<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreword</td>
<td>3</td>
</tr>
<tr>
<td>Faculty Information</td>
<td>4</td>
</tr>
<tr>
<td>Antidiscrimination Statement</td>
<td>4</td>
</tr>
<tr>
<td>Nurse Practice Act</td>
<td>5</td>
</tr>
<tr>
<td>Licensure Preparation</td>
<td>5</td>
</tr>
<tr>
<td>Mission, Philosophy</td>
<td>5</td>
</tr>
<tr>
<td>Graduate Competency</td>
<td>6</td>
</tr>
<tr>
<td>Rules and Regulations</td>
<td></td>
</tr>
<tr>
<td>Absence and Tardy Policy</td>
<td>7-9</td>
</tr>
<tr>
<td>Grades/Examinations</td>
<td>9-10</td>
</tr>
<tr>
<td>Honor Code</td>
<td>11-12</td>
</tr>
<tr>
<td>Grounds for Dismissal</td>
<td>12-13</td>
</tr>
<tr>
<td>Administrative Withdrawal</td>
<td>13</td>
</tr>
<tr>
<td>Course Repeat Procedure</td>
<td>13</td>
</tr>
<tr>
<td>Personal Calls</td>
<td>13</td>
</tr>
<tr>
<td>Transportation</td>
<td>14</td>
</tr>
<tr>
<td>Student Health</td>
<td>14</td>
</tr>
<tr>
<td>Course Workload</td>
<td>14</td>
</tr>
<tr>
<td>CPR Certification</td>
<td>14-15</td>
</tr>
<tr>
<td>Criminal Background Checks</td>
<td>15</td>
</tr>
<tr>
<td>Drug Screening</td>
<td>15</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>15</td>
</tr>
<tr>
<td>Readmission</td>
<td>15-16</td>
</tr>
<tr>
<td>Equity and Compliance</td>
<td>16</td>
</tr>
<tr>
<td>Americans with Disabilities Act</td>
<td>16-17</td>
</tr>
<tr>
<td>Advanced Placement Procedure</td>
<td>17</td>
</tr>
<tr>
<td>Essential Functions</td>
<td>17</td>
</tr>
<tr>
<td>Clinical Area Rules and Regulations</td>
<td>18</td>
</tr>
<tr>
<td>Clinical Dress Code</td>
<td>19</td>
</tr>
<tr>
<td>Alcohol and Drug Policy</td>
<td>20</td>
</tr>
<tr>
<td>Social Media Policy</td>
<td>20-21</td>
</tr>
<tr>
<td>Standards of Student Conduct/OTC Cares</td>
<td>21</td>
</tr>
<tr>
<td>Due Process</td>
<td>21</td>
</tr>
<tr>
<td>Grievance Procedure</td>
<td>22-25</td>
</tr>
<tr>
<td>Alcohol &amp; Drug Policy Acknowledgement</td>
<td>26</td>
</tr>
<tr>
<td>Rules &amp; Regulations Acknowledgement</td>
<td>27</td>
</tr>
<tr>
<td>Urine Testing Consent Form</td>
<td>28</td>
</tr>
<tr>
<td>Occupational Exposure Protocol</td>
<td>29</td>
</tr>
<tr>
<td>Authorization to Use or Disclose Information</td>
<td>30</td>
</tr>
<tr>
<td>Program/Work Balancing Acknowledgement</td>
<td>31</td>
</tr>
</tbody>
</table>
FOREWORD

Congratulations on being selected by the Practical Nursing Program at Ozarks Technical Community College. The Practical Nursing program has received FULL APPROVAL from the Missouri State Board of Nursing. Graduates receive a certificate and are eligible to apply to write the NCLEX-PN exam to become licensed as a Practical Nurse. Graduates are in great demand in skilled nursing facilities, home health care, doctors' offices, hospice, hospitals and in industrial nursing.

The purpose of this handbook is to make available to each student an overview of the additional rules and regulations for the Practical Nursing Program provided by Ozarks Technical Community College, Springfield, Missouri.

The handbook will serve as a guide for the student and inform the student of the rules and regulations of the Practical Nursing Program.

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.
FACULTY

Dr. Sherry Taylor EdD, RN, CNE  Dean of Allied Health
Tracie Liska BSN, RN  Program Director
Jean Ann Rushing BSN, RN  Instructor
Misty Stark MBA, BSN, RN  Instructor / Community Outreach

ANTI-DISCRIMINATION STATEMENT

OTC is committed to providing equal opportunities for all persons and does not discriminate or retaliate on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, age, disability, citizenship or legal immigration status, veteran status, or any other status protected by federal, state, and local laws (“protected status”). This extends to admissions, employment, services, and educational programs and activities that the college operates (collectively “programs and activities”).

Direct inquiries related to employment practices to Ozarks Technical Community College, Tim Baltes, Human Resources Director, 1001 E. Chestnut Expressway, Springfield, Missouri 65802; email baltest@otc.edu or telephone number 417-447-2631; Direct inquiries regarding students, prospective students, and third parties to Julia Holmes, Director Equity and Compliance, same address, email holmesju@otc.edu or telephone number 417-447-8188.

FOR CONCERNS REGARDING SEXUAL HARASSMENT OR DISCRIMINATION , NOTIFY THE FOLLOWING:

COMPLIANCE OFFICERS

Julia Holmes
College Director for Equity and Compliance
417-447-8188

Autumn Porter
Title IX Assistant Coordinator
417-447-8926

OTC
1001 E. Chestnut Expressway
Springfield MO  65802
NURSE PRACTICE ACT

Each applicant is required to read the most recent version of the State of Missouri Nursing Practice Act (20 CSR 2200) and Missouri Statutes Chapter 335 for Nurses issued by Missouri State Board of Nursing. Both documents may be found at the following link: http://pr.mo.gov/nursing-rules-statutes.asp

LICENSURE PREPARATION

Any applicant who has been convicted of a crime or found to have a history of substance abuse is counseled. Depending on the individual issue and the willingness of cooperating agencies to allow the student in clinical, s/he may be permitted to remain in the program; however, be advised, the Missouri State Board of Nursing has sole discretion to decide if he/she will be allowed to take the National Licensure Examination for Practical Nursing.

A few months before program completion, students will be assisted in filling out an application to the State Board of Nursing. This requires obtaining copies of citizenship documents, fees for the examination, and fees for the application. The program will provide one opportunity to have the application notarized on site. After the application has been submitted, applicants must be fingerprinted and this also incurs a small fee.

