OZARKS TECHNICAL COMMUNITY COLLEGE

PROGRAM HANDBOOK

Associate of Science in Nursing
2023-2024

NON-DISCRIMINATION STATEMENT

Ozarks Technical Community College is committed to a policy of non-discrimination and equal opportunities in its admissions, educational programs, activities, and employment regardless of race, color, religion, gender, national origin, age, marital status, sexual orientation, political affiliation, veteran status, and disabilities that include HIV and AIDS, and medical conditions.

It is the policy of Ozarks Technical Community College not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990.

Inquiries related to employment practices may be directed to Ozarks Technical Community College, Ocki Haas, Human Resources Director, 1001 E. Chestnut Expressway, Springfield, Missouri 65802; telephone number 417-447-2630. Inquiries related to student programs may be directed to the College Director of Equity and Compliance, Kevin Luebbering at the same address or phone 417-447-8188.

FOR CONCERNS REGARDING SEXUAL HARASMENT NOTIFY THE FOLLOWING:

College Director of Equity and Compliance

Kevin Luebbering, Esq.

Title IX and Section and College Director of Equity and Compliance
1001 E. Chestnut Expressway
Springfield, Missouri 65802
417-447-8188

COLLEGE POLICY

Students in the Associate of Science in Nursing program have the same rights, privileges and responsibilities afforded other OTC College students. The OTC College Catalog and Student Handbook contain important information that should serve as valuable resources in addition to the Nursing Student Handbook. Careful reading and understanding of this information can avoid misunderstanding.

NURSE PRACTICE ACT

Each ASN program applicant is required to read and sign the most recent version of the State of Missouri Nursing Practice Act (4CSR 200) and Missouri Statutes Chapter 335 for Nurses issued by Missouri State Board of Nursing.

LICENSURE PREPARATION

Any applicant who has been convicted of a crime or found to have a history of substance abuse is counseled. The student may remain in the program, but pursuant to Missouri Revised Statutes 335.066, only the State Board of Nursing can make the decision if he/she will be allowed to take the National Licensure Examination for Registered Nursing.

A few months before program completion, students will be assisted in filling out an application to the Missouri State Board of Nursing. This requires photographs, fees for the examination, and fees for the application. The program will provide one opportunity to have the application notarized on site.

*Information and policies are subject to change.

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Greetings!

Welcome to the OTC ASN program. The Nursing Program Handbook will outline vital information regarding your upcoming year in the nursing program. It also includes procedures for students to follow.

All students are responsible for the information contained in the handbook, so take some time to become familiar with its contents. The final page of the handbook is an acknowledgement that you have read, understand, and agree with the information presented. ***The acknowledgement is to be reviewed, signed, and uploaded into the onboarding assignment in Canvas.***

Unless otherwise stated, nursing students are subject to the same policies as are all students of Ozarks Technical Community College in regard to student load, dropping and adding courses, withdrawal from the college, refund on fees, student conduct, and recognition of achievement.

I look forward to working with you toward your goal of becoming a registered professional nurse.

Best wishes for your success!

Tena Wheeler, PhD, MSN, RN
Associate of Science in Nursing Department Chair

PROGRAM CONTACT INFORMATION

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Associate of Science in Nursing Program
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I. SCHOOL OF NURSING MISSION, PHIOLSOPHY, CONCEPTUAL FRAMEWORK AND OUTCOMES

A. MISSION

The mission of the OTC Associate of Science in Nursing program is to prepare students for a *career in professional nursing* and provide an accessible, *transformative education that promotes further academic study*. The purpose of the program is to graduate an entry level, professional nurse who *can deliver nursing care and promote health for the people of Southwest Missouri.*

B. PHILSOPHY

The philosophy of the School of Nursing is guided by the mission and goals of Ozarks Technical Community College and the mission of the School of Nursing. The philosophy of the Associate of Science in Nursing program reflects the beliefs of the faculty regarding the *person*, *environment*, *health*, *nursing*, and *nursing education.*

Person is a complex, unique, and holistic individual, worthy of respect and dignity. Each person is seen as having basic human needs and interacting within society. Each person is subject to multiple stressors, and their ability to cope/adapt to or change the stressors affects their state of health. The person is capable of learning and making decisions related to health.

Environment is composed of individuals, families, groups and communities with commonality in interests, goals, and purposes. Environment provides the structure of common goals and concerns. The health care delivery system is society's response to meeting health care needs.

Health is a state of relative equilibrium resulting from successful dynamic adjustment to internal and external stressors. Health lies on a continuum with wellness at one end and death on the other. Health is an individual variation on the wellness/illness continuum. Illness is an abnormal process in which any aspect of a person's functioning is altered in comparison to previous health.

Nursing is the diagnosis and treatment of human responses to actual or potential health problems. The body of nursing knowledge is drawn from the humanities and the natural and social sciences to assist persons with the changes, normal and stressed, experienced in the natural life span. Nursing as a profession is accountable and responsible to perform ethically within the guidelines of the profession. Caring is the essence of nursing in assisting the individual in promotion, maintenance, and restoration of health through a collaborative plan of care. Nursing assists persons in a holistic approach through the decision-making framework of the nursing process. Nursing exists within in society and is responsive to assisting persons in reaching optimal health or achieving a meaningful and peaceful death.

Nursing education is the development of the knowledge base for nursing practice. Education is a continual lifelong process that aims to stimulate intellectual curiosity and to help persons realize their full potential. Optimal learning is achieved when the environment offers mutual respect,

acceptance of differences, freedom of inquiry and expression, and satisfaction of learning needs. Learning results in changes in behaviors, perceptions, and insights. Students, as adults, are responsible for becoming actively involved in learning. The faculty functions as facilitator in the learning process. The faculty and student share the responsibility to seek opportunities to learn.

The graduate of Ozarks Technical Community College's Associate of Science in Nursing program is prepared to function in the role of provider of care, manager of care, and member within the discipline of nursing.

C. CONCEPTUAL FRAMEWORK

The concepts found in the philosophy of the Ozarks Technical Community College's Associate of Science in Nursing program form the foundation of the conceptual framework and curriculum. The major concepts building this framework are **person, environment, health, nursing,** and **nursing education.** There are eight sub-concepts, which permeate the curriculum. These include: 1) **nursing process**, 2) **human needs theory**, 3) **growth and development**, 4) **stress adaptation**, 5) **communication**, 6) **critical thinking**, 7) **cultural diversity**, and 8) **health promotion, protection and disease prevention**.

The curriculum incorporates the view that each **PERSON** is a holistic, complex being with interdependent physiological and psychological needs. A person's functioning within the environment of family and community is dependent upon the degree of attainment of these needs. Abraham Maslow's **Human Needs Theory** provides the nurse with a framework for viewing individuals as holistic beings and for establishing priorities when assisting individuals to meet their own needs. The person moves through developmental stages and may have special needs and at times at greater risk for disequilibrium in their health. Knowledge of Erikson's stages of **growth and development** provides a framework for understanding the behavior of individuals and families.

The curriculum values the **ENVIRONMENT** as a complex, dynamic, and open system encompassing all internal and external factors affecting the person. The external environment includes all physical surroundings, **cultural influences**, conditions, and people affecting the life and development of the person. The internal environment includes all physiological, developmental, cognitive, psychosocial, and spiritual components interacting within the person.

The curriculum embraces that **HEALTH** is an ever-changing state of being, fluctuating on a wellness-illness continuum, in which continual alterations are made in order to maintain homeostasis. There is an optimal state of well-being along a continuum of wellness to illness from conception to death. **Stress Adaptation Theory** describes the individual's ability to cope with cognitive, physiological, emotional, and spiritual changes. Stress is always present and is necessary for growth and development. Health can be viewed from an individual, community, and global perspective.

The curriculum includes **NURSING,** a profession and a discipline which focuses on assisting the person, as a member of a family and community, in achieving fulfillment of physiological and psychosocial needs. Nurses synthesize and apply knowledge to achieve core practice

competencies in **communication**, professional behaviors, and **critical thinking**. The nurse uses the **nursing process** in collaboration with the client and health team members in the development, implementation, and evaluation of an individualized plan of care designed to assist the individual to achieve the level of health possible. The nurse assists the client to achieve their health potential through activities of **health promotion, protection, and disease prevention**.

The curriculum integrates the view that **NURSING EDUCATION** is a purposeful, organized, and ongoing process designed to assist the student in achieving the competency outcomes essential for contemporary nursing practice. Nursing education is a lifelong process which involves active participation by the learner.

D. END OF PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of the nursing program, the new graduate is expected to:

PERSON
1. Integrate into professional nursing practice the ability to consider the complex, unique and holistic nature of persons as individuals who are worthy of respect, dignity, with basic human needs and the ability to interact with society.

ENVIRONMENT
2. Use the nursing process to analyze heath status, health potential, and environmental influences of individuals, families, and communities.

HEALTH
3. Incorporate knowledge of the health sciences, technology, and humanities into providing nursing care to promote and maximize health.

NURSING
4. Provide safe, caring, holistic nursing care that maximizes an individual's ability to engage in self-care that supports optimal health.

5. Communicate in a professional manner in order to collaborate effectively with other health disciplines, individuals, and families in the provision of health care.

