



OZARKS TECHNICAL  
COMMUNITY COLLEGE

# PROGRAM HANDBOOK

Associate of Science in Nursing  
2024-2025

## **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, Melissa Lloyd, Human Resources Director, 1001 E. Chestnut Expressway, Springfield, Missouri 65802; telephone number 417-447-2631. 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

### **PROGRAM CONTACT INFORMATION**

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## **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.**

***Greetings!***

Welcome to the OTC ASN program. The Nursing Program Handbook will outline vital information regarding your upcoming time 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.

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

Best wishes for your success!

A handwritten signature in cursive script that reads "Tena Wheeler".

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

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## **I. NURSING PROGRAM MISSION, PHILOSOPHY, AND OUTCOMES**

### **A. MISSION**

The mission of the OTC Associate of Science in Nursing (ASN) program is guided by the mission and goals of [Ozarks Technical Community College](#). The ASN program's mission is to prepare students for a career in professional nursing and provide an accessible and 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. PHILOSOPHY**

The practice of nursing and the nursing process has transitioned to reflect the scientific process in order to achieve the best possible outcomes for patients through clinical judgment. This practice involves a cognitive process which encompasses clinical reasoning and judgment through assessment, analysis, planning, implementation, and evaluation. The paradigms of Individual, Environment, and Professional Nurse are considered in this equation and how it affects the nursing process and ultimately the outcomes for a patient.

#### **Individual**

The individual is a complex, unique, and holistic individual. Each individual is subject to multiple stressors, and their ability to cope and adapt to or change the stressors affects them. Social, emotional, and mental well-being must be addressed to maximize patient health while respecting individual rights.

#### **Environment**

The environment is composed of individuals, families, groups, and communities with commonality in interests, goals, and purposes. The environment can bring challenges as well, often related to resources, risk, and complexity. Health status, potential and other individual factors must be calculated into the care of the patient to achieve desired patient outcomes.

#### **Professional Nurse**

The professional nurse possesses the skills of effective communication, effective collaboration, knowledge of legal, ethical, and regulatory frameworks, knowledge of the patient population and diseases, and assumes responsibility for learning, personal and professional growth. This individual is cognizant of epistemic humility and will persistently strive for knowledge for the benefit of their patients. The professional nurse can integrate critical thinking by using the nursing process with evidence-based practice to arrive at appropriate clinical judgment.

## D. END OF PROGRAM STUDENT LEARNING OUTCOMES

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

1. **Facilitate** achievement of client outcomes using clinical judgment and safe nursing practice to **analyze** health status, health potential, and environmental influences of individuals families and communities.
2. **Incorporate** the practice of health promotion and maintenance into the care of patients, families, and the community to maximize and support achievement of optimal health.
3. **Provide** and **direct** holistic nursing care that integrates and supports the social, emotional, and mental well-being of patients while respecting individual rights.
4. **Facilitate** physical health and reduction of risk potential by providing informed evidence-based care.
5. **Communicate professionally** to **collaborate effectively** with other health disciplines, individuals, and families in providing care.
6. **Engage** in the practice of professional nursing within the legal, ethical, and regulatory frameworks using principles of management and leadership in diverse settings.

## E. PROGRAM OUTCOMES

Guided by the ASN Program's mission, philosophy and end of program student learning outcomes, 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. The program expected outcomes after graduation are:

1. The pass rate for the NCLEX-RN will be the most recent annual pass rate OR the mean pass rate for three most recent years must meet at least one of the following based on the total number of test-takers:
  - 80% or greater for all first-time test-takers
  - 80% or greater for all first-time test-takers and repeaters
  - At or above the national/territorial mean
2. 90% of graduates from the program will be employed as registered nurses within 6 months of passing the NCLEX-RN.
3. 65% of the students in the ASN program will complete the ASN program within the 14-month time frame.



## 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](http://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 ASN program 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. Students should refer to the contact information in their course syllabus.

