

The logo for East Central College features three overlapping, curved lines in a golden-brown color, resembling a stylized 'E' or a series of orbits.

EAST CENTRAL COLLEGE

ASSOCIATE DEGREE

NURSING PROGRAM



2015-2016

STUDENT HANDBOOK



Dear ECC Nursing Student,

Congratulations and welcome to the East Central College RN Program! You are now beginning the two-year journey to become a Registered Nurse. It is our hope that your education is rewarding and motivates you to embrace the nursing role and implement the highest standards of care for your patients. Our curriculum will provide the general knowledge and skills to begin your career as an entry-level nurse. We believe you are a mature adult learner and will participate fully in all learning activities to meet the expectations, rigor and demands of this program.

Please read this Student Nurse Handbook carefully. The intent of the Handbook is to clearly state the policies of the nursing program. This Student Handbook presents policies, procedures, and general information intended to assist you as you progress through the nursing program. This Handbook should be used in conjunction with other official documents prepared and distributed by East Central College.

The nursing program reserves the right to change, delete or add any information without previous notice and at its sole discretion. Furthermore, the provisions of this document are designed by the college to serve as guidelines rather than absolute rules, and exceptions may be made on the basis of particular circumstances. The forms you sign should be reviewed very carefully. Your acknowledgement will be submitted to the nursing office. They will be placed in your student file along with all required certifications, paperwork and student progress reports during the two years you are in the program.

We are very proud of our program. We appreciate your input on ways we could make the program more helpful to you. You will be given formal opportunities throughout the five semesters to evaluate faculty, courses and clinical education. You will be asked to participate in a graduate survey one year after graduation. Your responses are important to us.

We look forward to getting to know you better and teaching you to become the very best professional registered nurse.

Respectfully,

Robyn Walter, RN, MSN
Director of Nursing
Division Chair, Allied Health

EAST CENTRAL COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

I, the undersigned, have received, read and fully understand the policies in the Student Handbook for Nursing, which was reviewed and updated May, 2015.

I have received, read, and fully understand the College academic policy regarding class attendance and student conduct found in the East Central College Student Handbook.

I understand that personal information may be required by the clinical sites (i.e. criminal background check, immunizations, etc.). I give my permission for this information to be divulged for that purpose alone. Refer to individual policies relating to personal information.

Signature

Printed Name (please print legibly)

Date

Applicants for admission and employment, students, employees sources of referral of applicants for admission and employment and individuals with whom the Board of Trustees and college officials do business are hereby notified that East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries/concerns regarding civil rights compliance as it relates to student programs and services may be directed to Shelli Allen, Vice President of Student Development, 131 Buescher Hall, telephone number 636-584-6565 or stnotice@eastcentral.edu. Both offices are located at the ECC main campus located at 1964 Prairie Dell Road, Union, Missouri 63084. (2014)

East Central College Request for Release of Information

East Central College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA)*, a federal law that protects the privacy of student education records. All information other than directory information is restricted and will not be released without first obtaining the student's signed consent. East Central College defines directory information as follows:

- Student name
- Parent's name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Most recent previous school attended

I request the release of additional information to the person listed below for the purpose of discussing my academic progress at East Central College.

- Care plans and student assignments will be available in an area that other students/persons have access.
- Agree to notify Allied Health office if file has restrictions for release of general information.
- Allow release of information to potential employers regarding academic and clinical performance, as requested.
- Allow release of information to clinical sites regarding academic and clinical performance. May also include criminal background checks, drug screening results or other information per contractual agreement.
- This release is valid from date of signature forward.

Print Name (legibly): _____

Student Signature: _____

Student ID: _____

Date: _____

Witnessed by: _____ Date: _____

*FERPA contains provisions for the release of personally identifiable information without student consent to financial aid organizations, health agencies in emergencies, court officials, third parties with valid subpoenas and others as defined in the provisions of the Family Educational Rights and Privacy Act. Please consult the East Central College Registrar if you have questions regarding FERPA.

Updated: May, 2014

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2015-2016

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The Associate Degree Nursing Program is fully approved by the Missouri State Board of Nursing.

Reviewed/Revised – 5/2015

ADMINISTRATIVE STUDENT POLICIES

Associate Degree Nursing Program Profile

The purpose of the Associate Degree Nursing Program at East Central College is to prepare a nurse who is capable of administering safe, effective client-centered care to an individual or a group of individuals with a variety of health care needs. The Associate Degree Nurse functions both as a team member and as a manager of client care. The graduate is eligible to sit for the National Council of State Board Licensure Exam to be a Registered Nurse. Upon successful completion of the exam, the graduate meets minimum standards according to the Missouri State Board of Nursing to practice as a Registered Nurse.

In 1980, East Central College admitted the first nursing class. The spring of 1982 marked the first graduation of nursing students. The Union campus is approved to admit up to 30 nursing students beginning with each Fall semester. These students follow a specific course of study for 5 consecutive semesters. The Union campus has graduated over 500 students since its inception.

In 1997, East Central College developed a LPN to RN Associate Degree Nursing Program in Rolla, Missouri. This program is designed for the Licensed Practical Nurse to further their education to become a Registered Nurse. In January of each year, the nursing program admits up to 28 nursing students. These students follow a specific course of study for 3 consecutive semesters.

In 2007, East Central College was given approval to begin a full pre-licensure (generic) program in Rolla, Missouri. This program is approved to admit up to 16 nursing students beginning each Fall semester.

All nursing graduates from East Central College graduate with an Associate of Applied Science degree. Both Nursing locations have been granted full approval by the governing board by the Missouri State Board of Nursing. One nursing administrator oversees operation on both campuses. Each location has a designated Nursing Coordinator to oversee day-to-day activities. Each program has a 12 member Advisory Board consisting of Program graduates and Clinical Nurses from health care facilities throughout the college district.

Interested students must complete an application to the college and to the Nursing Program. Admission to the Nursing Program is based on established admission criteria. Details regarding the selection process can be obtained with the application in the nursing office or on the ECC website.

Periodic student assessment is measured throughout the curriculum. Students participate in standardized testing through a national testing service at various points in the program. This testing is utilized for assessment and benchmarking of individual student achievement, as well as overall Program evaluation. The Program improvement plan consists of formative and summative evaluations throughout each semester on each campus.

Effective: May 2006

Reviewed and Revised: May 2015

Copy on file in the Office of the Dean of Instruction

MISSION STATEMENT, PHILOSOPHY, FRAMEWORK, INTEGRATED CONCEPTS, AND OUTCOME MEASURES OF EAST CENTRAL COLLEGE NURSING PROGRAM

MISSION

The ECC Nursing Program prepares graduates to pass “the NCLEX-RN and function as registered nurses in diverse health care settings” (NLN Educational Competencies). The graduates of the AND program contribute to the work force, health and well-being of the community by providing safe, competent care, professional care in an ever-changing health care arena.

PHILOSOPHY

The Associate Degree Nursing Program functions within the general framework of East Central College and is consistent with and supportive of the philosophy and objectives of the College. The Associate Degree Nursing Program is established in order that the College may fulfill its obligation to meet the expectations and needs expressed by the people it serves.

1. The nursing program is based upon the belief that:
 - People are unique unified beings: biologically, intellectually, emotionally, socially, spiritually and culturally.
 - People have dignity, worth, autonomy, and individuality which deserves to be respected and maintained.
 - People have the right to receive the highest quality health care as well as be served by safe and competent health care professionals.
 - Nursing requires specialized knowledge, skills, and attitudes based upon the application of principles from the behavioral, biological, and physical sciences and from nursing’s own body of knowledge.
 - Nursing is goal-directed and assists the individual to meet basic human needs which may be altered by the need for illness prevention, health restoration, adaptation to chronic conditions and maintenance of dignity during end of life care.
 - Nursing utilizes the nursing process as its fundamental method of delivery of healthcare.
 - The associate degree nurse graduate can function competently and safely to meet the needs of individuals within a variety of healthcare settings as a manager of care and positively contribute to the profession of nursing.
 - The associate degree nurse graduate is accountable for his/her nursing practice; and works within the professions’ ethical and legal framework utilizing evidence-based practice.
2. The nursing program is established on the following beliefs about the teaching-learning principles and processes:
 - It is a responsibility shared jointly by faculty and students.
 - The faculty’s role is not only to provide information, guidance and direction; but more importantly, to role model and create an environment that facilitates the student to critically think, problem solve, and practice safe and competent care utilizing evidence based practice and patient centered care approach.
 - The student’s role is to participate responsibly and actively engage in the learning process; the *primary responsibility for learning rests with the student*. The level of achievement is dependent upon the student’s attitudes, commitment, and motivation.
 - Education is influenced by changes in the demographics of society, the healthcare delivery system and advances in technology.
3. The nursing faculty believes that the nurse has three roles:
 - a. Provider of Care
 - b. Manager of Care
 - c. Member of nursing profession

Adopted Feb 2014

CONCEPTUAL FRAMEWORK

Abdellah's 21 Nursing Problems were selected as the method by which to present the person as a whole as well as the method to present problems of the body. Taken together, the 21 problems or "needs" represent the person in relationship to the internal and external environment. One's state of wellness is determined by the extent to which these needs are being met at any given moment. Illness represents varying levels of unmet needs. Any illness or disease state can be categorized within Abdellah's 21 Nursing Problems.

CURRICULUM INTEGRATED CONCEPTS

Promoting Health Lifestyles
Pharmacology
Nutrition
Information Technology
Evidence-Based Practice
Interdisciplinary Collaboration
Quality Improvement and Safety

Growth and Development across the Lifespan
Pathophysiology
Moral Legal Ethical Aspects
Cultural Sensitivity
Patient-Centered Care & Decision Making
Finance and Healthcare Policy

Adopted 5-13-14

NURSING CURRICULUM OUTCOME MEASURES

Upon graduation the East Central College Associate Degree graduate nurse demonstrates the following in the role:

Provider of Care :

- A. Utilizes the nursing process as the basis for the delivery of health care across the life span while prioritizing care for multiple clients by:
 - 1. Obtaining data through assessment and generates information to contribute to the health record.
 - 2. Establishing nursing diagnoses and priority goals.
 - 3. Developing, implementing, evaluating, and revising individualized and culturally sensitive nursing plans of care.
 - 4. Identifying individual learning needs as the basis for establishing the teaching-learning process.

- B. Practices within a framework of scientific evidence-base practice while implementing planned care, utilizing clinical reasoning to make sound judgments, ensuring safe, quality patient-centered care for multiple clients by:
 - 1. Utilizing principles of medical and surgical asepsis, growth and development, therapeutic nutrition, pathophysiology and pharmacology.
 - 2. Identifying changes in health status which are expected and unexpected resulting in actual or potential problems interfering with recovery or promotion of healthy lifestyles.
 - 3. Providing physiological safety and promoting psychological safety.
 - 4. Demonstrating safe performance of nursing skills with scientific understanding
 - 5. Demonstrating safe clinical reasoning and judgment while practicing in the role of the nurse.
 - 6. Utilizing quality improvement to measure patient outcomes, identify safety concerns and errors, and develop changes in processes.

- C. Establishes and maintains therapeutic interpersonal relationships with patients, families, and professional relationships with members of the healthcare team. This includes:
 - 1. Utilizing principles of therapeutic communication
 - 2. Utilizing proper lines of authority in communicating with members of the healthcare team.
 - 3. Documenting and communicating assessment and clients' response to care.
 - 4. Evaluating effectiveness of one's own communication with clients, co-workers and others.

Manager of Care

Upon graduation the associate degree nurse demonstrates the following in the role of Manager of Care:

- D. Serves as a manager of care for multiple patients in various settings being accountable for:
 - 1. Setting priorities, planning and organizing the delivery of nursing care to use time and resources effectively and efficiently.
 - 2. Delegating aspects of nursing care to health care team members consistent with their educational preparation, skill, experience, and scope of practice.
 - 3. Maintaining responsibility and accountability for the own nursing actions and care delegated to others
 - 4. Cooperating and collaborating with the interdisciplinary healthcare team.
 - 5. Advocating for clients, their families and members of the healthcare team.

Member of Nursing Profession

Upon graduation the associate degree nurse demonstrates the following as Member of Nursing Profession:

- E. Functions as a member of the profession of nursing by:
 - 1. Being responsible and accountable for one's own nursing practice.
 - 2. Practicing within the profession's moral, ethical, legal and regulatory framework.
 - 3. Utilizing current theoretical information to support nursing practice.
 - 4. Utilizing self-evaluation and peer evaluation as means of continually improving one's own nursing practice.

Revised 5-13-14

**EAST CENTRAL COLLEGE
ASSOCIATE DEGREE NURSING CURRICULUM
UNION AND ROLLA**

PREREQUISITE COURSES

FS1001 Foundations Seminar
MT1303 Intermediate Algebra
Lab Safety Course

CH1105 Introduction to Chemistry Lecture and Lab

Two years high school biology with lab with a “B” grade or higher within the last five years
or

BI1305 General Biology I Lecture and Lab

****You may apply before pre-requisites are completed; however, coursework must be completed by the end of the Spring semester (May) before Fall admission. Proof of enrollment, a waiver, or proof of completion (official transcript submitted to Registrar’s office) of Human Anatomy & Physiology I & II and Microbiology, must be on file by January 31st for the next Fall’s admission cycle.****

FALL

NR1014/1022 Fundamentals of Nursing Lecture and Lab	7
◆ MT1311 Medication Calculations for Allied Health	(1)
BI2104 Anatomy and Physiology I Lecture and Lab	4
EN1223 English Composition I	3
PY1103 General Psychology	3

SPRING

NR1035/1045 Nursing of Adults and Children I Lecture and Lab	10
BI2115 Anatomy and Physiology II Lecture and Lab	5
EN1333 English Composition II	3
PE 1081 Introduction to Fitness and Wellness	1

SUMMER

NR1052/1063 Mental Health Nursing Lecture and Lab	5
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FALL

NR2014/2035 Nursing of Adults and Children II Lecture and Lab	9
BI1314 Microbiology for Allied Health Lecture and Lab	4
PS1203 American Gov’t <i>or</i> HI1103, HI1203 or HI1303 American History	3

SPRING**

NR2045/2055 Nursing of Adults and Children III Lecture and Lab	10
NR2991 Nursing Trends and Placement	1
SO1103 General Sociology	3

****For second year students:** *ACLS and PALS courses are optional, yet recommended during the final Spring semester.*

TOTAL HOURS (including prerequisites): 80 (Nursing 42/General Education 38)

- Classes required only if Writing Sample, ASSET and/or ACT test scores indicate the need.
- ◆ Not mandatory, but highly recommended; to be taken with Fundamentals of Nursing.

NOTE: *In order to achieve success in the nursing program, a student is expected to spend an additional average of 20-30 hours per week studying and preparing. Some examples include: practicing skills in the clinical lab, preparing for clinical assignments, studying for exam, preparing for class, developing written assignments, and developing presentations (not an inclusive list). Student can expect to spend 2-3 contact hours per credit hour for clinical lab courses.*

Updated: March, 2015

**EAST CENTRAL COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM**

****Estimated Itemized Expenses**

PREREQUISITES: In-District @ \$95.00/hr. (17 credit hours) = \$1,615.00
Out-of-District @ \$130.00/hr. (17 credit hours) = \$2,210.00

A non-refundable application fee of \$15.00 is due when applying. <i>When accepted</i> , a non-refundable admission packet fee of \$100.00 is due.	IN-DISTRICT	OUT-OF-DISTRICT
FALL, First semester: 18 credit hours		
Tuition/Support Services/Student Activity/Technology Fees	\$ 1,843.00	\$ 2,536.00
Special Lab/Assessment Fee	350.00	350.00
Books and Syllabi plus clinical kit (approximate)	1,500.00	1,500.00
Watch w/2nd hand, bandage scissors, white shoes, name pin, sleeve emblem, uniforms (2), lab coat, stethoscope, etc.	400.00	400.00
TOTAL FALL SEMESTER	\$ 4,093.00	\$ 4,786.00
SPRING, Second semester: 18 credit hours		
Tuition/Support Services/Student Activity/Technology Fees	\$ 1,995.00	\$ 2,750.00
Special Lab/Assessment Fee	350.00	350.00
Books and Syllabi (approximate)	900.00	900.00
TOTAL SPRING SEMESTER	\$ 3,245.00	\$ 4,000.00
SUMMER, Third semester: 6 credit hours		
Tuition/Support Services/Student Activity/Technology Fees	\$ 665.00	\$ 920.00
Special Lab/Assessment Fee	185.00	185.00
Books and Syllabi (approximate)	200.00	200.00
TOTAL SUMMER SEMESTER	\$ 1,050.00	\$ 1,305.00
FALL, Fourth semester: 16 credit hours		
Tuition/Support Services/Student Activity/Technology Fees	\$ 1,691.00	\$ 2,332.00
Special Lab/Assessment Fee	375.00	375.00
Books and Syllabi (approximate)	700.00	700.00
TOTAL FALL SEMESTER	\$ 2,766.00	\$ 3,407.00
SPRING, Fifth Semester: 14 credit hours		
Tuition/Support Services/Student Activity/Technology Fees	\$ 1,539.00	\$ 2,128.00
Special Lab/Assessment Fee	375.00	375.00
Books and Syllabi (approximate)	225.00	225.00
State Board of Nursing Exam Fee (approximate cost)	120.00	120.00
NCLEX RN National Exam (approximate cost)	300.00	300.00
Graduation Pin (approximate <i>minimum</i> cost)	50.00	50.00
NCLEX RN Review Course (<i>Student's responsibility</i>)	425.00	425.00
TOTAL SPRING SEMESTER	\$ 3,034.00	\$ 3,623.00

Total <i>without</i> *Prerequisites:	\$ 14,188.00	\$ 17,121.00
Tuition for *Prerequisites (does not include books, etc.)	<u>1,615.00</u>	<u>2,210.00</u>
TOTAL <i>with</i> *Prerequisites:	\$ 15,803.00	\$ 19,331.00

PLEASE NOTE: Effective Fall, 2015 semester, nursing courses will have the Tier 2 differential tuition rate. Tier 2 tuition (with student fees): In-District - \$114/ch; Out-of-District - \$158/ch.

