



Texas County  
Technical  
College

**Accelerated LPN to RN and Practical Nursing  
Student Handbook 2022 – 2023**

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Texas County Technical College reserves the right to modify the terms of this handbook, and other items without prior notice. Should changes be necessary, appropriate notice will be given. The handbook is published for informational purposes only. Students are subject to the most recent handbook policies, and students must adhere to rules, regulations, and policies as outlined in the Texas County Technical College student catalog and the Nursing handbook. This handbook should not be construed as constituting a contract between Texas County Technical College and any person.



## General Information

Texas County Technical College (TCTC) provides quality instruction and an ideal learning environment both in the classroom and through hands-on experiences. The programs are designed to meet community and business needs.

### Mission Statement

Texas County Technical College will provide the highest quality educational experience for individuals seeking affordable, personalized, technical programs and general education in response to the ever-changing employment needs of the community.

### Philosophy

Nursing is a science, and an art. Nursing draws upon the biological, behavioral, and social sciences as well as nursing's own unique body of knowledge. Nursing requires ethical behavior, critical thinking, problem solving, and effective communication skills. Nursing spans these multiple disciplines to reflect the contemporary health care environment which highlights the continual improvement in safe quality client centered care. The nurse assists the client to achieve an optimal level of wellness through a caring interpersonal relationship.

The faculty recognize the client is a unique person and an individual that draws on physiological, psychosocial, cultural, developmental, environmental, and spiritual experiences. The individual is viewed in a holistic manner recognizing these variables which impact their healthcare response. The faculty believes the goal of nursing is to assist the person in the pursuit of quality of life as determined by the person. Towards this goal, the nurse is also involved with illness prevention and health maintenance.

Nursing accepts the humanistic approach of valuing the other person's opinions and viewpoints and believes in maintaining the dignity and integrity of the person. The nurse protects the person's confidentiality and the right and ability to make choices. Nursing students will be instructed to view the person as an individual who has the potential to reach an optimal level of health and functioning and not an individual with an illness with the focus on symptoms.

The faculty believe that the nurse's role in the complex healthcare environment is to work collaboratively as peers with interdisciplinary teams and to integrate evidenced based care for the client and community. The ever-increasing complexity of nursing care requires safe practitioners that have the capacity to change and integrate new knowledge and evidenced based care into safe methods of healthcare delivery.

Nurses should be active continuous learners. Faculty strive to provide learning experiences designed to achieve synthesis of knowledge, values, and skills as outlined by course objectives. While the ultimate responsibility for learning remains with the student, the faculty have the responsibility to provide learning opportunities that encourage intellectual inquiry, critical thinking and fosters evidenced based care and use of informational technology to improve communication and safe quality client centered care.

## Programs of Study

### Accelerated LPN to RN Program

The Accelerated LPN to RN program at Texas County Technical College (TCTC) is a twelve month/forty-seven-week associate degree program that prepares students to take the national licensure exam for Registered Nurses (NCLEX-RN). Students are prepared both academically and clinically to care for clients from all levels of society in the complex, changing health care environment.

## Program Outcomes

The National League for Nursing (NLN) 2010 Outcomes and Competencies for Graduates of Associate Degree Programs in Nursing, along with 2007 Quality and Safety for Nursing Education (QSEN) Core Competencies, position graduates for practice in a dynamic health care arena: practice that is informed by a body of knowledge and ensures that all members of the public receive safe, quality care. At the conclusion, graduates of the Texas County Technical College Accelerated LPN to RN Program will meet the following program outcomes and corresponding competencies:

1. NLN Human Flourishing – Graduates will advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.
  - a. QSEN: Patient Centered Care – Graduates will recognize the patient or designee as the source of control and full partner in providing compassionate or coordinated care based on respect for patient's preferences, values and needs.
2. NLN Nursing Judgment – Graduates will make judgments in practice, substantiated with evidence, which integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.
  - a. QSEN: Safety – Graduates will minimize risk of harm to patients and providers through both system effectiveness and individual performance.
  - b. QSEN: Informatics – Graduates will use information and technology to communicate, manage knowledge, mitigate error, and support decision making.
3. NLN Professional Identity – Graduates will implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.
  - a. QSEN: Teamwork and Collaboration – Graduates will function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
4. NLN Spirit of Inquiry – Graduates will examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.
  - a. QSEN: Quality Improvement – Graduates will use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
  - b. QSEN: Evidence Based Practice – Graduates will integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

## Practical Nursing Program

The Practical Nursing program at Texas County Technical College (TCTC) is a twelve month/forty-seven-week certificate program that prepares students to take the national licensure exam for Practical Nurses (NCLEX-PN). Students are prepared both academically and clinically to care for clients in acute care and long-term care settings. Included in the certificate program is the State IV Therapy course.

## Program Outcomes

The National League for Nursing (NLN) 2010 Outcomes and Competencies for Graduates of Practical Nursing Programs provides the framework for this curricular structure. Based on the NLN Education Competencies Model (2010), graduates

of the Texas County Technical College Practical Nursing Program will meet the following program outcomes and corresponding competencies:

1. NLN Human Flourishing – Graduates will promote autonomy, dignity, integrity, and personal growth of diverse patients, their families, and oneself to provide individualized, culturally appropriate nursing care.
  - a. Quality – Graduates will engage in holistic practice that respects autonomy, dignity, and diversity of patients and their families.
  - b. Safety – Graduates will identify strategies that create a safe environment for nurses, patients, and families.
  - c. Collaboration – Graduates will function in a collaborative role to provide care in multiple settings.
2. NLN Nursing Judgment – Graduates will make evidence-based judgments in practice to provide safe, quality care for diverse patients and their families in collaboration with the interdisciplinary health care system.
  - a. Quality – Graduates will take accountability for decisions and actions performed in the provision of safe, quality care.
  - b. Safety – Graduates will provide evidence-based, safe, quality care that promotes the health of diverse patient populations.
  - c. Collaboration – Graduates will collaborate with members of the interdisciplinary health care team when making patient care decisions.
3. NLN Professional Identity – Graduates will show the ability to function as a unique member of the health care team, committed to evidence-based practice, caring, advocacy, and safe quality care.
  - a. Quality – Graduates will assume responsibility and accountability for the quality of nursing care provided to patients and their families in a variety of health care settings.
  - b. Safety – Graduates will follow state practical nursing acts to provide safe, quality care within the scope of practical nursing practice.
  - c. Collaboration – Graduates will collaborate with other members of the health care team to identify and access community resources and provide a safe health care environment.
4. NLN Spirit of Inquiry – Graduates will collaborate with the interdisciplinary health care team to use evidence and patient preferences in predictable patient care situations to promote optimal health status.
  - a. Quality – Graduates will suggest new and original approaches to improve care for diverse patients and families.
  - b. Safety – Graduates will examine existing and/or traditional practices to improve safety, quality, and cost-effectiveness.
  - c. Collaboration – Graduates will seek creative approaches to health care delivery while collaborating with the interdisciplinary health care team.