6. Integrate critical thinking by using the nursing process and research to inform clinical decision making.

7. Engage in the practice of professional nursing within the legal, ethical, and regulatory frameworks of the associate degree nurse.

8. Utilize principles of management and leadership in diverse nursing situations and settings.

NURSING EDUCATION
9. Assume responsibility for learning, personal, and professional growth.

E. PROGRAM OUTCOMES

Guided by the Nursing Program mission, philosophy, organizational framework, and graduate competencies, the OTC Associate of Science in Nursing Program provides a program which will prepare a nurse who will function competently as an entry level professional nurse within the various care settings.

1. The pass rate for the NCLEX-RN will be 80% or greater for first-time test takers and repeaters using an annual rate.
2. 95% of graduates from the program will be employed in nursing within 6 months of passing the NCLEX-RN.
3. 65% of the students in the ASN program will complete within 100% and 70% of the students in the ASN program will complete the program within 150% of the time the student begins the first nursing course.
4. 80% of students surveyed who graduate from the ASN program will feel prepared to enter the workforce as a registered nurse.
5. 80% of employers surveyed will be satisfied with the preparation of OTC graduates hired.

II. NURSING PROGRAM APPROVAL AND ACCREDITATION

ASN COMPLETION OPTION HAS RECEIVED FULL APPROVAL BY:
Missouri State Board of Nursing
3605 Missouri Boulevard
PO Box 656
Jefferson City, Missouri 65102-0656
(573) 751-0681

ASN DIRECT ENTRY OPTION HAS RECEIVED INITIAL APPROVAL BY:
Missouri State Board of Nursing
3605 Missouri Boulevard
PO Box 656
Jefferson City, Missouri 65102-0656
(573) 751-0681

ASN PROGRAM IS ACCREDITED BY:
Accreditation Commission for Education in Nursing Inc.
3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
www.acenursing.org
(404) 975-5000

III.   ELIGIBILITY FOR LICENSURE (20 CSR 2200-2120 [3D])

Completion of the OTC Associate of Science in Nursing Program does not guarantee eligibility to take the licensure exam (NCLEX-RN). Specific NCLEX test information is available from the National Council of State Boards of Nursing (http://www.ncsbn.org). Eligibility for licensure as an RN is the responsibility of each student. Students are referred to the Board of Nursing in the state in which they plan to practice.

Further information from the Missouri State Board of Nursing outlining: "Denial, revocation, or suspension of license, grounds for, civil immunity for providing information" can be found by following the inserted hyperlink. You may access "Frequently Asked Questions and Answers Regarding Prior Criminal History and Disciplinary Actions" by following the hyperlink.

IV.   STUDENT ADVISEMENT, ADMISSION, PROGRESSION, DISMISSAL AND READMISSION POLICIES & PROCEDURES

A.   ADVISEMENT (20 CSR 2200-2.090 [2C])

Student advisement is provided by the college through student services. Advisement is provided to all Health Sciences students by ASN navigators, staff, and faculty. Students may access resources provided by Academic Advising by following the link below:

Academic Advising at OTC

Financial Aid services are offered at Ozarks Technical Community College. The student may access financial aid resources and assistance through following the link below:

Financial Aid Services

Advisement in the School of Nursing is considered a part of the nursing program. Each student will be advised by the course leads for each course in which the student is enrolled throughout the ASN Program. If the student needs content advice or assistance, the student will make an appointment with the course lead or instructor responsible for that content. It is the student's responsibility to make an appointment with the course lead/instructor. The student should meet with the course leads regularly to discuss concerns or progress in the curriculum. If students are unable to reach the course lead during office hours, they may be reached by e-mail or voicemail.

For further information about Academic Advising Resources see the Advising Resources Section of the OTC Web Page

The School of Nursing faculty has established the following policies for admission, progression, dismissal, and readmission. These policies apply to all students in the OTC Associate of Science in Nursing program.

B. ADMISSION (20 CSR 22000-2.090 [1B])

1. **The OTC ASN Program has prerequisite courses.** Students who have not successfully completed the prerequisite courses with a grade of "C" or better, will not be eligible for admission to the ASN program.

2. **The OTC ASN Program requires that students whose primary language is not English must document their English language proficiency**. This requires: Minimum TOEFL iBT passing score of 84, with a minimum speaking score of 26. Student must satisfy this requirement by submitting a current TOEFL iBT score (Test of English as a Foreign Language) by the application deadline. Testing is completed through the TOEFL website. The TOEFL report scores are valid for 2 years from the test date.

3. **Admission to the ASN Completion program is based upon the following admission criteria:** Grades in Anatomy and Physiology, Contemporary Mathematics, Chemistry, and Microbiology; Cumulative GPA; passing score on the PN to ASN admission test, total number of co-requisite courses completed by the application deadline. Also, students scoring below the minimum acceptable total score for admission criteria will not be eligible for admission.

4. **Admission to the ASN Direct Entry program is based upon the following admission criteria:** Grades in Anatomy and Physiology, Contemporary Mathematics, Chemistry, and English Composition; Cumulative GPA; and Admission Exam completed by the application deadline. All science courses must have been taken within the past five years.

5. **Current OTC PN students during the semester of the application deadline will be eligible to receive conditional admission based upon scores on a comprehensive Med/Surg exam given in the OTC PN program. To remain in the program, the student will need to pass the PN Program Comprehensive Exit Exam prior to the first day of the ASN program and the NCLEX-PN exam within 90 days of graduation from the PN program.**

6. **Students enrolled in prerequisite courses during the application deadline semester will be eligible for a conditional admission based on midterm grades.** If admitted and the student fails to make a "C" or better in the prerequisite course, the student forfeits the right to be admitted to the ASN program for that cohort. The student who is not taking the course at OTC must present a copy of official mid-term grades to the Health Science office to be considered.

7. **If the admitted student fails to attend orientation, an alternate student will be allowed to enter the program.** Alternates are required to attend orientation. Any alternate who does not attend orientation will forfeit their alternate status.

C.   PROGRESSION (20 CSR 22000-2.090 [1B])

Failure to follow the established guidelines may result in delayed curricular progression. Any requests for exceptions to the following policies must be submitted in writing, using the Grievance Appeal Procedure.

1. **Most nursing courses have prerequisites**. Students who have not passed the prerequisites with a grade of "C" or higher will not be permitted to progress.

2. **Any required non-nursing course in which a student receives a failing grade must be retaken, and a minimum grade of "C" attained prior to being enrolled in ASN 250 Professional Nursing Integration. If a passing grade is not achieved, the student cannot progress in the nursing program.**

3. **Students must achieve a 75% total average in each nursing course to progress. Grades are not rounded. A total average score of less than 75% will result in course failure.** Nursing course failure will result in a delay in curricular progression.

4. **Students must achieve a grade of "C" or higher in each nursing course before enrolling in a more advanced nursing course.**

5. **The student must pass all the clinical critical competencies on the summative evaluation for each course to progress in the program. The summative evaluation comprises at least 2 formative assessments of critical competencies. A grade of pass must be achieved on 2 formative assessments of each critical competency.**

6. **Students who receive a grade of "incomplete" for any reason will need to rectify the incomplete prior to beginning of the next nursing course. The student who fails to rectify the grade of "incomplete" will receive a failing grade for that course and must re-take that nursing course prior to progressing in the nursing program.**

7. Comprehensive exams are given throughout the nursing curriculum. **A student who fails to meet the target score for comprehensive exams must remediate the content prior to taking the comprehensive exam again. Failure to remediate, to re-take the comprehensive exam within the specified time frame, will result in the student being unable to attend the next scheduled clinical experience (the absence policy applies).**

8. Comprehensive end of program exams are given in ASN 250. **The student who fails to meet the target score on the comprehensive exit exam must re-take the comprehensive end of program exam. Prior to being allowed to re-take the comprehensive end of program exam, the student must complete remediation provided through the HESI testing site.** Students who do not complete remediation and retake the exit exam are then subject to the incomplete course policy and may be required to repeat the course.

9. Credits for courses repeated do not count toward the 65 semester credits required for graduation.

   Students who earn a **grade lower than 75% or a clinical failure** in a nursing course, take the course a second time and again earn **a grade lower than 75% or a clinical failure**, **<u>will not</u>** be allowed to progress and will exit the nursing program.

10. Completion students currently enrolled with the possibility of passing the course academically or clinically (progression policy 3 and 5), may request a change to program plan for completion for any reason. The student should send the request to the ASN Department Chair.

    The student requesting change of program plan for completion must adjust the plan to complete the program within (6) 8-week blocks from the original start date.

    The student who will **be unable to complete the program of study within (6) 8-week blocks** will have to request readmission to the ASN program and follow the admission processes in place at the time of the request. **The student may be required to re-take previous courses and is not guaranteed readmission.**

11. A student who is **absent from required nursing course work for more than one year** from the original program start date must appeal to the ASN Department Chair for approval of a revised plan of study that may include repeating nursing courses if readmitted to the program.