*The cost of prerequisites includes **tuition, technology, support services and student activity fees only**.

****ALL** costs are estimated and intended only to give a general idea. Amounts are subject to change during the time allotted for the degree. You pay only for credit hours taken in a given semester.

Please note: All Web-Hybrid courses at ECC have a \$30 fee charge. This cost has not been added in the above figures.

**EAST CENTRAL COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
LPN to RN Bridge Curriculum**

East Central College requires the following general education courses for an Associate of Applied Science Degree in Nursing. *It is the responsibility of each applicant to COMPLETE these course requirements PRIOR to beginning the Nursing program.*

PREREQUISITE COURSEWORK	
NR1024 Successful Transitions in Nursing (meets FS1001 Foundations Seminar requirement)	4
MT1303 Intermediate Algebra	3
PS1203 American Gov't <i>or</i> HI1103, HI1203 or HI1303 American History (HI1000 -Constitution Module must be completed with this course for credit)	3
EN1223 English Composition I	3
EN1333 English Composition II	3
BI2104 Anatomy and Physiology I Lecture and Lab	4
BI2115 Anatomy and Physiology II Lecture and Lab	5
BI1314 Microbiology for Allied Health Lecture and Lab	4
*PY2403 Human Development	3
Physical Education-(minimum of 1 credit hour of a Fitness & Wellness PE)	1
	33
Prerequisites for Human Development:	
--English Composition I	
--PY1103 General Psychology	3
Prerequisites for HAP I, HAP II, Microbiology Lec/Lab:	
-- Lab Safety Course	
-- Chemistry – College Level including a Lab	5
-- BI1305 General Biology Lecture and Lab	5
	15
<p>~~Any request for a waiver of program pre-requisites <u>must</u> be approved in writing by the Director of Nursing.~~ ALL SCIENCE CLASSES MUST BE NO MORE THAN 5 YEARS OLD WITH A GRADE OF "C" OR BETTER!</p>	

SPRING SEMESTER	Credit Hours
NR2014/2035 Nursing of Adults & Children II Lecture/Lab	9
 SUMMER SEMESTER	
NR1052/1063 Mental Health Nursing Lecture/Lab	5
 FALL SEMESTER	
❖NR2045/2055 Nursing of Adults & Children III Lecture/Lab	10
NR2991 Nursing Trends/Employment Skills	1
	25

***FRCC and RTC Graduates:** Human Growth and Development will be articulated for ECC credit once *if* enrolled in ECC Nursing Program within three (3) years of LPN graduation. The credit will be articulated after successful completion of the ECC Nursing program.

❖**Progression Policy:** Students in the final semester are required to take a standardized RN Exit Exam. Achievement of an acceptable score is required for successful completion of the program. Details are published in the Student Nursing Handbook (obtained after acceptance).

NOTE: *In order to achieve success in the nursing program, a student is expected to spend an additional average of 20-30 hours per week studying and preparing. Some examples include: practicing skills in the clinical lab, preparing for clinical assignments, studying for exam, preparing for class, developing written assignments, and developing presentations (not an inclusive list). Student can expect to spend 2-3 contact hours per credit hour for clinical lab courses.*

**EAST CENTRAL COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM**

****Estimated Itemized Expenses**

PREREQUISITES: In-District @ \$95.00/hr. (36 credit hours) = \$3,420.00
Out-of-District @ \$130.00/hr. (36 credit hours) = \$4,680.00

An application fee of \$15.00 is due when applying. <i>When accepted</i> , an admission packet fee of \$75.00 is due.	IN-DISTRICT	OUT-OF-DISTRICT
SPRING, Second semester: 9 credit hours		
Tuition/Support Services/Student Activity/Technology Fees	\$ 1026.00	\$1, 422.00
Special Lab/Assessment Fee	375.00	375.00
Books and Syllabi (approximate)	900.00	900.00
TOTAL SPRING SEMESTER	\$ 2,301.00	\$ 2,697.00
SUMMER, Third semester: 5 credit hours		
Tuition/Support Services/Student Activity/Technology Fees	\$ 570.00	\$ 790.00
Special Lab/Assessment Fee	185.00	185.00
Books and Syllabi (approximate)	200.00	200.00
TOTAL SUMMER SEMESTER	\$ 955.00	\$ 1,175.00
FALL, Fourth semester: 11 credit hours		
Tuition/Support Services/Student Activity/Technology Fees	\$ 1,254.00	\$ 1,738.00
Special Lab/Assessment Fee	375.00	375.00
Books and Syllabi (approximate)	225.00	225.00
State Board of Nursing Exam Fee (approximate cost)	120.00	120.00
NCLEX-RN National Exam (approximate cost)	300.00	300.00
Graduation Pin (approximate <i>minimum</i> cost)	50.00	50.00
NCLEX-RN Prep Course (<i>Student's responsibility</i>)	425.00	425.00
TOTAL FALL SEMESTER	\$ 2,949.00	\$ 3,358.00

Total Nursing Coursework:	\$ 6,205.00	\$ 7,230.00
Total Prerequisites/General Education (does not include books, etc.)	<u>3,420.00</u>	<u>4,680.00</u>
TOTAL Program Cost:	\$ 9,625.00	\$ 11,910.00

PLEASE NOTE: Effective Fall, 2015 semester, nursing courses will have the Tier 2 differential tuition rate. Tier 2 tuition (with student fees): In-District - \$114/ch; Out-of-District - \$158/ch.

*The cost of prerequisites includes **tuition, technology, support services and student activity fees only**.

****ALL** costs are estimated and intended only to give a general idea. Amounts are subject to change during the time allotted for the degree. You pay only for credit hours taken in a given semester.

**All web-hybrid courses at ECC have a \$30.00 fee charge.

Fall, 2015 Rates/Updated: April, 2015

ASSOCIATE DEGREE NURSING PROGRAM 2015-2016 FACULTY ROSTER

DIRECTOR

Walter, Robyn C., RN, BSN, University of Missouri – Columbia, Missouri; MSN, St. Louis University, St. Louis

FACULTY - Union Campus

COORDINATOR:

Mitchell, Nancy, RN, AAS, East Central College; BA, Williams Woods University, Fulton, Missouri; BSN, Central Methodist University, Fayette, Missouri; MSN, Maryville University, St. Louis, Missouri

FACULTY:

Bieker, Judy, RN, St. Luke's Hospital School of Nursing; BSN, Webster University; MSN, University of Missouri-St. Louis, St. Louis, Missouri
Van Leer, Jessica, RN, BSN, University of Missouri, Columbia, Missouri; MSN, University of Missouri, St. Louis, Missouri
Weseman, Roberta, RN, AA, East Central College; BSN, Northeast Missouri State University, Kirksville, Missouri; MS(N), University of Missouri-Columbia, Columbia, Missouri
Beste, Deborah, RN, AAS, East Central College, Union, Missouri; BSN, Central Methodist University, Fayette, Missouri; MSN, NP-C, Maryville University, St. Louis, Missouri***
Braun, Tabitha, RN, BSN, Maryville University, St. Louis, Missouri***
Fitts, Tom, NREMT-P, RN, AAS, St. Louis Community College, St. Louis; BSN, Webster University, St. Louis, Missouri; MEd, University of Missouri-St. Louis, St. Louis, Missouri***
Hoch, Ann, RN, AAS, East Central College, Union, Missouri; BSN, Oklahoma Wesleyan University, Bartlesville, Oklahoma***
Rossi, Stephanee, RN, AAS, St. Louis Community College-Meramec, St. Louis, Missouri; BSN, MSN, Chamberlain College of Nursing, St. Louis, Missouri***
Thomas, Donna, RN, Diploma - Barnes Hospital School of Nursing, St. Louis, Missouri; BSN, MSN, Webster University, St. Louis, Missouri***
Wissbaum, Connie, RN, AAS, East Central College, Union, Missouri; BSN, University of Missouri, Columbia, Missouri***

FACULTY – Rolla North

COORDINATOR:

Long, Elizabeth, RN, AAS, Chattanooga State Community College, Chattanooga, Tennessee; BSN, Jacksonville State University, Jacksonville, Alabama; MSN, APRN, PCNS-BC, University of Missouri, Columbia, Missouri

FACULTY:

Reed, Audrey, RN, AS, Motlow State Community College, Tullahoma, Tennessee; BSN, MSN-CNL, Central Methodist University, Fayette, Missouri
Voss, Tiffany, RN, BSN, MSN(c), University of Missouri – St. Louis, St. Louis, Missouri
Wax, Debra, RN, AAS, Park University, Kansas City, Missouri; BSN, Drury University, Springfield, Missouri; MSN, University of Phoenix, Phoenix, Arizona
Doyle, Christine, RN, BSN, Chamberlain College of Nursing, St. Louis, Missouri***
Garner, Andrea, RN, Diploma, Burge School of Nursing, Springfield, MO; BSN, Webster University, St. Louis, Missouri; MSN, University of Phoenix, Phoenix, Arizona; PhD(c), DNP(c), Barnes-Jewish College - Goldfarb School of Nursing, St. Louis, Missouri***
Koons, Michelle, RN, BSN, Central Missouri State University, Warrensburg, Missouri***
McDonald, Laura, RN, AAS, Lincoln University, Jefferson City, Missouri; BSN, Central Methodist University, Fayette, Missouri ***

***Part-time

Reviewed & Revised 7/2015

CANCELLATION OF CLASS/CLINICAL (Inclement Weather Guidelines)

On-site classes

Cancellation of class (lecture) will be decided in accordance with the College policy. *Please refer to the college policy attached to this supplemental nursing policy.* There are situations specific to the nursing program that are outlined below.

Clinical

The decision to cancel clinical is made by the Director, in coordination with College administrative staff, and is decided on the morning of clinical unless it becomes obvious earlier that clinical should be canceled **OR**, the college administration has made the cancellation prior to 4:00 a.m. for daytime classes. Since instructors live in different locations, traveling conditions may vary. *It is possible that some clinical groups will meet and others will not if the college is open.*

A snow schedule (or, late start) means the College will open later than normal: 10:15 a.m. for non-teaching staff (except maintenance) and 10:30 a.m. for students and faculty.

SNOW SCHEDULE/PROCEDURES

When snow and/or ice make driving hazardous, East Central College may be (1) Closed, or (2) on a Snow Schedule. Announcements are made on local radio stations throughout the college district and service area TV and radio stations, placed on the website, and on the college's phone system. Students are encouraged to register with the college's Emergency Notification System – ECC Alert. Instructions are found on the college website or at www.eastcentral.edu/eccalert

When the college is closed:

When the weather warrants, the college will close and cancel day and/or evening classes. Announcements will be made as soon as possible.

When the College is on a Snow Schedule:

In the event that snow prevents East Central College from opening on time in the morning, but roads are expected to be passable later in the morning, the college may elect to use a snow schedule.

A snow schedule means the college will start later than usual, 10:15 a.m. for non-teaching staff (except maintenance), 10:30 a.m. for faculty and students. The snow schedule will be implemented as follows:

Monday-Wednesday-Friday

Any class scheduled to start before 10:30 a.m. will be cancelled. Classes that start at 10:30 a.m. will meet at the normal time. Classes will meet as scheduled for the remainder of the day. Evening classes may be cancelled or also be on a late start schedule beginning at 5:00 pm. The college will make the announcement by 3:00 p.m. for evening classes. **For Nursing: Classes that start prior to 10:30 a.m. and end after 10:30 a.m. will begin at 10:30 a.m. to complete the class. For instance, a class that starts at 7:30 a.m. and ends at 2:00 p.m. will begin at 10:30 a.m. on a snow schedule day. For evening classes: a class that begins at 4:00 pm and ends at 9:00 pm will begin class at 5:00 p.m.**

Tuesday-Thursday

Any class that starts before 10:30 a.m. will be cancelled. Classes that start at 10:30 a.m. will meet for a shortened period beginning at 10:30 a.m. For the remainder of the day, classes will meet as scheduled. The same considerations for nursing courses as listed above apply on a Tuesday-Thursday schedule.

CANCELLATION OF CLASS/CLINICAL (cont.)

Page 2

Special Nursing Program Considerations

Clinical

In order to avoid disruption at our clinical sites, ECC Nursing will not begin clinical at a clinical site on a late start day.

Day clinical classes:

If the Director cancels clinical prior to the college's official announcement, AND, the college calls for an open campus for day classes, students and clinical faculty will begin clinical in the clinical lab at their respective locations at 7:30 a.m. If a snow schedule is called, then, clinical will begin in the clinical lab at 10:30 a.m.

Evening clinical classes:

If day classes are cancelled and evening classes are to begin at 5:00 pm, students and faculty will begin clinical in the clinical lab at their respective locations at 5:00 pm.

Weekend classes/clinical:

The Director will consult with appropriate college personnel and make the determination if Friday evening and/or weekend classes/clinical classes will be cancelled or on a snow schedule. Instructors will be notified by 3:00 pm Friday and by 4:30 a.m. on Saturday and Sunday. ***Instructors will be responsible for reaching students via the phone chain.***

Other

1. In the event that road conditions deteriorate during the day and the college administration cancels classes in the middle of the day or evening, clinical instructors will be notified by text messaging to cancel the remaining of the clinical class. Instructors will release students from the clinical site following appropriate report and sign off procedures for safe patient care.
2. Rolla and Union locations have a separate designation for class cancellations.
3. Students and faculty should use common sense and personal judgment in determining travel decisions based on road conditions in their area. If the college is open, students are responsible for missed work in their classes and should refer to the clinical policies for make-up assignments.

Announcements about closing/snow schedule are made on the following stations:

Radio Stations Dial # KLPW-Union/Washington 1220 AM; KWMO/KSLQ-Washington 1350 AM/104.5 FM; KTUI-Sullivan 1560 AM/102.1 FM; KWRE/KFAV-Warrenton 730 AM/99.9 FM; KMOX-St. Louis 1120 AM; KTTR-Rolla/St. James 1490 AM/99.7 FM; KZNN-Rolla 105.3 FM; KKID-Rolla/Salem 92.9 FM; KFLW – St. Roberts 98.9 FM51

TV Stations Channel TV Stations Channel KTVI Fox-St. Louis 2; KYTV – Springfield 3; KMOV-St. Louis 4; KOLR – Springfield 10; KSDK-St. Louis 5; KSFY – Springfield 27; Fidelity Cable 6; 95 KSPR – Springfield 33

Reviewed & Revised 5/2012, 11/2013

Reviewed 5/2010; 5/2013

EAST CENTRAL COLLEGE
Student Conduct Policy (BP 3.17)

3.17 Student Conduct Policy (Revised May 7, 1973; Reaffirmed December 2, 1991; Revised August 28, 2003; Revised June 16, 2014; Revised October 24, 2014)

Admission to East Central College carries an obligation to conduct one's self as a responsible member of the College community. Individual students and student organizations are required to observe the policies of the College and the laws of city, state, and federal governments. Student and organizational behavior must be compatible with the educational objectives of the College thereby maintaining safety standards and promoting the health and wellness of each member of the College community. Students are expected to approach each academic course and activity with a willingness to learn and an attitude of cooperation. Students and student organizations are expected to uphold the key principles of honor, truthfulness, and respect for people and property. Prohibited conduct will lead to student discipline.

Prohibited Conduct:

- A. Violations of standards established by College academic programs for student conduct in areas and classes such as the gym, fitness center, locker rooms, clinical settings, labs, shops and internships.
- B. Violation of or disregard for safety policies and procedures, e.g. lab safety contract.
- C. Violation of the Tobacco-Free Campus Policy.
- D. Violation of East Central College's Information Technology Policy.
- E. All forms of academic dishonesty such as cheating, aiding or abetting cheating, plagiarism, fabrication or multiple submission of papers in courses without prior instructor consent or representation of others' work as one's own. Refer to Academic Honor Code.
- F. Knowingly furnishing false information to the College.
- G. Forgery, alteration, or misuse of College documents, records, or identification, whether in written or electronic form.
- H. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or any other College events or activities, including public service functions and other authorized activities on College premises.
- I. Disturbing others with strong, pervasive odors such as perfume, cologne, body odor, animal odor, alcohol, or illegal substances.
- J. Assault, abuse or conduct which threatens or endangers the health or safety of another person on College-owned or controlled property or at a College-sponsored or supervised function.
- K. Theft, malicious destruction, damage, misuse, or conversion of property belonging to the College, a College employee, a College student, or a campus visitor.
- L. Unauthorized entry into or use of College facilities.
- M. Violation of local, state, or federal laws on College-owned or controlled property or at College-sponsored or supervised functions.
- N. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, an imitation controlled substance, or alcoholic beverages on College premises or at off-campus sites, in College vehicles and in any private vehicles parked on College premises or at off-campus sites or at College-sponsored or supervised functions. An imitation controlled substance is a substance that is not a controlled substance, which by appearance (including color, shape, size, and markings), or by representations made, would lead a reasonable person to believe that a substance is a controlled substance.
- O. Failure to identify one's self when requested to by College officials or College agents or failure to comply with directions of College officials acting in the performance of their duties.
- P. Possession or use of firearms or other weapons, explosives, dangerous chemicals, or fireworks on campus or at College-sponsored or supervised activities.
- Q. Gambling on College-owned or controlled property or at College-sponsored or supervised functions. Charitable or fund raising raffles may be permitted for student organizations with the approval of the Vice President of Student Development.
- R. Violation of the Policy Regarding Student Protections Against Sexual Assault, Relationship Violence, and Stalking.
- S. Violation of College policies regarding Discrimination and Harassment.