MISSION STATEMENT

The mission of the Practical Nursing program is to provide educational opportunities to individuals to benefit the society and community in which they practice by promoting the health and well-being of all individuals.

PHILOSOPHY

The faculty is dedicated to educating students in entry-level skills to succeed in the field of practical nursing. Belief in the integrity and worth of all human beings is the basic philosophy of the Practical Nursing program. Each person is viewed as an individual with unique characteristics and behavior. All persons have common basic needs and roles within the context of society which includes family and community. Nursing is a health profession concerned with promoting the quality of life of individuals and families. Practical Nursing is accountable to society, and is characterized by a commitment to practice within ethical, legal, and professional standards.

Learning is a complex, mutual progression of growth and development, identified by changes in the behavior of the learner. Critical thinking is a necessary component of nursing and must be fostered in students and integrated throughout the curriculum. Learning is facilitated in a supportive environment. Students must assume responsibility for their own professional development and personal growth.
GRADUATE COMPETENCIES

Upon completion of the curriculum and practicum provided in the Practical Nursing program, the student will demonstrate the achievement of the program's graduate competencies:

1. Utilize the nursing process when providing direct care for individuals and families in healthcare settings.
2. Use critical thinking and sound judgment to make decisions about basic healthcare needs.
3. Communicate in a purposeful and facilitative manner with the client, family, and members of the healthcare team.
4. Demonstrate professional behavior by practicing within the ethical and legal framework of nursing.

Revised 2005/ Reviewed 2015
ABSENCE AND TARDY POLICY

Practical Nursing students are allowed only 5 tardy periods for the entire program. The consequence of 6 tardy periods is dismissal from the Practical Nursing Program.

**Classroom Tardy Period** is defined as arriving to class after the assigned start time, but less than 30 minutes late.

**Examination Tardy Period** - if the student is 1-29 minutes late, it will be counted as a tardy period, but no percentage will be deducted from the exam score. If the student is late 30 or more minutes it is an absence, not a tardy, and the student will receive a reduction in points and must make up the exam. (Please see Examinations Make-Up)

**Clinical Tardy Period** is defined as arriving to the clinical site after the assigned start time, but before report is finished on the assigned patient or within the first twenty (20) minutes of the shift, whichever comes first. No more than two (2) of the five tardy periods allowed during the program may occur in clinical. A third clinical tardy period will result in dismissal.

Practical Nursing students are allowed only 50 hours of absence for the entire program. The consequence of more than 50 hours absence will result in dismissal from the Practical Nursing program.

**Classroom Absence** is defined as not attending class on the assigned dates and times or arriving 30 minutes after the assigned start time. If the student arrives to class 30 minutes after the assigned start time, the student will be charged with the amount of time absent in 15 minute increments.

**Examination Make-up** – all make up examinations will receive a 10% reduction in grade. It is the responsibility of the student to make arrangements for any needed make up examinations with the appropriate instructor on the student's first day back from absence. The date and time for the makeup examination will be at the instructor's discretion. Failure to make these arrangements on the first day of return will result in the student being prohibited from making up the examination. Make-up exams are not permitted in NUR 240. Due to the nature of the course (management) and the length of time allowed to complete exams and assignments there are NO make ups allowed.

**Assignments** – make up assignments must be arranged on the first day of the student’s return to class and will receive a 10% reduction in grade. It is the responsibility of the student to inquire about assignments and make these arrangements. Daily in-class assignments and quizzes cannot be made up. Failure to follow these guidelines will result in the student being prohibited from making up the assignment.

**Assignment Due Dates** – all assignments, both classroom and clinical, must be turned in on their due date and time. Assignments will not be accepted late if the student is present in class/clinical on the due date. If the student is absent on the due date, the instructor will accept the late assignment, provided the student has
actively sought the instructor and turns in the assignment by 0800 on the first day back to school. All late assignments will receive a 10% deduction.

**Clinical Absence** is defined as not attending clinical on the assigned dates and times, reporting to the clinical site more than twenty minutes late or after report has been given on their assigned patient whichever comes first. If the student arrives at the site after report has been given on their assigned patient, or after twenty minutes have elapsed from their shift, the student will be sent home and given absence time for the full amount of assigned/planned time for clinical, and will be absent without proper notification.

The student must notify the clinical instructor at the clinical site of their absence 30 minutes prior to the assigned start time of the clinical day. Jenna Reeves must also be notified at 447-8937 between 0800 and 0830.

If the student cannot contact the clinical instructor, the student must leave a message no later than 30 minutes prior to their assigned start time on Tracie Liska’s voice mail at 447-6609.

**Clinical Absence from Simulation Experience** is defined as failing to be present for any clinical simulation scenario. Simulation experience is meant to augment the clinical experience by providing clinically based situations that cannot always be achieved during a particular clinical rotation, thus this counted as a clinical absence. Due to the volume of people involved and scheduling issues with the Simulation Center, there is no ‘make-up’ for missing this experience. As such, when a student misses these assigned simulations they will be charged with the same amount of hours as the coordinating clinical day, i.e. eight hours for NUR 205, 215 and 225 or six hours for NUR 120.

**Clinical Absence without Proper Notification** is defined as failing to notify the clinical instructor of an actual or potential clinical absence 30 minutes prior to the assigned start time of the clinical day. The first offense will receive a written warning. The second offense will result in dismissal from the program.

**Clinical Make-Up**
Clinical make-up is not offered/permitted during the PN Program. If, for any reason, a student misses more than one clinical day (to include simulation) during NUR 120 or NUR 225, or more than two clinical days during the Med Surg rotations (to include simulation), the student will receive a failing grade for that course and be dismissed from the Practical Nursing Program. To be clear, only two TOTAL clinical days (16 hours) may be missed during NUR 205 & NUR 215 combined. Make-up work will be assigned for all missed days and must be completed with a grade no less than 80% by the due date assigned by the instructor. Failure to complete the assignment or turn it in by the assigned date and time will result in clinical failure for that course and dismissal from the Practical Nursing Program. Also, if the missed time precludes the student from meeting the clinical objectives of the course, it will also result in failure of the course and dismissal from the Practical Nursing Program.