D. GROUNDS FOR DISMISSAL (20 CSR 22000-2.090 [1B])

The grounds for dismissal include but are not limited to:

1. Dishonesty in any part of the application process and throughout the student's tenure in the program.
2. Any act which compromises patient safety or confidentiality.
3. Absence or tardy periods as defined in the attendance policy.
4. A student who fails any course (academically or clinically) in the ASN program after failing another course in the ASN program will be dismissed from the program and be ineligible to return.
5. Positive drug test.
6. Refusing a drug test or failing to complete a drug test when required.
7. Failure to achieve 75% or greater in each nursing class.
8. Failure to meet critical clinical competencies of any course.
9. Failure to complete the remediation requirements for HESI exams in a timely manner resulting in student being unable to return to class or clinical.
10. Receiving a 3rd professional behavior contract.
11. Failing to have an unencumbered LPN license.
12. A background check resulting in information which would exclude a student from health care employment and therefore attendance in clinical.

13. Any communication, text, email, social networking, etc., which can cause harm or injury to another, disrupts the teaching-learning process, or violates HIPAA or patient confidentiality, may be grounds for dismissal from the nursing program.
14. Violation of the ANA Code of Ethics or the Missouri State Board of Nursing Nurse Practice Act.

Documentation to support dismissal will include e-mails, documentation of meetings with faculty, all professional behavior contracts, and any other communication between the student and faculty.

E. READMISSION (20 CSR 22000-2.090 [1B])

Readmission to the Ozarks Technical Community College Associate of Science in Nursing program is not guaranteed. Readmission to the program following program exit is based upon available space in the cohort to which the student desires to reenter the nursing program. If there are more students seeking readmission than there are available seats, admission and re-admission criteria will be considered.

1. Students who withdraw from a required Nursing course, choose not to enroll in a required Nursing course after acceptance into the Nursing Program, or do not achieve a grade of "C" or above in a required Nursing course must submit a written request of their desire to return to the program.

2. Students who are unable to complete the ASN Completion option within (6) 8-week blocks from the day after the 100% drop date, may be considered for readmission.

   - The student must present a request to the ASN Program chair.
   - A letter or e-mail requesting consideration for readmission into the Nursing Program must be submitted to the Nursing Department Chair no later than thirty (30) days prior to the application deadline for the cohort to which the student would like to be readmitted.
   - The letter or e-mail must include the student's desire to re-enter the Nursing Program, and a draft of the student's written plan for successful completion of the Nursing Program including any evidence that the student has corrected significant deficiencies or barriers that led to their previous unsuccessful performance in the Nursing Program or plan to correct those deficiencies/barriers.
   - The student's previous attempt will be reviewed.
   - The student must meet the admission requirements in place at the time of the request to be readmitted.
   - The student may be required to re-take previous courses that were completed.
   - **The student will be allowed one readmission to the program.**
   - **Readmission to the nursing program is based upon the availability of space and a student is not guaranteed readmission to the Nursing Program.**

3. **Students Ineligible for Readmission**

a. **Students dismissed from the ASN Program for unsafe/unsatisfactory client care in the clinical area are not eligible for readmission.**
b. **Students who violate the ANA Code of Ethics or the Missouri State Board of Nursing Nurse Practice Act.**
c. **Students who are not in good standing and have withdrawn from the ASN Program more than one time for any reason, are not eligible for readmission.**
d. **Students who were dismissed for refusing a drug test.**

V. NURSING PROGRAM EXPECTATIONS (20 CSR 22000-2.100 [1-B])

In accordance with the Code of Ethics of Nursing endorsed by the American Nurses' Association, the expectation of a student in the Ozarks Technical Community College Associate of Science in Nursing program is that professional behavior is always expected **in all settings**. **Professional behavior is threaded throughout the curriculum of the ASN program and is assessed in each course.** Students may access the ANA Code of Ethics by following the included hyperlink.

Professional behavior is defined as behavior that meets the established norms for students of professional nursing. Professionalism is evaluated throughout the ASN program and is included in the clinical evaluations, course evaluations, and end of program student learning outcomes. The faculty considers professional behavior an essential and integral part of all clinical and classroom performance and evaluations. Each course syllabus and clinical evaluation tool will spell out the requirements for successful completion of the course. Each clinical evaluation tool contains critical behaviors related to professional behavior which includes safety in all clinical experiences. In keeping with the core values of Ozarks Technical Community College and the established norms in nursing, students are expected to meet the required standards of professional behavior including:

1. Caring attitude: The student, who demonstrates a caring attitude, promotes health, as well as demonstrates concern, hope, and a commitment to understanding the needs of others.
2. Integrity: The student, who exhibits integrity commits to telling the truth, demonstrates humility, and practices open respectful communication in all interactions, whether at OTC, an OTC function, or at a clinical facility, always.
3. Diversity: The student, who accepts and supports a culture of diversity, demonstrates acceptance, respect, and inclusivity. While acknowledging that each person is unique, the student accepts individual differences without judgment. Those differences may include race, ethnicity, religion, gender, sexual orientation, socioeconomic status, age, physical abilities or disabilities, political beliefs, other beliefs, and principles.
4. Quality: The student, who exhibits a commitment to quality, demonstrates continuous growth, improvement, and understanding. This student welcomes transformation and commits to self-improvement and encouraging the improvement of others including patients, family members, and fellow students.
5. Learning: The student, who exhibits a commitment to learning, seeks opportunities to acquire the knowledge, training, and experience necessary to grow into an innovative member of the nursing profession.

6. Community: The student, who exhibits a commitment to community, interacts, collaborates, and supports the communities in which the student is involved including the class, clinical, and local community as well as society.
7. Respect: The student who demonstrates respect for others, maintains an attitude of consideration, appreciation, and regard for all individuals the student encounters.
8. Civility: The student, who demonstrates civility, follows the guidelines for civil behavior as outlined in the Civility Policy of the OTC ASN program.

Students who are on any OTC campus or at any OTC education center must abide by the standards of professional behavior. If a student is in uniform at any time and at any location, the student must abide by the standards of professional behavior. Any time and for any reason, if the student is representing OTC, the student must abide by the standards of professional behavior.

A student who does not meet any of the above standards would be subject to the disciplinary action of a contract for unprofessional behavior or up to and including dismissal from the program.

A. PROFESSIONAL BEHAVIOR IN CLINICAL EXPERIENCES (20 CSR 22000-2.100 [1-C, D, E & 3B])

Health Agencies in the community are used for clinical experience in nursing on a contractual agreement. Nursing students are required to always display professional behavior. This may include but not be limited to:

a. Observing all policies of the agency, including drug screening and background check.
b. Maintaining strict confidentiality of records and information. Guard conversations in elevators, corridors, and dining areas.
c. Giving a patient's status report before leaving the unit. This will include a status report to nursing students or nursing staff that will be monitoring your assigned client while you are off your nursing unit for break, lunch, end of shift, etc.
d. Using your appropriate name and title
e. Observing uniform regulations.
f. Using a moderate tone of voice and be aware of non-verbal communication.
g. Refraining from socializing in the nursing station, corridors, and elevators. Socializing is permitted at lunch/break time only.
h. Refrain from inappropriate public display of physical contact between students.
i. Observe the regulations of the agency regarding parking and hospital/nursing procedures.
j. Use appropriate titles and names.
k. Maintain professional attitude in class and clinical.
l. Refrain from disorderly, lewd, indecent, obscene, or offensive conduct or expression.
m. Refrain from using cell phones in patient areas for personal communication.
n. Adhere to the provisions of the OTC ASN Program Professional Behavior and Civility Policies.

In addition to the required standards of professional behavior, students must abide by the rules and regulations posted at their assigned clinical facility. Student behaviors that are unethical or

unsafe, warrant student removal from clinical experiences and/or course failure. These behaviors include but are not limited to:

1. Persistent errors in medication and/or intravenous administration.
2. Falsification of patient records.
3. Failure to report life-threatening changes in client's condition.
4. Inappropriate handling of clients, e.g., physical, or verbal abuse, neglect.
5. Threats to the safety of client/self/peers/instructor/staff.
6. Violation of client privacy and/or federal HIPAA regulations (follow hyperlink for more information).
7. Participation in clinical experiences under the influence of drugs and/or alcohol.
8. Consistent unpreparedness for clinical experience.
9. If a clinical agency refused to have a student return for any reason.

Professional conduct and attire are always expected, both in the classroom and in the clinical setting. Professional conduct in the clinical agency will be guided by and evaluated based upon the requirements of the clinical agency, the eight standards for professional behavior located in section VI of the OTC ASN Handbook, and the Civility Policy located in section VI-C of the OTC ASN. The student's professional behavior is a part of their clinical evaluation. Violation of any of the above will result in a professional behavior contract and may result in the student being suspended or dismissed from the Nursing Program.

1. **Professional Dress Code:** Evidence has shown that perception of professionalism is enhanced when professional attire is worn. For this purpose, the OTC ASN program always requires professional dress whether in the classroom or clinical environment.   Any time that a student is representing OTC, the student will be required to wear the required OTC ASN Program uniform or professional dress. When professional dress other than uniform is required, the student will follow the instructions of the instructor planning the experience.