Student Conduct and Civility (cont.)

Page 2

T. Disorderly conduct, breach of public decency, breach of the peace, aiding or inciting another to breach the peace, infringement upon the rights of another or defamation of another either on College property or at College-authorized activities.

U. Hazing, or any act that intimidates, frightens, or degrades an individual.

V. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally.

W. Stalking, defined as engaging in a course of conduct directed at a specific member of the College community that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress. For purposes of this definition, a course of conduct means that two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Stalking may involve physical stalking and/or cyber stalking.

X. Any aforementioned committed in concert with other persons, may make each participant responsible for the acts of the entire group.

Jurisdiction for this Policy applies to student conduct which occurs on all property owned or operated or maintained by East Central College as well as actions which occur off-campus when the misconduct affects the well-being of students and other members of the College community.

Updated 10.24.14 OSD

CLASS/CLINICAL POLICIES

ACADEMIC HONOR CODE

Students are expected to conduct themselves honestly in all academic endeavors. Any act of academic dishonesty is a violation of the Academic Honor Code.

East Central College is an academic community. Integrity and honesty in the classroom, in academic programs and in all related learning experiences is critical. The Academic Honor Code is a statement of the college's position regarding student conduct as it relates to academic integrity. It is not intended to supersede specific course or instructor guidelines or policies contained in any course syllabus. (Students are responsible for learning about and being fully aware of activities that constitute violation of the Academic Honor Code.) The following list is presented for information and clarification and is not intended to be exhaustive.

The faculty retains the right to recommend a remedy when students are in violation of the Academic Honor Code. Students retain the right to appeal any accusation of policy violation as outlined in the Student Discipline Policy and Appeal Policy in this handbook.

Definitions and Clarifying Comments

Academic Dishonesty:

Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or a fair evaluation of a student's performance. Some examples and definitions are given below. The College faculty can provide additional information, particularly as it relates to a specific course, laboratory or assignment.

Cheating:

An intentional use or attempted use of unauthorized material or study aids in assignments or tests, or unauthorized assistance by any other party in any academic exercise. *Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher.

Plagiarism:

Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgement.

Examples: copying another's paper, work, computer disk, or answers and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks.

Facilitation of Academic Dishonesty:

Knowingly assisting another in violation of the Academic Honor Code.

Examples: working together without permission on a take-home test; providing another with information about a test that you have already taken before they take it.

Multiple Submission:

Submission of work from one course to satisfy a requirement in another course without explicit permission.

Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

Academic Honor Code (cont.)

Page 2

Fabrication/Forgery: Use or submission of contrived, invented, forged, or altered information in any assignment, laboratory exercise or test; tampering with or production of a counterfeit document, particularly documents which make up the student's academic record.

Examples: making up a source or citing a nonexistent publication or article; representing made up data as real for an experiment in a science laboratory class; forging a change of grade or student withdrawal record; falsifying any document related to a student academic exercise.

Obstruction:

Behavior that limits any student's opportunity to participate in any academic exercise or attempts to block access to resources.

Examples: destroying a library resource before another student can access it; interfering with another students' efforts or work in any academic exercise; tampering with a computer resource before other students can gain access.

Misconduct in Creative Endeavors: The misrepresentation of another person's ideas, writing, computer images, artistic effort, or artistic performance as one's own.

Examples: representing a musical performance as original when it is not; using copyrighted artistic material inappropriately or illegally.

Professional Behavior:

Students are required to conduct themselves in a manner appropriate to the classroom, laboratory, internship or clinical setting as specified in the course syllabus and program requirements.

Academic Honor Code Disciplinary Procedures

- A. Students who violate the Academic Honor Code will be confronted by the faculty member and referred to the Chief Student Affairs Officer (CSAO). Supporting documentation, when appropriate, will be forwarded to the CSAO. The CSAO will meet with the student, discuss the misconduct and review the Academic Honor Code and Disciplinary Procedures. The CSAO will maintain a file with supporting documentation and the name of the student will be placed on a disciplinary list accessible only to the CSAO and the Chief Academic Officer (CAO). The faculty member will determine how the violation will affect the student's grade.
- B. In the event that the student violates the Academic Honor Code a second time, the student will be required to meet with the CSAO. The student will be placed on academic probation. The faculty member will determine how the violation will affect the student's grade. The student's file and disciplinary list will be maintained by the CSAO.
- C. If the Student violates the Academic Honor Code a third time, they will be subject to sanctions up to disciplinary suspension or expulsion.

ASSESSMENT and REMEDIATION

Evolve Reach

INTRODUCTION AND PURPOSE

The Associate Degree Nursing program concurs with the philosophy that assessment and benchmarking of our students is instrumental in measuring and comparing the success of our students, and ultimately, the success of our program.

In this area of education, the comprehensive exit exam for graduating nursing students provides two purposes. It assesses and benchmarks individual achievement AND provides for preparation of the N-CLEX exam. In addition, the national testing service the ADN program utilizes has the capability to predict success on the NCLEX exam for each individual. This level of predictive ability is due to years of research and statistical analysis. By achieving the recommended established score of 900* on the Comprehensive Exit Exam, a candidate has a predictive pass rate of 98.46 %. It is in the best interest of the student to prepare adequately for these exams. All assessment exams are scheduled and administered on a secured web-site and proctored by nursing faculty. ECC computer labs are utilized.

METHODOLOGY

Mid-Curricular Exam – Union Campus and Rolla Campus Pre-licensure Program

Students will be required to complete a customized mid-curricular examination with content from Fundamentals of Nursing (NR1014) and Nursing of Adults/Children I (NR1035). The exam will be administered during the first week of Mental Health Nursing (NR1052/1063). If the student scores less than the established satisfactory score he/she will present a written plan of remedial action and present the plan to the Director of the Nursing Program or designee. The Director/Site Coordinator will review and approve the plan. If the plan is not submitted within 3 weeks of the exam or is inadequate, the student may be placed on clinical probation.

Mid-Curricular Exam – Union and Rolla Campus Bridge Program

Students will be required to complete a customized mid-curricular examination with content from Nursing of Adults & Children II (NR2032). The exam will be administered at the end of NR 2032. If the student scores less than the established satisfactory score he/she will present a written plan of remedial action and present the plan to the Director of the Nursing Program or designee. The Director/Site Coordinator will review and approve the plan. If the plan is not submitted within 3 weeks of the exam or is inadequate, the student may be placed on clinical probation.

Specialty Exam (Union & Rolla campus-all students)

Students will be required to complete a specialty exam at least once during the program. Faculty determine the content and schedules the exam accordingly.

Comprehensive Exit Exam – Union and Rolla Campus (All students)

Students will be required to take a nationally-normed comprehensive exit exam (during NR 2055 Adults & Children III) and achieve a satisfactory score on such exam prior to graduation and taking the NCLEX exam. Students will take the exam approximately 6 weeks prior to graduation. Those students not achieving the desired score will have 4-6 weeks to remediate and then re-test with a different version of the exit exam prior to graduation. In the event further remediation and testing is required post-graduation, the student will have an “Incomplete” in the clinical pass/fail course of NR 2055. After successful achievement of the exit exam, the “Incomplete” will be changed to a “Pass” and the transcript will be released to the Missouri State Board of Nursing and the graduate can sit for the NCLEX-RN examination. An acceptable overall score of 900 is required for successful completion of the program. Students who have been unsuccessful with two (2) attempts will need to show proof of successful completion of an approved NCLEX review course before further progression.

Remediation Plan:

Students may utilize attached remediation form or may complete the remediation document by utilizing the HESI test report and electronic resources.

Cost: The cost of utilizing testing/assessment routine services is included in “testing and special fees” in the tuition structure of the Nursing Program. The student is responsible to bring earbuds to each exam or they may purchase

them from the department, if available. *The student is responsible for test fees for any re-test efforts made related to the Comprehensive Exit Exam.* The individual test fee ranges from \$45.00 to \$55.00 per re-test.

N-CLEX Review: The cost of the review course is not included in course fees. It is highly recommended that all students take a NCLEX-RN review course. It is required for all students that have not successfully completed the exit exam in two (2) attempts.

Reviewed & Revised 7/2015

NAME: _____

Page ____ of ____

DATE: _____

**Achievement of Minimum Accepted Evolve Reach Score
Remediation Action Plan**

Assessment/Problem	Desired Outcomes:	Action Plan:	Method of Evaluation
Test M/C Exit 1 2 3			
Overall HESI Score _____ Community Health _____ Fundamentals _____ Geriatrics _____ Maternity _____ Med-Surg _____ Pediatric _____ Prof. Issues _____ Mental Health _____	1. Be specific & measurable. Write it down Make it happen	1. Exactly what resources you are planning to use to improve your HESI score. 2. Exactly how you will accomplish each action. 3. Exactly when you will perform each action and for how long. 4. Rationale for each action.	1. Exactly what you will evaluate. 2. Exactly how you will evaluate. 3. Exactly when you will evaluate.
		1. 2. 3. 4.	1. 2. 3. 4.

May, 2013

Student Signature _____
Faculty/Director _____

NAME: _____

Page _____ of _____

DATE: _____

**Achievement of Minimum Accepted HESI Score
Remediation Action Plan**

Assessment/Problem	Desired Outcomes:	Action Plan:	Method of Evaluation
		5.	5.
		6.	6.
		7.	7.
		8.	8.

Student Signature _____
Faculty/Director _____

CLASS ATTENDANCE POLICIES

THEORY (Classroom):

1. Due to the complex nature of class content, it is strongly recommended that students attend all scheduled classes. The individual student will be responsible for content missed during an absence. The College attendance policy states: “Because East Central College believes that learning is an interactive process, students are expected to attend classes regularly. Instructors distribute written class attendance policies at the beginning of each new class. Faculty or administrators at ECC may administratively withdraw a student from a class if a student violates the expressed, written attendance policy as stated in the course syllabus for the class.” ***The policy of the nursing department is if the student is absent the equivalent of the number of clock hours for the number of credit hours for the course, attendance counseling will be required to maintain participation in the program.*** If student absenteeism continues, further disciplinary action may be taken up to and including dismissal from the program.
2. Upon the discretion of the instructor, only one (1) examination may be made up per semester. Any subsequent examination missed will be given the grade of “0”. The student is to notify the instructor (or, the department secretary if the instructor is unavailable) ***before*** class time in order to be excused from the examination for that day. If the student does not call, the instructor may deny the student the opportunity to make up the examination.
3. In the event of a missed test, the test must be taken the day the student returns to class. Failure to follow this procedure may result in the student not being allowed to take the exam.
4. A “pop quiz” may not be made up, as this negates the purpose of the quiz. The grade of the quiz missed will be recorded as “0”. If a student arrives late for class and after the quiz has begun, that student will not be allowed to take the “pop quiz”, and will receive a “0”. In general, a pop quiz will not be greater than 10 points on any given lecture day.
5. Classes begin ***promptly*** as specified by the instructor. It is the students’ responsibility to show consideration for the class by being prompt. The instructor may use his/her discretion in regard to allowing students to enter the classroom late due to the disruptive nature.
6. All cell phones, pagers, and other communication devices must be turned off/inactivated during all class sessions.

NURSING SKILLS LABORATORY:

1. The nursing lab, at the Union and Rolla campuses, is open from 8:00 a.m. until 4:30 p.m., Monday – Thursday; Friday 8:00 a.m. -12:00 noon. It is the student’s responsibility to initiate the use of the lab for his/her independent practice. An appointment must be made in advance with individual instructor(s) when additional instruction/assistance is needed.
2. ***There are no excused absences from skills lab experiences.*** If absence occurs, it is the student’s responsibility to make arrangements for making up the missed skills lab experiences.
3. Out of respect for fellow classmates, students are expected to abide by the following guidelines:
 - a. Conduct self in a quiet, orderly manner.
 - b. Replace media, books, or equipment used by the student.
 - c. ***Do not interrupt*** an instructor during scheduled practice or check-out.
 - d. Use all equipment with care and report any malfunction to an instructor or the department secretary.
 - e. Violation of these guidelines will result in the involved party/parties being asked to leave and the time missed considered an unexcused absence.
4. Make-up of snow days will depend upon the unit being studied and the level of expertise of the students.
5. Students are expected to accept the responsibility for cleaning up after themselves.
6. Multimedia instructional materials may not leave the nursing area without prior consent from faculty or staff.
7. Refer to the clinical laboratory policy book located in the clinical lab for more details.

PLEASE NOTE:

ECC is an attendance taking institution. Student attendance in class, regardless of the delivery modality, is important for student success. Attendance will be taken at each class meeting and recorded in a class record.

The instructor will take action as stated in the course syllabus up to and including administrative withdrawal (WX) from the class for any student not considered attending but still officially enrolled in the class. Regardless of any action, the faculty member will report the last date of attendance as noted in the class record.

For a student to be considered attending the following conditions must be met:

A student cannot be absent for all the class meetings held within 14 consecutive calendar days (or a prorated amount based on a reduced class meeting calendar) without having made regular and frequent contact with the instructor regarding class progress.

A student cannot be absent for the equivalent (intermittent, nonconsecutive absences) of two weeks of class meeting time (or a prorated amount based on a reduced class meeting calendar) without having made regular and frequent contact with the instructor regarding class progress.

A student cannot exceed the absences permitted under the nursing program's more restrictive and specific course attendance policy as stated above.

Reviewed & Revised 5/2010

Reviewed 7/2015

CLINICAL EXPERIENCE POLICIES

Clinical Lab: The Nursing Department clinical laboratory course is established to provide students hands-on experience in a clinical setting. Students meet in the assigned clinic setting and are supervised by the clinical faculty assigned to the course. Students are required to conduct themselves in an appropriate and professional fashion while in the clinical setting, following guidelines established by the program faculty. Students should expect to spend a minimum of an additional eight (8) hours per week outside the clinical lab to prepare for the clinical experience and to complete all the appropriate assignments.

1. Clinical experience is vital for learning and professional development; therefore, ***there will be no excused clinical absence***. Make-up of clinical days missed due to snow will be determined by the faculty and Director. Specific recommendations will be made for additional experience at the discretion of the nursing faculty.
2. If clinical absence is unavoidable, it is the student's responsibility to speak to the instructor prior to 0600 on that clinical day, or at least one hour prior to scheduled clinical day. No voice messages or messages of any type are acceptable communication. Student-Instructor contact **MUST** be made before clinical begins. A written clinical make-up contract will be developed between the student and the appropriate clinical instructor for the missed experience. ***It is the student's responsibility to initiate the contract process with the instructor within 24 hours of initial notification of absence.*** The specific terms of this contract will be set forth by the clinical instructor and shall include a deadline for completion of terms. (Possible examples include, but are not limited to: presentation of a formal post-conference, development of a written research paper, attendance of clinical make-up, attendance at clinical make-up experience that may include a special clinical fee at student's expense.)

A student may not accumulate more than 2 clinical absence contracts within a 16-week semester; one clinical absence contract for an 8-week semester. To accrue clinical absences may affect the clinical grade negatively, or be grounds for dismissal from the program.

Failure to satisfactorily initiate and/or complete the terms of the contract, as specified (including deadline), will be grounds for re-evaluation of contract and may be grounds for dismissal from the program.

3. Failure to submit written work on time will result in the student receiving a late assignment contract once only. The student must meet with their clinical instructor to develop a plan for success after one late assignment contract. Each additional assignment that is submitted late or completely omitted will result in a learning contract.
4. **Students are expected to be punctual.** If tardiness is anticipated, students must notify the instructor at the institution at least 15 minutes prior to scheduled time of work. Students who are tardy ***without prior notification*** may not be allowed in the clinical area and will be considered absent for the day. Failure to notify the instructor of absence or tardiness may be considered cause for dismissal.
5. The student's clinical file must be complete prior to the first day of clinical. This includes proof of current PPD (2-step), CPR, etc. Students with incomplete files will not be able to attend clinical and will receive a clinical absence contract for each day of clinical missed.

Clinical Experience Policies (cont.)

Page 2

6. The student may not leave the assigned clinical unit unless he/she has permission from the instructor.
7. A student will be asked to leave the clinical setting (considered an absence) by the instructor for unsafe and/or unprofessional behavior. Possible examples include, but are not limited to:
 - a. lack of preparation;
 - b. illness;
 - c. appearance not in compliance with nursing dress code;
 - d. inability to meet clients' needs;
 - e. under the influence of drugs and/or alcohol (refer to East Central College Board Policies and Procedures Manual);
 - f. use of tobacco while in uniform or any odor of tobacco; and/or
 - g. cell phone/pager usage/disruption.
 - h. violation of Mandatory Safety Policy
 - i. violation of Code of Professional Conduct and Student Civility Policy
8. If during the course of clinical performance the instructor identifies unsatisfactory performance on the student's part, a learning contract will be initiated. The student will not be readmitted to clinical until the requirements of the learning contract have been fulfilled. If the learning contract concerns written work, the student will be readmitted to clinical ***ONLY*** at the discretion of the individual instructor. Failure to fulfill the requirements of a learning contract results in an unexcused absence.

Students may not accumulate more than one (1) learning contract within an 8-week semester; no more than two (2) in a 16-week semester. To accrue more than this limit results in review of the student's clinical performance by the nursing faculty. Directives to the student from the faculty may include lowering clinical grade and/or probation or dismissal from the nursing program.