**Lab Make-Up**
Lab absences must be made up. It is the responsibility of the student to make arrangements for lab make-up with the appropriate instructor on the student’s first day back from absence. The date and time for the make-up lab will be at the instructor’s convenience. Instructor’s fee is $30.00 per hour for all lab make-ups.
**Lab Make-Up Time Limit**
Lab make-ups must be completed before grades are due for the 8 week block in which the time was missed.

**Community Service Policy**
On occasion, the student may be called upon to perform community service. The student may have the opportunity to trade the time donated toward their classroom absence hours (this does not apply to clinical hours). One community service hour may be traded for one absence hour or three community service hours may be traded for one tardy. This will occur with the direction and prior approval of the faculty.

**GRADES**
A "C" or above must be maintained in EACH course of the Practical Nursing Program in order to continue in good standing in the program. Grades are NOT rounded and are calculated to the whole number (a 74.9% will be a 74%). Grades are averaged periodically and student conferences are held as needed regarding strengths and weaknesses. At the end of the semester, the student must maintain a "C" or above in each class area to remain in the program. This includes EACH required general education class as well as all nursing classes. The student must also achieve an 80% proficiency in Injections, IV Therapy, all clinical rotations, the self-study math and abbreviations exams in NUR 110, and the subsequent math exams for NUR 205, 215 & 225 to remain in the program.

Make sure you are aware of OTC’s policy on Satisfactory Academic Progress if you are receiving any type of financial aid.

Grade percentages are as follows:

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<th>Theory Courses</th>
<th>Clinical Courses</th>
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<tr>
<td>90 - 100</td>
<td>A</td>
</tr>
<tr>
<td>80 - 89</td>
<td>B</td>
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<tr>
<td>75 - 79</td>
<td>C</td>
</tr>
<tr>
<td>65 - 74</td>
<td>D</td>
</tr>
<tr>
<td>Below 65</td>
<td>F</td>
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</tbody>
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Clinical courses are pass/fail. The student must maintain 80% or above on clinical assignments to pass a clinical course.

**Grading Rationale**
Grades are calculated by points earned divided by the total points possible. Points are accumulated as follows:

**Nursing Theory**
Instructor Assignments and Unit Exams for Each Unit 100%

**Clinical**
See individual course syllabus.
COURSE OUTLINES AND POWERPOINTS

Except on rare occasions, students will be required to print any syllabi, outlines or notes they wish to have ‘hard copies’ of from the course Canvas site. Instructors will make every effort to post materials for each unit approximately one week before the unit is scheduled to start. Please do not ask/expect notes to be posted prior to this time.

EXAMINATIONS

Desktops should be cleared prior to the start of an examination or quiz. No ball caps/hats or any other object that obscures the view of the student’s face/eyes may be worn during the exam. No talking or looking around room during the exam. Cell phones or other electronic devices may NOT be accessed/accessible during an exam. No ‘smart devices’ may be worn during exams, including, but not limited to, smart watches. Seats may be assigned at faculty discretion.

Also during the examination, basic courtesy should be extended to classmates. Turn off all cellular or paging devices and keep them out of sight. Leave the room quietly after completion or sit quietly at desk, do not shuffle papers or look through notes while in the room and under no circumstances should students reenter the classroom until all students have completed the exam.

Exam scores will be given directly to the student. If the student wishes to see the exam outside of class time, an appointment must be made with the appropriate instructor after all students have taken the exam and will be granted at instructor discretion. Exams may only be reviewed if within one week of the date taken.

ELECTRONIC/ONLINE EXAMINATIONS AND QUIZZES

Students are expected to complete all online exams and quizzes within the time frames allocated. There are NO make-ups for online exams. As students are given at least 72 hours to complete any major examination online, lack of time to take the test is not an excuse. Also, students who do not have reliable internet access or a reliable computer at home should plan to take exams on campus. These issues are not excuses that will be routinely accepted for not completing the exam. Faculty will evaluate these issues on an individual basis.

Students are instructed to NOT take exams on cell phones or tablets. They are unreliable and may not work well with the exam software. Students may use Google Chrome, Internet Explorer, or Mozilla Firefox as your preferred browser when taking exams. No exam score is valid until reviewed and verified by the instructor. Alternate item questions are often scored incorrectly by computerized software.

Finally, occasionally there have been problems with access to exams or within the exam itself (e.g. student gets to question 34 and suddenly the computer freezes). Most of the time, this can be traced back to using a non-preferred browser, but if a student has any difficulty with an online exam, the student is expected to contact the instructor by an official, time stamped method (OTC voicemail or OTC email only—no Facebook messages) during the time the exam is live, and corresponding to the time Canvas shows the student was taking the exam. Failure to do so will eliminate any chance that the faculty will consider allowing the student to finish the exam. The Honor Code Applies.
HONOR CODE

Purpose

The purpose of this Honor Code is to establish the rules and expectations that govern student conduct within the Practical Nursing Program. Nursing is a profession that demands and deserves the highest professional and personal ethical standards. Adherence to those high standards by those in the nursing profession must begin during the educational process. During the educational process students are put on notice to avoid any behavior that gives even the appearance of impropriety.

Application

The Honor Code applies to any academic assignment, examination or quiz. It also applies to administrative actions like attendance, behavior in the classroom and clinical setting, or any conduct that takes place while the student is wearing an OTC uniform, name badge, or is in any way representing Ozarks Technical Community College or the Practical Nursing Program.

Prohibited Conduct

Students are not permitted to give or receive assistance in completing any graded assignment, including, but not limited to, drug cards, take home quizzes, care plans, or worksheets, except in specific situations that are explicitly sanctioned by an instructor (group projects).

Students are not permitted to give or receive assistance to or by another student during any examination (written or computerized) or in-class quiz. Examples of this violation include leaving the scantron in a place that can be “seen” by another student, looking at another student’s scantron or exam for “validation” of an answer, or discussing any part of an exam with a student who has not yet taken the exam to include discussing any online exam that is still open. Also, no electronic devices may be in use during an examination or during the time allowed to review the examination; this includes all cell phones, tablets, smart watches/devices or personal data assistants.

Students are not permitted to plagiarize published or unpublished work. This includes but is not limited to: taking direct quotes from resources, failing to present it in quotation marks and failing to give proper credit, or paraphrasing material from a resource and failing to give proper credit.

Students are not permitted to engage in disruptive classroom behaviors. It is unethical to disrupt the learning environment. Disruptive behaviors include, but are not limited to, talking when the instructor is speaking, receiving phone calls, text messaging, posting to Facebook or other social media sites, or displaying behavior that is generally disrespectful to the other students or the instructor.