   Clinical Policy: Your conduct in uniform, in the classroom or clinical site, shall always reflect pride and dignity for the nursing profession and the Ozarks Technical Community College Department of Nursing. The clinical sites may have a specific dress code with requirements more stringent than those of the OTC ASN Program. In this case, the student must adhere to the dress code set forth by the clinical facility which will be communicated to you ahead of time. The following guidelines have been established to meet the professional dress code and conduct requirements of the Nursing Program. Students are required to:

   UNIFORM
   a. The official Ozarks Technical Community College ASN Program uniform should be worn in all settings which the student is in clinical or on an OTC Campus, unless otherwise directed by ASN faculty or their clinical agency.
   b. The entire ASN Program Dress Code should be followed in all clinical or campus settings, unless otherwise noted by ASN Faculty or the clinical agency. Any jewelry, clothing, etc. brought with the student to a clinical or campus activity is the responsibility of the student.

c. Uniforms must not be form fitting (i.e. leggings) or have an excessively baggy fit. The student must look professional at all times, using appropriate measures to eliminate stains or wrinkles in their uniform.

d. Shirts and pants combined will at all times cover the midriff area.

e. Undergarments should not be visible outside the uniform. Undershirts may be worn for additional coverage as needed for ill-fitting or low-cut scrub tops.

f. Shoes should be clean, black in color, and impermeable to meet OSHA standards. Backless shoes are not permitted.

g. Socks should be worn with all shoes and kept neat and clean, without offensive patterns.

h. The uniform should include everything the student may use in clinical, such as stethoscopes, ID Badge, pen lights, Kelly clamps, etc.

i. Additional scrub jackets may be purchased at the OTC Bookstore. No outside jackets, sweatshirts, etc. will be permitted as part of the ASN uniform.

j. Ear and facial piercings may have studded jewelry in minimal size, in either clear, neutral or standard metal coloring. Facial piercings should not impede clarity of speech or distract patients or interdisciplinary team members.

k. Necklaces, bracelets, and hoop earrings are not permitted to promote personal safety of self or others.

l. Jewelry may be assessed for safety by ASN faculty, and the students may be asked to remove any item of jewelry if it poses a risk to patients or themselves.

m. No gauges will be allowed.

HYGIENE

a. Hair should be kept neat, clean, out of the face, and should not touch the shoulders. Hair should be secured in a manner to prevent interference with any patient care.

b. Hair color should be natural and compliment the professional uniform. Non-natural hair colors such as pastels or highlights are permitted when they are subtle and not overly vibrant. Extreme hair colors such as neon or fluorescent hues are not permitted, as they can be distracting to patients or interdisciplinary team members.

c. Any hair accessories worn must be conservative and match the uniform colors. Any large
hair accessories or colors not matching the uniform will not be allowed.

d. Facial hair such as beards, goatees, etc. cannot be longer than 1 inch in length and must be clean, neat and trimmed. The facial hair should not impede the fit of droplet precaution masking.

e. Headwear required for religious or cultural practices is permitted but must not contain offensive content. Color of headwear must be neutral or match the ASN Uniform

f. Nails should be trimmed, clean, and well groomed, not extending ¼ inch beyond the fingertip.

g. Nail polish may be worn without chips, cracks, or peeling areas. Nail ornaments, acrylic, dipped, shellac, or artificial nails of any kind are not permitted.
h. If fake eyelashes are worn, eye shields must be worn during any sterile procedure to protect the field from contamination.
i. Makeup should be limited, enhance natural features, and create a natural appearance.
j. Body hygiene must be maintained through regular bathing and/or showering and the use of an effective body deodorant and breath freshener.
k. The uniform must be free from body and clothing odor, including cigarette/cigar smoke. Tobacco or other vaping devices should not be used in any form while in the clinical uniform.
l. Perfumes and/or scented lotions are not permitted to be worn in patient care areas.
m. Tattoos may be visible so long as the images or words do not convey violence, discrimination, profanity, sexually explicit content, gang or other group affiliation, extremist philosophy, or depict illegal activities. Tattoos containing any of the aforementioned criteria must be covered at all times. Tattoos on the face, neck, head, and scalp must also be covered at all times. Students may be requested to wear their clinical jacket in the event that a staff member or patients finds their tattoos offensive.

Violation of Policy and Procedure for Clinical Dress Code: Failure to abide by the Professional Dress Code: Clinical Policy may result in being sent home, a professional conduct contract and/or the grade of (F) Fail for the day. **Clinical make-up will be required.**

B. PROFESSIONAL BEHAVIOR ONLINE, IN THE CLASSROOM OR ON CAMPUS (20 CSR 22000-2.100 [3-B])

Professional conduct and attire are always expected. Professional conduct online and in the classroom will be guided by and evaluated based upon the eight standards for professional behavior located in section VI of the OTC ASN Handbook, and the Civility Policy located in section VI-C of the OTC ASN Handbook.

1. **Professional Dress Code: Classroom and Campus Policy**
    a. Students will be required to wear the official OTC ASN uniform, unless otherwise instructed, any time the student is on campus.

2. **Violation of Policy and Procedure:** Failure to abide by the Professional Dress Code Classroom Policy will be addressed directly with the student the first time the policy is violated with consequences of a professional conduct contract for future violations.

C. CIVILITY

Purpose: Incivility issues affect both the practice of nursing and nursing education. The culture of incivility can potentially lead to threatening and unsafe behaviors that could negatively impact

patient care and nursing education. Therefore, to foster a culture of civility and professionalism, a code of conduct to promote civility in the classroom, clinical and in any student interactions with others, including the online environment, the following guidelines have been developed.

Definitions: Incivility is defined as any behavior that can be interpreted as impolite, discourteous, disrespectful, or threatening. Civility is an ongoing respect for others even during a period of disagreement or controversy.

Guidelines: Uncivil behavior will not be tolerated in the Ozarks Technical Community College ASN program in any interaction either online, on campus or in a clinical agency. Behavior that will be identified as uncivil includes but is not limited to the following:

Student Behaviors
- Repeated tardiness and leaving early
- Distracting conversations during lecture or while another student is speaking
- Acting bored or apathetic
- Rude comments, put-downs, slurs, and rumors
- Cell phone, texting and inappropriate computer use during class/clinical
- Repeated interruptions during lecture or when someone else is speaking
- Sleeping in class or clinical
- Creating tension by dominating discussions
- Aggressive, intimidating, or bullying behavior
- Rude nonverbal behavior (eye rolling, deep sighing, or other behaviors)
- Anger or excessive excuses for poor performance
- Displaying sense of entitlement (student has always made good grades and based on that, thinks they deserve good grades without earning them)
- Whining- complaining about situations or problems without proposing a viable alternate solution
- Blaming others for their inadequacies
- Demanding make-up examinations, extensions, or grade changes
- Shunning or isolating fellow students

Student Consequences:
The student who has been identified as exhibiting uncivil behavior will receive a professional behavior contract identifying behaviors that the student has exhibited.

D. CONSEQUENCES FOR VIOLATION OF PROFESSIONAL BEHAVIOR EXPECTATIONS

Based on the judgment of the OTC Faculty, the faculty will discuss the situation with the student, or the student will receive a Professional Behavior Contract.

If there is a question regarding the violation of the OTC ASN Program Policies and Procedures. The incident will be discussed with the student immediately. The instructor (clinical, course lead, program coordinator, director, or chair) will send an e-mail to the student. The Course Lead will review the incident and discuss with all parties involved with the incident in question.

Upon completion of a review of the instance the Course Lead will compare the findings to the policies and procedures of the OTC ASN Program to determine the next course of action.

A Professional Behavior Contract will be warranted in any instance in which the student demonstrates a serious or repetitive violation of any of the Policies of Professional Behavior.

Students are allowed only two violations of Professional Behavior Contracts throughout the program regardless of the violation of professional behavior. **A third incident will result in dismissal from the program**.

Exceptions to the above policy include:
1. *Any behavior that is physically harmful or threatens physical harm to another student, faculty member, or any other person on campus or at a clinical agency, will be grounds for immediate dismissal.*
2. *A second violation of the Academic Integrity policy will result in failure of the course in which the infraction took place and therefore immediate dismissal from the nursing program.*

E. COMPREHENSIVE TESTING

All Nursing students will participate in the **HESI** comprehensive testing program. The student will be charged a testing fee each semester. Note: Students who are repeating nursing classes will also repeat testing and be charged the testing fee. There is no refund for the testing fee. It is a requirement of the Nursing Program that all students must take each **HESI** subject-specific and exit exam. This includes all students who may be repeating a course. Nursing students must achieve the required target score of on all **HESI** subject-specific and **HESI** Exit exams. The required target scores will be documented in the syllabi of each course. If the student receives a score below the required target score (900) on any subject specific exam, the student is required to participate in remediation activities (as outlined by the Chair of the ASN program or Course Lead) and retake the subject specific exam within 2 weeks of the first exam date as long as the college is open (with the exception of exams given prior to a break when the college is closed longer than 2 weeks). The cost of this second testing is included in the testing fee.

