excused absences.
- e. Military related interruptions and leaves are subject to review by a Selection and Retention Committee hearing.

XI. THE SELECTION AND RETENTION COMMITTEE

The purpose of the Selection and Retention Committee is to make decisions regarding selection or retention of students. Selection and Retention meetings may be initiated by faculty or students. To request a meeting with the Selection and Retention Committee, the student must submit their requests in writing to the Director of the Allied Health Department.

The Selection and Retention Committee consists of:

- Division Chair
- Director of Allied Health Department
- Registrar
- Faculty of Nursing Program
- Counselor

XII. OTHER PROGRAM REQUIREMENTS

1. CPR Certification | MUST TAKE CPR with MAC NURSING PROGRAM

All nursing students must obtain and maintain a current American Heath Association Healthcare Provider CPR certification at all times. Failure to comply will result in student being placed on probation, not being able to participate in clinical experiences, and may result in dismissal from the program. The cost of the certification is included in program fees and is non-refundable. Certification is offered annually through Mineral Area College to Nursing Students, this is mandatory and scheduled as a class.

2. Associate of Science in Nursing | Student Nurses Association Membership

The SNA mission is to: Bring together and mentor students preparing for initial licensure as registered nurses, as well as those enrolled in baccalaureate completion programs; Convey the standards and ethics of the nursing profession; Promote development of the skills that students will need as responsible and accountable members of the nursing profession; Advocate for high quality, evidence-based, affordable and accessible health care; Advocate for and contribute to advances in nursing education; and Develop nursing students who are prepared to lead the profession in the future.

- a. Mineral Area College sponsors a local chapter of the Student Nurses Association called the MAC Student Nurses Association (MAC SNA). Membership is required of all students accepted and currently enrolled in the Associate of Science in Nursing program who have paid tuition. The local chapter focuses on community health awareness. Students declining membership must meet with MAC SNA Advisors by the first day of class.
- b. Members are encouraged to participate in the local chapter as well as at the state level, the Missouri Nurses Student Association (MONSA), which focuses on issues affecting Missouri student nurses. Membership application for the MAC SNA is through the National Student Nurses Association (NSNA). The membership automatically includes membership in the local, state and national organizations.
- c. Membership in a professional organization enhances leadership skills and continued awareness of professional issues. For more information visit: www.nsna.org.

3. Program in Practical Nursing | MoSALPN Membership

MoSALPN is a not-for-profit organization designed to represent the Licensed Practical Nurse and to acquaint the general public with respect to practical nursing. We are bedside nurses, who have been trained to perform those duties that promote and enhance health and well-being. Practical Nursing students are required to become members of and participate in MoSALPN. For more information visit: www.mosalpn.org.

XIII. NURSING PROGRAM STANDARDS AND PROCEDURES

1. General Requirements for Degree

Students must complete the required curriculum and credit hours with the specified minimum GPA. Students must complete all courses included in the nursing curriculum with a final grade of 80% or above. The last fifteen (15) credit hours of the program must be earned at Mineral Area College. The following required curriculum credit hours are inclusive of pre-requisites:

- **Associate of Science in Nursing**

Minimum GPA: 3.0

Credit Hours: 86

- **Program in Practical Nursing**

Minimum GPA: 2.5

Option A Credit Hours: 66

Option B Credit Hours: 82

2. Advanced Placement LPN to RN

Students articulating from the Program in Practical Nursing to the Associate of Science in Nursing program must meet certain criteria at the discretion of the Allied Health Department.

- a. Faculty have the option, based on the student's grades and clinical skills, to require Advanced Placement students to complete all of Medical-Surgical I (10 credit hours) and Medical-Surgical II (6 credit hours).
 - Students must have a letter grade of B or higher in the Practical Nursing Program Medical-Surgical Nursing (NUR-1380) course or attend the entire theory component of Medical-Surgical Nursing I (ADN-1490) and Medical-Surgical Nursing II (ADN-1500) at the regular fee rate. All students must complete all unit exams whether attending lecture or not.
 - The nursing faculty, utilizing their professional judgment, will determine if the student's clinical skills meet the requirements for the Advanced Placement option. Students not meeting the clinical skills requirements must complete all of Medical-Surgical Nursing I and Medical-Surgical Nursing II (16 total credit hours) at the regular fee rate.
- b. Graduates of the Mineral Area College Program in Practical Nursing are required to pass the NCLEX-PN on the first attempt to continue as an Advanced Placement student. If the student is not successful in passing the NCLEX-PN on the first attempt, the student is required to complete all components of Medical-Surgical Nursing I (10 credit hours) and Medical-Surgical Nursing II (6 credit hours) at regular fee rate.
- c. The NCLEX-PN must be taken within 90 days of graduation from the PN Program or the student must complete all components of Medical-Surgical Nursing I (ADN-1490) and Medical-Surgical Nursing II (ADN-1500) at regular fee rate.
- d. Until notification has been received of the student passing on the first attempt of NCLEX-PN, they must be present for all course content.

3. Preceptorship Program

The Preceptorship Program offers a unique clinical experience for the Advanced Placement nursing student during the Sophomore year of the Associate of Science in Nursing program. Advanced Placement nursing students are given the opportunity to have a one-to-one clinical experience with a Registered Nurse in a specified nursing area of the student's choosing. This is not a requirement of the program. Nursing students may decline to participate in the Preceptorship Program and have the leadership clinical experience instead.

- a. Students who are a Licensed Practical Nurse (LPN) are qualified for the Preceptorship Program during Medical-Surgical Nursing II (ADN1500).
- b. Clinical experience for student with a Registered Nursing in an area of nursing preference by student. See Preceptorship Guidelines for specific details.
- c. Student participation in the Preceptorship Program will be at the discretion of the Allied Health Department.
- d. Clinical hours for the Preceptorship Program will be completed during Medical-Surgical Nursing II (ADN 1500).
- e. Students choosing to participate in the Preceptorship Program will pay the same required course fees for Medical-Surgical Nursing II (ADN1500).

4. Graduation Policy

- a. An application for graduation must be filed during the first two (2) weeks of the final semester/trimester.
- b. Students are required to undergo outcome tests as a condition of receiving their degree or certificate.
- c. The conferment date is the last day of the Spring semester for the ADN Program and the last day of the Summer trimester for the Program in Practical Nursing. Conferral letters will not be disseminated until the ATI Live Review is complete.