For further information about [Academic Advising Resources](#) see the Advising Resources Section of the OTC Web Page

*The ASN program 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. Additionally, students scoring below the minimum acceptable total score for acceptance on the 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 standardized Med/Surg exam given in the OTC PN program. To remain in the program, the student will need to pass the PN Program Standardized 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 semester of the application deadline will be eligible to receive a conditional admission based upon 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, they are still held accountable for the onboarding requirements and program information. Orientation will be recorded for later viewing, however the student must still complete onboarding requirements and sign the “Things to Know” document.

### **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. Any course required to graduate that results in a final grade less than a “C” may affect the student’s ability to move forward in the program. Non-nursing courses must be retaken. Nursing courses where the student does not achieve a final grade of a “C” which is 75% (grades are not rounded) results in course failure and the student may be unable to continue in the program.
2. Students who fail one nursing course or have withdrawn from any course due to a realistic mathematical impossibility to pass the course may return only once during their time in the program. A subsequent course failure or withdrawal from a course will result

in dismissal from the program. Failure can result from poor academic performance or clinical performance.

3. The student must pass all the clinical critical competencies on the summative evaluation for each course to progress in the program. The summative evaluation is comprised of a minimum of 2 formative assessments of critical competencies. A grade of pass must be achieved on 2 formative assessments of each critical competency.
4. Students who receive a grade of “incomplete” for any reason will incur a professional behavior contract and 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.
5. Standardized exams are given throughout the nursing curriculum. A student who fails to meet the target score for a standardized exam must complete remediation prior to taking the again. Failure to remediate, to re-take the standardized exam within the specified time frame, will result in the student being unable to attend the next scheduled clinical experience (the absence policy applies).
6. Standardized end of program exams are given in ASN 250. The student who fails to meet the target score on the exam must re-take the exam. Prior to being allowed to re-take the standardized 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.
7. Credits for courses repeated do not count toward the 65 semester credits required for graduation.
8. Any student who fails or withdraws from any course and then fails any other course will be ineligible to return to the program.
9. 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.

10. 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 previously 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 3<sup>rd</sup> 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 ASN 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 ASN Program 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 student professional behavior an integral part of all clinical and classroom performances. 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 will demonstrate a caring attitude, promote health, and show concern, hope, and commitment to understanding others' needs.
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 is committed to the community will interact, collaborate, and support the college, local community and 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. Whenever a student represents OTC, they must wear the required OTC ASN Program uniform or professional dress. When professional dress other than uniform is required, the student will follow the instructor's instructions regarding dressing for 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 their responsibility.
- c. Uniforms must not be form fitting (i.e. leggings) or have an excessively baggy fit. The student must look professional, using appropriate measures to eliminate stains or wrinkles in their uniform.
- d. Shirts and pants combined will always 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 to prevent interference with 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 the clinical uniform.
- l. Perfumes and/or scented lotions are not allowed 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 always be covered. Tattoos on the face, neck, head, and scalp must also be covered. Students may be requested to wear their clinical jacket in the event that a staff member or patient 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, faculty and patient interactions 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 any violation of the OTC ASN Program Policies and Procedures, the incident will be discussed with the student immediately. An OTC staff member (clinical, course lead, program coordinator, director, or chair) will send an e-mail to the student notifying of the investigation of incivility. Upon completion of a review of the instance, the findings will be compared to the policies and procedures of the OTC ASN Program (and clinical site if appropriate) 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 the ASN Handbook.

**Students are allowed only two violations of Professional Behavior Contracts throughout the program regardless of the violation of 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. STANDARDIZED TESTING**

All Nursing students will participate in the **HESI** standardized testing program. The student will be charged a testing fee each semester. Note: Students who are repeating nursing courses will

also repeat testing and be charged the testing fee. There is no refund for the testing fee as it is a requirement of the Nursing Program that all students must take each **HESI** subject-specific and exit exam. This requirement includes all students who may be repeating a course. Nursing students must achieve the required target score 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 ASN Program Chair and/or Course Lead) then retake the subject specific exam within 2 weeks of the first exam date. Exception: if the college is closed following the original exam date for longer than 2 weeks, the retake will be given upon the college reopening.