1. **Remediation is recommended within the HESI system for any area on the exam in which the student did not meet the recommended score. If the student scores above recommended score, on all sections, no remediation will be assigned. The number of remediation packets assigned will be at the discretion of the Course Lead for subject specific exams. Remediation is completed within the HESI website. The student may access the remediation for each exam by accessing the required HESI exam and completing the assigned remediation packets. The student who does not complete remediation prior to the scheduled date for the second exam will not be allowed to take the HESI exam a second time or return to class or clinical until remediation is completed and the second attempt at the required HESI exam has been completed. The student will be counted absent for any class or clinical hours missed because of failure to complete remediation or re-take the required HESI exam.**

2. **Dates for re-take will be scheduled by the primary course instructor assigned to administer the HESI Exam. The student must take the HESI exam on the date(s) scheduled by the primary course instructor for re-takes, or they will not be allowed to attend class or clinical rotations. The student will be counted absent for any hours missed because of failure to re-take the HESI exam. Make-up hours cannot be used for clinical days missed because of failure to re-take the HESI exam.**

3. Program statistics have shown in the past that if a student has comprehensive exam score that is less than predicted average levels throughout the program, they are at risk of failure on the NCLEX-RN. If a student consistently makes less than predicted average levels throughout the program that student may be deemed "at risk" by the nursing faculty. For students deemed "at risk" by nursing faculty, remediation **will** be required. See remediation policy for remediation plan requirements.

4. HESI exams converted scores will be included as a test grade(s) in each course with assigned HESI Exam(s).

5. **All nursing students must complete the <u>HESI Comprehensive Exit Exam</u>, per program policy, to meet the OTC ASN 250 course requirements.** The testing fee for this exam is included in the testing fee assessed each semester. The Comprehensive Exit exam serves as a predictor of student's success, assists to identify group and individual specific areas of strengths and weaknesses, thus helping students maximize study time.

6. **If the student is unsuccessful on the HESI Comprehensive Exit Exam, the student must complete the remediation provided for the exam and test a second time. If the student is unsuccessful the second time, the student will meet with the ASN 250 Course Lead to complete a plan of study to prepare for the NCLEX-RN.**

7. Every student is **<u>required</u>** to attend a HESI NCLEX-RN Review Course that will be offered at the end of the program and before taking the HESI RN Exit Exam. This review course is included in the student's Test Fees.

F. STUDENT REFLECTIVE SELF-EVALUATION

To enhance each student's chances for successful completion of the OTC ASN program and the NCLEX-RN, the faculty have developed a success policy. **The student is ultimately responsible for their personal success. As such each student will participate in reflective evaluation. Reflective evaluation will include remediation and reflective self-evaluation.**

The student will begin reflective self-evaluation in the first 8-week block of the program. Formal reflective self-evaluation will occur a minimum of bi-weekly throughout the program. The required evaluation timeframe could change based upon student need and performance. The faculty will review the student reflective self-evaluation a minimum of bi-weekly.

Reflective self-evaluation will be added to each course which may include any of the following:
   a. **reflection on student learning of concepts within the course**
   b. **reflection on clinical performance and reflection on attainment of course objective**
   c. **reflection on progressive attainment of end of program student learning outcomes**

Remediation will be required and addressed on the reflective self-evaluation for:
   a. **Any exam score in the course that is below 78%.** The student is required to attend or complete remediation for any exam on which they score below 78. Reflective self-evaluation will be updated to reflect remediation.

   b. **Any HESI exam with a score below 900. Students will be required to update their reflective self-evaluation and complete HESI remediation requirements prior to retaking the exam.**

   c. **If the student does not increase their HESI score on the second exam or if there is only one exam over the concepts, the student will complete required HESI remediation and complete a plan to continue to monitor the concepts on which the student scored below 900 that are included on other HESI exams.**

Required Elements of Reflective Self-Evaluation:
   1. An assessment of priorities will be completed by each student.
   2. The course objectives and/or the end of program student learning outcomes that the student needs to develop and/or improve upon will be included in reflective self-evaluation for each course.
   3. The student will be required to complete reflective self-evaluation on a grade of "fail" on formative and summative evaluations in the clinical setting. Any "emerging" or "fail" grade in essential or critical competencies must be added to the reflective self-evaluation with a plan for improvement prior to the next clinical day or the next course clinical experience.

If a student fails to follow the procedures outlined in the Reflective Self-Evaluation Policy, at the discretion of the ASN faculty, the student will then be subject to the Consequences for Violation of Professional Behavior Policy.

G. CELLPHONE OR COMPUTER USE

As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or electronic devices ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the **Nursing Program prohibits the use of smart phones, texting, messaging, use of social media, cell phones, or any other electronic device, that may be deemed a distraction to the learning process, during class lecture time.** All such devices must be turned off or put in a silent mode and cannot be taken out during class or during testing. At the discretion of the instructor, an exception to this policy is possible in special circumstances. Lap top computers, IPADs, or tablets will be allowed in the classroom as long as they are being used for learning purposes.

In testing situations, use of cell phones or similar communication devices, or any other electronic or data storage device, may lead to a charge of academic dishonesty and additional sanctions under the *Policies and Procedures – Academic Integrity*.

Cell phone use for personal purposes is not permitted in the clinical setting except during student lunch/break time. The use of computers, tablets, IPADs, or smart phones may be used in the clinical setting according to HIPAA and confidentiality guidelines and used only to promote clinical learning.

H. SOCIAL MEDIA EXPECTATIONS

As a student, you may encounter confidential information within the patient care environment during clinical practicum or in the classroom setting. It is your responsibility to refrain from any of the following:

- Using of patient's name (any identifier including initials, hospital name, type of procedure, etc.) and personal health information in any way

- Disclosing confidential information about the College, its employees, or its students

- Stating personal opinions as being endorsed by the College

- Using information and conducting activities that may violate OTC academic policies, or may violate local, state, or federal laws, and regulations.

Any posting of information regarding patient(s), patient's families or clinical assignment on information social networking sites will result in immediate course failure or dismissal from the nursing program. Posting information of this nature is considered a breach of patient confidentiality and violation of the Health Information Privacy Accountability Act (HIPAA).

The OTC Nursing Programs adhere to the Privacy Policies and Procedures of the Clinical agency where the student is assigned. If a breach of HIPAA has occurred, the student may not be allowed to return to the clinical agency. If the student is not allowed to return to the clinical agency, this will result in automatic dismissal from the nursing program.

Laptops, cell phones, and other devices employed for social media may only be used as authorized by faculty, while in the classroom or clinical setting. Be aware of your association with Ozarks Technical Community College in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Any violation of the professional behavior policies on social media will be addressed and the consequences for failure to follow the standards of professional behavior will be invoked.

OTC does not tolerate content from students that is defamatory, harassing, libelous or inhospitable to a reasonable academic/work environment. Social media may be used to investigate student behavior.

Be smart about protecting yourself and your privacy. What you publish is widely accessible and will be around for a long time, so consider the content carefully.

I.   STUDENT ORGANIZATIONS

Student Clubs and Organizations
Many clubs and organizations are active on the OTC campus. Through participation in programs of their special interests, students may explore and extend the development of their skills and abilities by working with fellow students. Membership is open to all students who meet the qualifications for the respective clubs. For more information, contact the Student Services department on the OTC campus.

Phi Theta Kappa
Established by Missouri two-year college presidents in 1918, Phi Theta Kappa International Honor Society serves to recognize and encourage the academic achievement of two-year college students and provide opportunities for individual growth and development through honors, leadership, and service programming. Today, Phi Theta Kappa is the largest honor society in American higher education with more than 1.3 million members and 1,200 chapters located in 50 United States, U.S. territories, Canada, and Germany. In 1929, the American Association of Community Colleges recognized Phi Theta Kappa as the official honor society for two-year colleges. For more information contact the Phi Theta Kappa sponsors on the OTC campus.

VI. ACADEMIC EXPECTATIONS/CURRICULUM

A. PRACTICAL NURSE LICENSURE REQUIREMENT FOR ASN-D (20 CSR 22000-2.010 [8])

Policy:
Ozarks Technical Community College Associate of Science in Nursing program requires all licensed nurses enrolled in the ASN completion program to maintain an undisciplined/unencumbered Missouri license or an undisciplined/unencumbered license from a compact state. If an LPN does not have IV certification within their compact state, it is the responsibility of the applicant to complete IV training prior to beginning the OTC ASN program. The OTC ASN program does not teach basic IV therapy.

Licensed Practical Nurses enrolled in the associate degree curriculum must have proof (Nursys) of current undisciplined/unencumbered Missouri Practical Nurse licensure before beginning ASN 200 course.

For recent graduates of the Ozarks Technical Community College Licensed Practical Nursing Program, the student will need to provide proof of a scheduled National Council Licensure Exam (NCLEX) by the end of the first full month in the program. In addition, the student will need to have taken the NCLEX exam within 90 days of completion of the LPN program.

Violation of Policy and Procedure:

Failure to maintain and present current undisciplined/unencumbered Missouri Practical Nurse license, before beginning ASN 200, will be a violation of Policy and Procedure for Validation of Practical Nurse Licensure requirement. The student shall be dismissed from the Nursing course until a current undisciplined/unencumbered license is presented (policy and procedure for absences will accrue during this time period).

For the recent graduate of the OTC LPN Program, failure to schedule the NCLEX before the end of the first full month in the program, failure to take the licensure exam within 90 days of completing the LPN program or failing the NCLEX-PN exam will result in dismissal from the ASN program.

B. ACADEMIC INTEGRITY POLICY
Policy:
The College expects students to honor the principles of truth and honesty. Nursing faculty urge all students to promote among themselves the highest standards of ethical conduct. Students in the Nursing Program are expected to demonstrate integrity in the online, classroom, and clinical setting. Students in the ASN program must be compliant with the OTC Policy 5.24 Academic Integrity the student can find resources that explain their responsibilities related to Academic Integrity in the OTC Academic Catalog and Student Handbook in the General Information Section under Academic Integrity.