Any student placed on clinical probation shall receive a clinical grade at least one (1) letter grade lower than that received in lecture. For example, a student has a letter grade of "C" in lecture, clinical probation status would result in a letter grade of "D" being issued.

9. Students will do procedures ***only*** under supervision of instructor.
10. Students are ***never*** permitted to witness any legal documents.
11. Students should assume responsibility in the proper use and care of equipment. If a student damages any article he/she must report the damage to the Head Nurse, or Charge Nurse and instructor. No equipment is to be taken out of the facility.
12. Students that have either been asked to permanently leave a facility or is deemed ineligible for clinical work at that facility, AND, cannot meet objectives at another approved site, may be dismissed from the program.
13. Confidentiality is to be upheld at all times. Conversations, concerning patients and diseases, between students and/or others (either in the institution or away) would be only those which are professional and necessary.

Clinical Experience Policies (cont.)

Page 3

The patient's chart is a legal document and **may not be photocopied for any reason**. No printed copies of any portion of the patient's record (chart or computer printout) may be taken from the healthcare facility. This includes PCPs, worksheets, census sheets, Kardex, etc. ***Students do not have authorization to review medical documents of patients not assigned to them unless review is authorized by instructor.***

14. Patients should be referred to by name, never room number or diagnosis.
15. Students will communicate with peers, members of the health team, and patients in a quiet, professional manner.
16. Students will conduct themselves in a professional manner in the clinical areas. ***No use of tobacco while in uniform. No gum chewing in clinical setting.***
17. Students are expected to make good use of clinical time working with patients and assisting other team members, if time permits.
18. **Incident-Accident Special Report**
 - a. If an incident/accident occurs involving a student, it is the responsibility of the student to report it to the instructor, as soon as possible, during the clinical period.
 - b. If the student is involved in an incident/accident, the student is financially responsible for any necessary medical care, for the student and any patients involved.
19. **Prevention of Disease Transmission**
 - a. It is the student's responsibility to follow standard precautions to prevent exposure to communicable diseases.
 - b. Any break in the integrity of the skin should be covered while in the clinical area and reported to the instructor.
20. **Observation and Field Trips.** Attendance is mandatory for all observations and field trips. Students assume the responsibility for transportation on all observation experience field trips which are planned to enrich their learning experience.
21. **Malpractice Insurance.** Students are required to carry medical malpractice insurance **prior** to clinical.

Reviewed & Revised 7/2015

Clinical Lab Guidelines

Phone Number: 6165 (Union)
573-202-6954 (Rolla)

Hours: Mon-Thu, 8 am - 4:30 pm
Friday, 8:00 am - 12:00 pm

Purposes of the Lab

- Clinical Simulations
- Lab Classes
- Patient Care Skills: Practice & Testing
- Remediation

Skill Practice is done on the student's own time. If the Lab is locked, please ask Nursing faculty or staff for assistance.

Supplies for most of the skills practices are available in the tote bags purchased by the student from the ECC bookstore. Other things needed to bring include: the appropriate procedure checklists (from course syllabus) and a pen with black ink. Take the whole bag with you to every skill practice. Practice supplies are **NOT** available from the Lab should the student fail to bring own supplies.

- Do NOT throw away the supplies. You will need them for your ongoing practice throughout the program.

No food, drinks or gum in the lab

Tracking Practice Time:

Log in and out for:

- | | |
|------------------|-------------|
| 1. Practice time | (Not for |
| 2. Remediation | Class time) |

- The student's clinical badge is required to be in the clinical lab.
- Using the clinical badge the student should swipe in upon arrival to practice.
 - Choose course and content appropriate for your visit to the lab.
- Student **MUST** swipe out when leaving Lab for longer than 10 minutes.
- If a student does not have the clinical badge, the student should contact the Clinical Lab Assistant or Program Assistant in HS 105 to inquire regarding

purchase of a replacement badge. (The approximate badge replacement cost is \$10.)

- It is essential that the student follow the aforementioned procedure for electronic swipe in/out. (The hours spent in the lab are closely monitored by faculty & staff.)
- If there is a problem with scanning in or out electronically, the student is required to notify the Program Assistant located in HS 105 immediately regarding how to handle this situation.

Practice Time: Skills practice in the Lab is mandatory prior to testing.....done on the student's own time.

- Instructors are available to guide students to become proficient with clinical skills.
- Students are highly encouraged to ask questions/get clarifications to help assure that skills testing is successful on the first attempt.

Remediation: If a student is unsuccessful on the first attempt with a skill test, the following process must be followed:

- Schedule a re-test time with an available instructor.
- Practice for a **minimum** 2 hours on each needed skill in the Clinical Lab.
- After practice, have a clinical instructor observe skill performance and offer suggestions.
- Re-test at scheduled time.

If second attempt is not successful, follow same remediation process as above.

If the third test is not passed, the student must meet with the instructor to discuss the situation. **Only 3 attempts are permitted for each skill.** Failure to achieve this will result in the student's inability to progress in the Nursing Program.

Grading Rubric for Skill Competency Testing is included in the course syllabi. Students are expected to have all questions answered regarding the checklist components **PRIOR** to testing.

Clinical Lab Guidelines

Pick up and straighten up your practice area before you leave the lab, please 😊

DO NOT practice any invasive procedures on anyone at any time!

There are no excused absences from skills lab experiences. If absence occurs, it is the student's responsibility to make arrangements for making up the missed clinical lab experiences.

"Critical Behaviors"= Patient Safety! These are vital elements of patient care related to safety. Patient Safety is a critical part of patient care. If a critical behavior is not done, it results in failure of that skill. "Critical Behaviors" include (but not limited to):

- **Identifying patient in minimum of 2 ways
- **Checking Allergy band & asking patient about allergies/reactions
- **Hand Hygiene before and after procedures
- **Providing privacy
- **Following patient rights for medications
- **Bed in low position and side rails (as appropriate) when leaving the client's bedside
- **Procedure completed in allotted time frame.
- **Maintaining Sterility (if applicable)
- **Maintaining "clean" environment
- **Others, specific to procedure that will be identified during class time

Hand Hygiene (hand washing) must be done with actual soap and water or hand sanitizer at the beginning and end of the procedures, and as indicated during a procedure. Please don't just say "I'd wash my hands" or ask if you have to wash **JUST DO IT.**

For Lab/Practice Bring:

Skill Check Lists
Pen with black ink
Stethoscope
Supply bag (or specific supplies needed)
Scissors
Kelly clamp
Watch with second hand capability
Other supplies as needed

Clinical Lab users are responsible for following standard precautions.

"Sharps"

ONLY Sharp items like needles/syringes/glass may be put in the sharps container!!! NO PAPER or ALCOHOL wipes!!

- For Needle Sticks or Splashes: **Report immediately** to the instructor so an incident report can be completed.

Dress for Success:

Practice Time:

- Clothing must be in good taste.
- Lab Coat and name badge are required when in the Lab.
 - Badge must be worn to be visible to patients at eye their level.

Please dress modestly...That means

NO cleavage, backs, bellies, behinds, bra straps or boxers (or any under wear) are allowed to be exposed in the Lab. Students in violation will be asked to leave the lab and return when dressed appropriately. See Syllabus and Student Handbook for further details. For any questions regarding attire, please ask the faculty. (If in doubt, wear something else.)

Competency Testing/Simulations:

- Uniform as described in the ECC Nursing Student Handbook, hair pulled back and off collar, closed toe shoes, nail polish, rings & piercings described in Nursing Student Handbook must be adhered to.
- Faculty has the right to refuse lab access if students are not dressed properly for testing and/or lab practice.

.....**The Secret for passing the skill tests.....**

Practice!

Practice!!

Practice!!!

Be sure to practice the entire procedure several times from "reading the orders" at the beginning of the procedure to "documentation" at the end.

Then a **PEER REVIEW** must be done by a fellow student and signed & dated by the reviewer on the on the check list prior to testing (requirement to be allowed to test).

Clinical Lab Guidelines

(If student requires a second or third test, a different student must be utilized as the peer reviewer.)

Any student or other users with a **LATEX ALLERGY** (or other allergens that a student may be exposed to in the clinical lab setting) **must** notify the Course Faculty member prior to entering the clinical lab.

Do not interrupt an instructor when working with a student during practice or during an actual check-out.

Use all equipment with care and report any malfunction to an instructor or the department secretary. Violation of these guidelines will result in the involved party/parties being asked to leave and the time missed considered an unexcused absence.

Students are expected to accept the responsibility for returning clinical lab supplies to the appropriate storage areas when completed.

Wash hands before touching the simulator manikins. Gloves should be worn for all patient care procedures.

No ball point/felt tip pens are allowed near the manikins due to potential permanent discoloration of manikin "skin".

Photocopied papers should **not** be placed on, under, or near the manikins to prevent the risk of ink transfer. Iodine or other staining medications should **not** come into contact with the manikins.

The manikin chest must be kept dry; care should be used when simulation involves fluid (i.e. blood, urine, etc.). In addition, do not spill fluids over any component inside simulator manikin torsos, since this could damage the unit and might also present a possible hazard for the operator.

Do not place artificial blood or other materials on the manikins' skin without first verifying with the Faculty/Lab Staff that the materials will not damage the manikins.

Do not lift the manikin by the arms. Always use a lift sheet to move or turn the simulator mannequin.

Always support the manikin head when moving or turning the simulator mannequin.

Do not manipulate, or remove any cords or connections from any of the equipment or the simulator manikin unless instructed to do so by the instructor (i.e. IV lines, etc.)

Treat the manikin and its belongings with the same respect you would a live patient.

1. Nothing other than sterile water is to be injected into the simulator (all prepared medications are in sterile water).

2. Nothing other than the supplied labeled lubrication spray/liquid is to be used to lubricate equipment.

3. Do not introduce any fluids except airway lubricant in small amounts into the manikin's esophagus or trachea. (Airway lubricant is provided in canisters specifically labeled for airway use.)

Damage/malfunction of manikins or other clinical lab equipment must be reported immediately to the Course Faculty member.

Users of the clinical lab must display **professional, courteous conduct and communication** at all times.

No equipment, computer or supplies can be removed from the clinical lab.

Dispose of any trash in appropriate containers.

Ensure flow of air/suction to all equipment, control boxes, etc. are turned off completely when finished with a manikin.

Cell phones, pagers and other electronic devices must be switched to silent mode or turned completely off during lab experiences. Students may check messages on class breaks.

Clinical Lab Guidelines

ABSOLUTELY NO photographs, audio or video recording by students permitted in the clinical lab.

Students and other users are required to complete a **photo and video release** statement if their simulation experience requires recording by faculty/lab staff.

And, lastly.....

The faculty and Lab Staff want students to become proficient and safe in patient care and succeed in their procedure/skill tests. **Please** be sure to ask your instructors for help when practicing the skills if you are unsure of how to do them. They are **GLAD** to help! To assure availability of a specific faculty member, consider making an appointment.

Thanks!!!

Changes made to the above guidelines may be made at the discretion of the Faculty/Lab staff.

Reviewed/Revised 7/2015

Clinical Lab Guidelines

I have read the Clinical Lab Guidelines and had my questions answered. I agree to follow the guidelines at all times when in the Clinical Lab. Non-adherence to these expectations may constitute dismissal from the Clinical Lab.

Signed

Date

Print Name

COMMUNICATION GUIDELINES

CELL PHONES/ELECTRONIC DEVICES:

- ***It is required that all cell phones and/or pagers must be turned off during class.*** The device should neither be seen nor heard during class. Voice mail and text messages may be retrieved during breaks.
- If a cell phone or pager rings, it is considered a “disruption” to the class. Due to the disruption the student has created, the student with the phone will be asked to leave the classroom until the next break occurs. The time the student is out of the classroom is considered an unexcused absence. Any material covered, quizzes, or exams missed will not be allowed to be made up.
- According to the agreements (policies) with our clinical sites, no cell phone, pager, or other electronic communication device may be carried on your person during clinical hours. If a disruption occurs due to a cell phone or electronic communication device, the student will be dismissed from the clinical experience. This will be an unexcused absence. (See “Policies for Clinical Experience”)

USE OF SOCIAL MEDIA

The use of social media outlets (i.e.: Facebook, Twitter, Instagram, Text messaging, etc.) is strictly prohibited in all capacities related to the ECC Nursing Program experiences. ***The posting of pictures, comments or discussions addressing any classroom and/or clinical experience on any of these sites could result in immediate dismissal from the program.*** According to the NCSBN.org, “Nurses have been disciplined by boards, fired by employers, and criminally charged by authorities for the inappropriate or unprofessional use of social media.”

FACULTY COMMUNICATION

Open communication is highly encouraged between student and faculty members. The following guidelines will allow for respectful contact for both students and faculty.

- Students are encouraged to utilize faculty scheduled office hour time (posted beside office doors) to have routine questions answered.
- If a phone call is ***absolutely*** necessary to an instructor’s home, some guidelines include:
 - ☎ No call after 9 p.m.
 - ☎ Check with each instructor regarding texting procedures.
 - ☎ No call before 5 a.m.
 - ☎ Routine matters should be addressed during regular office hours
 - ☎ Appropriateness of the timing and content to be discussed over the phone will be determined by the individual instructor.
- Feel free to utilize the instructor’s office voice mail and/or e-mail for routine matters, concerns and questions. This information will be furnished to you at the beginning of the semester.
- Please verify with each instructor, at the beginning of the clinical rotation, the cell phone policy for the specific clinical site. If allowed, cell phones are to be utilized **ONLY** for retrieval of information related to medications, labs/diagnostics, and pathophysiology. This information must be retrieved under the direction or supervision of the instructor. The cell phone must remain on “silent” and out of sight of patients and their families. If a disruption occurs due to a cell phone or electronic communication device, the student will be dismissed from the clinical experience. This will result in an unexcused absence. (See “Policies for Clinical Experience” in the Student Nurse Handbook.)

Reviewed & Revised May, 2010; May 2012; May, 2013; May, 2014

Reviewed: May 2008, May 2009, May 2011, July, 2015

DRESS CODE FOR CLINICAL EXPERIENCE

1. Clinical experience should be attended in full dress uniform.
2. Complete uniform dress includes:
 - A. Clean white or navy blue uniform
 1. Women:
 - a. Dress uniform, including culottes, may be worn and shall reach at least to the bend of the knee. Pants uniforms may be worn with professional style white or navy top. **Midriff may NOT be exposed during any activity.**
 - b. Proper foundation garments shall be worn.
 - c. White hose (without runs), white socks, neutral or subdued, solid matching socks.
 - d. White or navy lab coat
 - e. **Dress code requirements may vary with clinical site.**
 2. Men:
 - a. White or navy pants with professional style white or navy top.
 - b. Plain white, neutral or subdued, solid matching socks.
 - c. Proper undergarments shall be worn.
 - d. White long- or short-sleeved, crew neck t-shirt under scrub top
 - e. White or navy lab coat
 3. All students:
 - a. East Central College nursing student patch to be sewn 3 inches below the shoulder seam of the left sleeve. **Patch should be worn on shirt AND lab coat.** (Patch available in ECC Bookstore.)
 - b. Professional, clean, solid color non-canvas, closed-toe shoes. **Shoes must be clean and may be in muted colors, preferably water resistant.**
 - c. East Central College student identification.
 - d. Hair clean, neatly done, and secured back from face.
 - e. Fingernails short and clean; No artificial nails or nail tips; intact, clear polish with short natural tips allowed.
 - f. Personal Hygiene: i.e. prior to attending **ALL** clinical experiences, students are expected to bathe, apply deodorant, and brush teeth.
 - g. Jewelry. The only visible jewelry that is acceptable includes:
 1. Wedding ring only.
 2. Watch, with a second hand, should be worn at all times.
 3. If worn, earrings should be small, stud posts in a non-dangling style and in good taste and one (1) per ear.
 - h. Make-up can be worn in good taste; no perfume/cologne.
 - i. Tattoos/Body art/Body piercing: **None can be visible.** All must be tastefully covered. No “gauge” holes; gauge holes must be filled with a flesh-colored plug.
 1. Personal cell phones, pagers, and other means of electronic personal communication are NOT to be worn or carried in the clinical setting, unless approved by clinical facility and the clinical instructor.
3. Outside Employment:

If a nursing student is employed in any agency where a white uniform, or name pin is worn, the student may not wear the school name pin or emblem while at work.

Dress Code for Clinical Experience (cont.)

Page 2

4. Pre-planning or other clinical site experiences: Nursing students are required to wear their full uniform at clinical sites for any clinical experience or school-sponsored function. Examples include: In-service, continuing education opportunities, clinical pre-planning, etc.
5. No smoking or drinking alcoholic beverages in uniform. Students should be free from the odor of smoke or other offensive odors.

Reviewed & Revised 5/2012; 5/2014; 7/2015

Reviewed: 5/2008, 5/2011

Electronic Communications and HIPAA Security Rule

Health care professionals have a moral and ethical responsibility to protect the privacy of their patients and this has been mandated by federal law (Health Insurance Portability and Accountability Act -HIPAA). This encompasses all aspects of patient care from pulling curtains and using towels and sheets to protect the patient's modesty and dignity to refraining from discussing details about a patient in any circumstances where you can be overheard.

Nursing students have an obligation to protect the patient's information from being seen by anyone who has no need to know. Students should never leave electronic records open when you leave your seat by the computer. It means not leaving patient charts out and unattended for anyone to view.

DEFINITIONS:

Privacy - the clinical site's desire to limit the disclosure of patient personal information.