5. Pinning Ceremony

Nursing is steeped in tradition. The nursing pin is unique to each school but the tradition is traced back to the Crusaders of the 12th Century who were the first recognized health care providers. The modern ceremony dates back to the 1860s when Florence Nightingale was awarded the Red Cross of Saint George and in turn, presented a pin to nursing graduates. By 1916, the practice of pinning new nursing graduates was standard throughout the United States. From that tradition, schools of nursing develop their own unique pin. The nursing pin is symbolic of the hard work, academic rigor, program values, and kinship shared by those completing nursing education at that institution. The pinning ceremony is the culmination of the educational journey that the student nurse has taken in order to qualify to enter the nursing profession. This ceremony welcomes the new graduates into the nursing profession. The nursing pin should be worn proudly.

a. Attendance

The Mineral Area College pinning ceremony is held at the end of the final semester/trimester of the nursing program. The nursing pin will be presented to the new graduate by the nursing faculty. Attendance is optional. Students will inform faculty of non-attendance eight (8) weeks or more in advance of the schedule date.

b. Invitations

Students will receive a designated number of invitations for their family and friends to attend the graduation.

c. Composite Photo

Nursing student graduates are requested and encouraged to participate in a class composite photo that will be displayed at Mineral Area College. In the photo students should be in nursing uniform with nursing pin on left side of lapel and hair off the collar. Students who do not comply will not be included in the composite display.

d. Nursing Pin

The purchase of the pin is optional. The pin is ordered in the final semester/trimester of the program. Students are encouraged to purchase the official Mineral Area College nursing program pin as a symbol that represents their alma mater and continue wearing the pin which is unique to the nursing program at Mineral Area College.

In the event a student does not purchase a pin, the graduate can participate in the ceremony and be recognized by a handshake only.

Pinning participants may not use pins from other programs or institutions for the pinning ceremony. Only the approved program pin for purchase may be used in the pinning ceremony. Students may not use a Practical Nursing Program pin for the Associate of Science in Nursing pinning ceremony.

e. Attire

All nursing students participating in a pinning ceremony should present a professional appearance. All attire and footwear should be clean, neat and representative of the nursing program standards as specified. Clothing should be freshly pressed. Graduates must arrange hair in a professional and conservative off-the-collar style. Hair coloring may not be an unusual or unnatural (i.e. pink, purple, green, blue, red, orange) or contain vibrant colored highlights.

In addition to the conditions in *II. General Policies 9. Appearance and Attire Guidelines* AND *V. Classroom Policy 4. Appearance and Attire Guidelines*, the nursing student participating in a pinning ceremony will adhere to the following dress codes:

Associate of Science in Nursing Program

Nursing students participating in the pinning ceremony for the Associate of Science in Nursing are to adhere the following dress code:

- Pinning ceremony attire should consist of the nursing student uniform, including approved lab coat and program uniform approved black shoes.

Program in Practical Nursing

Nursing students participating in the pinning ceremony for the Program in Practical Nursing should choose one of the following dress codes:

- White collared dress shirt, black full-length dress pants, white nursing student lab coat, black socks/hose, and black flat dress shoes. The Program in Practical Nursing program requires this dress code to include a nursing cap with light grey band.
- White collared dress shirt, light grey necktie, black dress pants, white nursing student lab coat, black socks, and program uniform approved black shoes.

6. Missouri Licensure Candidacy

- a. Nursing graduate candidates are responsible for making written application to the Missouri State Board of Nursing for permission to take the licensing examination according to the State Board of Nursing requirements.
- b. Completion of the nursing program curriculum does not guarantee the candidate is eligible to apply for board exams. Candidates can view the eligibility statement on the application.
- c. Applications for the licensure exam must be signed by the Director of the Allied Health Department.
- d. Students are required to attend an approved nursing review course in preparation for all NCLEX exams. Mineral Area College offers this course on a date near and prior to graduation.

XIV. GENERAL STANDARDS AND PROCEDURES

1. Mineral Area College Policies

Nursing students are also responsible for abiding by the Mineral Area College general policies that govern student behavior. Students are responsible for obtaining and following those policies. The Mineral Area College Board Policy regarding Mission, Philosophy, Values, Vision Statement, and the following policies regarding students can be viewed at www.mineralarea.edu.

- *5.72 Student Due Process;*
- *5.74 Social Media and Freedom of Expression;*
- *5.90 Alcohol and Drug Abuse Policy;*
- *5.91 Tobacco-Free Environment Policy; and*
- *5.92 Students – Academic Integrity Policy*
- *5.95 Assurances (Policy of Non-Discrimination, Policy on Sexual Harassment, Policy on Civil Rights Grievance Procedures and Policy on Compliance with the Americans with Disabilities Act.)*

2. Students with Disabilities

- a. The Allied Health Department adheres to the Mineral Area College policy on compliance with the 5.95 Assurances (Policy on Compliance with the Americans with Disabilities Act).
- b. The nursing program is required to reasonably accommodate individuals with disabilities as needed and possible. The challenge of reasonable accommodations is that there are no hard-fast rules; each situation will be evaluated individually.
- c. The phone number for Mineral Area College ACCESS Director is (573) 518-2152. The ACCESS Director is always available to faculty, staff and students to advise, assist or refer resources for those with unique or special needs.
- d. The Disability Accommodation Handbook is available for reference at www.mineralarea.edu.

3. Nurse Practice Act

Nursing students are also charged with abiding by the Missouri Nursing Practice Act which can be accessed at <http://pr.mo.gov/boards/nursing/npa.pdf> or a copy can be obtained in the Allied Health Department office.

4. Other

All members of the campus community (students, faculty, staff, alumni and guests) must adhere to all applicable state and local laws.

PROGRAM INFORMATION

Entrance Requirements and Application Criteria

- Nursing program applicants must be a graduate of an approved high school or the equivalent as determined by appropriate accrediting agencies. Official high school transcript or GED/HiSET scores must be on file. Additionally, all previous post-secondary (college or university) attendance must be reported and official transcripts on file. Transcripts must be sent by institution and may not be hand delivered by student.
- Nursing program applicants must have successfully completed the admissions process to Mineral Area College and possess MyMAC credentials.
- Applicants are strongly encouraged to have basic computer knowledge as evidenced by a High School or College course.
- Evidence of the personal qualification necessary for a nursing career as determined by Mineral Area College.