C. GRADING SCALES

OTC ASN Theory Grading Scale:

100%-90%	A
89%-80%	B
79%-75%	C
74%-65%	D
Below 65%	F

- If a student fails a theory course with a clinical component, he/she will be required to withdraw from the course.
- A student who has special accommodation for test taking is responsible for contacting the Nursing Program Director to discuss the accommodations.

OTC ASN Clinical Grading Scale:
Clinical portions of the courses are pass/fail. General Policies Regarding Clinical Experiences in this handbook. **If a student fails a clinical course, he/she will be required to withdraw from the theory course.**

Grading Policies

A. Students must comply with all of Ozarks Technical Community College's policies and procedures.

B. Students must fulfill the requirements for didactic and clinical components of the nursing program, demonstrate academic integrity and ethical conduct and maintain a level of health which contributes to their meeting course objectives. Once students are enrolled in the nursing program, students must maintain continuous enrollment in nursing courses and progress sequentially through the program.

C. Formative and summative HESI standardized exams will be administered following successful completion of selected courses. Students who score below the required score on any formative or summative exam will be required to complete a remediation for that specific topic as assigned by nursing faculty advisor and retake the exam again per the Success Policy.

D. After unit exams, remediation/exam reflection will be provided. The student may not write down, tape record, or copy and paste exam questions for any reason during remediation. Remediation is provided to promote additional learning and mastery of the skills and information. If a student requests reconsideration of an answer, the student must follow the following steps to have the concern considered by faculty:
   - The student must submit, in writing, to the instructor of the course and the specific test question of concern. **The student should not copy and paste the exam question into any correspondence with the instructor. This would give the student a copy of the exam question that could be shared and will be considered cheating**.
   - The student must submit in writing documentation 3 reference materials that defend the student's "thoughts" on the question and why they believe another answer may more appropriate. (Must be in APA format)
   - Faculty will respond to the students' concern within 5-7 business days concerning their decision or remediate with students on why the reference materials did not substantiate their challenge.

   If additional time for review is deemed necessary by the faculty or requested by the student, the student will contact the instructor and arrange a specific time to **review the exam within 5 class days after taking the exam**.

E. Any time faculty determines that a student is an academic risk, he/she may be required to meet with the course lead(s) for the course(s). Students identified at risk must follow the remediation policy of this handbook.

F. Guidelines for Grading Assignments

   - **Late Assignments –** Late assignments of any kind are not conducive to learning. **All assignments turned in late that have points will result in a grade of zero (0) recorded in the gradebook. Students must complete and submit all assigned work by the end date of the course. Any missing or incomplete assignments past the last date of the course will result in an incomplete grade in the course and may affect the student's progression in the program. An incomplete grade in the**

course will also result in a professional behavior contract. To continue to progress in the program, students must submit all incomplete assignments prior to the beginning of the next course(s). Failure to do so will result in the inability to move forward to the next block.

1. **Clinical Assignments –** In order to advance through the program critical competencies in nursing courses **must** be met. These critical competencies are progressive, reflect nursing standards and are indicative of safe nursing practice. Essential competencies are very important and are helpful in building your skills towards safe nursing practice. Essential competencies cannot result in clinical failure unless the actions of the student violate the ASN Student Handbook. If you receive a grade of "fail" in an essential competency it must be reviewed by the ASN faculty for any potential violations of the ASN Student Handbook. Any "emerging" or "fail" grade in competencies must be reflected upon for improvement prior to your next clinical day.

2. **Late Clinical Assignments –** The responsible student will plan for sufficient time to complete clinical assignments.
   1. Students must meet the clinical objectives as outlined in the clinical evaluation tool to successfully complete the clinical component of the course.
   2. Students are expected to arrive for clinical experiences at the time provided within the clinical expectations document provided at the beginning of the course. Students who arrive after the start of report will be sent home. Clinical absence policy will apply.
   3. Late clinical assignments may affect the student's ability to receive instructor feedback prior to the next clinical experience.
   4. Students who submit late clinical assignments may not receive feedback. When feedback has not been provided due to the submission of a late assignment, the student is required to reach the level of proficiency necessary to meet the clinical objectives.

3. **Student Portfolio –** Each student will be required to complete a student portfolio throughout the nursing program that will include the required items, as deemed necessary by the nursing program faculty, to validate improvement and competency in the major concepts and sub-concepts of the Associate of Science in Nursing program at Ozarks Technical Community College:
   * Person, environment, health, nursing, and nursing education
   * Nursing process, human needs theory, growth and development, stress adaptation, communication, critical thinking, cultural diversity, and health promotion, protection, and disease prevention.

D. **CURRICULUM PLAN (20 CSR 22000-2.100 [2])**
The ASN Completion option Curriculum Plan may be accessed by accessing the link below:
ASN Program Details

The ASN Direct Entry option Curriculum Plan may be accessed by accessing the link below:
Direct Entry ASN Program Details

VII.   CLINICAL/LAB EXPECTATIONS (20 CSR 22000-2.010 [3B])

A. GENERAL EXPECTATIONS REGARDING CLINICAL EXPERIENCES
1. Clinical Evaluations

Clinical evaluation is an on-going process, and the student or faculty member can at any time request an evaluation conference. Each student will receive a clinical evaluation form at the beginning of each clinical course. It is the student's responsibility to keep an account of examples of his/her own clinical performance that are included on the clinical evaluation form as reflective self-evaluation.

Formative Evaluations

1. A formative evaluation of the student will be conducted on both essential and critical competencies. The student is required to meet the criteria selected on the clinical evaluation tool. A student who does not meet the required score on a clinical evaluation tool will be required to document the competency not met in the reflective self-evaluation section of the clinical evaluation and include a plan to meet the competency.   The student must demonstrate that they have addressed the need along with applying faculty feedback.
2. The student will be required to reflect on feedback and meet with the clinical instructor and/or the Course Lead to discuss how feedback will be used.
3. The student will also be required to follow-up on feedback and provide documentation of progressive attainment of clinical objectives.

Summative Evaluations

1. Students will need to work toward achieving passing criterion as stated on the clinical evaluation tool.
2. Any student who receives a score of emerging on an essential competency will need to address how they will meet this criterion in the reflective self-evaluation section of the final clinical evaluation and present this to the clinical instructor in the next course.
3. *__All students__* must meet with the Course Lead and/or Clinical Instructor at the end of their clinical rotation to discuss their Summative Evaluation.
4. All students will be required to respond to their Summative Evaluation with specific instances of meeting the course objectives in the Clinical Self-Evaluation.

Clinical Reflection

1. **All** students will be required to complete clinical reflective self-evaluation as assigned in each course with a clinical rotation. The due date will be at the discretion of the course lead.

Clinical Requirements for OTC ASN Students

Students admitted to the Ozarks Technical Community College Associate of Science in Nursing program participate in clinical experiences at local healthcare facilities. The nursing program and the clinical agencies have affiliation agreements to outline the responsibilities of each agency. Follow the links below to access information about clinical requirements:

Vaccination Requirements

CPR is required for Clinical attendance, and it must be turned in to the Health Sciences Office prior to beginning ASN courses. **There are no exceptions**. Completion of the American Heart Association (AHA) **Healthcare Provider CPR** course or the American Red Cross **Basic Life Support Course in CPR** is the required training for nursing students and is taken at the student's expense. If a student's CPR card expires during the school year, **it is the responsibility of the student** to ensure current valid CPR status. Expired cards will result in dismissal from the clinical agencies and could result in dismissal from the ASN program.

 CPR Certification Information

In addition, the student must meet the following:

1. Be responsible for personal meals during clinical hours.

2. Abide by existing policies, rules and regulations of Facility and School.

3. Assume responsibility for personal illness/treatment/costs incurred during clinical hours.

4. Be responsible for personal transportation to and from the clinical area and during the clinical hours.

5. Wear attire acceptable to Ozarks Technical Community College and the clinical facility during clinical hours. Wear OTC "student nurse" name tag at all times during clinical experiences at Clinical Facility.

6. Be aware that because of HIPPA, any breach of patient confidentiality will result in immediate termination from their clinical rotation at Facility and possible disciplinary action by the Nursing Program.

7. Be aware that only those records of patients who have agreed to participate in the students' clinical rotation may be reviewed by the nursing students and all other patient information and records are to be considered confidential and therefore privileged information.

8. Be aware that Ozarks Technical Community College Nursing students will hold harmless the College and the clinical facility any and all claims, demands, actions, costs, damages, liabilities and expenses, arising out of participation in the clinical experience.

9. Not have been convicted of a crime involving health care nor excluded from participation in any federally funded health care program.

10. Be enrolled in health-related programs and completing clinical experience in a health care facility to develop professional skills in order to demonstrate specific entry- level competencies understand that he/she (1) is not an employee of the institution or of the health care facility; (2) is not expecting and will not receive compensation for participation in the clinical course from either the institution or the health care facility; and (3) has not been promised and not expected to be offered a job at the health care facility as a result of participation in the clinical course.

11. NOT represent themselves as Nursing students or engage in patient/client care as Nursing students except as part of an assigned, planned learning activity in a practice setting integral to the curriculum. Moreover, students shall NOT wear the OTC ASN Nursing uniform, name tag and/or lab coat with emblems, except as part of an assigned, planned learning activity.