Confidentiality - a condition in which information is shared or released in a controlled manner.

Security - consists of measures to protect the confidentiality, integrity and availability of information and the information systems used to access it.

Electronic health information - (such as electronic medical records) is a computerized format of the health-care information paper records that is used for the same range of purposes as paper records, namely to familiarize readers with the patient, to document care, to document the need for care, to assess the quality of care, to determine reimbursement rates, to justify reimbursement claims and to measure outcomes of the care process

Confidentiality and the Patient's Chart Access/Usage in **hard copy**:

- Confidentiality is to be upheld at all times. Conversations, concerning patients and diseases, between students and/or others (either in the institution or away) are only those which are professional and necessary.
- The patient's chart (hard copy) is a legal document and ***may not be photocopied for any reason.*** No printed copies of any portion of the patient's record (chart or computer printout) may be taken from the healthcare facility/clinical site. This includes PCP's, worksheets, census sheets, Kardex, etc. ***Students do not have authorization to review medical documents of patients not assigned to them unless review is authorized by instructor.***

Confidentiality and the **Electronic Health Record** Access/Usage:

- All students are fully responsible for following all regulations of the Health Insurance Portability and Accountability Act (HIPAA) guidelines.
- **The Security Rule:** The HIPAA Security Rule establishes national standards to protect individuals' electronic personal health information that is created, received, used, or maintained by a covered entity. The Security Rule requires appropriate administrative, physical and technical safeguards to ensure the confidentiality, integrity, and security of electronic protected health information. The Security Rule is located at 45 CFR [Part 160](#) and Subparts A and C of [Part 164](#).

The rule adopts standards for the security of electronic protected health information to be implemented by health plans, health care clearinghouses, and certain health care providers.

Electronic Communications and HIPAA Security Rule Policy

- Students must adhere to professional standards for all communication including maintaining confidentiality, proper conduct for communication and communicating appropriate material.
- Students are fully responsible to ensure that they adhere to all regulations at all times whether at school, at clinical, on break, or anywhere else. This includes proper management of confidential client information.
- Personal Health Identifiers (PHI) must be removed from any patient data students collect. Additionally, students will use a password to protect access to information. This password is never to be disclosed to another individual. ***Students do not have authorization to review electronic health records of patients not assigned to them unless review is authorized by instructor. Also, students do not have authorization to review electronic health records of any personal acquaintances such as family member or friend, etc., under any circumstance.***
- Research of a medical record is for the purposes of the RN Program curriculum and course requirements only.
- Students will follow clinical site protocol for review of medical records.
- Photocopying of a medical record is a HIPAA violation and will result in disciplinary action.
- Electronic Medical Records may only be accessed while present at the clinical site AND only during approved clinical rotations. Accessing an Electronic Medical Record while off site is considered a HIPAA violation and will result in disciplinary action.
- Students will sign the East Central College Electronic Compliance Form [Authorization to Access/Use PHI] prior to entering any clinical setting at any facility annually for all courses. This form will be placed in each student's file.
- Using the internet while at clinical for personal, non-school related functions is strictly prohibited. Inappropriate internet access/usage or violation of HIPAA guidelines is cause for termination from ECC School of Nursing (See ECC Nursing Students Disciplinary Guidelines).
- Handheld electronic devices (I-pods, smartphones, etc.) may be used to obtain clinical information such as the use of an electronic drug book. The devices must be on silent and cannot be used for personal use at a clinical site. It is at the instructor's discretion to disallow handheld electronic devices during the clinical experience or based on the usage.
- Violation of patient confidentiality or clinical site medical access policies will result in disciplinary action up to and including dismissal from the nursing program. Violation of patient confidentiality with malicious intent will result in dismissal and can also carry federal charges.

Reviewed 5/2015

Electronic Compliance Form
[Authorization to Access/Use PHI]

Authorization to access/use PHI (Protected Health Information) is granted to the student identified below based on review and evaluation of the academic need. Students must take responsibility for the security of all PHI. A signed copy of this authorization is to be maintained in the student user's file and can be viewed upon request. The

Section 1: Describe the defined academic reason

- To collect limited information (i.e. diagnosis, medication list, history and/or physical assessment data) for careplans;
- To update current nursing directives (i.e. look up new drug order or new diagnosis, answer patient education questions);
- To assist with communication between student and clinical instructor.

Section 2: User (Student) Agreement (This section to be completed by the authorized user)

- I understand that I have been granted authorization to temporarily access/use PHI for academic purposes only while I am a current nursing student in the East Central College Nursing Program. This authorization has been granted based on a defined academic need; therefore, access/usage must be limited to those uses necessary to meet that academic need. I agree to follow the requirements and guidelines as stated in this User Agreement. I understand the definition of PHI (Protected Health Information).
- At no time will I access/use Social Security numbers for criminal intent such as Identity Theft.
- I agree to use physical and technical safeguards for the protection of PHI. I agree to use strong password protections.
- I will ensure the proper destruction of all PHI immediately after intended use, and I will not use the PHI beyond the approval period (clinical rotation).
- If any academic paperwork (careplans, case studies, journals) is lost or stolen, I will immediately report the loss/theft to the Director of Nursing, East Central College, even if I believe the academic paperwork did not contain PHI.
- I will protect the confidentiality of patient information as required by law at all times.
- Conversations between physicians, nurses and other healthcare professionals in the setting of a patient receiving care are protected and may not be discussed.
- Other sources of medical information that are protected and confidential are medical records, emergency room department and ambulance records, child abuse reporting forms, elderly abuse reporting forms, laboratory requests and results, radiological and diagnostic reports, and any element of the patient medical record.

REQUIRED SIGNATURES:

Name (Print): _____

Signature: _____ **Date:** _____

Reviewed: 5/2015

GRADING AND TESTING POLICY

1. Students in the Associate Degree Nursing Program must receive a minimum grade of “C” in all nursing and support courses to remain in the program. Co-requisites must be met according to established curriculum. See timeline sequence outlined on page 8. A student that has not successfully met a pre-requisite or co-curricular requirement will be required to withdraw from the program. Evidence of successful completion must be on the student’s East Central College transcript at the start of each semester.
 - Students eligible for readmission may request permission to audit a nursing course. Clinical courses cannot be audited. Students must have a cumulative GPA of 2.75 to audit a nursing course. Students are expected to fully participate in the course and are subject to all nursing student policies.
2. Routine exams and assessments are given by computer. ***Students are required to have earbuds available for each exam.***
3. The clinical component is on a “*Satisfactory/Unsatisfactory*” basis; however, the student will receive the same grade for clinical that is given for theory. An exception to this is explained in *Policies for Clinical Experience, #7*.
4. In order to pass clinical, the student must consistently meet the Mandatory Safety Objective.
5. The student must obtain a satisfactory clinical grade (C or better) to pass the course.
6. Students must maintain a 2.0 cumulative grade point average (with a “C” or better in all nursing and co-curriculum courses) to remain in the program and to graduate.
7. The grading scale for the ADN Program is as follows:

A	=	93 - 100
B	=	85 - 92.99
C	=	77 - 84.99
D	=	71 - 76.99
F	=	70.99...

 - In order for a student to successfully complete courses, they must achieve an overall average of 77% on combined exams in that course. This 77% does not include quizzes or other assignments as outlined in the syllabus. (Each examination may be taken only once.)
 - Points attained outside of exams will be calculated in the FINAL course grade. An overall course grade must be a minimum of 77%.
8. Grades for exams will ***NOT*** be given over the phone or by e-mail.
9. Upon the discretion of the instructor, only one (1) examination may be made up per semester. Any subsequent examination missed will be given the grade of “0”. The student is to notify the instructor (or, the department secretary if the instructor is unavailable) ***before*** class time in order to be excused from the examination for that day. If the student does not call, the instructor may deny the student the opportunity to make up the examination.
10. In the event of a missed test, the test must be taken the day the student returns to class. Failure to follow this procedure may result in the student not being allowed to take the exam.
11. A “pop quiz” may not be made up, as this negates the purpose of the quiz. The grade of the quiz missed will be recorded as “0”. If a student arrives late for class and after the quiz has begun, that student will not be allowed to take the “pop quiz”, and will receive a “0”. In general, a pop quiz will not be greater than 10 points on any given lecture day.

Grading and Testing Policy (cont.)

Page 2

12. Students may view the most recent exams with supervision in the nursing office up to 4:00 p.m. on the business day before next exam.
13. Student **may not** write notes about the exam when reviewing.
14. Exams for review contain rationale for correct and incorrect responses. Students who question an item should complete a "Test Item Protest" form. Test items will not be discussed until after exam has been graded and grades are posted. The faculty will review the request. Reviewing exams in class is not typically done. Rationale for correct and incorrect responses is available to students on the review key. (*See attached form for guidelines.*) Points are awarded to students if they complete the form and the faculty determine the response is appropriate.
15. Students may not review exam and rationale until all students have completed the exam.
16. Test item protests will not be accepted after 48 hours of results being posting.
17. Students should be prepared by bringing an approved calculator.
18. Faculty provides student feedback in a variety of methods. Grade Advisement forms are utilized during the semester to notify students regarding performance. Faculty also uses the Exemplary Performance form to recognize outstanding performance.
19. Students are encouraged to see faculty during established office hours or make an appointment to review questions or concerns. Students are encouraged to seek test-taking skills assistance early in the semester if difficulty in testing is experienced.

Reviewed & Revised: May, 2015

**EAST CENTRAL COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM**

Student Test Item Protest Form

Name: _____ **Date:** _____

Class: _____

Test Number: _____ **Test Date:** _____

I am protesting the test item:

Rationale: *(Explain why you believe the test item is incorrect.)*

References: *(Cite two published resources to validate your protest.)*

1. _____

2. _____

**Instructor will only waive an item that is presented to the instructor on the Student Test Item Protest Form.

**Protest Items will only be considered if submitted electronically within 48 hours of grades being posted.

Reviewed/Revised: 5/2015



EAST CENTRAL COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
GRADE ADVISEMENT

Student Name: _____ Date: _____
Faculty: _____ Course: _____

Most recent exam score, you have received _____ points from a total of _____.

At this point in the course, you have received _____ points from a total of _____.

In order to be successful in this course and progress through the nursing program, you will need to obtain at least a 77%.

Please make an appointment to meet with your instructor(s) to discuss your grade advisement. Please bring this document with you. Your score reflects that you need additional assistance or changes to your academic preparedness. Please select the appropriate reason(s) as to what you believe is the cause of your current grade.

- Inadequate exam preparation
- Poor test-taking skills
- Lack of understanding of material
- Personal distractions
- Other

Suggested actions for improvement will be discussed during your grade advisement meeting:

- Review current study practices and current resources
 - Join a student study group
 - Obtain additional reference material from the nursing faculty
 - Complete related Evolve case studies
 - Attend all scheduled review sessions for the remainder of the semester
 - Complete pertinent self-study guides from the syllabus/text for the current units being covered
 - Assess work/home schedule to allow adequate time to study
- Review test-taking material
 - Review test-taking strategies from the textbook
 - Complete Evolve test-taking tutorial online
- Meet with the instructor(s) of the course to discuss your options at this point in the semester. Options may include but are not limited to:
 - Seek tutoring
 - Seek counseling/learning assessment
 - Modify work schedule to accommodate more time to study
 - Seek a health care related job to gain needed exposure to nursing skills
 - Contact Director of Nursing or Coordinator for specialized guidance
 - Other: _____

Student Signature: _____

Faculty Signature: _____

Advisement Date: _____



EAST CENTRAL COLLEGE

**ASSOCIATE DEGREE NURSING PROGRAM
EXEMPLARY PERFORMANCE FORM**

Student Name: _____ **Date:** _____
Faculty: _____ **Course:** _____

Area of Commendation:

- Clinical Course Professional activity

Details of exemplary performance:

Congratulations on your excellent performance!

Faculty signature: _____ Date: _____

Copies to: Student; Student file; Nursing Coordinator

May, 2013; reviewed 5/2015

MANDATORY SAFETY POLICY

1. Nursing is concerned with the welfare of human beings, and the nature of nursing is such that inadequate or incompetent practice may jeopardize the client. Therefore, it is the personal responsibility and must be the personal commitment of each individual nurse to maintain competence in practice, whether as a student or a licensed professional.*
2. According to legal standards, nursing students are expected to provide the same level of nursing care that a professional nurse would provide.
3. It is to the end of protecting the client, upholding the intent of the law, and maintaining the highest standard of nursing care that the Mandatory Safety Policy is initiated.
4. Each nursing course that has a clinical component includes the mandatory safety standard. Violation can result in the student failing clinical and the course, and may result in dismissal from the program.
5. Some examples of behavior that could be considered to violate this standard include the following:
 - a. Negligent nursing practice:
 - 1) Failure to comply with fall precaution procedures.
 - 2) Medication error
 - 3) Contributing to the injury of a client
 - 4) Inappropriate/inadequate preparation for the assigned clinical experience.
 - 5) Disorganization in the clinical setting
 - 6) ***Breach of professional confidentiality in any setting.***
 - 7) Failure to report an incident/accident in a timely fashion.
 - 8) Failure to report significant assessment findings to your instructor immediately.
 - 9) Unprofessional behavior
 - 10) Violation of the Civility Policy
 - b. Dishonest Communication:
 - 1) Written
 - 2) Spoken
 - c. Clinical attendance under the influence of drugs and/or alcohol. (Refer to the East Central College Board Policies and Procedures Manual.)
 - d. Incivility as defined by policy.

*Paraphrased from the *Code for Nurses with Interpretive Statements*. American Nurses' Association, 2004, page 11.

Reviewed & Revised 5/2013; 5/2014; 5/2015
Reviewed: 5/2012

**EAST CENTRAL COLLEGE
DIVISION OF ALLIED HEALTH
Student Handbook Policy - Nursing**

TITLE: **General Rules for Rounding/Equivalentents**

PURPOSE: To provide general guidelines for rounding medication calculations.

I. General rules for rounding:

- A. When rounding off numbers 5 and above, round up. Numbers below 5, round down.
- B. Do not round until the very end of the calculation.
- C. When calculating most adult doses (exception is critical care) take the number to the hundredth and round to the tenth.
- D. Critical Care calculations, compute the decimal calculation to the thousandth and round to the hundredth.
- E. All pediatric dosages compute the decimal calculation to the thousandth and round to the hundredth.
- F. IV drip rates must be rounded to the nearest whole number. **You cannot give a fraction of a drop.** The only exception is titrated doses via smart pumps.
- G. For injectable volumes less than 1mL, take the calculation to the thousandths and round to the hundredth mL.

**EAST CENTRAL COLLEGE
DIVISION OF ALLIED HEALTH
Student Handbook Policy – Nursing**

TITLE: Medication Administration Guidelines

PURPOSE: To establish general guidelines for safe and effective administration of medications.

Failure to do any of these constitutes a medication error and possible negligence.

- I. The "RIGHTS" of Medicine Administration
 - A. Right drug
 - B. Right dose
 - C. Right route
 - D. Right time
 - E. Right patient
 - F. Right documentation
 - G. Right to refuse
 - H. Right assessment
 - I. Right education
 - J. Right evaluation

- II. Rules of General Safety in Medication Administration
 - A. Verify all medications in the electronic health record.
 - B. No medication is to be administered without a physician's order.
 - C. Prior to administering a medication, always verify the medication administration record to see when the medication was given last.
 - D. Medications must be verified by an instructor/preceptor prior to administration.
 - E. Calculations should be verified by a second person (preceptor/instructor).
 - F. Never leave medications unattended.
 - G. Do not administer medications prepared by anyone else.
 - H. Never administer unlabeled or illegibly labeled medications.
 - I. Identify the patient prior to administering medication by two patient identifiers.
 - J. Ask the patient about possible allergies and always verify potential allergies with the patient/medical record/significant other.
 - K. Remain with the patient until medication has been taken.
 - L. Properly discard all unused medications and equipment (needles/syringes/tablets).
 - M. IV push medications will be administered at the instructors/preceptors discretion and in accordance with clinical site policies.
 - N. NO IV push medications will be administered via a central venous access device.
 - O. Negligence in any of the rules of general safety in medication administration constitutes unsafe practice (see Mandatory Safety Policy).

- III. Documentation
 - A. All medications must be documented according to the institutions' policy.
 - B. All medications must be documented during administration or immediately afterward or as advised by the Instructor
 - C. Medication errors should be reported immediately to the Instructor.

Approved: 12/12; Reviewed/Amended: 5/07; 5/09; 5/10; 5/11; 10/12; 5/14

Reviewed: 5/2015

**EAST CENTRAL COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM**

PHARMACOLOGY EQUIVALENTS

Throughout the semester, plan to memorize the following:

Metric	Apothecary	Household
4 mL	1 (fluidram)	
5 mL		1 tsp.
15 mL		1 T
30 mL	1 (fluid ounce)	1 dbT
240 mL (or 250 ml)	8 (fluid ounces)	1 Cup
500 mL		1 Pint
1000 mL = 1 L		1 Quart
0.4 mg	gr 1/150	
0.3 mg	gr 1/200	
0.2 mg	gr 1/300	
15 mg	gr ¼	
30 mg	gr ½	
60 (or 65) mg	gr 1	
1 g	gr 15	
1 g = 1000 mg		
1 mg = 1000 mcg		
1 Kg =		2.2 lbs
2.5 cm		1 inch
1 unit = 1000 milliunit		
1 mEq (millequivalent)		
	16 ounces	1 pound

Approved: 12/12; Reviewed/Amended: 12/13
Reviewed: 5/2015

STUDENT CONTRACTS

Clinical Absence Contract

- A contract issues for any absence, tardy, lack of preparation resulting in an absence or other cause as defined in the Student Handbook.
- Students may not accumulate more than two (2) make-up assignments in 16-week courses or one (1) in 8-week courses. See Student Handbook for additional policies and guidelines.