# Academic Standards

## General Academic Standards

### Academic Achievement and Retention

Students must reach and maintain grades of “C” or higher in all courses. Grades will be monitored, and a written warning issued if a student’s average falls below 82% in any core nursing course. The program director, program coordinator, or faculty member will counsel the student, and a written plan for improvement will be formulated and placed in the student’s file. Students who fail to achieve at least 80% in a core nursing course or a “C” grade in a general education course by the end of the semester will be terminated. Clinical components of theoretical courses are an integrated requirement for the specific course, and clinical components must be mastered to pass the corresponding course. Clinical evaluations will be completed regularly and be available for review. A student will be terminated if they fail clinicals.

Drug calculation and conversion tests are part of the demonstration of the proficiency in objectives for the practical nursing cohort. During each semester, students will be required to demonstrate competence through calculation and/or conversion examinations. Students will also demonstrate competence in conversions and calculations in the simulation and skills center activities, and during their clinical rotation.

Students are responsible to constantly monitor their own learning progress. Students are responsible for maintaining their own grade averages and test scores. Students are strongly urged to request appropriate instructor guidance and assistance with any curriculum material or any clinical objective(s) they are having difficulty mastering.

Failure to master theoretical material or clinical objectives requires remediation. Instructors responsible for the subject matter or clinical specialty will assist the student to formulate a plan and will monitor the student’s progress along with the timeline within the student is to demonstrate proficiency in the material or clinical skill(s). Students not passing an exam must complete a remediation plan according to the timeline determined by the instructor and before the next examination for the course is scheduled. The plan must be successfully met. Evaluation of proficiency will be required.

An ATI subject specific comprehensive computerized exam for each applicable subject area will be given prior to the end of each semester. The student is expected to obtain a minimum Level 2 competency (Proficiency = Level 2 or higher).

1. If a student achieves a non-passing score of Proficiency Level 1 or below, no score is recorded, and the student must begin remediation
2. The student will complete remediation per instructor directions and submit by the deadline given.
3. The student will pay a \$50 fee to retake the proctored exam designated by the coordinator or instructor.
4. Students have one (1) retest opportunity.

ATI assessment exams will be given a point value to be included in the total points for each course.

<u>Proficiency Level Score on Exam (1<sup>st</sup> Attempt)</u>	<u>Percentage of ATI Assessment Points Received</u>
Level 3	100%
Level 2	88%
Level 1	0% *

\*Zero (0) ATI assessment points are received until retesting is completed.

**Proficiency Level Score on Exam (2<sup>nd</sup> Attempt)**

Level 2 or higher  
Level 1  
Below Level 1

**Percentage of ATI Assessment Points Received**

78%  
68%  
58%

At completion of the program, a comprehensive ATI exam is given. The student is expected to achieve a 95% predicted probability. A student that obtains a predicted probability below 95% must remediate to receive the percentage points possible. A student that obtains a predicted probability below 90% must remediate and retake the ATI comprehensive predictor to receive the points possible. The cost for the additional testing is paid for by the student. Following retesting, students who improve will have scores averaged together for the percentage points earned. Students who stay the same or fall below the previous probability score will receive the first probability score percentage points. Students will not receive a lower grade due to retesting but could increase scores.

*Failure to demonstrate proficiency in the clinical or course objectives may require the student to withdraw from the program or result in termination from the program.*

**Grade Point Average (GPA) Calculation**

Grade Point Average (GPA) is calculated by multiplying the credit hours by the earned grade points. The sum of this number is divided by the total possible number of credit hours.

Example:

	<b><u>Course Grade</u></b>	<b><u>Course Credits</u></b>	<b><u>Course Points</u></b>	<b><u>Total Points</u></b>
	A	3 credits	4 points	12 total points
	C	3 credits	2 points	6 total points
	B	<u>12 credits</u>	3 points	<u>36 total points</u>
Totals:		18 credits		54 points

Divide 54 total points by 18 total credits = 3.0 GPA

Each course syllabus will articulate required course work including the requirements for student assignments outside of class. Outside of class work will be consistent with program objectives and will be documented, graded and an integral part of the sequenced educational program.

**Grade Point Average (GPA) for all General Education Courses**

The grade for each general education course is determined by tests, quizzes, other assignments, and a comprehensive course final. Each test, quiz, and assignment is assigned points. Proficiency in the course material is based on the percentage of total points scored as being correct. The percentage is then calculated on the following scale:

<b><u>Letter Grade</u></b>	<b><u>Percentage Grade</u></b>	<b><u>Grade Points</u></b>
A	90 – 100%	4.00
B	80 – 89%	3.00
C	70 – 79%	2.00
D	60 – 69%	1.00
F	Below 60%	0.00

*Grades are not rounded for any class. 59.99 is less than 60.00 and is an "F" in a general education course.*

## Grade Point Average (GPA) for all Core Nursing Courses

The grade for each core nursing course is determined by tests, quizzes, other assignments, and a comprehensive course final. Each test, quiz, and assignment is assigned points. Proficiency in the course material is based on the percentage of total points scored as being correct. The percentage is then calculated on the following scale:

<u>Letter Grade</u>	<u>Percentage Grade</u>	<u>Grade Points</u>
A	94 – 100%	4.00
B	86 – 93%	3.00
C	80 – 85%	2.00
F	Below 80%	0.00

*Grades are not rounded for any class. 79.99 is less than 80.00 and is an “F” in a core nursing course.*

## General Attendance Policy

Good attendance is a sign of dedication. Students are expected to attend all classes to get the maximum benefit from the program and to develop habits of punctuality, self-discipline, and responsibility. It is a component of professionalism that future employers consider as the first step in becoming a successful and productive employee. Education at Texas County Technical College is designed to prepare students for the proper skills and attitudes necessary for success in the nursing field.

### Definitions

Absences occur when a student misses an entire class or clinical.

Tardiness occurs when a student reports to class after the scheduled start time or returns late from a break.

Early departures occur when a student leaves class before the scheduled end time.

\*Tardiness and early departures are rounded to the nearest 15-minute interval.

All absences, tardiness, and early departures are recorded, regardless of the reason to become part of a student’s record at the college.

Texas County Technical College has the following attendance guidelines:

1. Students are to maintain a minimum of 90% attendance, or higher, for each semester. Clinical hours are included. If a student misses the number of hours where they are unable to obtain 90% attendance, or higher, by the end of the semester the student will be dismissed from the cohort.
2. The student must notify the college or clinical instructor at least one hour prior to the report time if the student is going to be late or unable to attend class or clinical. In the event the class is scheduled to begin at 8AM, a call must be received no later than 7:30AM. The clinical instructor must be contacted by 5:30AM for clinicals. Non-compliance with calling is considered a “no call, no show” and may be grounds for dismissal. Sending a message by another student is not acceptable.
  - a. Texas County Technical College phone number is (417) 967 – 5466 and the college has staff to answer calls beginning at 7:30AM.
3. Any absence of three (3) consecutive days or longer due to illness will require a doctor’s written statement. Illness verification by a doctor may also be required at any time as deemed necessary by the Director.
  - a. Any hospitalizations require a release from the doctor to return to class and/or clinical.