1. Pre-requisite Courses

Must be for college credit, equivalent or higher, and completed by the end of the Fall Semester of the application deadline with a grade of “C” or above.

- ✓ ENG 1330 English Composition I
- ✓ MAT 1240 Quantitative Reasoning*
- ✓ PSH 1250 Introduction to Chemistry

2. Grade Point Average (GPA)

The GPA for selection is based solely on the pre-requisite courses: English Composition, qualifying Math course and Introductory Chemistry.

- a. Applicants must have a GPA of 3.0 or above to apply to the Associate of Science in Nursing program.
- b. Applicants must have a GPA of 2.5 or above to apply to the Program in Practical Nursing and Advanced Placement LPN to RN program. The selection GPA for Advanced Placement LPN to RN program applicants will be the Fundamentals of Nursing course grade as well as the pre-requisite courses.
- c. If a student has a higher-level course with a higher grade, that grade will be used to calculate their GPA. (Example: English Composition I – “C” and English Composition II – “A”).

3. Advanced Placement LPN to RN

Applicants for the Advanced Placement LPN to RN program must complete BIO2600 Anatomy and BIO2620 Physiology, equivalent or higher, by the end of the Spring semester prior to program start date. Also, the Fundamentals of Nursing course leading to licensure must be from an approved and accredited nursing program for a grade of C or higher; also, this course will be calculated into the selection score GPA.

4. Testing Scores

The Allied Health Department utilizes the Accuplacer Next Generation academic testing for selection purposes. To qualify for application to the nursing program, students achieve scores at or above the minimum entrance requirements as follows:

- ✓ Reading: 250
- ✓ Writing: 250
- ✓ Math (QAS): 250

✓

5. Personal Interview

Nursing applicants will undergo a personal interview with the Director of the Allied Health Department and/or faculty as part of selection requirements. The personal interview will be scheduled following the Holiday break.

6. Selection Process

Selection is based on GPA, calculated on the pre-requisites, (weighted 50%), testing scores (weighted 25%) and personal interview (weighted 25%).

All applicants who have been accepted into the nursing program are considered on conditional status pending completion of the following:

- ✓ Submission of Readiness Form, Identification and photo
- ✓ Physical examination by a qualified physician, stating the student is free of emotional, physical, infectious, and/or contagious disease
- ✓ Documented proof of required immunization and/or positive titer results
- ✓ Pass a drug screening
- ✓ Provide a criminal background check
- ✓ Successfully complete all general education courses according to degree plan
- ✓ Pass a Pharmacology, Math and Practical Exam. *See Student Nurse Handbook pg.10 for more details.*
- ✓ Completion of ADN 1420 Nursing Bridge course, nursing reinforcement course(s) or other entrance criteria as specified by the Allied Health Director

Persons who do not meet the above requirements should contact the Director of the Allied Health Department or the Vocational Counselor.

Program Curriculum

Associate of Science in Nursing

PRE-REQUISITES

ENG 1330	English Composition I	3
MAT 1205	Apps of College Math	3
PHS 1250	Introduction to Chemistry	5

Credit Hours: 11

GENERAL COURSES

BIO 2600	Human Anatomy	5
BIO 2620	Human Physiology	5
BIO 2700	Microbiology	4
ENG 1340	English Composition II	3
POS 1180	American Political Systems	3
PSY 1130	General Psychology	3
PSY 1250	Human Growth and Development	3
SOC 1130	General Sociology	3

Credit Hours: 29

NURSING CURRICULUM

1 ST Semester (Fall)		
ADN 1450	Fundamentals of Nursing	6
ADN 1572	Basic Pharmacology	3
2 ND Semester (Spring)		
ADN 1460	Maternity Nursing	4
ADN 1630	Mental Health Nursing	4
ADN 1640	Therapeutic Nutrition	3
4 TH Semester (Fall)		
ADN 1490	Medical-Surgical Nursing I	10
ADN 1512	Clinical Pharmacology	3
5 TH Semester (Spring)		
ADN 1480	Contemporary Nursing	1
ADN 1500	Medical-Surgical Nursing II	6
ADN 1610	Nursing of Children	5

Credit Hours: 45

TOTAL CREDIT HOURS: 85

Advanced Placement LPN to RN

Advanced Placement nursing applicants must provide proof of graduation, and other Practical Nursing program documentation if requested, from an accredited state approved program in Practical Nursing.

PRE-REQUISITES

BIO 2600	Human Anatomy*	5
BIO 2620	Human Physiology*	5
ENG 1340	English Composition II	3
MAT 1205	Apps of College Math	3
PHS 1250	Introduction to Chemistry	5

Credit Hours: 21

GENERAL COURSES

BIO 2700	Microbiology	4
PSY 1130	General Psychology	3
PSY 1250	Human Growth and Development	3
POS 1180	American Political Systems	3
SOC 1130	General Sociology	3

Credit Hours: 16

NURSING CURRICULUM

4 TH Semester (Fall)		
ADN 1490*	Medical-Surgical Nursing I	10
ADN 1512	Clinical Pharmacology	3
5 TH Semester (Spring)		
ADN 1480	Contemporary Nursing	1
ADN 1500*	Medical-Surgical Nursing II	6
ADN 1610	Nursing of Children	5

Credit Hours: 38

TOTAL CREDIT HOURS: 75

**BIO2600 and BIO2620 must be complete by the end of the Spring semester prior to program starting.*

Note: Advanced Placement students who graduated from the Program in Practical Nursing at Mineral Area College will have the following credit hours articulate:

*ADN 1490 Medical-Surgical Nursing I.....5hrs
ADN 1500 Medical-Surgical Nursing II.....2hrs*

Program Curriculum | Program in Practical Nursing

Option A (Generic)

This option is for students who intend to solely complete the Program in Practical Nursing.