I, _____, in written contract with nursing instructor,
_____, hereby agree to the following terms of assignment due to
clinical absence on _____ in course _____,
_____ semester.

1. Make-up Activity/Project: _____

2. Activity/Project to include: _____

3. Activity/Project Qualifiers: _____

4. Due Date: To be turned in no later than _____ pm on _____
Date: _____

Student Signature: _____

Instructor Signature: _____

Project successfully completed: _____

Instructor Signature: _____

See the Nursing Student Handbook policy for “Policies for Clinical Experience” for details regarding clinical contracts.

Students are encouraged to make an appointment with their advisor and/or the nursing-designated counselor to discuss issues that may be affecting their full student potential.

Late Assignment Contract

- The late assignment contract will be issued when it is the first occurrence of an assignment being submitted late during the semester.

Student Name: _____ Date: _____

Identify the Late Assignment: _____

Reason for the late assignment: (to be completed by the student) _____

- In the event another assignment is submitted late within the same semester, it will result in a learning contract.
- Student may not accumulate more than one (1) learning contract in an 8-week course or more than two (2) in a 16-week course.

Designated Instructor Signature: _____

Student Signature: _____

Date: _____

See the Nursing Student Handbook policy for “Policies for Clinical Experience” for details regarding clinical contracts.

Students are encouraged to make an appointment with their advisor and/or the nursing-designated counselor to discuss issues that may be affecting their full student potential.

Reviewed & revised 5/2012; 5/2013 Reviewed 5/2015
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Learning Contract

- Issued when, during the course of clinical performance, an unsatisfactory level of performance is assessed. This may include written work and/or clinical performance and/or lack of preparation for the clinical assignment.
- Work assigned is considered an opportunity for remediation by the student so that satisfactory performance levels can be achieved.
- Failure to fulfill the assigned work at a satisfactory level will result in an additional assessment of unexcused absence on the part of the student.
- Student may not accumulate more than one (1) learning contract in an 8-week course or more than two (2) in a 16-week course.

Student Name: _____ Date: _____

Reason for Report: _____

Assigned Content (to be completed prior to next clinical day or as assigned):

Designated Clinical Instructor Signature: _____

Student Signature: _____

Date: _____

Signature of Instructor Documenting Successful Completion: _____

Date Reviewed by Instructor: _____

See the Nursing Student Handbook policy for “Policies for Clinical Experience” for details regarding clinical contracts.

Students are encouraged to make an appointment with their advisor and/or the nursing-designated counselor to discuss issues that may be affecting their full student potential.

Probation Notification

Student: _____

Date: _____

This student acknowledges understanding of the following:

1. The student has been notified of being officially placed on probation status in the nursing program. This action was taken in response to the student accumulating one of the following:

_____ More than 2 learning contract in a 16-week semester. Course: _____

_____ More than 1 learning contract in an 8-week semester. Course: _____

_____ More than 2 make-up contracts in a 16-week course. Course: _____

_____ More than 1 make-up contract in an 8-week course. Course: _____

_____ Other: _____

2. The student has had the probation policy explained and understands same.

3. The student has been referred to the written policy in the Student Handbook and has read same.
(Student Handbook, page: _____)

4. The student understands that any student placed on probation shall receive a clinical grade at least one (1) letter grade lower than the lecture grade earned by the students for the semester and course of probation status.

Student Signature: _____

Date: _____

Instructor Signature: _____

Date: _____

See the Nursing Student Handbook policy for “Policies for Clinical Experience” for details regarding learning contracts.

Students are encouraged to make an appointment with their advisor and/or the nursing-designated counselor to discuss issues that may be affecting their full student potential.

May, 2007/Reviewed: 5/2010; 5/2012; 5/2013; 5/2014; 5/2015

DEPARTMENTAL

STUDENT

POLICIES

ACADEMIC SUPPORT

Need help? The Learning Center (TLC) at East Central College is a comprehensive student resource center for educational assistance. They offer free tutoring in English, math, and other subjects that vary by semester. With experienced, competent tutors available in most subjects, they are qualified to assist any student with academic needs. In addition, TLC houses the Testing Center, Adaptive Technology Lab, and open computer lab for academic use. Visit today to see a tutor, watch a course video, DVD or tutorial, get help with PowerPoint, set up a study group, access your Moodle page or eCentral account. Find out for yourself that TLC is a nice place to think and do your homework. Create good study habits early in the semester.

www.eastcentral.edu/learning-center/

For tutoring contact: Call 636-584-6688 or stop by the front desk in Learning Center to make an appointment.

Location: 1st Floor, Buescher Hall

TLC Contact: 636-584-6688

**Student IDs are required to use any of The Learning Center facilities.

Hours of Operation:

See the following link for current hours of operation for all College facilities:

<http://www.eastcentral.edu/locations/operations-schedule>

Nursing Student Support:

The nursing faculty are the student's first contact for nursing academic support and remediation. If further assistance is needed with test-taking strategies, clinical concepts, etc., please make an appointment with the Nursing Coordinator at the respective campus.

Access Services for Students with a Disability:

Any student who has a health concern or other disability that prevents the fullest expression of academic abilities should contact Access Services as soon as possible. Students with a health condition or other disability which may require an accommodation in order effectively participate in college activities can make an appointment with the Access Counselor by contacting 636-584-6577 or 636-584-6680. An appointment should be made as soon as possible to ensure that accommodations are arranged in a timely manner. Information about a disability will be held in strict confidence. Disabilities covered through the Access accommodations include, but are not limited to: learning disorders, ADHD, dyslexia, hearing or visual impairments, and physical challenges.

Reviewed & Revised 5/2013; 5/2015

Reviewed 5/2014

Code of Professional Conduct & Student Civility Policy

East Central College Associate Degree Nursing Program is a professional program and expects the highest standards of ethical and professional conduct. The ECC Nursing Programs Code of Professional Conduct is based on the American Nurses Association (ANA) Code of Ethics and Standards of Professional Practice and Performance. The nursing program believes that professional behavior is an integral part of each student's educational endeavors.

Standards of Conduct for the Associate Degree Nursing Program

- **Be Accountable and Responsible**
- **Demonstrate Professional Behavior, Respect and Civility**
- **Maintain Academic Honesty**
- **Maintain Confidentiality**

Be Accountable and Responsible

Nurses are accountable and must accept responsibility for their actions. It is our obligation and duty to adhere to the American Nurses' Association Code of Ethics.

Code of Ethics for Nurses

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

**National Student Nurses' Association, Inc.
Code for Nursing Students**

PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS

As students are involved in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility of our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001 (Unchanged 2010)

ANA's Standards of Practice

Standard I. Assessment

Collects comprehensive data pertinent to the patient's health or the situation.

Standard II. Diagnosis

Analyzes the assessment data to determine the diagnosis or issues.

Standard III. Outcome Identification

Identifies expected outcomes for a plan individualized to the patient or the situation.

Standard IV. Planning

Develops a plan that prescribes strategies and alternatives to attain expected outcomes.

Standard V. Implementation

Implements the identified plan. Elaborating this standard includes: A) Coordination of care; B) Health teaching and health promotion; C) Consultation; D) Prescriptive authority; and E) Treatment and evaluation.

Standard VI. Evaluation

Evaluates progress towards attainment of outcomes.

Standards of Professional Performance

Standard VII. Quality of Practice

Systematically enhances the quality and effectiveness of nursing practice.

Standard VIII. Education

Attains knowledge and competency that reflects current nursing practice.

Standard IX. Professional Practice Evaluation

Evaluates one's own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules, and regulations.

Standard X. Collegiality

Interacts with and contributes to the professional development of peers and colleagues.

Standard XI. Collaboration

Collaborates with patient, family, and others in the conduct of nursing practice.

Standard XII. Ethics

Integrates ethical provisions in all areas of practice.

Standard XIII. Research

Integrates research findings into practice.

Standard XIV. Resource Utilization

Considers factors related to safety, effectiveness, cost, and impact on practice in the planning and delivery of nursing services.

Standard XV. Leadership

Provides leadership in the professional practice setting and the profession.

(Reprinted with permission from the American Nurses Association. 2004, Standards of Clinical Nursing)

Demonstrate Professional Behavior, Respect and Civility

Each student is expected to demonstrate professional behavior as reflected by the ANA Code of Ethics, ANA standards of Professional Performance and Standards of Practice. Students will fulfill professional roles including advocate, direct care provider, and educator. Students will treat peers, faculty, members of the healthcare team, patients and families with respect and compassion. Each of these people comes from different cultural backgrounds and holds different values. Students will respect these differences providing professional, empathetic and holistic health care for all.

ANA Code of Ethics (2001, pg. 4), states “the nurse, in all professional relationships, practice with compassion and respect for the inherent dignity, worth, and uniqueness of every individual...” * **Incivility** is defined as, “rude or disruptive behavior that may result in psychological distress for the people involved and, if left unaddressed, may progress into threatening situations.” (Clark, 2010)

Examples of uncivil & unprofessional behavior are below (**NOT** inclusive):

- Discounting or ignoring solicited input from faculty regarding classroom or clinical performance or professional conduct
- Knowingly withholding information from faculty, peers, & clinical staff
- Not responding to email, letters, or voicemail that requires a reply
- Sending emails or text messages that are inflammatory/disrespectful in nature
- Demeaning, or belittling or harassing others
- Rumoring, gossiping about or damaging a classmates/professors/clinical staff members reputation
- Speaking with a condescending attitude
- Yelling or screaming at faculty, peers, clinical staff, or patients & their families
- Display of temper or rudeness that may or may not escalate into threatened or actual violence
- Threatening others; this refers to physical threats, verbal/nonverbal threats and implied threats
- Inappropriate posting on social media related to ECC Nursing program experience (refer to policy on Use of Social Media)
- Illegally removing college property, healthcare agency or patient property from the premises
- Destruction of any college, healthcare or patient property
- Falsifying or fabricating clinical experiences
- Documenting nursing care that was not performed or falsifying a patient record
- Knowingly accessing a patient’s health record that is not in your direct care

According to legal standards, student nurses are expected to uphold the ANA Code of Ethics. Students whose behavior does not comply with the ANA Code of Professional Conduct presented here will receive sanctions which may include, but are not limited to the following: verbal reprimand, letter of understanding, disciplinary probation, and/or dismissal from the program.

1. **Verbal Reprimand** – official verbal warning that continuation or repetition of wrongful conduct may result in further disciplinary action. This will also be documented in the students file.
2. **Letter of Understanding and/or Learning Contract** – official written warning that continuation or repetition of wrongful conduct may result in further disciplinary action (i.e.: disciplinary probation or dismissal from the program.)
3. **Disciplinary Probation** – may be imposed for any misconduct, failure to follow the Code of Professional Conduct, violation of the Mandatory Safety Policy, Civility Policy, etc... that does not warrant dismissal from the program but requires further consequences. Disciplinary Probation is imposed for a designated period of time determined by the faculty and director. This probationary status includes the probability of further penalties if the student commits additional acts of misconduct or fails to comply in any probationary contract details. (see probation policy for details)
4. **Program Dismissal** – permanent termination of admission and enrollment status in the ECC Nursing Program.

**A student may be dismissed on first occurrence of incivility based on severity of offense. A learning contract may be issued or probation note. Incivility offenses will not be allowed to accrue.

Maintain Academic Honesty

Please refer to the East Central College Academic Honor Code found in the ECC Student Nurse Handbook, the ECC Student Handbook and/or the college website.

Maintain Confidentiality At All Times

Please see the ECC Student Nurse Policy regarding Electronic Communications and HIPAA Security Rule along with the ECC Electronic Compliance Form located in the ECC Student Nurse Handbook.

Use of Social Media

The use of social media outlets (ie: Facebook, Twitter, Instagram, Text messaging, etc.) is strictly prohibited in all capacities related to the ECC Nursing Program experiences. **The posting of pictures, comments or discussions addressing any classroom and /or clinical experience on any of these sites could result in immediate dismissal from the program.** According to the NCSBN.org, “Nurses have been disciplined by boards, fired by employers, and criminally charged by authorities for the inappropriate or unprofessional use of social media.”

Criminal History Records Disclosure Consent

RSMo 660.317 prohibits a hospital, or other provider, from knowingly allowing those who have been convicted of, pled guilty to or nolo contendere in this state or any other state or has been found guilty of a crime, which is committed in Missouri would be a Class A or B felony violation, to give care to clients in their agency. As defined by state law, these are violations of chapter RSMo 565 (domestic violence/violence against a person), RSMo 566 (sex offenses) or RSMo 569 (robbery, arson, burglary or related offenses), or any violation of subsection 3 of section 198.070 RSMo (abuse and neglect), or section 568.020 RSMo (incest).

RSMo 660.315 requires an inquiry whether a person is listed on Missouri Department of Health and Senior Services disqualification list. In addition to these records, an on-line search will be conducted to determine if a student is on other government sanction lists. These on-line searches include Office of Inspector General (OIG) and the General Services Administration (GSA). As a requirement of the East Central College Associate of Science in Nursing (ADN) Program application process in response to RSMO 660.317b and 660.315, students accepted into the program will be required to consent to release of their criminal history records (RSMo 43.450) for the sole purpose of determining the applicant's ability to enter patient care areas in order to fulfill the requirements of the ADN program.

East Central College is hereby granted my permission, consent, and authorization to obtain all background check information maintained on me by the Missouri Highway Patrol, the Missouri Department of Health and Senior Services (sanction list) and any agency thereof, the FBI and any other law enforcement agency of and state of the United States, the Office of Inspector General A (sanction list) and the General Services Administration (sanction list). I understand that at this time, only the Missouri Highway Patrol background check will be obtained to determine class A and class B felonies, but ECC is hereby authorized to obtain the other background information listed above. The information received by the Admission's and Retention Committee will remain confidential (RSMo 43.540) and will be used for the sole purpose to determine a student's ability to enter patient care areas in order to complete the requirements of the ADN program.

Any student who is found to have a criminal history for a class A or class B felony, as defined by state law, or is found to be on one of the governmental sanction lists will not be able to continue enrollment in the East Central College Nursing program. Acceptance into and completion of the program does not guarantee licensure by the Missouri State Board of Nursing.

I understand that these background checks are used for the sole purpose of determining my ability to enter patient care areas in order to be able to complete the clinical requirements of the ADN program and I hereby consent to the use of such information as stated in this disclosure consent. I also understand if my criminal history, regardless of the criminal classification, prohibits my placement in the clinical setting, I will not be able to complete the nursing program at East Central College. I will also notify the Director of any criminal charges/convictions that may occur during the course of study at East Central College School of Nursing.

Full name (Print): _____ SS# _____

Maiden/Alias name(s): _____ (include all last names you have been known as)

Address: _____
Street address city state zip code

Date of birth: _____ Place of birth _____

Signature: _____ Date: _____

Witness signature: _____ Date: _____

Reviewed & Revised 5/2007; 5/2012
Reviewed 5/2015

EMERGENCY POLICY

Upon admission into the ADN Program, each student will be asked to complete the official Emergency Information Record with the following information:

- Name
- Current Address
- Current phone number(s)
- Person(s) to be contacted in case of emergency with his/her (their) current phone number(s)
- Allergies/Reaction and severity

ADN students will be asked to update the record at the beginning of each semester. If any of the requested information changes during the semester (for instance, a change of address or person to contact in case of emergency), it is the responsibility of the student to notify the Program Assistant for Allied Health of the new information as soon as possible.

The purpose of the Emergency Information is to provide a plan for emergency care for the students in the ADN Program. It is the responsibility of each student to keep the information in the record current so that the plan may be effective.

Reviewed & Revised 5/2007, 5/2011, 5/2012; 5/2014
Reviewed: 5/2013; 5/2015

EXTENDED MEDICAL LEAVE POLICY

1. For the student's safety, upon receiving affirmation from the physician that the student requires a medical extended leave (including pregnancy), the instructor **must be given written permission** from the physician stating the student may participate in clinical at a level that allows him/her meeting all clinical/course objectives and Essential Functions. If there are any physical restrictions placed on the student by the physician, these restrictions must be delineated in the written permission from the doctor. **This written permission for clinical participation is mandatory.** No student, who is either pregnant or on a medical restriction, will be allowed to attend clinical without written permission from the physician, thus constituting an unexcused absence.
2. It is the responsibility of each student to recognize potential safety hazards in the clinical area (i.e. exposure to anesthesia gas or radiation, infectious agents, allergens, etc.).
3. The student shall pass the course if he/she has:
 - a. a passing theory grade when the theoretical portion has been completed, and
 - b. a clinical grade of satisfactory.
4. These requirements must be met before the beginning of the subsequent nursing course, unless otherwise stipulated by the Nursing Admissions and Retention Committee.
 - a. The student must complete all theoretical requirements for the course.
 - 1) All tests missed must be taken by the date specified by the instructor. The dates will be set according to the situation and condition of the student.
 - b. The student must demonstrate competence in all clinical objectives for the course.
 - 1) This can be determined at the time of the medical leave or at the end of the semester, if the student returns to clinical before the semester ends.
 - 2) The student will be allowed 2 weeks (4 clinical days) for medical leave. Clinical make-up will be contingent upon the student's ability to meet clinical objectives.
 - c. The student must assume responsibility for obtaining the notes and/or having the lecture taped.
5. Each request will be reviewed by the Nursing Admission and Retention Committee for eligibility of extended medical leave. All decisions and stipulations for progression made by the Committee are final.