12. Understand that all students participating in the Nursing program will be required to complete a pre-clinical criminal drug screen.

13. Understand that all students participating in the Nursing program will be required to complete a pre-clinical criminal background check.

14. Understand that students **may not** work an overnight shift the night before a clinical experience.

B. LAB EXPECTATIONS AND PROCEDURES (20 CSR 22000-2.070 [5A])

Any student who feels that they need practice or if an instructor feels that a student needs extra practice with a skill, the lab will be made available, and the student will be provided with the opportunity to make an appointment with the instructor and schedule a time to practice the skill.

Students will follow the Lab Expectations provided to them prior to the first day of lab in the OTC ASN program.

C. SIMULATION LAB EXPECTATIONS

Students will follow the Simulation Lab Policy provided to them upon orientation to the Simulation Lab. The students must also follow all clinical, classroom, and campus behavioral, professional, and civility policies of the ASN program when participating in simulation experiences.

1. **Dress Code:** In order to create a professional environment and enhance realism of the clinical simulation, appropriate clinical attire and patient care supplies, as required in the Associate of Science in Nursing Program clinical experiences, will be required.

D. CLINICAL SAFETY EXPECTATIONS

In addition to the required standards of professional behavior, students must abide by the rules and regulations posted at their assigned clinical facility. Any action or inaction on the part of the student which threatens a patient's physical and/or emotional well-being will be considered a violation of that patient's safety. This also includes situations in which an instructor intervenes in prevention of the error. When possible, the instructor will give the student an opportunity to identify and correct any errors prior to intervention from the instructor. Student behaviors that are unethical or unsafe, warrant student removal from clinical experiences and/or course failure. These behaviors include but are not limited to:

1. Persistent errors in medication and/or intravenous administration.
2. Falsification of patient records.
3. Failure to report life-threatening changes in client's condition.
4. Inappropriate handling of clients, e.g. physical or verbal abuse, neglect.
5. Threats to the safety of client/self/peers/instructor/staff.
6. Violation of client privacy and/or federal HIPAA regulations (see www.hhs.gov/ocr/hipaa).
7. Participation in clinical experiences under the influence of drugs and/or alcohol.
8. Consistent unpreparedness for clinical experience.
9. If a clinical agency refused to have a student return for any reason.

These actions or inaction will be dealt with as follows:

1. For all errors committed, a report will be filled out by the clinical instructor and signed by the student. The report will be filed in the student's record.
2. An incident report may be filled out, if required, by hospital policy.
3. Following (within 7 days) the first error, the nursing instructor will schedule a conference with the student/s, regarding the incident. Other individuals may be asked to be present if necessary.
4. A second error with the same student will necessitate a conference between the Nursing Program Director or Coordinator, the student, and necessary faculty members.
5. Any error that is considered life threatening to the patient could result in dismissal of the student from the Nursing Program.
6. A student who wishes to appeal disciplinary action taken by the nursing faculty may request due process. (See Student Grievance Procedures).

Professional conduct and attire are always expected, both in the classroom and in the clinical setting. Professional conduct in the clinical agency will be guided by and evaluated based upon the requirements of the clinical agency, the eight standards for professional behavior and the civility standards located in the OTC ASN Handbook. The student's professional behavior is a part of their clinical evaluation.

Violation of any of the above will result in a professional behavior contract and may result in the student being suspended or dismissed from the Nursing Program.

VIII.   ATTENDANCE REQUIREMENTS

Students are expected to attend class both online and on campus, clinical and scheduled exam dates. As part of the professional role, students are expected to arrive at all learning experiences on time. There will be a reasonable attempt to notify students of any cancellations of class or laboratory experience. To be able to reasonably notify students of cancelations the instructors must have the most current contact information. **It is the student's responsibility to update the information in ASN Central and notify the program director, course instructors, and clinical instructors of the changes made to personal contact information. Failure to notify the appropriate parties will result in a professional behavior contract.** *Failure to show up for scheduled or mandatory meetings or activities will result in absence hours for the proposed length of time for the meeting. (EG. 1-hour remediation = 1-hour absence) The exception being simulation (see section 3 Clinical Attendance requirements).*

The **only** excused absences in the OTC ASN program are for jury duty and military service.

Failure to meet the requirements of active participation in the online course (OTC Attendance and Administrative Withdrawal Policy) for 14 days will result in the student being administratively withdrawn from the course and dismissal from the Associate of Science in Nursing Program. Please see OTC Policies by following the links below.
[OTC Attendance Requirements](#)
[OTC Administrative Withdrawal from a Course](#)

Associate of Science in Nursing students are only allowed 40 hours of absence for the entire program, to include online environment, on campus activities, and clinical. An excess of these numbers will result in dismissal from the nursing program.

1. Exam Attendance Policy
The Exam Attendance Policy applies to *all* on campus and proctored online exams. Students are required to complete *all* exams within the scheduled time frame, failure to complete an exam will result in a grade of "0" and 3 hours absence. The student is required to schedule a time to complete the exam for assessment of attainment of course objectives.

Unit Exams
A proctored online unit exam is defined as any exam that is proctored by a proctoring service and may be taken at any time within the time frame allotted. These exams are scheduled and will be listed in the course syllabus, course guide, or important dates calendar. For online unit exams (via Canvas with Proctorio), students are given a minimum of 72 hours to take each exam. Consequently, the student must take the exam within the allotted time.

Comprehensive HESI Exams and Retakes
HESI exams are scheduled prior to the beginning of each 8-week block. The student must take the exam within the time frame scheduled for the exam. Due to proctoring requirements, instructors may offer more than one opportunity to take the exam. The student must take the exam during the time assigned to or chosen for them. The initial exam score will be recorded in the grade book and will count as an exam in the course with which it is aligned. Students may be

required to remediate and take HESI exams a second time for assessment and attainment of course objectives. HESI exam re-takes are given in the first week of each 8-week block.

Final Exams
All students are required to take final course exams at the scheduled time, during finals week.

2. Attendance Policy Online
Attendance is extremely important to success in nursing school. The OTC ASN Program is an accelerated program. A student's poor attendance/participation may result in insufficient academic and/or clinical experience and lowering of course grade. Frequent poor attendance or participation for any reason is almost certain to adversely affect a student's work and attainment of course objectives and program outcomes. Online attendance and participation enhance your success in this program and adheres to the policies and procedures on professional behavior listed in your ASN Student Handbook Section VI. Any student that has repeated missed assignments, discussions, or exams will not be considered an active participant in the course and demonstrates a failure to abide by the Professional Behavior policy (See Professional Behavior Policy) This will result in disciplinary action.

3. Clinical Attendance

Students are not allowed to miss any clinical (clinical site, lab, simulation or virtual) in the ASN Program. To meet the clinical objectives, the student must complete an alternate clinical experience for the missed clinical, lab, or simulation in addition to receiving absence hours. **Absence hours will be accrued in accordance with the absence hours of the clinical experience missed.** *(Simulation hours are accrued at a rate of 1:3, one hour of simulation is equal to 3 hours of clinical).* If the student does not or is not able to complete the alternate assigned experience, the student will not be able to progress in the program as the student has not met the clinical objectives and will receive a failing grade for the clinical experience and the course in which the clinical experience is scheduled.

a. **The student must notify the clinical instructor and the course lead of the clinical absence.** Call the clinical instructor **at least 60 minutes before** time to report for the clinical experience per procedure requested by clinical/lab instructor. The student must call, text, or e-mail the course lead at the same time following the instructions of the course lead for appropriate method of contact.

b. **Consequences of failing to notify the clinical instructor and course lead:** Failure to notify the instructors will result in a contract for violation of professional behavior.

c. **The student _must_ complete all the assigned clinical hours before grades are due for that 8-week block in which the time was missed.**

d. **Attendance policy applies to all self-scheduled clinical experiences.**

It is the student's responsibility to keep track of all absences and tardy hours accrued. The student may review all absence hours in ASN Central.

IX. STUDENT APPEAL/GRIEVANCE PROCEDURE (20 CSR 22000-2.090 [3])

Ozarks Technical Community College provides students with appeals policies and procedures that include a process for both academic and non-academic appeals and grievances. The nursing program follows the appeals, discipline, and grievances policies and procedures of the college. The student may access these policies and procedures following the links below.

Academic and Course Grade Appeal

Non-Academic Grievance Procedure

Student Discipline-Grievance-and-Appeals Process

Continued Participation is Classes, Labs and Clinical during a Pending Grievance Process

1. If the student has been dismissed from a program and is filing a grievance under Policy 5.17 to be reviewed by the Dean of Students, the student will NOT be permitted to continue participating in class/lecture, lab and/or clinical pending the findings of the Dean of Students or their designee on the aggrieved matter.

X. ACADEMIC CALENDAR

The OTC Academic calendars can be located following the link below:
OTC ACADEMIC CALENDARS

XI. BACKGROUND CHECK AND DRUG SCREENING

The OTC Associate of Science in Nursing program contracts with multiple clinical agencies for clinical education experiences, which are an essential component of the nursing curriculum and required to meet the requirements for graduation. Many clinical agencies require all students participating in activities involving direct client care to complete criminal background checks and drug screenings. A single criminal background check must be done prior to beginning ASN courses. This requirement will suffice for the entire nursing program unless clinical agencies alter their requirements. Information about the criminal background check is provided to students upon admission to the ASN program and is included in the acceptance packet sent after the student has accepted the offered placement in the ASN program.