PRE-REQUISITES

ENG 1330	English Composition I	3
MAT 1240	Quantitative Reasoning	3
PHS 1250	Introduction to Chemistry	5

Credit Hours: 11

GENERAL COURSES

BIO 2600	Human Anatomy	5
PSY 1130	General Psychology	3
PSY 1250	Human Growth and Development	3

Credit Hours: 11

NURSING CURRICULUM

1 ST Semester (Fall)		
NUR 1290	Fundamentals of Nursing	6
NUR 1300	Therapeutic Nutrition	3
NUR 1310	Personal and Vocational Concepts	1
NUR 1370	Basic Pharmacology	2
2 ND Semester (Spring)		
NUR 1320	Geriatric Nursing	2
NUR 1350	Maternity Nursing	4
NUR 1420	Pediatric Nursing	3
NUR 1430	Mental Health Nursing	4
3 RD Semester (Summer)		
NUR 1270	Body Function	2
NUR 1380	Medical-Surgical Nursing	12
NUR 1410	Applied Pharmacology	1
HLT 2400	Intravenous Therapy	3

Credit Hours: 43

TOTAL CREDIT HOURS: 65

Option B (Fast Track)

This option is for students who intend to continue with the Advanced Placement LPN to RN program.

PRE-REQUISITES

ENG 1330	English Composition I	3
MAT 1240	Quantitative Reasoning	3
PHS 1250	Introduction to Chemistry	5

Credit Hours: 11

GENERAL COURSES

BIO 2600	Human Anatomy	5
BIO 2620	Human Physiology	5
ENG 1340	English Composition II	3
PSY 1130	General Psychology	3
PSY 1250	Human Growth and Development	3

Credit Hours: 19

NURSING CURRICULUM

1 ST Semester (Fall)		
NUR 1290	Fundamentals of Nursing	6
NUR 1300	Therapeutic Nutrition	3
NUR 1310	Personal and Vocational Concepts	1
NUR 1370	Basic Pharmacology	2
2 ND Semester (Spring)		
NUR 1320	Geriatric Nursing	2
NUR 1350	Maternity Nursing	4
NUR 1420	Pediatric Nursing	3
NUR 1430	Mental Health Nursing	4
3 RD Semester (Summer)		
NUR 1380	Medical-Surgical Nursing	12
NUR 1410	Applied Pharmacology	1
HLT 2400	Intravenous Therapy	3

Credit Hours: 41

TOTAL CREDIT HOURS: 71

Estimated Costs | Associate of Science in Nursing

2021-2022 ESTIMATED COSTS | ASSOCIATE OF SCIENCE IN NURSING PROGRAM

	1st Semester	2nd Semester	3rd Semester	Freshman Total	4th Semester	5th Semester	Sophomore Total
TUITION (Tier 2 are Nursing Program Courses; Base Tier are General Education Courses)							
Tier 2 In-District (\$175/ cr. hr)	\$1,575	\$1,925		\$3,500	\$2,275	\$2,100	\$4,375
Tier 2 Out-of-District (\$220 cr hr)	\$1,980	\$2,420		\$4,400	\$2,860	\$2,640	\$5,500
Base Tier In-District (\$120/cr hr)	\$960	\$720	\$720	\$2,400	\$360	\$720	\$1,080
Base Tier Out-of-District (\$165/cr. hr)	\$1,320	\$990	\$990	\$3,300	\$495	\$990	\$1,485
COURSE FEES							
Uniforms	\$400			\$400			\$0
CPR Course	\$50			\$50			\$0
Nursing Kit	\$255			\$255	\$186		\$186
Insurance	\$16			\$16	\$16		\$16
ATI Testing	\$432	\$402		\$834	\$402	\$402	\$804
Textbooks	\$925	\$300	\$200	\$1,425	\$850	\$350	\$1,200
Supplies	\$110	\$220		\$330	\$110	\$220	\$330
Membership	\$30			\$30	\$30		\$30
Background					\$55		\$55
NCLEX					\$200		\$200
MSBN Fees					\$45		\$45
Photo					\$12		\$12
Nursing Pin						\$50	\$50
Graduation Fee						\$50	\$50
TOTAL	\$2,218	\$922	\$200	\$3,340	\$1,906	\$1,072	\$2,978
CLINICAL AND LAB FEES							
	\$645	\$835		\$1,480	\$1,025	\$930	\$1,955
TOTAL COST							
In-District \$21,108.00	\$5,398	\$4,402	\$920	\$10,720	\$5,566	\$4,822	\$10,388
Out-of-District \$24,438.00	\$6,163	\$5,167	\$1,190	\$12,520	\$6,286	\$5,632	\$11,918

**These are approximate costs and are subject to change at any time without notice*

Estimated Costs | Program in Practical Nursing

2021-2022 ESTIMATED COSTS | PROGRAM IN PRACTICAL NURSING

	Option A (Generic)				Option B (Fast Track)			
	1st Trimester	2nd Trimester	3rd Trimester	TOTAL	1st Trimester	2nd Trimester	3rd Trimester	TOTAL
TUITION (Tier 2 are Nursing Program Courses; Base Tier is General Education Courses)								
Tier 2 In-District (\$175/ cr. hr)	\$2,100	\$2,275	\$3,150	\$7,525	\$2,100	\$2,275	\$2,800	\$7,175
Tier 2 Out-of-District (\$220 cr hr)	\$2,640	\$2,860	\$3,960	\$9,460	\$2,640	\$2,860	\$3,520	\$9,020
Base Tier In-District (\$120/ cr. hr)	\$960	\$360	\$0	\$1,320	\$960	\$960	\$360	\$2,280
Base Tier Out-of-District (\$165/cr. hr)	\$1,320	\$660	\$0	\$1,980	\$1,320	\$1,320	\$660	\$3,300
COURSE FEES								
Uniforms	\$400			\$400	\$400			\$400
CPR Course	\$50			\$50	\$50			\$50
Nursing Kit	\$380			\$380	\$380			\$380
Insurance	\$16			\$16	\$16			\$16
ATI Testing	\$463	\$463	\$463	\$1,388	\$463	\$463	\$463	\$1,389
Textbooks	\$950	\$300	\$200	\$1,450	\$950	\$300	\$200	\$1,450
Supplies	\$45	\$50	\$25	\$120	\$45		\$25	\$70
Membership	\$25			\$25	\$25			\$25
Background			\$55	\$55			\$55	\$55
NCLEX			\$200	\$200			\$200	\$200
MSBN Fees			\$0	\$0			\$0	\$0
Photo			\$12	\$12			\$12	\$12
Nursing Pin			\$75	\$75			\$75	\$75
	\$2,329	\$813	\$1,030	\$4,171	\$2,329	\$763	\$1,030	\$4,122
CLINICAL AND LAB FEES								
	\$620	\$1,235	\$1,460	\$3,315	\$620	\$1,235	\$1,410	\$3,265
TOTAL COST								
In-District	\$6,009	\$4,683	\$5,640	\$16,332	\$6,009	\$5,233	\$5,600	\$16,842
Out-of-District	\$6,909	\$5,568	\$6,450	\$18,927	\$6,909	\$6,178	\$6,620	\$19,707