Reviewed & Revised 5/2010

Reviewed 5/2015

APPEALS POLICY

The Associate Degree Nursing Program follows the Board of Trustees policies for Student Grievance and Appeals.

A copy of this may be found on the East Central College website.

Reviewed & Revised 5/2007; 5/2014
Reviewed 5/2015

**EAST CENTRAL COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM**

HEPATITIS “B” WAIVER

NAME: _____ SS# _____

I have discussed, with my physician or health care provider, the risk and benefits associated with the Hepatitis “B” vaccination.

I understand and accept the responsibilities for choosing not to receive the Hepatitis “B” series. I assume all responsibilities for my decision and therefore, release East Central College, nursing faculty, and all clinical facilities of any liability.

Signature

Date

Reviewed: 5/2015

**EAST CENTRAL COLLEGE
ALLIED HEALTH PROGRAMS
IMMUNIZATION POLICY**

- A. *Students in the Associate Degree Nursing Program are required to show proof of immunity to measles, rubella and varicella-zoster (chickenpox).***
1. **MEASLES:**
 - a. Note signed by physician stating that the individual has had the disease and date;
or,
 - b. Immunization record: Date must be after 1968 (when vaccine was made available).
Documentation must include dates of the last two (2) doses.

 2. **RUBELLA:**
 - a. Note signed by a physician stating that the individual has had the disease and the date; and the diagnosis is supported by serial (2) serological tests at the time of the disease; or,
 - b. Immunization record: Date may be as early as 1969, for persons who were residing in St. Louis, or 1970, if living elsewhere in Missouri; documentation must include dates of the last 2 vaccinations; **OR**,
Proof of serological (blood test) screening which reads “reactive” (proof of immunity)

 3. **HEPATITIS “B” VACCINE:**
 - a. Note signed by physician stating that the individual has initiated the Hepatitis “B” vaccine series.
 - b. If the individual chooses not to receive the Hepatitis “B” vaccination, they must report to the Director of Allied Health for the purpose of signing a waiver form.
 - c. It is recommended to speak with your healthcare provider in regard to immunity, if your Hepatitis B immunizations are older than 10 years old.

 4. **VARICELLA-ZOSTER (CHICKENPOX) or SHINGLES**
 - a. Note signed by physician stating the individual has had the disease and date of disease; or
 - b. Immunization record: date must be 1995 or later and includes dates of two doses or a proof of reactive varicella titer.
- B. *If acceptable proof of immunity is not available for measles/rubella (positive titer and date, or 2-dose vaccine dates), the individual is required to receive the appropriate immunization with proper precautions taken for Rubella.***
- C. *Influenza vaccination:*** Clinical sites require an annual influenza vaccination. It is the student’s responsibility to maintain compliance with clinical site requirements. ***Proof of vaccination is required each year by October 15th or date specified by clinical site.***
- D. **TD or DTP: Tetanus, Diphtheria, Pertussis:****
- a. Immunization Record should indicate three dates (series) of immunization. A booster is recommended every ten years.
- E. **T-dap: Tetanus, Diphtheria & Pertussis:**** Recent proof of immunization **by date** in the last 10 years.

**EAST CENTRAL COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
INFLUENZA VACCINATION**

STUDENT NAME: _____

I have discussed, with my physician or health care provider, the risk and benefits associated with the Influenza vaccination.

I understand and accept the responsibilities for choosing not to receive the influenza vaccination. I assume all responsibilities for my decision and therefore, release East Central College, nursing faculty, and all clinical facilities of any liability. I understand that I am responsible for following all clinical facilities guideline associated with my decision not to receive this vaccination such as wearing a mask at all times during my clinical rotation.

I also understand that if at any time the clinical facilities **mandate** the influenza vaccination, I will need to give further consideration to the administration and I must follow their required guidelines to be able to participate in my clinical experience.

If you are unable to comply with the clinical facility mandates, this would be considered a clinical absence. Please refer to "Clinical Experience Policies."

Student Signature: _____

Date: _____

Director of Nursing Signature: _____

Date: _____

Reviewed/Revised: 5/2011; 5/2013

Reviewed: 5/2012; 5/2014; 5/2015

**EAST CENTRAL COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
NURSE PRACTICE ACT**

Completion of the East Central College Associate Degree Nursing Program does not guarantee eligibility to write the NCLEX. Therefore, it is our responsibility to inform students who will be applying to write the Missouri State Board Test Pool Examination for licensure as registered nurses of the following portion of the Nurse Practice Act of Missouri:

335.066. Denial, revocation, or suspension of license, grounds for, civil immunity for providing information-- complaint procedures.

1. The board may refuse to issue or reinstate any certificate of registration or authority, permit or license required pursuant to chapter 335 for one or any combination of causes stated in subsection 2 of this section or the board may, as a condition to issuing or reinstating any such permit or license, require a person to submit himself or herself for identification, intervention, treatment, or rehabilitation by the impaired nurse program as provided in section 335.067. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621.

2. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621 against any holder of any certificate of registration or authority, permit or license required by sections 335.011 to 335.096 or any person who has failed to renew or has surrendered his or her certificate of registration or authority, permit or license for any one or any combination of the following causes:

- (1) Use or unlawful possession of any controlled substance, as defined in chapter 195, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096 ;
- (2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated pursuant to sections 335.011 to 335.096, for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;
- (3) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096 ;
- (4) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;
- (5) Incompetency, gross negligence, or repeated negligence in the performance of the functions or duties of any profession licensed or regulated by chapter 335. For the purposes of this subdivision, "repeated negligence" means the failure, on more than one occasion, to use that degree of skill and learning ordinarily used under the same or similar circumstances by the member of the applicant's or licensee's profession;
- (6) Misconduct, fraud, misrepresentation, dishonesty, unethical conduct, or unprofessional conduct in the performance of the functions or duties of any profession licensed or regulated by this chapter, including, but not limited to, the following:
 - (a) Willfully and continually overcharging or overtreating patients; or charging for visits which did not occur unless the services were contracted for in advance, or for services which were not rendered or documented in the patient's records;
 - (b) Attempting, directly or indirectly, by way of intimidation, coercion or deception, to obtain or retain a patient or discourage the use of a second opinion or consultation;
 - (c) Willfully and continually performing inappropriate or unnecessary treatment, diagnostic tests, or nursing services;
 - (d) Delegating professional responsibilities to a person who is not qualified by training, skill, competency, age, experience, or licensure to perform such responsibilities;
 - (e) Performing nursing services beyond the authorized scope of practice for which the individual is licensed in this state;
 - (f) Exercising influence within a nurse-patient relationship for purposes of engaging a patient in sexual activity;
 - (g) Being listed on any state or federal sexual offender registry;
 - (h) Failure of any applicant or licensee to cooperate with the board during any investigation;
 - (i) Failure to comply with any subpoena or subpoena duces tecum from the board or an order of the board;

- (j) Failure to timely pay license renewal fees specified in this chapter;
- (k) Violating a probation agreement, order, or other settlement agreement with this board or any other licensing agency;
- (l) Failing to inform the board of the nurse's current residence;
- (m) Any other conduct that is unethical or unprofessional involving a minor;
- (7) Violation of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096 , or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096 ;
- (8) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;
- (9) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;
- (10) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;
- (11) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096 ;
- (12) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
- (13) Violation of any professional trust or confidence;
- (14) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;
- (15) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;
- (16) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency;
- (17) Failure to successfully complete the impaired nurse program;
- (18) Knowingly making or causing to be made a false statement or misrepresentation of a material fact, with intent to defraud, for payment pursuant to the provisions of chapter 208 or chapter 630, or for payment from Title XVIII or Title XIX of the federal Medicare program;
- (19) Failure or refusal to properly guard against contagious, infectious, or communicable diseases or the spread thereof; maintaining an unsanitary office or performing professional services under unsanitary conditions; or failure to report the existence of an unsanitary condition in the office of a physician or in any health care facility to the board, in writing, within thirty days after the discovery thereof;
- (20) A pattern of personal use or consumption of any controlled substance unless it is prescribed, dispensed, or administered by a provider who is authorized by law to do so;
- (21) Habitual intoxication or dependence on alcohol, evidence of which may include more than one alcohol-related enforcement contact as defined by section 302.525 ;
- (22) Failure to comply with a treatment program or an aftercare program entered into as part of a board order, settlement agreement, or licensee's professional health program.

3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621. Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section, for disciplinary action are met, the board may, singly or in combination, censure or place the person named in the complaint on probation on such terms and conditions as the board deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license, certificate, or permit.

4. For any hearing before the full board, the board shall cause the notice of the hearing to be served upon such licensee in person or by certified mail to the licensee at the licensee's last known address. If service cannot be accomplished in person or by certified mail, notice by publication as described in subsection 3 of section 506.160 shall be allowed; any representative of the board is authorized to act as a court or judge would in that section; any employee of the board is authorized to act as a clerk would in that section.

5. An individual whose license has been revoked shall wait one year from the date of revocation to apply for relicensure. Relicensure shall be at the discretion of the board after compliance with all the requirements of sections 335.011 to 335.096 relative to the licensing of an applicant for the first time.

6. The board may notify the proper licensing authority of any other state concerning the final disciplinary action determined by the board on a license in which the person whose license was suspended or revoked was also licensed of the suspension or revocation.

7. Any person, organization, association or corporation who reports or provides information to the board of nursing pursuant to the provisions of sections 335.011 to 335.259* and who does so in good faith shall not be subject to an action for civil damages as a result thereof.
8. The board may apply to the administrative hearing commission for an emergency suspension or restriction of a license for the following causes:
- (1) Engaging in sexual conduct ** as defined in section 566.010 , with a patient who is not the licensee's spouse, regardless of whether the patient consented;
 - (2) Engaging in sexual misconduct with a minor or person the licensee believes to be a minor. "Sexual misconduct" means any conduct of a sexual nature which would be illegal under state or federal law;
 - (3) Possession of a controlled substance in violation of chapter 195 or any state or federal law, rule, or regulation, excluding record-keeping violations;
 - (4) Use of a controlled substance without a valid prescription;
 - (5) The licensee is adjudicated incapacitated or disabled by a court of competent jurisdiction;
 - (6) Habitual intoxication or dependence upon alcohol or controlled substances or failure to comply with a treatment or aftercare program entered into pursuant to a board order, settlement agreement, or as part of the licensee's professional health program;
 - (7) A report from a board-approved facility or a professional health program stating the licensee is not fit to practice. For purposes of this section, a licensee is deemed to have waived all objections to the admissibility of testimony from the provider of the examination and admissibility of the examination reports. The licensee shall sign all necessary releases for the board to obtain and use the examination during a hearing; or
 - (8) Any conduct for which the board may discipline that constitutes a serious danger to the health, safety, or welfare of a patient or the public.
9. The board shall submit existing affidavits and existing certified court records together with a complaint alleging the facts in support of the board's request for an emergency suspension or restriction to the administrative hearing commission and shall supply the administrative hearing commission with the last home or business addresses on file with the board for the licensee. Within one business day of the filing of the complaint, the administrative hearing commission shall return a service packet to the board. The service packet shall include the board's complaint and any affidavits or records the board intends to rely on that have been filed with the administrative hearing commission. The service packet may contain other information in the discretion of the administrative hearing commission. Within twenty-four hours of receiving the packet, the board shall either personally serve the licensee or leave a copy of the service packet at all of the licensee's current addresses on file with the board. Prior to the hearing, the licensee may file affidavits and certified court records for consideration by the administrative hearing commission.
10. Within five days of the board's filing of the complaint, the administrative hearing commission shall review the information submitted by the board and the licensee and shall determine based on that information if probable cause exists pursuant to subsection 8 of this section and shall issue its findings of fact and conclusions of law. If the administrative hearing commission finds that there is probable cause, the administrative hearing commission shall enter the order requested by the board. The order shall be effective upon personal service or by leaving a copy at all of the licensee's current addresses on file with the board.
11. (1) The administrative hearing commission shall hold a hearing within forty-five days of the board's filing of the complaint to determine if cause for discipline exists. The administrative hearing commission may grant a request for a continuance, but shall in any event hold the hearing within one hundred twenty days of the board's initial filing. The board shall be granted leave to amend its complaint if it is more than thirty days prior to the hearing. If less than thirty days, the board may be granted leave to amend if public safety requires.
- (2) If no cause for discipline exists, the administrative hearing commission shall issue findings of fact, conclusions of law, and an order terminating the emergency suspension or restriction.
- (3) If cause for discipline exists, the administrative hearing commission shall issue findings of fact and conclusions of law and order the emergency suspension or restriction to remain in full force and effect pending a disciplinary hearing before the board. The board shall hold a hearing following the certification of the record by the administrative hearing commission and may impose any discipline otherwise authorized by state law.
12. Any action under this section shall be in addition to and not in lieu of any discipline otherwise in the board's power to impose and may be brought concurrently with other actions.

13. If the administrative hearing commission does not find probable cause and does not grant the emergency suspension or restriction, the board shall remove all reference to such emergency suspension or restriction from its public records. Records relating to the suspension or restriction shall be maintained in the board's files. The board or licensee may use such records in the course of any litigation to which they are both parties. Additionally, such records may be released upon a specific, written request of the licensee.

14. If the administrative hearing commission grants temporary authority to the board to restrict or suspend the nurse's license, such temporary authority of the board shall become final authority if there is no request by the nurse for a full hearing within thirty days of the preliminary hearing. The administrative hearing commission shall, if requested by the nurse named in the complaint, set a date to hold a full hearing under the provisions of chapter 621 regarding the activities alleged in the initial complaint filed by the board.

15. If the administrative hearing commission refuses to grant temporary authority to the board or restrict or suspend the nurse's license under subsection 8 of this section, such dismissal shall not bar the board from initiating a subsequent disciplinary action on the same grounds.

16. (1) The board may initiate a hearing before the board for discipline of any licensee's license or certificate upon receipt of one of the following:
- (a) Certified court records of a finding of guilt or plea of guilty or nolo contendere in a criminal prosecution under the laws of any state or of the United States for any offense involving the qualifications, functions, or duties of any profession licensed or regulated under this chapter, for any offense involving fraud, dishonesty, or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;
 - (b) Evidence of final disciplinary action against the licensee's license, certification, or registration issued by any other state, by any other agency or entity of this state or any other state, or the United States or its territories, or any other country;
 - (c) Evidence of certified court records finding the licensee has been judged incapacitated or disabled under Missouri law or under the laws of any other state or of the United States or its territories.
- (2) The board shall provide the licensee not less than ten days' notice of any hearing held pursuant to chapter 536.
- (3) Upon a finding that cause exists to discipline a licensee's license, the board may impose any discipline otherwise available.

(L. 1975 S.B. 108 § 12, A.L. 1981 S.B. 16, A.L. 1995 S.B. 452, A.L. 1999 H.B. 343, A.L. 2007 H.B. 780 merged with S.B. 308, A.L. 2013 H.B. 315)

*Section 335.259 was repealed by S.B. 52, 1993.

**Word "in" appears here in original rolls.

Reviewed/updated: March, 2008; 5/2015
Reviewed: 5/2010, 5/2011; 5/2012; 5/2013; 5/2014

East Central College Associate Degree Nursing Program

Performance Standards for Associate Degree Nursing Students

To the applicant: Review and sign this page to indicate you understand the performance standards listed on the next page. Return the signed page with your application materials by the **December 1st** deadline.

Student Responsibilities:

Registered nurses (RN's) promote health, prevent disease, and help patients and families cope with illness. They have a unique scope of practice, yet work collaboratively with all members of the healthcare team. Nurses are hands-on professionals who provide focused and highly personalized care. Registered nurses assess a patient's health, help perform diagnostic tests and analyze results; operate medical equipment; administer a variety of treatments and medications; and assist with patient follow-up and rehabilitation. They develop and manage a nursing plan of care and instruct patients and families on issues of health promotion, disease prevention, and disease management. Nurses also serve as advocates for patients, families, and communities.

A majority of registered nurses practice in hospitals, though a growing number are employed in long-term care settings, community-based facilities such as outpatient surgery centers and rehabilitation centers. Others work in community health, industrial or school nursing, clinics, and physician offices. The field has a wide range of opportunities ranging from entry-level practitioner to doctoral-level researcher/practitioner. During your academic experience, you will be exposed to learning environments which are challenging and reflective of job demands typical of future practice as Registered Nurse. Your education also includes clinical work at varying facilities which will involve direct client contact and involvement with community professionals. Compliance and demonstration of performance skills related to physical as well as professional standards of practice are a requirement for successful completion of the ECC Nursing Program.

Students are expected to follow professional standards set by the ECC Nursing Program and to conduct themselves in an ethical and responsible manner with other students, faculty, administrators, community professionals and clients, equipment, and supplies.

Performance Standards for Successful Completion of the Nursing Program:

These Performance Standards should be used to assist each applicant and student to determine if they are otherwise qualified to be a Registered Nurse. It is the policy of East Central College to provide reasonable accommodations for individuals with disabilities. If you need an accommodation due to a disability under the Americans with Disabilities Act, please contact the Access Office at (636) 584-6581, prior to applying to the ECC nursing program.

Progression Policy:

Students in the final Spring semester of the program are required to take a standardized RN Exit Exam. Achievement of an acceptable score is required for successful completion of the program. Details are published in the Student Nursing Handbook (obtained after acceptance and available on the nursing website).

Upon completion of the Associate of Applied Science degree in Nursing, the graduate will be able to meet the standards outlined in this application.

I acknowledge receiving, reading, understanding, and meet the Nursing Performance Standards and the Missouri State Board of Nursing licensure requirements. I realize that these Performance Standards must be met for successful completion of the ECC Nursing Program. I further understand that completion of the ECC Nursing Program does not guarantee licensure with Missouri State Board of Nursing (MSBN).