- b. Students returning to campus following an illness or injury must submit a letter from their doctor indicating any restrictions. Situations with a student placed on restrictions from a doctor will be considered on a case-by-case basis. Determination will then be made after evaluation of the restriction and timeframe indicated by the doctor regarding the student's ability to meet all clinical objectives and remain in the cohort.
4. All missed clinical hours must be made up. Time made up for clinical rotations does not decrease the total number of hours missed.
5. Extenuating circumstances will be considered on a case-by-case basis. Documentation for extenuating circumstances must be submitted within seven calendar days of returning to class.
6. Instructors are under no obligation to offer special assistance to students who are chronically absent.
7. Doctor visits and other appointments should be beyond scheduled class times.

## Clinical Attendance Policy

There are no allowable absences from laboratory, simulation, or clinical experiences. If a student is to be absent from a clinical setting, it is their responsibility to inform the clinical instructor at least one hour prior to the clinical start time. Fundamentals Skills Lab and Simulation days are considered "clinical sessions" and start times will be determined by semester.

One incident of "no call, no show" may result in the dismissal from the program. All clinical hours missed must be made up regardless of the reason missed.

Tardiness of one (1) minute through nineteen (19) minutes after the clinical start time, students are allowed to remain at clinical but must make up the missed time and will receive a "failed area" for professionalism.

Tardiness of twenty (20) minutes or more after the clinical start time, students will be sent home, must make-up the time and will receive a "failed day" for professionalism.

Make-up days are scheduled at the instructor's convenience and as days allow.

Extenuating circumstances, such as an illness or emergency, an absence may be granted at the discretion of the Instructor, Program Director, or Executive Director of Academic Operations. This policy is not a guarantee that the student will be granted an absence.

Students absent for more than two days of clinical or skills lab time per semester may be removed from the program regardless of hours made up.

## Late Work and Make-Up Work Policy

It is the student's responsibility to report to the instructor immediately after an absence to make-up missed tests and assignments, if applicable. The instructor course will provide directions regarding make-up work for the course.

The following policies are in effect for absences during core nursing courses:

1. No nursing student will be given the opportunity to take an exam or quiz early for any reason.
2. No assignment, project, or homework will be accepted late. Any assignment, project, or homework turned in after the specified time on the date due will be assigned a grade of zero (0). Any assignment, project, or homework missed or turned in late cannot be made up. No Exceptions.

3. Ten percent (10%) will be deducted from exams and quizzes missed at the scheduled exam time. An additional five percent (5%) will be deducted each day the college is open, following the scheduled exam time.
4. After seven (7) calendar days or the next exam date, whichever is earlier, no points will be awarded for any make-up exams or quizzes.
5. All exams must be taken regardless of the points awarded. Remediation, if required, for each test missed must be completed and submitted prior to the class's next exam. No Exceptions.
6. Individual circumstances of illness and emergency will be considered on a case-by-case basis by the instructor or program director. Documentation must be presented upon returning to campus.

## Program Termination

A student may be terminated from the nursing program due to excessive absenteeism, unprofessional or unethical conduct, failure to master course or clinical objectives, violations of rules and regulations, unpaid tuition, falsifying application information, or academic dishonesty. In addition, students may be dismissed from the program based on patient care safety issues, a positive drug screen without appropriate documentation, or failure to maintain clinical site expectations.

## Employment

It is recommended that students work no more than 16 hours per week and should not work at all if not maintaining a "C" in theory and/or clinical.

## Computer Requirements

Computers are an essential part of all programs at Texas County Technical College (TCTC). Students are required to have one of the following:

1. A personal computer with some type of word processing software, web camera (with microphone) and reliable internet access; or,
2. Access to a personal computer with some type of word processing software, web camera (with microphone) and reliable internet access.

TCTC does not recommend the use of Chromebooks. TCTC students may use the college's computer labs and library anytime they are available during regular business hours.

## Use of Technology and Social Media

Policy: Nursing students may not collect, share, or post any material that could potentially violate patient/family confidentiality or professional behavior guidelines on social media sites. Although Moodle, HER Tutor and other online tools used in a nursing course are not considered social media sites, students are expected to observe professional standards for communication in all interactions.

Nursing students must follow the related policies of the clinical sites and the college.

Students may be subject to disciplinary action by the college and the clinical site for comments that are either unprofessional or violate patient privacy. HIPAA regulations apply to comments and images made and shared on social networking sites. Violations involving Moodle or other online tools are subject to the same prosecution as with other HIPAA violations.

Students are expected to conduct themselves as professionals, and, therefore, should refrain from negative posts regarding the college, courses, classmates, or instructors.

#### Guidelines

1. Social media includes but is not limited to blogs, podcasts, discussion forums, online collaborative information and publishing systems that are accessible to internal and external audiences (i.e., Wikis), RSS feeds, video sharing, and social networks like Instagram, Twitter, and Facebook.
2. Collecting, sharing, and posting on social networking sites are subject to the same professional standards as any other personal interactions. The permanence, worldwide access, and written nature of these postings make them even more subject to scrutiny than most other forms of communication.
3. Restricted postings include but are not limited to protected health information: individually identifiable information (oral, written, or electronic) about a patient's physical or mental health, the receipt of health care, or payment for the care.
4. Online postings or discussions of specific patients are prohibited, even if all identifying information is excluded. It is possible that someone could recognize the patient to which you are referring based on the context. Remember, if you would not want your own health information being posted to the internet, do not post that of anyone else.
5. Under no circumstances should photos or videos of patients or photos depicting the body parts of patients be taken or displayed online.
6. Statements made by you within online networks will be treated as if you verbally made the statement in a public place.

Electronic communication and information devices are a part of everyday life for most people today. However, learning to be a professional nurse includes discriminating when, where and how technologies are to be appropriately utilized. Students should use hospital or agency computers for patient care-related tasks only. Students are not allowed to use hospital computers for Facebook, personal email, or any other use.

Staff use always take priority over student use of the computers. It is essential that clinical instructors clarify with managers and staff, before students begin clinical, what access students will have to the computers at the clinical site where students are placed.

Students are not allowed to use electronic devices for personal reasons while in a clinical setting. Use of HER Tutor for clinical assignments may be done at the approval of your clinical instructor. Students may only use their phones during lunch or dinner break, or by special arrangement with the clinical instructor.

Instructors are to bring any violations to the attention of the course coordinator immediately.

*Source: Modified from Wegmans School of Nursing – St. John Fisher College, Rochester, NY, Clinical Instructor Guidelines, and Information (2013).*

## Graduation Requirements

To graduate, students must have earned a minimum cumulative grade point average (CGPA) of 2.00 and successfully completed the required number of credits in their program within the maximum number of credits that may be attempted. Students must have a grade of C or higher on all courses within the nursing program. Upon satisfactory completion of their program, students will receive a Certificate or Associate Degree.