Students representing OTC are not permitted to engage in any public conduct (to include posting to social media) that reflects poorly on the college or the profession of nursing.
Students are not permitted to discuss patients cared for in clinical outside of the clinical setting, except in an instructor-led learning environment. Falsifying, in any manner, the medical record of a patient, including but not limited to, charting interventions (i.e. vital signs) that were not actually performed, or falsifying information reported to the instructor or other nurses or staff members regarding patient care is also prohibited. See also “SOCIAL MEDIA POLICY” regarding patient confidentiality.

Permitted Conduct

Students are permitted to work together on group projects to include discussing all aspects of the assignment, and delegating the work involved in the assignment.

Students are permitted, after the completion of an examination, to discuss questions and collaboratively work out answers in small groups only after all students have taken the exam, whether in class or online.

Students are permitted, in the cases of family illnesses to leave cell phones on silent during class and quietly leave (prior to answering) the classroom to accept the call. The only exception for this is during examinations.

Students are permitted to form study groups for the purpose of studying for examinations and skill check offs.

Honor Code Violations

It is the duty of every Practical Nursing student to follow the Honor Code and to report, in good faith, violations of the Honor Code. Any behavior that demonstrates lack of integrity may be a violation of the Honor Code.

Failing to report an Honor Code violation is itself, a violation. However, making false or malicious statements against another student is also a violation.

Enforcement/Sanctions

All of the above are infractions of The Practical Nursing Honor Code and the Nursing Code of Ethics and are not consistent or representative of safe practice. When an instructor observes any of the above infractions, the instructor will assume the student is violating the Honor Code. Penalties for prohibited conduct may range from receiving no credit on a particular exam, paper, or assignment to dismissal from the program. (See OTC Catalog, Standards of Honesty.)

GROUND FOR DISMISSAL

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 to include Honor Code violations.
2. Any act which compromises patient safety or confidentiality.
3. Excessive absence or tardy periods as defined in the attendance policy.
4. Testing positive on the drug screen, or failing to report for and complete the drug screening process on the prescribed day.
5. Failure to achieve a 75% in each nursing class.
6. Failure to meet clinical objectives of each course.
7. Failure to achieve 80% on clinical assignments and pass/fail exams (injection, math, and IV therapy).
8. A background check resulting in information which would exclude student from health care employment and therefore attendance in clinical.
9. Failure to attend class on the first two days of the semester will result in dismissal from the Practical Nursing Program.

ADMINISTRATIVE WITHDRAWAL

It is the policy of the College that a student will be administratively withdrawn from a course due to lack of attendance in seated classes or nonparticipation in online classes, when it is in a student’s best interest, either academically or financially. See OTC Policy 5.36 for further information.

Your instructor has the ability to administratively withdraw you from this course if you have not attended all scheduled class sessions for 14 consecutive calendar days.

You should be aware that administrative withdrawal for lack of attendance or nonparticipation may reduce the amount of financial aid you receive, delay your graduation, or require repayment of aid you have already received, and does not relieve you of your obligation to pay all tuition and fees due to the college.

Please note you will be charged a $10 course schedule change fee if you are administratively withdrawn from a course.

COURSE REPEAT PROCEDURE

A student may only repeat each prerequisite course one time before acceptance into the program. Once enrolled in the nursing program the student must complete all required courses with a "C" or above. **If a student is unsuccessful for any reason, they may repeat one nursing course one time during the program.** Upon an unsuccessful attempt, whether the student actually fails or voluntarily withdraws for any reason, the student must sign a readmission agreement with the faculty and exit the program. This involuntary or voluntary withdrawal may only be possible before OTC's last day to withdraw as published in the credit class schedule, if withdrawing after this published date, the student will receive an "F" on their transcript.

PERSONAL CALLS

Personal business (i.e., appointments with doctors) is to be conducted on the student's time if at all possible. Time away from school/clinical should be avoided. Students are to instruct their family and friends not to telephone them while they are in class or in the clinical area except in an emergency. For student use, there is a public phone available in Lincoln Hall. In the clinical area, phones on the unit are not to be used for personal calls. Students are NOT to take personal cell phones into the clinical area unless given EXPRESS permission by the instructor.
TRANSPORTATION

Students are responsible for their own transportation to and from campus, clinical sites, or any other site designated for learning activities. Lack of reliable transportation will not result in an excused absence.

STUDENT HEALTH

The student health program is designed to safeguard the health of the student practical nurse and the clients assigned to his/her care.

A medical release may be required before the student is permitted to return to class and/or clinical. Students with an altered health status (to include pregnancy) 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.

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.)

Students must present documentation of receipt the following vaccinations (or a titer to prove immunity) before entering this program: MMR, TDaP, Hepatitis B, Varicella, and the two step TB skin (including chest x-ray for all positives or history of positive) or TSpot. Students who do not obtain all required immunizations may be unable to complete the clinical component, which would result in dismissal from the practical nursing program.

In case of emergencies in the classroom, students are to follow building policies concerning escape routes for fire and where protection is to be sought from storms or tornadoes. The school will follow community and facility plans for emergency situations when appropriate. Those who are found to be seriously ill or injured will be transported first to the nearest local hospital. If students are in a hospital (clinical) setting, they will be transported to that facility's emergency room unless otherwise directed by the facility at student's expense.

Clinical sites reserve the right to screen students in the clinical area according to their own infection control policy.

OTC and all participating clinical agencies are not responsible for any exposures/hazards encountered during the course of study 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.

COURSE WORKLOAD

Although not a requirement, it is the recommendation of the Practical Nursing Program that due to the intense demands of the program, students should make every attempt to limit the number of hours worked each week.

CPR CERTIFICATION

All students are required to be CPR certified before entering this program. CPR certification must be kept current during the educational process.
CRIMINAL BACKGROUND CHECKS

All students are required to submit to a criminal background check including, but not limited to the following lists or registries: National Crime Information Center (NCIC), General Services Administration (GSA), Office of the Inspector General (OIG) and Employee Disqualification List (EDL). Any discrepancies in the background check must be reconciled with the agency performing the check prior to entrance into the Practical Nursing Program.

DRUG SCREENING

Students are required to submit to mandatory urine drug screening which will be performed prior to entering the clinical setting. Students may also be tested randomly. Positive results that cannot be reconciled to prescribed medications by a Medical Officer from the testing facility will result in dismissal from the Practical Nursing Program. Students will not be eligible to reapply for a period of no less than 2 years from the date of the unreconciled, positive drug screen. Further, any student who refuses or fails to submit to a drug screen will be dismissed.