**These are approximate costs and are subject to change at any time without notice*

Estimated Costs | Advanced Placement LPN to RN

2021-2022 ESTIMATED COSTS | ADVANCED PLACEMENT LPN TO RN

	4th Semester	5th Semester	Sophomore Total
TUITION (Tier 2 are Nursing Program Courses; Base Tier is General Education Courses)			
Tier 2 In-District (\$175/ cr. hr)	\$1,400	\$1,750	\$3,150
Tier 2 Out-of-District (\$220 cr hr)	\$1,760	\$2,200	\$3,960
In-District (\$120/ cr. hr)	\$480	\$720	\$1,200
Out-of-District (\$165/cr. hr)	\$660	\$990	\$1,650
COURSE FEES			
Uniforms			\$0
CPR Course			\$0
Nursing Kit	\$150		\$150
Insurance	\$16		\$16
ATI Testing	\$403	\$403	\$806
Textbooks	\$850	\$350	\$1,200
Supplies	\$110	\$110	\$220
Membership	\$30		\$30
Background	\$55		\$55
NCLEX	\$200		\$200
MSBN Fees	\$0		\$0
Photo	\$12		\$12
Nursing Pin		\$100	\$100
Graduation Fee		\$50	\$50
	\$1,826	\$1,013	\$2,839
CLINICAL AND LAB FEES			
	\$1,025	\$905	\$1,930
TOTAL COST			
In-District	\$4,678	\$4,335	\$9,013
Out-of-District	\$5,218	\$5,055	\$10,273

**These are approximate costs and are subject to change at any time without notice*

FORMS

Please note, the forms contained in Student Nurse Handbook are for reference purposes. DO NOT tear-out or turn-in these forms. You will be provided with copies of these forms to sign when appropriate. If needed, you may copy these forms for completion and submission purposes but keep originals intact.

Authorization for Emergency Treatment
Allied Health Department | Mineral Area College

Student Information

Name: _____ MAC Student ID: _____

Allergies: ☐ Nuts/Seeds ☐ Eggs/Dairy ☐ Fish/Shellfish ☐ Gluten ☐ Latex ☐ Other: _____

Current Prescription Medication: _____

Special Needs: _____

Emergency Contact Person

Name: _____ Relationship: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Email: _____ Cell: _____

Name: _____ Relationship: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Email: _____ Cell: _____

Emergency Medical Authorization Information

Insurance Company: _____ Subscriber's Name: _____

Policy Number: _____ Group Number: _____

Family Physician Name Address Phone

Dentist Name Address Phone

Preferred Hospital Address Phone

In the event that reasonable attempts to obtain my consent have been unsuccessful I, the undersigned, do hereby authorize Mineral Area College and its designated representatives to consent, on my behalf, to any medical care to be rendered upon the advice of a licensed physician. I agree to the release of any records necessary for treatment, referral, billing, or insurance purposes to the appropriate medical care provider. I agree to be responsible for all necessary charges incurred by any care, treatment or hospitalization rendered pursuant to this authorization. I am 18 years of age or older, and I agree to these terms.

Student Signature _____ MAC Student ID _____ Date _____

Witness Signature _____ Title _____ Date _____

Latex Allergy Release Form
Allied Health Department | Mineral Area College

I understand that the Allied Health Department at Mineral Area College, including its clinical labs and clinical rotations, is not a latex free environment and therefore the risk of exposure to latex cannot be eliminated.

I further understand that, due to my participation in a nursing program, I may be exposed to latex which may result in a worsening of my pre-existing condition and lead to potentially life-threatening symptoms. I accept these risks knowingly and voluntarily and will take all reasonable precautions to prevent such exposure.

Further, I understand that: it is my responsibility to be aware of potential exposure to latex in my learning environment and to avoid or minimize such exposure; it is my responsibility to notify each of my course instructors/clinical faculty or preceptors of my latex sensitivity/allergy in every situation where potential exposure may be present; it is my responsibility to follow up with my health care provider/allergist for services related to my latex allergy and follow their recommendations; it is my responsibility to assume any costs related to latex allergy screening and treatment.

By my signature, I release and discharge Mineral Area College, its officers and employees from any and all responsibility and liability related to personal injury suffered by me as a result of exposure to latex in the Allied Health classroom, laboratory or during a clinical rotation at an outside facility.

All students with a latex sensitivity or allergy are required to satisfactorily complete all requirements and technical standards of the program to which they have been accepted. The Allied Health Department reserves the right to rescind the admission status of any student not meeting all pre- and post- admission and program requirements.

I have read and been informed about the content, requirements, and expectations of the preceding policies that are required as a nursing student at Mineral Area College. I have received a copy of the policies and agree to abide by the guidelines as a condition of my acceptance into the nursing program.

☐ I acknowledge that I have a latex allergy. ☐ I do not have a latex allergy.

☐ I have an epi-pen. I carry my epi-pen with me, it can be found here: _____

MAC Student ID: _____ Student Printed Name: _____

Date Signed: _____ Student Signature: _____

**Simulation and Laboratory Immersion
Agreement and Consent for Allied Health Students
Allied Health Department | Mineral Area College**

The Allied Health Department at Mineral Area College is collaborating with the Theater Department to provide full immersion simulation and laboratory experiences with standardized patient and participant actors. The purpose of this partnership is to provide realistic patient scenarios for Allied Health students while simultaneously providing Theater students a combination of scripted and ab libitum playacting experiences.

Simulation is an attempt to replicate reality. A simulation laboratory experience allows Allied Health students to participate in life-like situations and Theater students to participate in real life acting assignments. Theater students will approach simulation situations, scenarios and simulations as if they involve actual patient and medical staff interactions.

Allied Health instructors will create simulation scenarios in cooperation with course theory and content. Simulation immersion actors will receive a pre-briefing setting the stage for a simulation experience. Actors may participate as patients, family members or in other capacities as seen fit by the instructor for educational purposes.

As an Allied Health Department student, I hereby acknowledge that participants outside of the Allied Health Department faculty and program students may be present and active participants during both practice and graded simulation and laboratory experiences.