## NCLEX Review Requirement

The college schedules an NCLEX live review for all nursing students the final week of their program, and students are required to attend the entire NCLEX review. Once verification of attendance at the review has been turned in to the administrative staff, and all other graduation and financial obligations are met, those students who attend ALL sessions of the NCLEX review offered through the college will have official transcripts sent to the Board of Nursing.

Students who cannot or choose not to attend all the scheduled NCLEX review at the college may select from a list of pre-approved NCLEX reviews (available in the administrative office). Upon successful completion of an alternate review course, students must provide documentation to the registrar showing proof of completion. Students taking an alternate NCLEX review are responsible for the cost incurred.

## Requirements for State Licensure

The requirements for Missouri State Licensure are:

1. Successful completion of the Nursing Course of Study
2. Successful completion of the course of study does not guarantee eligibility to take the licensure examination.
  - a. All applicants, students, and graduates are hereby notified that the Missouri State Board of Nursing may refuse to issue a license for reasons related to moral turpitude, intemperate use of alcohol or drugs, or conviction of a crime. The Nursing Practice Act and rules can be found on the Missouri State Board of Nursing webpage at <http://www.pr.mo.gov/boards/nursing/npa.pdf>. Section 335.066, RSMo, as shown on pages 17 – 20 in the Nursing Practice Act lists grounds for possible denial of licensure. The Missouri State Board of Nursing will grant or deny eligibility to test after submission of application for nursing licensure.
3. Validation of status for taking the examination will be forwarded to the applicant from the Missouri State Board of Nursing. Information related to the completion of the NCLEX Exam will be included.
4. CAT – Computer Adaptive Testing – NCLEX Exam is to be taken and passed at the first opportunity.

## Experiential Learning Practicum and Laboratory

### Clinicals

Part of the program is offered in a health-care facility that is contracted to provide instructional opportunities for nursing-related activities. Students are required to participate and be eligible to participate at all assigned clinical sites. No Exceptions.

Students must also comply with the facilities' policies and procedures. The college is not obligated to locate an additional clinical site to accommodate a student for any reason.

Courses with a clinical component require proficiency in the clinical objectives to successfully complete the course. The clinical component of any course is an integral portion of that course. Clinical experiences are graded on a pass/fail basis. If a student fails in clinical, they will fail the course. The clinical cumulative evaluation should be used as a guideline to determine when a student requires instructor assistance to master a clinical objective or skill. Students receiving instructor feedback on evaluations that indicate concerns with the student's clinical performance should immediately request instructor intervention and assistance with a remedial plan.

All clinical objectives must be mastered to successfully complete the corresponding course. Students may be sent home from clinical for unsafe or unprofessional behavior. Students missing clinicals due to being sent home for unsafe or unprofessional behavior must make up the clinical time.

## Clinical Health Policy

Students will not be able to attend clinical rotations due to safety concerns for clients and other staff, instructors, or students if the student is exhibiting one or more of the following health issues:

- Elevated temperature of 100.4° Fahrenheit or above
- Vomiting or Diarrhea
- Cognitive deficits
- Signs or symptoms of communicable diseases (i.e., pink eye, cold, flu, streptococcus, etc.) treated for less than 24 hours with antibiotics

Students sent home due to any of the above issues will be required to make up clinical time missed at the instructor's discretion.

## Professional Standards and Code of Conduct

### Classroom and Clinical Expectations

Health care professionals are representatives of the nursing profession. The first impression a nurse makes on the client results from what is seen and heard. How a nurse looks, and acts establishes the basis for acceptance from their client.

### Professional Code of Conduct

Texas County Technical College students are expected to maintain mature, professional conduct. Students are also expected to abide by the policies of the college. Student conduct is expected to reflect integrity and trust. All forms of unprofessional behavior are prohibited and will result in disciplinary action including possible dismissal. It is expected that those who observe incidents of misconduct to provide a written and signed report of such incidents to the instructor or the program director as soon as possible.

Problems with behavior will require counseling or conference with the instructor of the course. Serious or repetitive problems of behavior will require counseling or conference with the program director. Written documentation will be required, and the student will be provided with a copy of the documentation and expectations for correction. Students consistently exhibiting unprofessional disruptive behavior in the classroom may be subject to disciplinary action. Conduct is a critical element considered in the evaluation of student(s).

#### Academic Dishonesty

Academic dishonesty is defined as students providing or obtaining unauthorized help in academic coursework or accepting recognition for work which is not theirs.

Cheating is behaving in a dishonest way to achieve a goal. Examples of cheating include but are not limited to:

1. Copying from another student's work, examination paper or other exam instrument (i.e., computer).
2. Allowing another student to copy from any work, an examination, paper, or other exam instrument.
3. Unauthorized use of books, notes, or other materials to complete an examination, quiz, project, or other academic assignment.
4. Unauthorized collaboration with others on a test, quiz, assignment, or other academic project.

5. Using or processing unauthorized or concealed materials, such as notes, formula lists, cheat sheets, and websites during an examination.
6. Receiving communications such as, but not limited to notes, text messages, phone messages, computer-based messages, or nonverbal signs during examinations.
7. Disclosing examination questions or topics to other students; receiving information about examination questions or topics from other students.
8. Submission or use of falsified data.
9. Theft of or unauthorized access to an examination.
10. Submission of the same work for credit in more than one course, without obtaining permission of all instructors beforehand.

Plagiarism is the unauthorized use or close imitation of the language and thoughts of another and the representation of them as one's own original work. Examples of plagiarism include but are not limited to:

1. Quoting another person's actual words, sentences, phrases, paragraphs, or entire piece of written work without acknowledgement of the source.
2. Using another person's ideas, opinions, or theory, even if it is completely paraphrased in one's own words, without acknowledgement of the source
3. Borrowing facts, statistics, illustrations, or other materials that are not clearly common knowledge without acknowledgement of the source.
4. Copying another student's written work, computer file, or other academic assignment.
5. Allowing a student to copy written work, computer file, or other academic assignment.
6. Collaboration on or sharing of an assignment in any form (written or computer file) which is then submitted as individual work of each student.
7. Submission of the same work for credit in more than one course, without obtaining permission of all instructors beforehand.

Unintentional acts of plagiarism are defined as those involving acknowledgment of sources but incorrect use of citations or citation format. Incidents of academic dishonesty result in a zero for the assignment and may result in dismissal from the program.