GRADUATION REQUIREMENTS

Students who have successfully completed the full program of study and all other requirements of the college will be presented for graduation (See College Catalog). There are fees for the uniform and cap.

For the pinning ceremony, all students will wear a professional white uniform approved by the faculty. The length of the uniform will be at least mid-kneecap if it is a dress uniform. In addition, female students will wear their nursing cap, white hose (with a dress) or socks, and white shoes. Male students will wear their professional white uniform with white socks and white shoes. The shoes should be in good condition and clean. Hair must be worn as if in the clinical setting.

Graduates are eligible to apply to the Missouri State Board of Nursing to receive permission to write the National Council Licensure Examination for Practical Nursing. This requires photographs for identification, fees for the examination, and fingerprinting.

READMISSION

Students failing or withdrawing before completion of a course must meet with the Program Director to be advised of the procedure for withdrawal and the possibility of future readmission, if any. Students are permitted only one readmission to the Practical Nursing Program. Whether the student withdraws voluntarily for any reason, or fails a course, the student is permitted only one readmission to complete the program. Readmission eligibility is contingent on seat availability as well as academic, clinical and behavioral performance and is NEVER guaranteed. To be eligible, students must comply with all parameters outlined in the readmission agreement.

If the student does not return to the Practical Nursing Program within six months, no matter the reason, or if the student demonstrated difficulty with skills during prior check-offs, the student will be required to verify their competency before readmission. This verification may include passing a comprehensive examination over previously completed nursing courses and/or passing practical skills tests (check-offs) on previously learned skills.
Upon readmission, all prior course credits must meet the following guidelines:

1. No science credits may be older than 5 years from the date of completion of the program.
2. No nursing course credits may be older than two years upon readmission.

All graduates from Ozarks Technical Community College must meet the 15 hour residency requirement of the College.

Students should notify the Program Director of their desire to re-enter the nursing program by the deadline provided in the readmission agreement. Failure to notify the Director and turn in necessary documentation by the deadline will negate the student’s opportunity to be readmitted for that particular cycle. A student cannot be re-admitted unless there is space available in the class. The student must provide evidence that they have corrected the deficiencies that led to their previous unsuccessful performance in the program.

After the second unsuccessful attempt, students will be ineligible for readmission.

**EQUITY AND COMPLIANCE**

OTC is committed to actively promoting, fostering and maintaining a college climate that is supportive of students and their concerns, and is respectful of differences. The following sections give you more information on your rights and responsibilities at OTC.

**TITLE IX**

It is the policy of the College to comply with Title IX of the Education Amendments of 1972. The College considers sex discrimination in all its forms to be a serious offense and will not be tolerated. OTC’s Title IX team is here to receive, respond to, and resolve all complaints of sexual misconduct and concerns about gender equity that affect members of the OTC academic community. Read our nondiscrimination statement here. Read our sexual misconduct policy on here. Read our sexual assault and domestic violence policy here.

For questions or concerns please contact our Title IX Coordinator, Dr. Autumn Porter at 417-447-8926 or at portera@otc.edu

**PREGNANT AND PARENTING STUDENTS**

A student who is either pregnant or parenting has rights under Title IX. If a pregnancy or parenting situation might interfere with your academic progress in this class please speak to your instructor and to OTC’s Title IX Coordinator, Dr. Autumn Porter at 417-447-8926 or at portera@otc.edu

**AMERICANS WITH DISABILITIES ACT**

If you have special needs as addressed by the Americans with Disabilities Act and need special devices or other assistance, it is your responsibility to notify your course instructor and Disability
Support Services immediately. Reasonable efforts will be made to accommodate your special needs.

The college complies with Section 504 of the Rehabilitation Act of 1973 and makes every effort to ensure disabled persons admitted to the college as students or employed by the college are afforded all the rights and privileges provided to them by state and federal law. Disability Support Services contact information: 417-447-8189 or disabilityservices@otc.edu.

ADVANCED PLACEMENT PROCEDURE

Advanced Placement into the Practical Nursing Program is not offered at this time.

ESSENTIAL FUNCTIONS

Essential Functions are competencies that are required of student nurses for admission and progression in the Nursing Program. Examples provided on the following page do not comprise an exhaustive list.

<table>
<thead>
<tr>
<th>Competency</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Identify cause and effect relationships in clinical situations; develop nursing care plans; calculate medication dosage accurately; evaluate patient responses; promote patient safety.</td>
</tr>
<tr>
<td>Interpersonal/Communication Skills</td>
<td>Establish rapport with patients and colleagues; use therapeutic communication; function as part of a team. Explain treatment procedures; initiate health teaching; document and interpret nursing actions and patient responses.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Move around in patient's rooms, workspaces, and treatment areas. Administer CPR procedures. Stand/walk for extensive periods of time. Use equipment, transfer patients, lift 50 pounds.</td>
</tr>
<tr>
<td>Sensory Skills</td>
<td>Hear monitor alarms, emergency signals, auscultatory sounds, and cries for help. Observe patient responses, secretions, and color. Read manometer, charts, computer screen, digital printouts, labels, gauges, and syringes. Perform functions of physical examination and/or those related to therapeutic intervention, e.g., insertions of a catheter or IV, etc. Distinguish smells which are contributory to assessing and/or maintaining the patient's health status or environmental safety.</td>
</tr>
<tr>
<td>Professional Attitude and Demeanor</td>
<td>Work under stressful conditions. React calmly in emergency situations. Show concern for others.</td>
</tr>
</tbody>
</table>

Adapted from Southwest Missouri State University with permission January 2003. Adopted 1/03.
CLINICAL AREA

RULES AND REGULATIONS

Schedules and rotations will specify the time students are to report for their clinical assignment. All simulation experiences within the program are considered ‘clinical’ time and all clinical rules apply.

Students are responsible for their own transportation to and from the clinical site. Students will park in designated areas at each clinical facility and comply with parking regulations for each facility.

Students are required to report to the person in charge when leaving the assigned area and upon returning to the area.

Each clinical rotation may have specific rules and regulations that need to be observed. This will be presented at the onset of each rotation and each student is required to observe the rules and regulations of their assigned clinical facility.