Allied Health Department student performance is strictly confidential, as is simulation scenario details and outcomes. I am aware that simulation immersion actors must consent to a confidentiality agreement by signature before being allowed to participate. Likewise, Allied Health students may not discuss or disclose the personal or academic performance of simulation immersion actors outside of peer educational context lead by an instructor.

Allied Health Department students and simulation immersion actors participating in simulation scenarios must adhere to all student and laboratory guidelines and regulations as indicated in the applicable Allied Health Department student handbook, as well as the Mineral Area College guidelines and regulations.

Student Printed Name

Date

MAC Student ID

Student Signature

**Simulation and Laboratory Immersion
Audio Visual Authorization and Release
Allied Health Department | Mineral Area College**

I hereby authorize Mineral Area College and the Allied Health Laboratory to have photographs, audio, and video recordings made of myself and my participation and performance in simulations and debriefings, and to use, copy, publish, copyright, or broadcast said information as provided herein.

I understand that this information will be used for instructional purposes, both for myself and for other simulation participants, now and in the future, and may be used for instructional purposes in other departments within Mineral Area College. I hereby waive the opportunity or right to inspect or approve any finished materials prior to their use, disclosure, or publication.

I understand and consent that this information, or portions thereof, may be used or released by Mineral Area College for purposes of publicity, broadcast print, the Internet, local area networks, advertising, or marketing.

I understand that this authorization is voluntary, and I may refuse to sign. However, Mineral Area College may condition my participation in simulation and laboratory experiences upon my completion of this authorization.

I understand that I may revoke this authorization at any time, except to the extent that Mineral Area College has relied on this authorization, by sending a written statement of revocation that specifically refers to this authorization.

I hereby waive any right, title, or interest I may have, now or in the future, to any recordings or images of me used or contained in any materials produced as a result of this authorization, and hereby warrant that I have not limited or restricted the use of my image, voice, or any recordings or transcriptions of same with any other organization or person.

I hereby release Mineral Area College and its trustees, officers, agents, employees, and any other individuals or organizations acting under their permission or authority from any and all rights, claims, demands, actions, or damages I have or may have, arising at any time from their capture, use or publication of any materials created as a result of this authorization.

By signing this authorization, I acknowledge that I have read and understand the statements contained herein.

Student Printed Name

Date

MAC Student ID

Student Signature

Compliance, Confidentiality and Conflict of Interest Agreement
Allied Health Department | Mineral Area College

I, the undersigned, hereby acknowledge my responsibility under applicable state and federal laws to understand and comply with field and clinical agency policies, including codes of conduct and privacy compliance (i.e. Health Insurance Portability and Accountability Act of 1996) and any other applicable policies or procedure. I understand that my failure to comply with the policies may result in my dismissal from the agency as well as the nursing program at Mineral Area College. I understand that I should raise my compliance concerns with either my instructor or facility supervisor. I agree to keep confidential any information regarding the facility, the facility's patients, as well as all confidential patient information, including any electronic protected health information to which I may have access.

I also agree to conduct my field and clinical experiences so as to avoid or minimize conflicts of interest when possible. I will respond appropriately and professionally when conflicts of interest arise. Conflict of interest describes a situation in which the student is or appears to be at risk of acting in a biased way because of personal interest, knowledge or association. I acknowledge that a Conflict of Interest exists if I am employed at a facility where I am participating in clinical rotation, or if I personally know or am related to a patient I'm assigned to care for. When possible without risk to the patient, I will handoff care to a qualified colleague of persons I am related to or know personally. If I am in a situation that necessitates providing care to someone I am related to or know personally, I will inform my instructor or supervisor of the case.

Furthermore, I grant permission to Mineral Area College to collaborate with field and clinical agencies as well as state and federal entities in the investigation and resolution of any incident of concern by providing pertinent information from my student file.

MAC Student ID: _____

Student Printed Name: _____

Student Signature: _____

Date Signed: _____

Conflict of Interest Disclosure Form
Allied Health Department | Mineral Area College

Name: _____

MAC ID: _____

The purpose of this form is for you to disclose any interest or affiliations that you or a family member may have, when considered in light of your position as a Student Nurse within or relationship to the Allied Health Department, Mineral Area College, or any of its cooperative partners and facilities, governing bodies or funding sources may potentially create a conflict of interest. Review *II. General Guidelines 10. Conflict of Interest*.

Please disclose your interests and affiliations with the Allied Health Department, Mineral Area College or any of its cooperative partners and facilities, governing bodies or funding sources.

- ☐ I do not have any conflicts of interest with Mineral Area College. Neither do any family members.
- ☐ I do have a conflict of interest or a family member does.
- ☐ I may have a conflict of interest or a family member may. I am not sure.

Please describe the actual or potential conflict of interest(s) below:

Student Printed Name: _____

Student Signature: _____

Date Submitted: _____

*Actual and potential conflicts of interest will be reviewed by the Director of the Allied Health Department.
Any further action or requirements for the nursing student will be given in writing.*

Medication Error Form
Allied Health Department | Mineral Area College

Student Name: _____ MAC Student ID: _____ Today's Date: _____

Date and Time of Error: _____

1 POINT	2 POINTS	3 POINTS	4 POINTS
Antacid Antidiarrheal Antidepressant Antihistamine/ Anti-inflammatory Anti-tussives Cathartic/laxative Expectorant Estrogens Histamine Muscle Relaxants Non-Barbiturates Sedatives Hypnotics Oral Contraceptives Progestin Un-medicated I.V.	Antiemetics Antibiotics Anti-infectives Anticonvulsants Antipsychotics Complex I. V. (isolyte) Diuretics Glucose/glucagons 50% Non-narcotic analgesic Oral anti diabetics Steroids	Anticoagulants Antihrombolytics Barbiturates Bronchodilators Electrolytes Narcotic analgesics Narcotic antagonist Cardiovascular Drugs Anti-arrythmics Anti-hypertensives Vasoactive/dilators Heparin Total Parenteral Nutrition Insulin	Blood Blood Components Chemotherapeutics antineoplastics

TYPE OF ERROR	PT	SC	ROUTE GIVEN	PT	SC	CLASS OF DRUG	PT	SC
Wrong Time	½		I.V.	3		NAME OF DRUG		
Incorrect I.V. Rate	½							
Omission of Med. (each dose)	1		I.M./S.C.	2				
Wrong Date	1							
Wrong Route	1		P.O.	1		POINTS:		
Wrong Dose	1					<i>Use Table</i>		
Extra Dose	1		OTHER	1				
Wrong Med/Solution	2							
Unordered Med (wrong patient)	2							
Patient Allergic to Med. (charted)	2							
Unsupervised Administration	2							
SUBTOTAL			SUBTOTAL			SUBTOTAL		

GRAND TOTAL POINTS: _____

Counseling Required: ☐ Yes ☐ No

**Counseling required for severe errors*

_____ Date of Counseling

Severity Scale

- Minimal: 2-4 points per error
- Moderate: 5-6 points per error
- Severe: 7-9 points per error or any error that results in adverse sequelae for patient.