#### Uncivil Behaviors

Examples of uncivil behavior include but are not limited to:

1. Behavior disruptive to the educational process, which includes but is not limited to:
  - a. Consistently missing deadlines
  - b. Repeatedly arriving to class late, leaving early, or otherwise coming and going during class
  - c. Sleeping in class
  - d. Using electronic devices during class for purposes unrelated to the course
  - e. Failure to turn cell phones off during class
  - f. Conducting side conversations during class

- g. Dominating the discussion during class
2. Discourteous, disrespectful, and impolite behavior directed toward instructors or other students or persons in the classroom or at clinical facilities, which includes but is not limited to:
  - a. Use of profanity
  - b. Rudeness, belittling, or use of judgmental tone
  - c. Taunting, harassing, or bullying
  - d. Yelling, threatening behavior or words, personal attacks, or unfounded accusations
  - e. Use of racial, ethnic, sexual, or other discriminatory slurs
3. Imposing physical harm on instructors or other students or persons
4. Intentionally destroying property
5. Possession of firearms or weapons
6. Violation of the college's Drug and Alcohol Use Policy

The instructor reserves the right to not admit students to class who are late until the next class break. Students who engage in disruptive behavior, are unruly, or who interfere with the instructor's teaching and learning environment will be dismissed from class.

Disrespectful communication, incivility, and behaviors that are distracting to the learning environment will not be tolerated. Behaviors that are distracting to the learning environment may include but are not limited to:

1. Intimidation behavior
2. Refusal to comply with instructor requests
3. Persistent arguing
4. Yelling, eye rolling, foul and or inappropriate language

Any threats or disrespectful conduct made against instructors will be reported to the director and will result in penalties to the student.

## Clinical and Skills Lab Code of Conduct

Texas County Technical College students are expected to maintain mature, professional conduct. Students are also expected to abide by the policies of the clinical facility. Student conduct is expected to reflect integrity and trust. All forms of unprofessional behavior are prohibited and will result in disciplinary action including possible dismissal. It is expected that those who observe incidents of misconduct to provide a written and signed report of such incidents to the instructor or the program director as soon as possible.

Problems with behavior will require counseling or conference with the instructor of the clinical rotation. Serious or repetitive problems of behavior will require counseling or conference with the program director. Written documentation will be required, and the student will be provided with a copy of the documentation and expectations for correction. Students consistently exhibiting unprofessional disruptive behavior in the classroom may be subject to disciplinary action. Conduct is a critical element considered in the evaluation of student(s).

Unethical/Unsafe Professional Behaviors violations include but are not limited to:

1. Inadequate preparation for clinical rotation

2. Failure to properly notify the supervising or assigned instructor for a clinical absence
3. Falsifying information or reporting falsified information
4. Breach of client confidentiality/Health Insurance Portability and Accountability Act (HIPAA)
5. Unsafe nursing practice
  - a. Unsafe nursing practice is behavior conflicting with that expected of a reasonably prudent licensed nurse and has the potential to cause physical or emotional harm to the client. Nursing students will perform within their level of competency, be aware of limitations of their knowledge, have sound rationale for nursing care, and ask for assistance when performing any tasks outside of their level of knowledge or competency. Failure to follow infection control procedures or other safety protocols also constitutes unsafe nursing practice.
6. Violation of the American Nurses Association's Code of Ethics for Nurses
7. Violation of signed Academic Integrity Statement.

Unethical/Unsafe professional behavior may result in the dismissal from clinical rotation. Additional penalties may apply depending on the severity of the incident or repeat occurrences.

Texas County Technical College has the following guidelines for students attending clinical or skills lab:

1. The student is required to always maintain patient confidentiality. Any breach in confidentiality could result in termination from the college.
2. The student is required to always maintain confidentiality in any clinical/skills activity. This includes but is not limited to simulation labs and class skills labs. Sharing simulation lab scenarios with other students is considered disclosing of information or unauthorized collaboration between students and is considered academic dishonesty. Academic dishonesty is grounds for termination.
3. Students may not work an overnight shift prior to their clinical rotation. If it is determined that a student has worked an overnight shift prior to their clinical rotation, the student will be sent home, not be allowed to attend the clinical day, and will be required to make-up the missed clinical hours. According to state regulations, nurses are not allowed to work more than sixteen (16) continuous hours.
4. The student must be covered by student nursing liability insurance throughout the course of study which is provided by the college.
5. Gum chewing is prohibited during clinical rotations.
6. Students are not to leave the clinical unit without express permission from the instructor or supervising nurse.
7. No cell phones or other electronic devices are allowed during the clinical rotation while in patient care areas. This policy may be superseded by facility policy if the facility's policy is more restrictive. Simulation days are considered part of the clinical experience.
8. Families may contact the college in case of emergencies. A college employee will notify the student and/or clinical instructor or supervising nurse responsible and they will notify the student. No Personal Calls.
9. Smoking is not allowed during the clinical rotation or pre-conference hours. Tobacco odor stays on uniforms and is offensive to many clients.

10. The use of alcoholic beverages and/or drugs (illegal or prescription abuse) during regular hours on campus, during clinical hours or pre-clinical preparation hours is strictly prohibited and is grounds for dismissal.
11. The use of prescription medication that alters cognitive or physical functioning is not permitted during pre-clinical preparation and clinical rotations.
12. Children are not allowed to attend pre-clinical preparation.
13. Students must adhere to the clinical facility's policies and procedures.

## Code of Academic Integrity

Texas County Technical College is an academic community whose fundamental purpose is the pursuit of knowledge. It is believed that academic integrity is vital to the success of an educational endeavor and without it, the opportunity to develop a full understanding of the material is missed. The value of education awarded by an institution is based on the belief that graduates earn their education honestly, and that graduates have the knowledge and skills inherent to that education. The faculty at Texas County Technical College believe that quality education leads to quality care. The college accepts this responsibility to the community and to the profession of nursing by expecting academic integrity of students and faculty.

The highest standards of ethical and professional conduct are integral to success in nursing programs. As members of the nursing profession, the student shares a commitment to adhere to the American Nurses Association Code of Ethics for Nurses. The faculty's duty is to maintain an environment supportive of personal growth, as well as to ensure the provision of safe and effective health care to the public.

The nursing faculty at Texas County Technical College believe students who develop the values of nursing during their course of study will portray these values as a nurse. The values of nursing include lifelong learning, diversity, individuality, respect, responsibility, and integrity. These values are essential to continued success in the profession of nursing.

The American Nurses Association Code of Ethics for Nurses is as follows:

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions, and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

## Dress Code Policy

### General Dress Code

Texas County Technical College has the following guidelines for students attending class:

1. The student must be clean and well groomed.
2. The student may wear street clothes that are modest and well kept. No drug, alcohol, or offensive logos. No midriffs may be exposed.
3. Jewelry may be worn in the classroom only. See clinical and skills lab dress code for simulation and skills lab requirements.