Refer to Absence and Tardy Policy (pg7-8) for the procedure regarding absences. Notify your instructor that you are ill by phoning the clinical area. You should call that facility no later than thirty minutes before your expected arrival time. ALSO, notify the OTC Lebanon Admissions Office at 447-8937 between 0800 and 0830 that you will be absent.

Students are not to receive visitors or personal telephone calls while on duty. In case of an emergency, the Allied Health Office should be notified and they will notify the instructor and student.

Students are NOT permitted to work the shift just before they have clinical. (ex. Working overnight, leaving work and attending clinical that morning or working dayshift and then attending an evening clinical) Multiple studies have been published regarding this as unsafe for both the nurse and the patient. Any student who has worked before showing up for clinical will be sent home by the instructor. Absence hours will be assessed for that absence.

Each student is allowed a break in the clinical area when consistent with the nursing personnel and with permission of the person in charge. Lunch break will be thirty minutes and will be scheduled at the discretion of the instructor and the person in charge. The student is not to leave the clinical facility unless given permission by the instructor for extraordinary events or unless directed to do so by the instructor.

Smoking prior to or during clinical is not permitted. Any student who has a distinct odor of tobacco smoke on their person or their clothing will be sent home for the day and absence hours will be charged to the student. Like all clinical absences, these hours cannot be made up.

Because patients’ attitudes toward religion and cultural preferences vary so widely, the practical nursing student must handle this subject with a great deal of circumspection. The practical nursing student should respect the patient's religious/cultural attitudes, wishes, and observances.
**CLINICAL DRESS CODE**

**Female**

1. Cosmetics should be used in moderation.
2. Fingernails must not be excessive in length. Clear fingernail polish or very light shade is permitted, if in good condition. No artificial fingernails (acrylic or otherwise) are allowed in any clinical rotation.
3. The only jewelry permitted is a wrist watch with a second hand, plain wedding band and/or engagement ring and one pair small post earrings in white, pearl, gold, silver or a clear stone.
4. Hair must be neat, clean and above the collar, or secured up off the neck with pins and/or devices that are the color of the student's hair. All visible tattoos must be COVERED.
5. The student uniform must be complete, clean, in good condition and neatly worn. The appropriate uniform is:
   - **Navy blue top** - Landau style #8219
   - **Navy blue slacks** - Landau style #2028, or #8327
     (or a basic A-line Navy blue skirt)
   - **White jacket** - Landau style #7535
   - School patch on the left sleeve of the jacket
   - Name tag
   - White hose or socks and white shoes

The uniform is to be worn for clinical assignments. The white shoes will be of impervious material with NO perforations and in good condition. Shoes should be clean, including the shoe strings, for each clinical day.

**Male**

1. Fingernails must not be excessive in length.
2. The only jewelry permitted is a wrist watch with a second hand and a plain wedding band.
3. Hair must be neat, clean and above the collar. All visible tattoos must be COVERED.
4. The student uniform must be complete, clean, in good condition and neatly worn. The appropriate uniform is
   - **Navy blue top** - Landau style #7489
   - **Navy blue pants** - Landau style #8555
   - **White lab jacket** - Landau style #7551
   - School patch on left sleeve of the jacket
   - Name tag
   - White socks and white shoes

The uniform is to be worn for clinical assignments. Pant length should be at the top of the shoe. The white shoes will be of impervious material with NO perforations and in good condition. Shoes should be clean, including the shoe strings for each clinical day.
ALCOHOL AND DRUG POLICY

Drugs

Taking any drug or medication that may alter the student's mood and/or thought process must be reported to the Program Director before class and/or clinical. This allows staff to identify any potential safety problem for the student and/or patient. Failure to report drug usage 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.

Alcohol and Illegal Drugs

Use of alcohol and/or illegal drugs during class or clinical time is strictly forbidden. Students will be required to submit to drug screening as outlined in the OTHER REQUIREMENTS section of this handbook. Positive results will be determined by the facility. The student must comply with any and all requested testing to verify the results. The student is financially responsible for all testing required. Failure to comply with the requested testing and/or having positive results that cannot be reconciled will result in immediate dismissal. The student will not be eligible to reapply for a period of no less than 2 years.

SOCIAL MEDIA POLICY

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, room number, 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 (examples—Facebook, Twitter, Instagram) 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 permitted 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.

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.

**STANDARDS OF STUDENT CONDUCT**

OTC has established guidelines to define appropriate and inappropriate student behavior, both in and out of the classroom. The basic standard of behavior requires a student to comply with, observe, and obey state and/or federal laws; the policies, rules, and regulations of the college; and orders of the Chancellor, faculty, administrators, and staff of the institution who are charged with the administration of institutional affairs. Computer use may be monitored to ensure accordance with OTC policy. See the [Standards of Student Conduct section of the Student Handbook](#) for more information.

OTC has a due process for any student who is found in violation of Board of Trustees policy or the Standards of Student Conduct. View this process in the [Student Discipline & Appeals Process section of the Student Handbook](#).

**OTC CARES**

Have you observed concerning behaviors you feel you should report? If you have concerns, please use the [OTC Cares](#) system to submit a private Incident Report.

OTC is committed to and cares about all students. If you, or someone you know is feeling overwhelmed, hopeless, depressed, and/or experiencing life stressors that are interfering with academic or personal success, supportive services are available.

Counseling Services provides free and confidential mental health services to help students manage personal challenges that impact emotional or academic wellbeing. You can learn more at: [http://students.otc.edu/counselingservices/](http://students.otc.edu/counselingservices/).

**DUE PROCESS AND APPEALS PROCEDURE**

No student should expect to automatically receive either the minimum or maximum disciplinary action when he/she is involved in a problem. This will be determined on an individual basis based on a wide range of variables, such as, but not limited to, the past record of behavior, attitude, the severity of the infraction, and the severity of the problem as evaluated by the professional judgment of the instructors in that particular program.
GRIEVANCE PROCEDURE

The following method is provided to assist in the process of resolving grievances that occur during the course of enrollment in an Allied Health program of study. This procedure serves as a general set of guidelines to be followed, fully recognizing that additional steps, information requirements and/or limitations may be placed on the procedure as outlined in individual Allied Health program handbooks. Please see individual program handbooks for further information.

Most grievances in Allied Health programs fall within one of three basic categories: academic course grade appeals, administrative or disciplinary action appeals and lab/clinical failure appeals. This procedure is set in motion when a student perceives just cause to grieve a decision or outcome that impacts the student in a negative manner.