Student Signature

Faculty Signature

Medication Error Form
Allied Health Department | Mineral Area College

CAUSE OF ERROR

- | | |
|-------------------------------------|---|
| _____ Order transcribed incorrectly | _____ Nurse misread MAR |
| _____ Nurse misread order | _____ Nurse failed to record dose on MAR |
| _____ Nurse miscalculated dosage | _____ Poured Wrong Med, Not Given |
| _____ Nurse failed to use MAR | _____ Unable to correctly draw up med |
| _____ Nurse misread drug label | _____ No knowledge of medication/effects |
| _____ Uncommon dosage schedule | _____ Nurse failed to record dose on MAR |
| _____ Other: Specify: | _____ Failed to have Instructor check |
| | _____ Failed to identify client correctly |

1. Patient condition after error occurred: _____

2. How error discovered: _____

3. What does student nurse propose in order to prevent/avoid an error of this type in the future: _____

4. Faculty comments/counseling: _____

- ☐ Faculty Report Completed
- ☐ Recorded on Evaluation
- ☐ # Med Error for Student
- ☐ Letter of Concern Issued

Student Name Printed

MAC Student ID

Student Signature

Date

Faculty Signature

Date

REMEDICATION CONTRACT
Allied Health Department | Mineral Area College

Course: _____ Course Code: _____ Program: ☐ PN ☐ ADN

Student Name: _____ MAC Student ID: _____

Identified Area Requiring Remediation

Goal/Objective

Motivation

Action Steps	Timing

Obstacles	Responses

Resources

Progress Evaluation | *I will have met my goal when:*

Communication | *I will be accountable by:*

Student Printed Name: _____

MAC Student ID: _____

Student Signature: _____

Date Signed: _____

SAMPLE LEARNING CONTRACT (ACTION PLAN)
Allied Health Department | Mineral Area College

Program: ☐ Nursing ☐ Paramedic ☐ EMT ☐ Radiology

Student Name: _____

MAC Student ID: _____

Identified Area Requiring Remediation

I am not able to demonstrate competency regarding ACLS algorithms.

Goal/Objective

I will achieve 100% competency regarding ACLS algorithms. I will be able to successfully apply the ACLS algorithms in laboratory scenarios.

Motivation

Sound knowledge and the ability to apply ACLS algorithms is an important part of being an effective medical professional. This content knowledge will make up a significant part of licensure.

Action Steps	Timing
1. Review all ACLS algorithms and identify the ones I'm weak in.	By the end of the week
2. Study the ACLS algorithms by writing them and making flash cards.	Start Aug 3 for 7 days
3. Review the scenario exercises to help apply the algorithms correctly.	Start Aug 10 for 7 days

Obstacles	Responses
Bill's birthday party Friday night	I will study before the party
Deer season starts this weekend	I will wait until next week to go hunting
I do not understand symptomatic bradycardia	I will make an appointment with my instructor

Resources

My spouse is willing to help me study with flash cards.

Progress Evaluation | *I will have met my goal when:*

I can restate all of the ACLS algorithms without errors. I can write out all of the ACLS algorithms without errors. I understand why each algorithm is applied to various scenarios.

Communication | *I will be accountable by:*

I will email my instructor each week with my progress. I will complete my remediation assignment on time as schedule by my instructor. I will meet with Bob next week to quiz me and provide feedback.

Student Printed Name: _____

MAC Student ID: _____

Student Signature: _____

Date Signed: _____

Nursing Program Course Withdrawal Policy
Allied Health Department | Mineral Area College

While Mineral Area College is committed to the success of our students in education, we recognize that it might be in the best interest of the student that they withdraw from a course or from courses prior to the completion of the term.

Students may withdraw from a course(s) with a grade of “W” prior to and up to the date determined by Mineral Area College for both 16-week and 8-week terms.

A failure to attend class, or advising a fellow student, staff, or adjunct faculty member of an intent to withdraw from class does not constitute official drop or withdrawal. Withdrawals become effective the date the appropriate form is received by Mineral Area College. When a student stops attending class and does not submit the Withdrawal form or paperwork as required, a grade of “F” will be given.

Further, if a student is not passing a nursing course on the withdrawal date for the term set forth by Mineral Area College, the student acknowledges they must be passing the course with an overall 80% to receive a passing grade in the course at the completion of the term. If the student does not have an overall score of 80% at the completion of the term, the student will receive an “F” for the course. Any “F” obtained in a nursing course (including Anatomy, Physiology, and Microbiology) will result in immediate dismissal from the program.

I understand this policy and that it is my responsibility to know the Mineral Area College withdrawal dates for all courses of which I am enrolled.

MAC Student ID: _____

Student Printed Name: _____

Student Signature: _____

Date Signed: _____

Nursing Kit Acknowledgement Form
Allied Health Department | Mineral Area College

It is extremely important for the nursing student to have the right equipment in order to assess their patient's condition and stay organized. The nursing kit is perfect for students, allowing them to carry important equipment and tools they need for laboratory experience. We have specially designed nursing kits with the appropriate and necessary items needed by each paramedic program.

- I acknowledge receipt of my student nursing kit from Mineral Area College.
- I understand the cost of the student nurse kit will be charged to my student account.
- I accept the responsibility to care for my nursing kit and to bring it for all clinical and laboratory experiences.
- I agree not to use the supplies and equipment provided outside of field, clinical and laboratory experiences. I will not use supplies and equipment in the student nurse kit on family, friends or animals.
- I agree it is my responsibility to bring my student nurse kit to all clinical and laboratory experiences and be prepared with the needed supplies. I understand that additional supplies will not be allocated if I fail to bring my own. I accept that if I arrive unprepared, I will be dismissed from the scheduled event and incur attendance consequences. I further acknowledge that I am responsible for the rescheduling and clinical instructor cost of missed experiences.