### Clinical and Skills Lab Dress Code

Texas County Technical College has the following guidelines for students attending clinical or skills lab:

1. The student must wear the required clinical attire according to the course description and/or clinical protocol.
2. The student must wear professional street clothes (no shorts, jeans, open-toed shoes, tank tops, etc.) and a lab coat with name tag for any pre-clinical preparation (if applicable). No exposed midriffs.
3. The college uniform is to be clean and neatly worn. The college uniform includes a white scrub top, grey scrub pants, white tennis shoes, TCTC nursing t-shirt, and white or black undershirt. Name tag and identification patch must be worn during all clinical rotations. Uniform shoes must be white and kept clean. No additional accessories or pins may be worn with the college uniform.
4. Undergarments worn with the nursing uniform and at clinical rotations must be white or skin-colored and non-revealing. Female students must wear brassieres. Male students should wear white undershirts.
5. Hair must be clean, simply styled, and off the collar while in uniform. Only natural hair colors are allowed in clinical, simulation and skills labs. Long hair must be pulled away from the face so that it does not contaminate clean areas. Bangs must not obstruct the student's line of sight. Men's faces are to be either clean shaven or beards short, trimmed and groomed.
6. Natural colored contacts only.
7. No false nails may be worn. Nails must be cut short, not to extend more than an eighth of an inch from the fingertips. Nail polish is not allowed during clinical rotations including shellac and dip polish.
8. The student may wear a plain ring band only. Stones tend to scratch clients or cause skin tears.
9. One pair of stud earrings may be worn on the ear lobe; earrings not permitted in any other part of the ear. No hoops, dangling earrings or gauges. These tend to get caught and ripped out of the ear.
10. No body piercing, to include nose, eyebrow, tongue, umbilical rings, etc.
11. Tattoos should be covered if possible, however, infection control standards dictate nothing worn below the elbow for patient care. Tattoos that cannot be covered must be conservative and must not convey a message that is

contrary to Texas County Technical College professional standards. Visible tattoos that are lewd, obscene, and crude or that portray nudity, vice, crime, or contain profanity are forbidden. No visible facial tattoos are allowed.

12. No Smart Watches, Fitbits, or other electronic devices. Watches must be analog or digital, waterproof with a flexible band.
13. Instructors may send students who do not meet the dress code requirements home from the clinical rotation. Clinical time must then be made-up.

## Students Rights and Responsibilities Related to Conduct

It is the student's right to:

1. A quiet, safe, respectful, and positive learning environment.
2. Respectful consideration from co-workers, instructors, and administration.
3. Assurance of personal and record confidentiality.
4. Communicate with instructors regarding learning needs and program concerns.
5. Competent instruction and achievable objectives.
6. Knowledge and awareness of college policies.

It is the student's responsibility to:

1. Be quiet, dignified, and courteous in the classrooms, the corridors, the lunchroom, and any other place where students appear in the college uniform.
2. Report to classes promptly.
3. Be prepared for classes upon arrival at the campus.
4. Provide a positive classroom environment which is conducive to a positive learning experience.
5. Respect self, classmates, and instructors
6. Accept responsibility for your thoughts, communication, and behavior.
7. Respect the rights of classmates, instructor's coworkers, and clients
8. Uphold college policies and procedures.

## Grievance and Appeal Policy

The successful accomplishment of the college's mission requires prompt consideration and equitable adjustment of any appeal or grievance. It is the desire of the administration and staff to address appeals or grievances informally, and the supervisors, instructors, employees, and students are expected to make every effort to resolve problems as they arise.

Students have the right to appeal any action or decision that directly affects their academic performance or records such as grades, probation, warnings, suspension of financial aid or dismissal from a program, etc. due to not making satisfactory academic progress. Grievances or appeals submitted signed by a group will not be addressed. The student should first request consideration of a decision from the person who initiated the action.

An appeal regarding a final grade should be made within fifteen (15) business days of the last day of a class and should initially be addressed to the instructor of the class. If a student is not satisfied with the result, the student may file an appeal following the steps listed below.

Appeals may be granted based on error or unanticipated mitigating circumstances, which may include but are not limited to loss of transportation, civic duties, conflicting personal responsibilities, illness, death of a close relative, etc. that may affect a student's attendance or classroom performance. The grievance and appeal policy outlined below does not apply to actions taken in response to a positive drug screen. Please refer to the substance abuse policy.

When an appeal is requested, suspension of financial aid or dismissal from a program is delayed until the appeal has been decided. Students who have appealed are expected to continue in their program until the appeal is decided. When an appeal is not granted, the date of suspension of financial aid or dismissal from a program will be the date of the original action. Should the student withdraw immediately following the denial of an appeal, the student will not be charged for any attendance following the date the student was originally suspended from financial aid or dismissed from a program.

### Step One

Students with a complaint relating to a course or instructor should discuss it first with the instructor. If the complaint is not resolved satisfactorily, within three (3) business days following the documented meeting with the instructor, the student should present their complaint as outlined in Step Two.

### Step Two

A student may present their grievance to the program director. All grievances must be submitted in writing on the Grievance Form. If a satisfactory solution is not achieved, within another three (3) business days from the receipt of the program director's decision, the student may proceed with Step Three.

### Step Three

A student may then present the grievance to the Executive Director of Academic Operations. All grievances must be submitted in writing on the Grievance Form. If a satisfactory solution is not achieved, within three (3) business days from the receipt of the Executive Director of Academic Operation's decision, the student may proceed with Step Four.

### Step Four

A student may then present the grievance to the Appeals Committee. The student has three (3) business days to present the grievance in writing on the Grievance Form to the Appeals Committee after the Executive Director of Academic Operations has made a decision. The decision of the Appeals Committee is final.

Complaints against the college may be registered with the following regulatory bodies:

Accrediting Bureau of Health Education Schools (ABHES)  
6116 Executive Blvd., Suite 730  
North Bethesda, MD 20852  
(301) 291 – 7550

Missouri Department of Higher Education  
205 Jefferson Street  
PO BOX 1469  
Jefferson City, MO 65102-1469  
(800) 473 – 6757

## Student Support Information

### Notice of Nondiscrimination Policy

The college affirms a policy of equal employment opportunity, and nondiscrimination in the provision of educational services to the public. The college makes all decisions regarding recruitment, hiring, promotion, and all other terms and conditions of employment without discrimination on grounds of race, color, creed, religion, sex, sexual orientation, ancestry, national origin, age, genetic marker, disability, or any other characteristic which lawfully cannot be the basis for an employment decision by state, local, or federal law.

The college is obligated by and adheres to the provisions of:

- Section 493A, Title IV, Higher Education Act of 1965, as amended
- Title 38, United State Code, Veteran's Benefits
- Title IX, Education Amendments of 1972
- Section 504, Rehabilitation Act of 1973
- Family Education Rights and Privacy Act of 1974, as amended
- Drug-Free Schools and Communities Act Amendments of 1989

Inquiries concerning the application of these laws and their implementing regulations may be referred to the college president.

Texas County Technical College complies with Section 504 of the Rehabilitation Act of 1973 and makes every effort to ensure that disabled persons admitted as students or employed by the college are afforded all the rights and privileges provided to them by state and federal laws. Texas County Technical College is committed to providing a sound learning environment to academically qualified students with disabilities. Students must provide complete current documentation to the administrative office prior to beginning a program, and accommodations will be determined based on documentation, then communicated to the instructor with consent of the student.

### Tobacco-Free Facilities

Effective July 1, 2013, Texas County Technical College (TCTC) is a tobacco free college.