I) Academic Course Grade Appeal
   A) Passing Grade (ex. Student receives “B” but is appealing for “A”)
      1) Follow the basic procedure outlined in OTC Policy 5.08
         (a) Appeal in writing within four weeks into the next term to the instructor who awarded the grade. (The instructor has ten working days to respond in writing). If issue not resolved, go to next step:
         (b) Appeal in writing within ten working days of the date of the instructor’s response to the Dean of Allied Health. (The dean has ten working days to respond in writing.) If issue still not resolved, go to next step:
         (c) Appeal in writing within ten working days of the date of the dean’s response to the Vice President for Academic Affairs. (The Provost/Vice Chancellor of Academic Affairs has ten working days to make a decision and respond in writing.) The decision of the Provost/Vice Chancellor of Academic Affairs is final.
   B) Failing Grade (ex. Student grade is below a “C” and results in failure of course and dismissal from Allied Health program)
      1) If time is not of the essence to the student, the student may choose to follow the above outlined procedure, and if successful on the appeal, will be readmitted into the program with the next available opening. However, readmission is on a space available basis.
      2) If time IS of the essence to the student, the student may choose this “expedited” process.
         (a) Appeal to instructor and program director in writing (one writing will suffice) within one working day of receipt or knowledge of failing grade. (Instructor and program coordinator have one working day to respond in writing.) If issue not resolved, go to next step.
         (b) Appeal in writing to Dean of Allied Health within one working day of receipt of instructor/coordinator response. (Dean of Allied Health has one working day to respond in writing.) If issue not resolved, go to next step.
         (c) Appeal result in writing to Dean of Allied Health within one working day of receipt of the dean’s response. The Dean of Allied Health has two working days to convene a grievance task force and hold a hearing. The grievance task force will
consist of two Allied Health department faculty members, who are not in the program in question, two faculty members from other departments within the college and one administrative member (asst dean, division chair etc) who will chair the task force and the hearing. The administrative member will not be a voting member of the task force unless his/her vote is required to break a tie.

(i) The decision of the task force must be made within one working day of the hearing and the task force’s decision is final for the expedited process.

(ii) If a student wishes to appeal further, the student must revert to the final steps in OTC policy 5.08, whereby the student appeals to the Provost/Vice Chancellor of Academic Affairs. At this time the student is no longer eligible for the expedited process.

(d) Every effort will be made by the dean and the faculty to expedite this process. However, this will also require the student’s cooperation and availability (for the hearing). Failure of the student to comply with the timeline does not preclude the student’s ability to appeal, but the student will be removed from the expedited process.

II) Administrative and/or disciplinary action appeal

A) Student placed on probationary status. (Not all disciplinary actions will allow for probation. Probation should not be considered a mandatory first step prior to further action to include dismissal)

1) Appeal to the instructor(s) who placed student on probation in writing. Instructor(s) have five (5) working days to respond in writing. If issue not resolved go to next step.

2) Appeal in writing within five (5) working days of the instructor response to the Dean of Allied Health. The dean has five (5) working days to respond in writing. If the issue is still not resolved go to next step.

3) Appeal in writing within five (5) days to the Vice President for Student Services. The Vice President of Student Services will have five (5) days to respond in writing. Decision of Provost/Vice Chancellor of Academic Affairs is final.

B) Student Dismissal from Allied Health Program.

1) If time is not of the essence to the student, the student may choose to follow the procedure outlined above under probation. If student is successful on appeal student will be readmitted to the program of study with the next available opening. However, readmission is on a space available basis.

2) If time IS of the essence to the student, the student may choose this “expedited” process.

   (a) Appeal to instructor and program coordinator in writing (one writing will suffice) within one working day of notification of dismissal. (Instructor and program coordinator have one working day to respond in writing.) If issue not resolved, go to next step.

   (b) Appeal in writing to Dean of Allied Health within one working day of receipt of instructor/coordinator response. (Dean of Allied Health has one working day to respond in writing.) If issue not resolved, go to next step.

   (c) Appeal result in writing to Dean of Allied Health within one working day of receipt of the dean’s response. The Dean of Allied Health has two working days to
convene a grievance task force and hold a hearing. The grievance task force will consist of two Allied Health department faculty members, who are not in the program in question, two faculty members from other departments within the college and one administrative member (asst dean, division chair etc) who will chair the task force and the hearing. The administrative member will not be a voting member of the task force unless his/her vote is required to break a tie.

(i) The decision of the task force must be made within one working day of the hearing and the task force’s decision is final for the expedited process.

(ii) If a student wishes to appeal further, the student must revert to the steps in OTC policy 5.16, whereby the student appeals to the Associate Vice Chancellor of Student Affairs. At this time the student is no longer eligible for the expedited process.

(d) Every effort will be made by the dean and the faculty to expedite this process. However, this will also require the student’s cooperation and availability (for the hearing). Failure of the student to comply with the timeline does not preclude the student’s ability to appeal, but the student will be removed from the expedited process.

III) Lab/Clinical Dismissal Appeal

A) Student failure in lab or clinical setting which results in dismissal.

1) If time is not of the essence to the student, the student may choose to follow the procedure outlined in OTC policy 5.08, and if successful on the appeal, will be readmitted into the program with the next available opening. However, readmission is on a space available basis.

2) If time IS of the essence to the student, the student may choose this “expedited” process.

(a) Appeal to instructor, program director and Dean of Allied Health in writing (one writing will suffice) within one working day of notification of dismissal. (Instructor, program coordinator and Dean of Allied Health have one working day to respond in writing.) If issue not resolved, go to next step.

(b) Appeal result in writing to Dean of Allied Health within one working day of receipt of the dean’s response. The Dean of Allied Health has one working day to convene a grievance task force and hold a hearing. The grievance task force will consist of two Allied Health department faculty members, who are not in the program in question, two faculty members from other departments within the college and one administrative member (asst dean, division chair etc) who will chair the task force and the hearing. The administrative member will not be a voting member of the task force unless his/her vote is required to break a tie.

(i) The decision of the task force must be made within one working day of the hearing and the task force’s decision is final for the expedited process.

(ii) If a student wishes to appeal further, the student must revert to the final steps in OTC policy 5.08, whereby the student appeals to the Provost/Vice Chancellor of Academic Affairs. At this time the student is no longer eligible for the expedited process.
(c) Every effort will be made by the dean and the faculty to expedite this process. However, this will also require the student’s cooperation and availability (for the hearing). Failure of the student to comply with the timeline does not preclude the student’s ability to appeal, but the student will be removed from the expedited process.