MAC Student ID: _____

Student Printed Name: _____

Student Signature: _____

Date Signed: _____

Exam Petition Form
Allied Health Department | Mineral Area College

- The Exam Petition Form must be submitted to the course instructor within 24 hours of grades being posted.
- The instructor will only consider questions presented on the Exam Petition Form.

Student Names: _____

Course: _____

Date: _____

Test Question Number: _____

Test Date: _____

We are petitioning review of test item: (Briefly describe question)

Rational: (Explain why you believe the test item is incorrect)

References: (Cite book and page number to validate your petition)

Attendance Report
Allied Health Department | Mineral Area College

- **NO** absence or tardy to an Allied Health Department program is excused; **ALL** absences and tardies will be subject to policy consequences, if applicable.
- Complete this form for an absence, tardy, or early exit to **any portion of a scheduled day or class**
- Submit completed form upon return to next scheduled class to program instructor
- Attach a medical facility statement when applicable

Today's Date: _____ Program: ☐ Nursing ☐ Paramedic ☐ EMT ☐ Radiology

MAC ID: _____ Student Name: _____

☐ **ABSENCE** Start Date: ____ / ____ / ____ End Date: ____ / ____ / ____ Total # Days: ____

☐ **TARDY** Date: ____ / ____ / ____ Arrival Time: ____ : ____ Total # Hours: ____

Reason: ☐ Illness ☐ Transportation ☐ Time Management ☐ Family Emergency ☐ Funeral

Other/Details: _____

Student Signature: _____ Faculty Signature: _____

EXPOSURE INCIDENT AND ACCIDENT REPORT
Allied Health Department | Mineral Area College

Program: ☐ Nursing ☐ Paramedic ☐ EMT ☐ Radiology

OSHA's Bloodborne Pathogens standard (29 CFR 1910.1030) requires immediate report and medical evaluation for those who have an exposure incident, such as a needlestick. An exposure incident is a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials (OPIM), as defined in the standard. Exposure incidents should be reported immediately to the instructor or supervisor since they can lead to infection.

You are completing this form because you have experienced an actual or potential exposure incident to potentially infectious material or were involved in an accident resulting in injury as part of the Allied Health Department program. An evaluation of this exposure is required by regulation.

Student Name: _____ MAC Student ID: _____

Facility or Location: _____ Date of Incident: _____

Type of Infectious Material, *if applicable*: _____

Bodily Location of Exposure or Injury: _____

Description of Circumstances: _____

What immediate treatment was received? _____

What action was taken to prevent reoccurrence? _____

Others Exposed/Injured: _____

Witnesses: _____

Name of Instructor or Supervisor Present: _____

I attest that the details provided are true and accurate to the best of my knowledge.

Student Printed Name: _____ MAC Student ID: _____

Student Signature: _____ Date Signed: _____

- ☐ Further medical attention is required ☐ Drug and alcohol screening is required
- ☐ Student may return to program activities immediately without restriction or follow-up
- ☐ Student must obtain clearance release from medical provider before returning to normal program activities

MEDICAL CLEARANCE RELEASE
Allied Health Department | Mineral Area College

Program: ☐ Nursing ☐ Paramedic ☐ EMT ☐ Radiology

It is the mission of the Allied Health Department to ensure program students receive adequate medical evaluation, treatment, follow-up and clearance prior to their laboratory, clinical, field and internship assignments. The purpose of the Medical Clearance Release is to identify specific health needs and medical conditions that may require special management or monitoring. Students may be required to have the Medical Clearance Release completed by a professional medical provider before returning to normal program activities following an exposure incident, accident or other circumstance requiring medical attention as deemed necessary at the discretion of the program director.

Student Name: _____ MAC Student ID: _____

Description of exposure, accident or circumstance that required medical care: _____

Student Signature: _____ Date Signed: _____

Professional Medical Providers Recommendation

I verify that the student had a physical evaluation on _____ and it has been determined that:

- ☐ There are no contraindications to the student safely returning to normal classroom and clinical activities.
- ☐ There are contraindications and it is not recommended that the student participate in the following activity:

Description of continued treatment and/or restriction: _____

_____ Date of Next Evaluation: _____

Medical Professional Signature

Date

Medical Professional Printed Name

Medical Professional Title

Facility Name

Facility Phone Number

STUDENT COMPLAINT FORM
Allied Health Department | Mineral Area College

Program: ☐ Nursing ☐ Paramedic ☐ EMT ☐ Radiology

Date: _____

Student Name: _____

MAC Student ID: _____

What is the issue?

What do you want?

How do you propose getting what you want?

Provide research on the matter that you've done:

Student Signature: _____

Date: _____

For Office Use Only

Administrative Resolution Decision:

Program Director Signature: _____

Date: _____

General Release Signatures
Allied Health Department | Mineral Area College

Student Name: _____ MAC Student ID: _____

I, _____, hereby acknowledge I have received a copy of the Nursing Handbook and have access to Mineral Area College policies. I have read and understand the guidelines and policies therein and agree to abide by those of Mineral Area College, the Allied Health Department as well as local and State statutes, and I accept responsibility for the consequences of my actions in regards to such.

Signature: _____ Date: _____

I, _____, give Mineral Area College permission to use and release my name, photographs and video recordings of me for recruitment, career fairs, display cases and pinning ceremony. I waive the opportunity to inspect or approve photographs and video recordings before they are utilized. I release Mineral Area College and its employees, representative and officers from and against any and all damages, liabilities and claims in connection to these photographs and video recordings. I hereby certify that I am at least 18 years of age or older, and I have read this document and understand its contents and policies.

Signature: _____ Date: _____

I, _____, give Mineral Area College permission to release an official copy of my transcript to the appropriate State Board of Nursing in order that I may qualify for the NCLEX.

Signature: _____ Date: _____

I, _____, give Mineral Area College permission to release my name and address to potential employers, references and scholarships.

Signature: _____ Date: _____

I, _____, give Mineral Area College permission to release information including immunizations, PPD testing results, physical exam and health inventory, criminal background check, drug screen, name and contact information, and vehicle information to employers, and field/clinical agencies as well as date of birth and social security number for purpose of computer access.

Signature: _____ Date: _____