EAST CENTRAL COLLEGE

ASSOCIATE DEGREE

NURSING PROGRAM

2021-2022

STUDENT HANDBOOK

EAST CENTRAL COLLEGE

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 clients. 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 your course of study 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,

Nancy J. Mitchell, MSN, RN
Director of Nursing
Dean of Health Sciences

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 2021.

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.

I fully understand that in order to be placed at a clinical site or to participate in clinical experiences, I must comply with all clinical site compliances (I.e. required immunizations, drug screenings, criminal background checks, etc.).

_____
Signature

_____
Printed Name (please print legibly)

_____
Date

Notice of Non-Discrimination
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 the Vice President of Student Development, 131 Administration Building, 1964 Prairie Dell Road, Union, MO 63084, (636) 584-6565 or stnotice@eastcentral.edu.

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 persons 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.

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

Reviewed/Revised: May 2017, May 2018, May 2019,
May 2020, May 2021

I.

PROGRAM

INFORMATION

INTRODUCTION

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 4 consecutive semesters.

In 1997, East Central College developed an 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 21 nursing students. These students follow a specific course of study for 2 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: May 2018, May 2019, May 2020
Reviewed/Revised: May 2017, May 2021

ADMISSION CRITERIA

ADMISSION CRITERIA FOR THE ASSOCIATE DEGREE NURSING PROGRAM

<u>**NOTE**</u>: *Students who have ever been admitted to any Nursing Program previously must produce a Letter of Recommendation from the previous Nursing Dean/Director.* A student who has failed to achieve a "C" or better in **ANY** two core nursing courses, in **any** RN nursing program(s) attended, will not be considered for admission. *Students who have had two (2) attempts to any RN program are not eligible for admission.*

<u>**To INITIATE the application process, the student MUST complete the following requirements**</u>:

- **APPLY FOR GENERAL ADMISSION TO THE COLLEGE -** (<u>**Declare Major: Pre-Nursing**</u>). Applications are available on our website**: https://www.eastcentral.edu/admissions/new-student-checklist/.** Call or visit Student Services to receive information on the college admissions process. The number is (636-584-6588).

- **COMPLETE THE APPLICATION FOR NURSING -** Submit the completed application, *with receipt from business office* for $25 application fee, to the Nursing and Allied Health Division Office, Health Science Building Suite 105 in Union, or to the Rolla North Building at 2303 N. Bishop in Rolla.

- **PROVIDE OFFICIAL HIGH SCHOOL, TECHNICAL SCHOOL AND COLLEGE TRANSCRIPTS -** Applicant must request that official transcripts from high school or GED (scores required) and <u>***all***</u> colleges attended be sent to **ECC Student Services** for evaluation. Evaluating transcripts can be time consuming so please allow ample time for processing. Failure to request your transcripts in a timely manner may result in an incomplete application file. Students with transfer credit are required to meet with a nursing advisor prior to application.

- **NURSING ADMISSION TEST (HESI A2):** Applicants must successfully complete the HESI A2 Pre-Admission Test for RN programs *prior to the application deadline for the program for which they are applying*. The HESI A2 may be taken no more than twice in an application cycle. **A minimum score of seventy-five percent (75%) composite <u>is required</u>.** It is comprised of exams that are academically oriented consisting of **<u>math, reading, comprehension, grammar and vocabulary, biology, and critical thinking</u>**. Information on the exam, the study guide, and how to sign up to take the exam can be found on our website at https://www.eastcentral.edu/learning-center/testing-center/hesi/. *It is your responsibility to provide the office with a copy of your examination results.*

- **Completion of <u>all</u> required pre-requisite coursework** by end of Summer semester prior to Fall semester of desired entry for Prelicensure applicants. For LPN to RN Bridge applicants, the coursework must be completed by the end of the Fall semester. All transcripts from schools other than ECC must be received by the deadline date for the student's appropriate program.

- **For Pre-Licensure Applicants Only:** Complete a minimum of 8 hours observation with an RN at a skilled nursing/long term care facility or hospital. The optional, but recommended, additional hours may be completed at a clinical site of your choosing. Review and complete the enclosed Observation Form (copy as needed). A separate form should be used for each facility, and the RN must sign the form for verification.

Students considering a career in a health science field generally, and nursing specifically, can make a more informed education choice based on personal experience or observation. While at any clinical site, students must maintain the highest level of professional decorum to include appropriate dress, limited jewelry, and a professional appearance. Specifically, no jeans, t-shirts or sweatshirts, no tennis shoes or open-toed sandals are to be worn, tattoos should not be visible, and jewelry is limited to one earring per ear lobe. Overall appearance must be neat and clean and inspire confidence in the client-provider interaction.

It is recommended that you observe more than 8 hours and in multiple RN settings to gain an understanding of the diversity of the profession. Points are earned in the RN application review process for clinical observation; applicants who complete more than the minimum and in more than one clinical RN setting will earn more points than applicants who complete only the minimum required observation hours.

- **THREE (3) COMPLETED, APPROPRIATE REFERENCES** (*see nursing application and reference form for criteria*); *the applicant is responsible for distributing references. It is the applicant's responsibility to check with the nursing office to make sure that the references have been received by the December 1st deadline for Prelicensure applicants and August 1st for LPN to RN Bridge applicants.* **Applicants who have had prior admission into _any_ nursing program must have a letter of reference from the Dean or Director of Nursing from the program accompanying their application.**

- **Minimum cumulative GPA of a 2.75 or greater on a minimum of 12 credit hours of college credit. (A GPA of 3.0 or higher is suggested.)**

- **SIGNED TECHNOLOGY ACKNOWLEDGEMENT FORM**

- **SIGNED PERFORMANCE STANDARDS ACKNOWLEDGEMENT FORM**

FOR LPN-RN BRIDGE APPLICANTS ONLY:
- **SUCCESSFUL COMPLETION OF NUR 103 Successful Transitions in Nursing** course. NUR 103 is offered each Summer and Fall semester in an 8-week format at the Rolla North facility.
- **SUCCESSFUL COMPLETION OF HESI LPN to RN Mobility Exam** with a composite score of 750 or greater in 2 attempts.
- **PROVIDE PROOF OF:** Current Missouri LPN license, undisciplined in any jurisdiction, with IV Certification.