All students entering the ASN program will adhere to the Health Sciences Drug Testing Procedures as established by the Health Sciences Division of Ozarks Technical Community College.

XII. ADDITIONAL REQUIREMENTS

A. HEALTH REQUIREMENTS

1. The nursing program will include clinical work performed in hospitals and other facilities and will include direct care or exposure to clients with a variety of illness and diseases and will include the handling of and/or contact with human body fluids. Therefore, students should understand that they may or will be exposed to disease carrying bacteria and microorganisms and encounter patient situations that could be hazardous. The student health procedure is designed to safeguard the health of the student practical nurse and the clients assigned to his/her care.

   After an illness or injury, a medical release may be required before the student is permitted to return to class and/or clinical. Students with an altered health status must have written approval from their physician allowing them to attend/participate in clinical with no restrictions. All necessary exams are at the student's expense. Pregnant students should notify the Chair of the ASN Program or the ASN Program Director immediately of their pregnancy so proper safeguards, to include the avoidance of known teratogens, may be implemented.

   A student unable to render safe nursing care because of prescribed medication and/or other drug usage may be asked to leave the clinical area until such condition is alleviated. (See OTC Student Handbook for additional information.)

   In addition to the vaccines required prior to entry in the program, supplementary vaccines may be required during the program (e.g. flu vaccine, Covid vaccine/boosters). The ASN Program is bound to the mandates of the clinical agencies regarding vaccine requirements and students must comply with those mandates. Further, it is the student's responsibility to continue to receive additional doses of vaccines that require a series (Hepatitis B). Students who do not obtain all required immunizations will be unable to complete the clinical component, which would result in dismissal from the ASN program.

   In case of emergencies in the clinical or hospital setting, students will be transported to that facility's emergency room unless otherwise directed by the facility. All health care provided to students will be at the student's expense.

   Clinical sites reserve the right to screen students in the clinical area according to their own infection control policy. Students may be required to leave the clinical setting if deemed necessary by the facility's infection control policy.

   OTC and all participating clinical agencies are not responsible for any exposures/hazards encountered during clinical experiences to include, but not limited to, infections, communicable diseases, and injuries. Students are responsible for their own health care and health insurance throughout the nursing program.

   Medications- Students who are prescribed or are taking any medication that may alter the student's mood and/or thought process must disclose this information to the ASN

Program Chair or ASN Program Director before class and/or clinical. This allows staff to identify any potential safety problems for the student and/or patient. Failure to disclose this information would indicate a lack of basic nursing judgment skills and result in disciplinary intervention to determine the student's ability to continue in the program.

2. **To participate in the clinical or laboratory experiences, required health/immunization records must be complete.**

B. **ACCIDENT AND HEALTH INSURANCE**

All students are **highly recommended** to carry health insurance. All students are responsible for their own health care coverage while a student in the OTC Associate of Science in Nursing program.

C. **STUDENT EVALUATIONS OF FACULTY and NURSING PROGRAM**

Students are expected to objectively and professionally complete evaluations of faculty performance after each period of theory and clinical instruction prior to the beginning of final examinations. The evaluations are important to promote continuous improvement of nursing instruction and the Nursing Program. The instructor will receive a compiled summary of the student evaluation and will never see the individual evaluations.

Students are expected to objectively and professionally complete evaluations of the Nursing Program at the end of the nursing course requirements prior to graduation, and post-graduation during the follow-up evaluation. These evaluations are important to promote continuous improvement of the Nursing Program.

D. **TOBACCO-FREE CAMPUS POLICY**
OTC is a Tobacco-Free institution and is committed to providing its students and employees with a safe and healthy environment. No consumption of tobacco or tobacco products is allowed on any college property or in any college facility; this includes all buildings, grounds, sidewalks, and streets within the campus proper. The institution displays notices of the tobacco-free policy at all college locations. See: Tobacco Free Campus and Tobacco Free Campus Policy.

E. **NURSING PROGRAM TUITION, FEES, and PROGRAM COSTS (20 CSR 2200-2.120 [3H])**
OTC ASN Program Fees and Costs may be found following the link below:

ASN Program Costs and Fees

APPENDIX A
NURSING PROGRAM ADMINISTRATION/FACULTY CONTACT INFORMATION

ASN Program Administrator
Tena Wheeler, PhD, MSN, RN   wheelert@otc.edu   417-447-8950
Chair ASN Program

ASN Direct-Entry Program
Charlotte Choate, MSN, RN   choatec@otc.edu   417-447-2642
ASN Program Director

ASN Instructors
Dani Brink, Ed.D, MSEd, MSN, RN-C   brinkd@otc.edu   417-447-6679
ASN 240 Course Lead

Teresa Terry, BSN, RN,   terryt@otc.edu   417-447-7489
ASN 250 Course Lead

Kylie Frieze, MSN, RN   friezek@otc.edu   417-447-7836
ASN 225 Course Lead

Susan Inman, DNP, RN, FNP-C   inmans@otc.edu   417-447-8852
ASN-C Program Coordinator/ASN 220 Course Lead

Sydney Park, MSN, BSN, RN, CPHON   parksy@otc.edu   417-447-7898
ASN 235 Course Lead/Lab Coordinator

Samantha Jackson, MSN, RN   jacksosa@otc.edu   417-447-8867
ASN 230 Course Lead

Stephanie Ball, MSN, RN   ballst@otc.edu   417-447-7867
ASN 215 Course Lead

Amber Crockett, BSN, RN   crocketa@otc.edu   417-447-8896
ASN 210 Course Lead

Abigayle Ponsar, MSN, RN   ponsara@otc.edu   417-512-6589
ASN Direct-Entry Instructor

APPENDIX B
Occupational Exposure/Injury Protocol

Students are advised that working in a health profession does expose them to the risk of encountering hazardous substances and the potential for injury. The college complies with all standards, rules, and regulations issued by the Occupational Safety & Health Administration (OSHA) and the recommendations of the Center for Disease Control (CDC). Students are required to consistently follow all safe workplace practices. The following practices are designed to reduce your exposure to blood borne pathogens, hazardous material, and other injuries.

1. Students are required to either obtain the Hepatitis B vaccination series or provide a titer for Hepatitis B.
2. Students will be required to use universal and standard precautions for dealing with blood and other potentially infectious material (OPIM).
3. Personal Protective Equipment (PPE) must be worn when engaged in all activities where exposure is possible.
4. Material Safety Data Sheets (MSDS) are maintained in all areas where potentially hazardous chemicals are utilized.
5. Sharps containers and biohazard disposal containers are in laboratory and clinical areas.
6. First aid stations are available in each laboratory.

Any Health Science student who sustains a needle stick or other occupational injury resulting in exposure to blood, bodily fluids, or other hazardous substance should follow the following protocol:

1. Immediately wash the affected area with soap and water, if applicable.
2. Cover the area with a dressing, if possible.
3. For ocular exposure, flush thoroughly with water or the eye wash that is available in the first aid station.
4. Inform the instructor immediately.
5. Complete an incident report to be forwarded to the Health Science Department.
6. It is highly recommended that the student sees a healthcare provider who is trained in assessing the risk of exposure immediately, but certainly within 48 hours.

Any Health Science student who sustains any other type of occupational injury, including, but not limited to, back injuries, slip & fall injuries, sprains, strains etc. should:

1. Follow basic first aid for the injury sustained.
2. Inform the instructor as soon as possible.
3. Complete an incident report to be forwarded to the Health Science Department.
4. It is highly recommended that the student seeks medical attention & treatment.

Information on locating appropriate healthcare providers can be obtained from the Health Science Department. **All expenses** related to testing and treatment incurred because of a needle stick, or other occupational exposures or injuries will be the responsibility of the student. Therefore, it is highly recommended that the student acquires and/or maintain a health insurance policy to help cover these expenses. My signature below affirms that I have read this protocol and have been presented with this information prior to entering the clinical/laboratory setting.

Signature: _____ Date_____

APPENDIX C
OZARKS TECHNICAL COMMUNITY COLLEGE
ASSOCIATE OF SCIENCE IN NURSING PROGRAM
ASN STUDENT HANDBOOK ACKNOWLEDGMENT STATEMENT
(Completed in ASN Central)

I, _____, have received a copy of the Student Handbook for Academic Year 2023-2024. I have reviewed this handbook and understand that I am responsible for abiding by the requirements and policies mentioned in this handbook.

Print Name_____

Signature_____Date_____

Revised and Reviewed Dates

July 19, 2010 ST
June 13, 2011 ST
July 12, 2012 ST
June 3, 2013 TW
July 7, 2014 TW
November 1, 2014 TW
July 10, 2015 TW
December 8, 2015 TW
June 30, 2016
December 18, 2016
July 25, 2017
November 28, 2017 TW
June 15, 2019 TW
March 1, 2019 TW
September 6, 2019 TW
May 1, 2020 TW
May 14, 2021 TW
April 29, 2022 TW
July 25, 2022 CC
June 13, 2023 TW