IV) Continued participation in classes, labs and clinical during a pending grievance process.
   A) The decision on whether a student may continue participation in class/lecture, lab and/or clinical during a pending appeal process is discretionary and rests with the program coordinator.
   B) These decisions are program specific and are based on principles of safety and ethical conduct.
ALCOHOL & DRUG POLICY
Acknowledgement

Drugs

Taking any drug or medication that may alter the student's mood and/or thought process must be reported to the Program Director before class and/or clinical. This allows staff to identify any potential safety problem for the student and/or patient. Failure to report drug usage 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.

Alcohol and Illegal Drugs

Use of alcohol and/or illegal drugs during class or clinical time is strictly forbidden. Students will be required to submit to drug screening as outlined in this handbook. Positive results will be determined by the facility. The student must comply with any and all requested testing to verify the results. The student is financially responsible for all testing required. Failure to comply with the requested testing for any reason (to include failing to show up for the test) and/or having positive results that cannot be reconciled will result in immediate dismissal. The student will not be eligible to reapply for a period of no less than 2 years from the date of dismissal.

_____________________________________
Signature of Student

_____________________________________
Date

_____________________________________
Signature of Witness

Revised 12/2014
Ozarks Technical Community College
Practical Nursing Program

RULES AND REGULATIONS ACKNOWLEDGEMENT

I, ________________________________, have read the STUDENT HANDBOOK OF RULES AND REGULATIONS for the Practical Nursing Program at Ozarks Technical Community College. I have received a full explanation of the rules and regulations from a faculty member with all of my questions answered completely to my satisfaction.

As a student of the Practical Nursing Program at Ozarks Technical Community College,
I acknowledge and accept these rules and regulations while enrolled in this program.

_____________________________________
Signature of Student

_____________________________________
Date
Please Print Very Clearly

Full Name: _________________________________________________________

Address: __________________________________________________________________

City: ____________________________  State: ____________ Zip: ____________

Program: __________________________________________________________________

I hereby consent to provide urine samples as required by clinical affiliates to a designated testing facility upon request. I also consent to release the results of any urine test to Ozarks Technical Community College (OTC). I further authorize OTC to provide any necessary documentation to individual clinical affiliates to verify my eligibility to participate in clinical practice. I understand that this testing must be completed prior to entering clinical, but may also be performed randomly. I understand that I am financially responsible for all testing fees and any additional fees required to verify my eligibility for clinical. I also understand that failure to comply with requested testing, or positive results that cannot be reconciled by a Medical Officer will prevent me from attending clinical and therefore would result in dismissal.

Signature: _____________________________________ Date: __________________

Witness: ______________________________________ Date: ___________________
Occupational Exposure/Injury Protocol

Students are advised that working in a health profession does expose them to the risk of coming into contact with 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 student exposure to blood borne pathogens, hazardous material and other injuries.

1. Students are required to either obtain the Hepatitis B vaccination series or sign a declination statement.
2. Students will be required to pass an examination covering 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 were 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 located in laboratory and clinical areas.
6. First aid stations are available in each laboratory.

Any Allied Health 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 an 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 Allied Health Department.
6. It is highly recommended that the student see a healthcare provider who is trained in assessing the risk of the exposure immediately, but certainly within 48 hours.

Any Allied Health 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 Allied Health Department.
4. It is highly recommended that the student seek medical attention & treatment.

Information on locating appropriate healthcare providers can be obtained from the Allied Health Department. All expenses related to testing and treatment incurred as a result 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 acquire 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: ________________________________

09/25/2007
Please Print Very Clearly

Full Name ________________________________________ Student ID # __________________ Program ________________
Address ______________________________________________________________________________________
City ____________________________________________________ State ________ Zip ________________

1. I authorize the use or disclosure of the above named individual’s health information or criminal background check as described below.

2. The following individual(s) or organization(s) are authorized to make the disclosure:

   Ozarks Technical Community College
   1001 East Chestnut Expressway
   Springfield, MO 65802

3. The type of information to be used or disclosed is as follows (check the appropriate boxes and include other information where indicated).

   □ Immunity Lab Results/Immunization Records
   □ TB Test Results or Chest X-ray Results
   □ Urine Drug Screen Lab Results
   □ Criminal Background Check Results
   □ Other (please describe) __________________________________________________________

4. The information identified above may be used by or disclosed by Ozarks Technical Community College to individual clinical affiliates to verify my eligibility to participate in clinical practice.

5. I understand that I have a right to revoke this authorization at any time. I understand that if I revoke this authorization, I must do so in writing and present my written revocation to Ozarks Technical Community College. I understand that the revocation will not apply to information that has already been released in response to this authorization.

6. This authorization will expire 18 months from the date on which it was signed unless otherwise stated here __________________ (insert date).

7. I understand that once the above information is disclosed, it may be redisclosed by the recipient and the information may not be protected by federal privacy laws or regulations.

8. I understand that authorizing the use or disclosure of the information identified above is voluntary. However, my participation in clinical practice may be compromised if clinical affiliates are not able to obtain the information necessary to verify my eligibility.

________________________________________________________________________ Date ______________________
Signature of Student or Legal Representative (if minor)

If signed by legal representative, relationship to student: ________________________________________________

____________________________________________________________________ Date ______________________
Signature of Witness

081908
The Practical Nursing Program is a very rigorous and laborious course of study that requires a great deal of time, both inside and outside of the classroom in order to be prepared for classroom studies and clinical assignments. Students often underestimate the amount of time they must spend studying and working on homework, thus, many students hold part time or even full time jobs while attempting to keep up with the pace of the Practical Nursing Program.

While the Practical Nursing Program sets no defined limits on the number of hours a student can work, the student is advised that there is a definite relationship between the number of hours worked per week and performance in the classroom and clinical settings. Students should consider this acknowledgement a first warning that working too many hours outside of school might put their future in the Practical Nursing Program in jeopardy.

While it is understandable that some students may need to work during the program, being judicious with your work schedule and allocating adequate amounts of time for schoolwork will improve your opportunity for success.

I have read this acknowledgement and have been presented with this information immediately upon entering the Practical Nursing Program.

Name _______________________________  Date __________________

Name _______________________________  Date __________________