The tobacco-free policy prohibits the use of tobacco products on our campus and all adjacent areas. Tobacco products cannot be used by students and/or employees anywhere on the grounds or inside the facilities.

Furthermore, students and employees may not smoke, use tobacco, or vape in any form while wearing their TCTC ID badge, at any clinical facility, or college activity representing TCTC.

Students and employees may not smoke in their vehicles while on campus. Students and employees with an offensive odor in their clothing may be asked to change or be sent home on their own time to change clothes.

The administration recognizes that smoking is a personal choice, and students and employees may smoke or use other forms of tobacco while off duty and off college grounds if they are not representing TCTC in an official capacity.

## Drug and Alcohol Prevention

Texas County Technical College (TCTC) is committed to providing a healthy, safe learning environment for their students, instructors, staff, and guests. Part 86, the Drug and Alcohol Abuse Prevention Regulations (EDGAR) requires, that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees both on campus and as part of any of its activities.

TCTC has created a program that complies with the Drug-Free Schools and Community Act (DFSCA) to do the following:

1. Annually notify each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and college policy; a description of health risks associated with alcohol and drug use; information on available treatment programs.
2. Develop a sound method for distributing annual notification information to every student and staff member each year.
3. Conduct a biennial review on the effectiveness of its alcohol and drug use program and the consistency of sanction enforcement.
4. Maintain its biennial review material on file so that, if requested to do so by the U.S. Department of Education, the college can submit it.

### DFSCA Biennial Review Information

Regulations do not specify a date by which the biennial review must be completed; it is only required that the college completes a review every two years. Since the regulations went into effect in an even number year (1990), TCTC will conduct its biennial review by the end of each even numbered calendar year, and the review will be conducted by the President, Executive Director of Academic Operations, and Registrar.

### Documentation

Reports filed through the disciplinary process are made available for review to determine whether incidents or types of reports are increasing. Any changes in prevention or intervention initiative can then be made to address trends. Within the last two years, no student has been terminated from any program due to alcohol abuse or illicit drug usage.

### Policy Program

TCTC has a zero tolerance for drug or alcohol usage on campus or at any facility used by the college for additional training.

Through an assessment of the previous two years of activity, the following components have been identified as actively in place:

1. Mandatory drug screening for acceptance into any nursing program.
2. Random drug screening for any student or employee, if deemed necessary.
3. Information sessions regarding drug and alcohol abuse and prevention is given during student orientation at the beginning of each new program and in the student catalog.
4. Drug and alcohol abuse prevention is embedded throughout the curriculum utilizing a variety of methods to include but not limited to guest speaker expertise, field trips, clinical rotations, classroom assignments and projects.

5. Employees are provided with information on policies related to alcohol and illicit drug use through distribution of the Employee Handbook.

The consumption of alcoholic beverages and illegal drugs on the property of TCTC is absolutely prohibited, and violators will be prosecuted by local law enforcement agencies. Prohibited unlawful use includes violation of the Missouri law prohibiting possession or use of alcohol by persons under 21 years of age and all other state and federal laws regulating use, possession or distribution of alcohol or drugs. Also, prohibited are the unlawful or unauthorized use and/or possession of narcotics, drugs, drug paraphernalia and/or other chemicals; the distribution and/or sale of alcoholic beverages and the unlawful or unauthorized distribution and/or sale of narcotics, drugs and/or chemicals. Students and employees are notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol on campus or as part of the college's activities are prohibited and will be grounds for immediate dismissal from a program or employment. Any student or employee whose behavior is illegal, endangering the safety of students or employees, or considered to be disruptive to normal college activities will be dismissed immediately.

Those employees or students dismissed for illegal behavior will be reported to the appropriate authorities and subject to the penalties of federal, state, and city laws.

## Legal Sanctions

Local, state, and federal laws prohibit the unlawful possession, use, distribution, and sale of alcohol and illicit drugs. Criminal penalties for violation of such laws range from fines up to \$20,000 to imprisonment for terms up to and including life.

Specific and serious health risks are associated with use of illegal drugs and alcohol. Some of the major risks are:

- Alcohol and other depressants (barbiturates, sedatives, and tranquilizers)
  - Addiction
  - Accidents resulting from impaired ability in judgment
  - Overdose which can result in death
  - Damage to a developing fetus
  - Heart and liver damage
- Marijuana
  - Addiction
  - Panic reaction
  - Impaired short-term memory
  - Increased risk of lung cancer and emphysema
  - Impairment of driving ability
- Cocaine
  - Addiction
  - Heart attack
  - Seizures
  - Lung damage
  - Severe depression
  - Paranoia and psychosis
  - Similar risks are associated with other stimulants such as speed and uppers.

- Hallucinogens (acid, LSD, PCP, MDMA, etc.)
  - Addiction
  - Unpredictable and/or violent behavior
  - Emotional instability
  - Organic brain damage in heavy users
  - Convulsions
  - Coma
- Narcotics (heroin, Demerol, Morphine, Codeine, etc.)
  - Addiction
  - Accidental overdose
  - Risk of Hepatitis and AIDS from contaminated needles
- Inhalants (harmful gases and aerosols, glue, nitrous oxide, etc.)
  - Loss of consciousness
  - Suffocation
  - Damage to the brain and central nervous system
  - Sudden death
  - Nausea and vomiting
  - Nosebleeds
  - Impaired judgment

A drug screen may be requested of a student and/or employee who demonstrates drug or alcohol use. All expenses related to screening, counseling, treatment, and rehabilitation are the responsibility of the student and/or employee.

If a student or employee is terminated for positive results on a drug screen, and they wish to appeal the decision, the following steps must be completed:

1. Notify the Program Director or Executive Director of Academic Operations in writing within 24 hours (excluding weekends) following termination of the decision to appeal. This time limitation is due to the time constraints concerning specimens maintained by the laboratory.
2. Request that Sample B of the split sample specimen be sent to a second independent laboratory for testing. All fees for this additional testing are the responsibility of the student or employee and must be paid at the time the appeal is submitted.

The findings from the second independent laboratory are final, and decisions made regarding the student or employee retention resulting from those findings are final.

TCTC strongly encourages a student or employee who might be dealing with a drug or alcohol abuse to seek counseling, treatment, or rehabilitation. TCTC will assist with referrals or other methods to connect the student or employee with counseling, treatment, or rehabilitation. The drug and alcohol resources are available in the near-campus community, on-line, or by telephone.