Student Name (printed legibly): _____

Student Signature: _____ **Date:** _____

NOTE: Students who do not meet Performance Standards or MSBN requirements may not be eligible for the ECC Nursing Program. Any applicant who is concerned about being eligible for licensure may discuss this matter with the Nursing Program Director by contacting the Allied Health office at (636) 584-6616 for an appointment.

Updated: January, 2014
Reviewed: May, 2015

EAST CENTRAL COLLEGE - ASSOCIATE DEGREE NURSING CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION

SOURCE: National Council of State Boards of Nursing

ISSUE	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES (Not All Inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment	<ul style="list-style-type: none"> • Identify cause-effect relationships in clinical situations • Develop nursing care plans • Make rapid decisions under pressure • Handle multiple priorities in stressful situations • Assist with problem solving
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, educational, cultural, and intellectual backgrounds	<ul style="list-style-type: none"> • Establish rapport with patients/clients and colleagues • Cope effectively with high levels of stress • Cope with anger/fear/hostility of others in a calm manner • Cope with confrontation • Demonstrate high degree of patience
Communication	Communication abilities sufficient for interaction with others in verbal and written form	<ul style="list-style-type: none"> • Explain treatment procedures • Initiate client education • Document and interpret nursing actions and patient/client responses
Mobility	Physical abilities sufficient to move from room to room, to maneuver in small spaces and to perform procedures necessary for emergency intervention	<ul style="list-style-type: none"> • Move around in patient's rooms, workspaces, and treatment areas • Administer cardio-pulmonary resuscitation procedures • Walk the equivalent of 5 miles per day • Remain on one's feet in upright position at a workstation without moving about • Climb stairs • Remain in seated position
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care	<ul style="list-style-type: none"> • Calibrate and use equipment • Position patients/clients • Perform repetitive tasks • Able to grip • Bend at knee and squat. • Reach above shoulder level • Lift and carry 25 pounds • Exert 20-50 pounds of force (pushing/pulling)
Hearing	Auditory ability sufficient to monitor and assess health needs	<ul style="list-style-type: none"> • Hear monitor alarms, emergency signals, auscultatory sounds, and cries for help • Hear tape recorded transcriptions • Hear telephone interactions
Visual	Visual ability sufficient for observation and assessment necessary in nursing care	<ul style="list-style-type: none"> • Observe patient/client responses • Identify and distinguish colors
Tactile	Tactile ability sufficient for physical assessment	<ul style="list-style-type: none"> • Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of a catheter
Environmental	Ability to tolerate environmental stressors	<ul style="list-style-type: none"> • Adapt to shift work • Work with chemicals and detergents • Tolerate exposure to fumes and odors • Work in areas that are close and crowded

Reviewed & Revised: May, 2013

Reviewed: May, 2014; 5/2015

Pinning Ceremony

Nursing is steeped in tradition. The nursing pin is unique to each school but the tradition is traced back to the Crusaders of the 12th century who were the first recognized health care providers. The modern ceremony dates back to the 1860s when Florence Nightingale was awarded the Red Cross of St George and in turn presented a pin to nursing graduates. By 1916, the practice of pinning new nursing graduates was standard throughout the United States.

From that tradition, schools of nursing develop their own unique pin. The nursing pin is symbolic of the hard work, academic rigor, program values, and kinship shared by those completing nursing education at that institution. The pinning ceremony is the culmination of the educational journey that the graduate nurse has taken in order to qualify to enter the nursing profession. This ceremony welcomes the new graduates into the nursing profession. The nursing pin should be worn proudly.

The purchase of the pin is optional. The pin is usually ordered in the final semester and is available in a variety of styles and costs. Students are encouraged to consider the purchase of the official ECC school pin as a symbol that represents their hard work and to continue the wearing of the pin as a nursing tradition. In the event a nursing pin is not purchased, the graduates can participate in the ceremony and will be recognized but no pin presented.

The ECC Pinning ceremony is held at the end of the final semester of the nursing program. During the last semester, students will receive a designated number of invitations for their family and friends to attend the pinning ceremony. At the ceremony, the nursing pin will be presented to the newly graduate nurse by the nursing faculty. Graduates who attend the pinning ceremony need wear appropriate business attire.

The pinning ceremony is coordinated by the Pinning Committee. The Pinning Committee consists of the Director of Nursing, nursing faculty, and student representatives from each campus. The pinning ceremony date and time is scheduled by ECC nursing administration. Students must have activities/presentations that are to occur in association with the ceremony approved in advance by the director of nursing or appointed faculty member. At the pinning ceremony, faculty will also present awards to recognize outstanding graduates.

- ECC Outstanding Student Award – represents an outstanding student whose success is dependent on the accessibility of an education here at ECC and without ECC being present in the community they would not have been able to pursue nursing.
- MLN Award – represents a nursing student who has demonstrated outstanding leadership abilities.
- Clinical Excellence Award – represents a nursing student who demonstrates exemplary compassion, judgment, and clinical reasoning in the clinical setting.

May, 2013

Reviewed: 5/2015

READMISSION POLICY/PROCEDURE

ELIGIBILITY FOR READMISSION

1. Readmission must occur within two (2) years from the beginning of the semester not completed or the entire program must be repeated.
2. ***Application for readmission can be made only twice.***
3. A student can be readmitted only **once**. Readmission is effective with the beginning of the first nursing class for which the student is registered.

REQUIREMENTS FOR READMISSION

1. Demonstrate that the condition(s) causing failure, dismissal, or withdrawal have been corrected so that the student is able to complete the program. If the student left the program on ***'probation'*** status, the student, if readmitted, will remain on ***'probation'*** status.
2. ***Completion of required coursework in the case of academic failure.*** For academic failure, the student is required to complete at least one semester of 12 semester credit hours in the Fall and Spring semesters and receive a grade of at least a "C" in each course. These courses must be approved by the Director of Nursing and should be included in the Nursing curriculum.
3. It is at the Admission and Retention Committee's discretion to include appropriate stipulations for re-admission.
4. Readmission is dependent upon availability of positions in the class.
5. Students must meet all current admission criteria.
6. Students with an admission to a nursing program, prior to admission to ECC nursing, is not eligible for readmission to the ECC Nursing Program.

PROCESS FOR READMISSION

Readmission decisions are made in February (for Summer and Fall requests) and October (for Spring and Summer requests). Letters of intent must be on file by January 31st for the February meeting and September 30th for the October Meeting.

1. Submit a certified letter to the Chairperson (Director of Nursing) of the Nursing Admission and Retention Committee requesting readmission for a specific year or semester.
2. The letter must include the reason(s) for failure, dismissal, or withdrawal, and how or why the situation has been remedied.
3. The Chairperson of the Committee will request any additional documentation requested by the Committee and/or request a follow-up letter that may be time-sensitive.
4. Upon receipt of the documentation, the Committee will either request further documentation or schedule a meeting with the student to discuss readmission.
5. Following the meeting, the student will be **notified in writing** of the Committee's decision. The Committee's decision is final.

TRANSFER STUDENTS

1. Specific nursing courses are evaluated by nursing faculty for course equivalence. A syllabus for each nursing course requested for transfer must be provided. Admissions Committee will review syllabi, course objectives, grades and letters of recommendation.
2. Students who have failed two nursing courses are not eligible for admission.

Reviewed & Revised 5/2009, 5/2011; 5/2014; 5/2015

Reviewed 12/2010; 5/2012; 5/2013

STUDENT HEALTH

Students are responsible for their own health maintenance throughout the nursing program. Neither the College nor the health care agency where the student obtains clinical experience is responsible for needed medical care. Students are strongly advised to make arrangements for adequate health insurance coverage.

Each clinical agency enforces specific health requirements and the nursing student is obliged to meet the current requirements of the agency in which clinical experience is provided. Proof of current immunization and selected diagnostic testing such as tuberculin testing, rubella vaccine or titer levels will be required prior to entering clinical agencies. Nursing students are expected to inform faculty of any health problems that might interfere with clinical experience in a timely fashion. The student will be asked to leave the clinical area, if in the judgment of the faculty member, the student or client's health may be compromised. The College (ECC Board Policies and Procedures Manual, *3.16 Student Health/Safety*) has the right and obligation to require individual students to have additional tests, examinations immunizations and treatments to safeguard both the health of the student and patients in health facilities. As soon as pregnancy or any medical problems are diagnosed, the student is **required** to bring a written statement from their doctor permitting them to continue in the Nursing Program at a level that allows his/her meeting ***all*** clinical/course objectives.

In the event of an exposure by needle-stick, other puncture wounds, or by other means such as splashes, the students will adhere to the following policy. This policy will be given to students in the first semester.

Following an exposure, it will be the student's responsibility to:

1. Report the incident immediately to the faculty member in charge of the clinical rotation.
2. Report the incident to the appropriate person at the health care facility immediately after the exposure occurs.
3. Report the incident to the department of infection control and complete the appropriate exposure form.

The faculty member will:

1. Confer with the clinical facility's designated employee risk nurse.
2. Write a complete report of the incident.

Students should be aware that neither the College nor the clinical facility is responsible for any occupational hazards encountered during the course of study. Any treatment or referral to a consulting physician will be at the student's expense.

Allergen and Latex Guidelines:

East Central College attempts to maintain a latex and allergen safe environment. It is NOT possible to assure a latex-free or other allergen-free environments in either the lab or clinical settings. Any student with an allergy; latex or other, must notify the clinical lab instructor prior to entering the lab or clinical setting. **It is the student's responsibility** to avoid causative allergens or latex whenever possible and to take the appropriate measures should an allergic reaction occur.

Reviewed 5/2010; 5/2011; 5/2012; 5/2013

Reviewed/Revised: 5/2014

SUBSTANCE ABUSE AND DRUG TESTING POLICY

The Associate of Science in Nursing Program adheres to the East Central College policy on a drug and alcohol –free environment and intends to comply with Drug and Alcohol Abuse Program and the Drug-Free Schools and Communities Act Amendments of 1989.

The ECC Drug and Alcohol Policy states: “The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, narcotics, or alcoholic beverage on college premises or off-campus sites, or college sponsored functions is absolutely prohibited.” Further details can be found, including disciplinary action, in the student handbook and ECC Board Policy.

Violations of this policy can result in disciplinary action up to and including discharge for employees and dismissal for students and referral for prosecution. Violations of this policy by students will be considered violation of the college disciplinary code, which may result in dismissal, suspension, or imposition of a lesser sanction.

Offers of acceptance to the Associate of Science in Nursing Program are made as conditional offers. The conditions include satisfactory completion of pre-nursing courses, a satisfactory background check, and a negative alcohol, drug, and/or controlled substance test. An applicant or current nursing student who refuses to authorize and pay for testing or who tests positive for drugs, alcohol, or controlled substances will not receive a final offer of admission, or will not be allowed to continue in the nursing program.

A number of programs are available on campus and in the community to promote alcohol and drug awareness. In the Department of Nursing content on chemical dependency and the impaired nurse is integrated into coursework required for the program. Policies will be reviewed with students during the admission process and during clinical orientation each semester. Student acknowledgement/consent forms to be tested for the presence of drugs, alcohol, and controlled substances will be signed when a conditional offer of admission to the nursing program is made.

To ensure compliance with the Drug Free Schools and Communities Act Amendments of 1989, nursing students will be tested:

1. as a condition of admission, readmission, or transfer to the nursing education program and
2. upon reasonable suspicion

Any student who tests positive for a drug or controlled substance must be able to verify that it was obtained legally and legitimately. If an initial drug or controlled substance test is positive, a second test on the same specimen will be performed to confirm the initial result. A positive test result on the confirming test will result in dismissal from the nursing program.

If an alcohol test is positive, a second test will be performed to confirm the initial result. Any confirmed alcohol result above 0% will be considered positive. A positive test result on the confirming test will result in dismissal from the nursing program.

Any student dismissed following a positive drug, controlled substance, or alcohol test will be removed from all nursing courses. A grade of “W” will be transcribed if prior to the College withdrawal date. A grade of “F” will be transcribed if the student is removed from courses following the college withdrawal date.

Students in clinical agencies are subject to the policies of East Central College, and must also abide by the policies of the agency in which they are practicing as a student nurse. A student may be required to have alcohol or drug testing alone or in combination. Any student who refuses to submit to initial or subsequent testing will be dismissed from the nursing program.

Substance Abuse and Drug Testing Policy (cont.)

Page 2

The Director of the Associate of Science in Nursing Program must authorize reasonable suspicion testing on a student before such a test is administered. In the absence of the Director, the faculty, or designated administrator may authorize a test. Reasonable suspicion may include, but not be limited to: accidents and injuries caused by human error, unusual or serious violations of rules, secured drug supply disappearance, irrational or extreme behavior, or unusual inattention or personal behavior, such as smelling of alcoholic beverages.

A student may not return to the clinical agency assigned until verification that the random drug test was negative. The student will be required to make up missed clinical experiences.

Students must abide by the terms of the above policy and must report any conviction under a criminal drug statute for violations occurring on or off college premises. A conviction must be reported within five (5) days after the conviction. Students convicted of involvement in a criminal drug offense will be dismissed from the nursing program.

Dismissed students will be reconsidered for admission one time. Dismissed students will be eligible for consideration of readmission to the nursing program upon successful completion and documented evidence of treatment remedying the rationale for dismissal.

I understand that this drug and alcohol screening tests are used for the sole purpose of determining my ability to enter patient care areas in order to be able to complete the clinical requirements of the ADN program and I hereby consent to this test through Missouri Occupational Medicine – Washington, Missouri or Employee Screening Services, Inc., Rolla, Missouri. I have read and understand the Drug and Alcohol policies of East Central College and those of the Associate Degree Nursing program as stated in this consent.

Full name (Print): _____

Address: _____

(Street)

(City, state, zip code)

Date of birth: _____

Signature: _____

Reviewed & Revised 5/2007, 5/2009

Reviewed 5/2012; 5/2013; 5/2014; 5/2015

TUBERCULOSIS TESTING POLICY

1. Students are required to be tested for tuberculosis before attending clinical the first semester and annually until graduation.
2. The Missouri Division of Health recommends the intradermal injection over the prong (Tine) type and the **2-step method** (2 separate injections) for those who have not previously been tested. The nursing program supports these recommendations.
3. On admission to the program, **ALL** students are required to have the 2-step TB Method. Second year students are required to have the standard one-step TB Method.
4. Documentation of the test includes:
 - a. Type of test
 - b. Date(s) of test
 - c. Result of test
 - d. Signature of the physician or nurse administering the test.
 - e. The above should be recorded on official stationary, or on the physical examination form in the Fall.
5. Students with a baseline positive, or newly positive, test result for m. tuberculosis infection or documentation of previous treatment for TB disease should receive one chest radiograph result (within the last 2 years) to exclude TB disease. Instead of participating in annual serial testing, the student should complete a symptom screen assessment annually.

NOTE: Problems or questions should be discussed with the Director **before** the test is done.

Source: CDC, *Recommendations & Reports Guidelines for Preventing the Transmission of mycobacterium tuberculosis in Health-care Settings.*

Reviewed & Revised: 2/2014

Reviewed: 5/2015

EAST CENTRAL COLLEGE
1964 Prairie Dell Road
Union, MO 63084

TUBERCULOSIS QUESTIONNAIRE

PRINT NAME: _____ **DATE:** _____

STUDENT: _____ **DEPARTMENT:** _____

According to your student medical records, you do not receive annual TB skin testing. The reason for not receiving an annual TB skin test may include a previous history of a positive TB skin test, history of having received BCG Vaccine, allergic reaction to a previous skin test, or other medical contraindications. An initial negative chest x-ray is required (within the last two (2) years).

Chest x-rays are not required on an annual basis by East Central College. However, you should be aware of the symptoms of active pulmonary TB which include cough, chest pain, and hemoptysis. Systemic symptoms consistent with TB also include fever, chills, night sweats, becoming tired easily, loss of appetite, and weight loss. TB should be considered in persons who have these symptoms. Persons suspected of having TB will be referred for a complete medical evaluation by their personal healthcare provider at their expense.

Check the list below as to any symptoms you may have.

	Yes	No
Cough		
Chest Pain		
Hemoptysis (coughing & spitting up blood)		
Fever		
Chills		
Night Sweats		
Tire Easily		
Loss of Appetite		
Weight Loss		

SIGNATURE: _____ **DATE:** _____

Please complete and return this questionnaire to the ECC Nursing Department by the following date:

Source: CDC, *Recommendations & Reports Guidelines for Preventing the Transmission of mycobacterium tuberculosis in Health-care Settings.*

12/2008

Reviewed: 5/2010; 5/2011, 5/2012; 5/2014; 5/2015

Reviewed & Revised: 5/2013

TRANSPORTATION POLICY STATEMENT FOR STUDENTS

1. Each nursing student is expected to provide his/her own transportation to and from each clinical site. The term “clinical site” shall include any facility which has been selected to provide practice and/or observation experiences.
2. East Central College, its agents, employees, and servants disclaim any liability for any and all claims of personal injury and/or property damage which shall arise from, or be incident to, the carriage, transportation, and/or transference of any student to, and/or from, any clinical site.

NOTE: *Students should check their liability policy prior to the acceptance of compensation from passengers.*

Approved by the ECC Board of Trustees on March 1, 1982. Reaffirmed in “East Central College Board of Trustees: Policy & Procedures” (August 28, 2003).

Reviewed & Revised 5/2007

Reviewed 5/2010; 5/2011; 5/2013; 5/2014; 5/2015