1. Remediation is recommended within the HESI system for any area in which the student did not meet the recommended score. If the student scores above the 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 and will be assigned within the HESI website. Any student not completing required remediation prior to the scheduled exam retake, 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 and clinical hours missed because of failure to complete remediation or retake the required HESI exam..
2. Dates for HESI retake will be scheduled by the primary course instructor assigned to administer the HESI Exam based upon proctoring availability. The student must take the HESI exam on the date(s) scheduled by the primary course instructor, 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 retake the HESI exam. Make-up hours for any clinical days missed because of failure to retake the HESI exam must be completed as stated in the clinical attendance policy.
3. Program statistics have shown in the past that if a student has a standardized 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 HESI Standardized Exit Exam, 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 Standardized 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 Standardized 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 **required** 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**

The ASN 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 or lab activities. 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 will 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 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.

## **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-C (20 CSR 22000-2.010 [8])**

### **Policy:**

Ozarks Technical Community College Associate of Science in Nursing program requires all licensed practical 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.

### **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. Exam testing from home is a privilege and can be revoked at any time should the faculty have any suspicion for academic dishonesty.
- C. A student who has special accommodation documented with Disability Support Services for test taking is responsible for contacting the Nursing Program Director to discuss the accommodations.
- D. 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 be 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. The student is required to upload their final clinical evaluations to their portfolio and discuss with the clinical instructor to be sure that they continue to work on any emerging competency.

### 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 HIPAA, 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 ASN Program will be required to complete a pre-clinical criminal drug screen. Drug screens may be repeated at any time in the program should it be warranted.
13. Understand that all students participating in the Nursing program will be required to complete a pre-clinical criminal background check.
14. Students will not work a shift directly prior to a clinical shift.
15. Capstone clinical experiences for ASN 250 outside of the Springfield or Branson area must be requested prior to the student's completion of ASN 220. The request must be conducive to meeting the end of program student learning outcomes. The student is not guaranteed placement at the requested site and the final decision on placement of the student will be based on the student's clinical and academic performance.

## **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](http://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 cancellations 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 hours beyond the allowed 40 hours 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”. 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.

#### **Standardized 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 in 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 encouraged** 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  
ASN PROGRAM ADMINISTRATION/FACULTY CONTACT INFORMATION**

**ASN Administration**

**ASN Department Chair**

**ASN Completion Program Director**

Tena Wheeler, PhD, MSN, RN                      [wheelert@otc.edu](mailto:wheelert@otc.edu)                      417-447-8950

**ASN Direct Entry Program Director**

Charlotte Choate, MSN, RN                      [choatec@otc.edu](mailto:choatec@otc.edu)                      417-447-2642

**ASN Completion Program Coordinator**

Susan Inman, DNP, APRN, FNP-C                      [inmans@otc.edu](mailto:inmans@otc.edu)                      417-447-8852  
ASN 220 Course Lead

**ASN Instructors**

Dani Brink, Ed.D, MEd, MSN, RN-C                      [brinkd@otc.edu](mailto:brinkd@otc.edu)                      417-447-6679  
ASN 240 Course Lead

Amber Crockett, BSN, RN-BC                      [crocketa@otc.edu](mailto:crocketa@otc.edu)                      417-447-7806  
ASN 210 Course Lead

Kylie Frieze, MSN, RNC-OB                      [friezek@otc.edu](mailto:friezek@otc.edu)                      417-447-7836  
ASN 225/226 Course Lead

Samantha Jackson, MSN, RN                      [jacksosa@otc.edu](mailto:jacksosa@otc.edu)                      417-447-8867  
ASN 230 Course Lead

Sydney Park, MSN, BSN, RN, CPHON                      [parksy@otc.edu](mailto:parksy@otc.edu)                      417-447-7898  
ASN 235/236 Course Lead  
ASN Lab Coordinator

Abigayle Ponsar, MSN, RN                      [ponsara@otc.edu](mailto:ponsara@otc.edu)                      417-512-6589  
ASN Direct-Entry Instructor

Lindsey Steiro, BSN, RN, CEN                      [steirol@otc.edu](mailto:steirol@otc.edu)                      417-447-7867  
ASN 215 Course Lead

Teresa Terry, MSN, RN, TNCC                      [terryt@otc.edu](mailto:terryt@otc.edu)                      417-447-7489  
ASN 250 Course Lead

## 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 2024-2025. 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  
April 30, 2024 SI