The following contact numbers and hotlines are available for counseling, treatment, and rehabilitation:

Substance Abuse Treatment Locator  
[www.findtreatment.samhsa.gov](http://www.findtreatment.samhsa.gov)  
1-800-662-HELP (4357)

Nar-Anon  
<http://nar-anon.org>  
1-800-477-6291

Cocaine Anonymous  
[www.ca.org](http://www.ca.org)  
1-800-347-8998



National Council of Alcoholism and Drug  
Dependence Hopeline  
[www.ncadd.org](http://www.ncadd.org)  
1-800-NCA-CALL (622-2255)

Alcoholics Anonymous  
[www.aa.org](http://www.aa.org)

Gibson Recovery Center, Rolla  
573-368-7302

Texas County Sheriff's Office  
417-967-4165

Phelps County Sheriff's Office  
573-426-3860

Wright County Mt Grove Police  
417-926-5181

SE Missouri Community Treatment  
Center, Rolla  
573-364-8511

Alcoholic Anonymous, West Plains  
417-256-8988

24 Hour Drug & Alcohol Helpline, Rolla  
888-413-6364

Texas County Houston Police  
417-967-3348

Phelps County Rolla Police  
573-308-1213

Turning Leaf Adult Treatment Center,  
West Plains  
417-256-5395

Family Counseling Center, West Plains  
417-257-9152

Family Counseling Center, Mtn Grove  
417-926-1500

Dent County Sheriff's Office  
573-729-3241

Wright County Sheriff's Office  
417-741-7576

## Safety Guidelines

### Student Health Policy

Students may be exposed to certain risks and dangers in nursing programs. Students should be aware they will be in close contact with other individuals having a variety of health problems of which the cause may not be known. All patients and/or clients must be considered as having the potential to transmit infectious diseases. Students enrolled in the nursing programs who experience injury, who have been diagnosed with an infectious disease or who have been exposed to an infectious disease which could place either clients or others at risk should immediately inform the program director.

It is the responsibility of students to inform the program director, coordinator, and instructors about conditions of limited functioning (i.e., crutches, surgery, pregnancy, etc.) which could require accommodations for clinical assignments. It is the responsibility of the students to inform the program director, coordinator, and instructors about any health conditions, mental and physical, or changes in health status that could place them or their clients at risk. A health care provider's statement may be necessary to assure the student is able to participate in class and clinical activities without harm to self or others.

If students are able to meet standards and functional abilities, and medical evidence indicates that their health is not a threat to themselves or others, students may continue in the program.

Students will not be knowingly assigned to isolation patients of any kind. However, instructors may allow students to enter approved isolation rooms to participate in skills opportunities once the clinical instructor has determined this is allowed by the clinical facility's policy and the risks for exposure are discussed with the student (including appropriate hygiene procedures).

If a patient is put on isolation during the clinical rotation, the clinical instructor will determine if the student should continue caring for the patient or if they should be reassigned based on the infectious organism, the clinical facility's policy, and the potential for cross-contamination.

Third semester nursing students who are completing their capstone hours can be assigned (as allowed by clinical facilities) to all isolation patients.



## Policy for Prevention of HIV Transmission to Students in the Health-Care Setting

Texas County Technical College nursing students are to follow the Policy for Prevention of Human Immunodeficiency Virus (HIV) Transmission of the health-care facility in which they are practicing. Additionally, following the Center for Disease Control (CDC) recommendations, students are to observe “universal blood and body fluid precautions” in the care of all patients, especially including those emergency care settings in which the risk of blood exposure is increased, and the infection status of the patient is usually unknown. Principles of HIV Transmission, precautions and procedures will be covered in the program curriculum. Students are expected to follow the guidelines as taught.

## Missouri State Board of Nursing Position Statement Regarding HIV or HBV Infection

The Missouri State Board of Nursing recognizes the serious implications the spread of HIV and HBV has on the health, safety, and welfare of the public and the Board’s mandated responsibility to the public for assuring safe and competent nursing care.

As mandated by Section 191.694 RSMo, 1992, all licensed nurses and nursing students shall immediately implement and adhere to the universal precautions recommended by the Centers for Disease Control in the care of all clients.

All licensed nurses and nursing students who discriminate against a client on the basis of HIV or HBV infection or makes HIV or HBV testing a condition of treatment shall be subject to the denial of licensure or the disciplinary processes of the Missouri State Board of Nursing.

All licensed nurses and nursing students with HIV or HBV who perform invasive procedures are encouraged by the Missouri State Board of Nursing to voluntarily participate in the Department of Health’s evaluation process.

All licensed nurses and nursing students who violate a restriction or limitation placed on their practice by the Department of Health shall be subject to denial of licensure or the disciplinary processes of the Missouri State Board of Nursing. It is the position of the Missouri State Board of Nursing that all licensed nurses and nursing students with HIV or HBV are entitled to the same reasonable accommodation guaranteed by the Americans with Disabilities Act.

## Inclement Weather Policy

Extreme weather may require Texas County Technical College to cancel classes. Information regarding class cancellation will be available on Moodle, local television, and social media. If no announcement is made, it is to be assumed classes will be in session. Nursing students in a semester with a clinical component will be notified of procedures pertaining to inclement weather by their clinical instructors.

If students believe road conditions are unsafe near their home, they are responsible for contacting the instructor.

Days missed due to inclement weather will be made up, and regularly scheduled days or holidays may be required as make-up days. Every effort will be made to post make-up days as soon as possible.

## Services

### Academic Counseling

Individual instructors and administrative staff are available to students during regular office hours for discussion of course or program academic concerns. Students experiencing academic difficulties are required to meet with course instructors to determine a plan for improving the student’s academic standing. Instructors may assist students in study habits and provide limited tutoring concerning specific content. The staff may make referrals to outside resources. Students are encouraged to make an appointment with instructors.



## Breaks

Breaks may be taken in designated areas. All break areas must be cleared after use.

Facilities must be left clean and orderly. Food or drinks may only be consumed in pre-designated areas. Children are not permitted in instructional facilities and/or clinical facilities at any time.

## Administration and Faculty

### Administrative Staff

Executive Director of Academic Operations  
Admissions Coordinator  
Interim Program Director  
Accelerated LPN to RN Coordinator  
Interim Practical Nursing Coordinator

Chelsye Scantlin  
Brenna Friend  
Christy Henry, MSN-NE, RN  
Jenny Sawyer, BSN, RN  
Connie Brooks, BSN, RN

### Faculty

#### **Connie Brooks, BSN, RN**

*Interim Practical Nursing Coordinator, Full Time*  
Bachelor of Science in Nursing, Central Methodist University, Fayette, MO  
Associate of Science in Nursing, Texas County Technical College, Houston, MO  
Licensed Practical Nurse, Texas County Technical College, Houston, MO

#### **April Hale, BSN, RN**

*Nursing Faculty, Full Time*  
Bachelor of Science in Nursing, Western Governor's University, Salt Lake City, UT  
Associate of Science in Nursing, Texas County Technical College, Houston, MO  
Licensed Practical Nurse, Texas County Technical College, Houston, MO

#### **Christy Henry, MSN-NE, RN**

*Interim Nursing Program Director, Full Time*  
Master of Science in Nursing, University of Central Missouri, Warrensburg, MO  
Bachelor of Science in Nursing, University of Missouri, St. Louis, MO  
Registered Nurse, Park College, Parkville, MO  
Licensed Practical Nurse, Rolla Technical College, Rolla, MO

#### **Bryan Lester, BSN, RN**

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