UPON ACCEPTANCE INTO THE NURSING PROGRAM THE FOLLOWING WILL BE REQUIRED:

- **DRUG SCREENING (site determined by ECC)**
- **MEDICAL EXAMINATION** - with Satisfactory Results *(Departmental form provided).* **Must be in a state of physical and mental health compatible with the responsibilities of a nursing career.** A physical examination, including selected diagnostic tests and immunizations, is required after acceptance at your cost (the form is provided in acceptance packet).
- **SATISFACTORY FINGERPRINT/CRIMINAL BACKGROUND CHECK**
- **CURRENT CPR CARD** - From either American Heart Association (BCLS-C) for Healthcare Provider (Basic Cardiac Life Support), or the American Red Cross CPR for the Professional Rescuer.
- **MALPRACTICE INSURANCE (**for the LPN to RN Bridge Program only) must be obtained and carried throughout the program of study.
- **APPLICATION DEADLINES:**
- **Prelicensure: December 1st** prior to the year for which you are applying. Transcripts must be on file by January 31st at 4:30 p.m. (If the 31st falls on a weekend, it will be the following Monday.)
- **LPN to RN Bridge: August 1st** for the LPN to RN Bridge applicants. Transcripts must be on file by August 31st at 4:30 p.m. (If the 31st falls on a weekend, it will be the following Monday.)

NOTE TO ALL STUDENTS: *It is the RESPONSIBILITY of the STUDENT to maintain communication with the Nursing and Allied Health office to ensure that their application file is complete and up to date with current admission requirements by the noted deadlines above.* You may call (636) 584-6616 or e-mail julie.beck@eastcentral.edu.

NOTE TO ALL STUDENTS: Admission to the program is **competitive in nature** and **is not guaranteed**. A selection committee ranks all applications and admission is granted to the most qualified applicants. Applicants can improve their chances of admission by maintaining a high GPA, completing pre- and co-requisite courses and scoring high on the nursing entrance exam. *It should be understood that satisfactorily meeting minimum requirements does not automatically guarantee admission.*

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

MISSION

The ECC Nursing Program <u>empowers</u> graduates to pass "the NCLEXRN and function as registered nurses in diverse health care settings" (NLN Educational Competencies). The graduates of the ADN program <u>enrich</u> our communities by contributing to the <u>service</u> work force, providing safe, competent, professional care in a <u>diverse</u> and 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 client 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: February 2014
Reviewed: May 2019, May 2020, May 2021

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 & Dosage Calculations
Nutrition
Information Technology
Evidence-Based Practice
Interdisciplinary Collaboration
Quality Improvement and Safety
Coordinating and Managing Continuous
Client Care

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

EXPECTED GRADUATE COMPETENCIES (STUDENT LEARNING OUTCOMES)

NURSING CURRICULUM OUTCOME MEASURES

Upon graduation the East Central College Associate Degree graduate nurse will embody nursing as three roles: Nurse as provider of care, Nurse as manager of care and Member of the Nursing Profession. Clinical education throughout the program is designed to facilitate transition to professional nursing practice. This will be demonstrated as follows:

A.   Nurse as Provider of Care - Utilizes the nursing process as the basis for the delivery of health care across the life span while prioritizing care for multiple clients.
1.   Obtains data through assessment.
2.   Develops nursing diagnoses and priority goals.
3.   Develops, implements, evaluates, and revises individualized nursing plans of care.
4.   Incorporates individual learning needs to develop, implement, and evaluate the effectiveness of the teaching-learning plan.

B.   Nurse as Provider of Care - Practices within a framework of scientific evidence while implementing planned care, utilizing evidence-based practice and clinical reasoning to make sound judgments, ensuring safe, quality client-centered care for multiple clients.
1.   Utilizes principles of therapeutic nutrition, pathophysiology, and pharmacology.
2.   Identifies changes in health status which are expected and unexpected resulting in actual or potential problems that interfere with recovery or promotion of health.
3.   Provides and promotes physiological safety and psychosocial safety.
4.   Performs nursing skills proficiently based on scientific understanding and best-practice guidelines.
5.   Demonstrates complex evidence-based clinical reasoning and judgment supported by the most current research.

C.   Nurse as Provider of Care - Establishes and maintains therapeutic interpersonal relationships with clients, families, and professional relationships with members of the healthcare team.
1.   Utilizes principles of therapeutic communication
2.   Utilizes proper lines of authority in communicating with members of the healthcare team.
3.   Utilizes information technology to manage, document and communicate nursing care by contributing to the healthcare record to decrease error and support decision making.

D.   Nurse as Manager of Care - Serves as a manager of care for multiple clients continuously coordinating, managing, and promoting healthy lifestyles.
1.   Delivers nursing care while setting priorities, planning and organizing care, utilizing time and resources effectively and efficiently considering policy and finance of the healthcare system.
2.   Collaborates with and delegates aspects of nursing care to healthcare team members consistent with their educational preparation, skill, experience, and scope of practice.
3.   Accepts responsibility and accountability for the nursing care provided and the care delegated to others.
4.   Advocates for clients, their families, and members of the healthcare team to promote healthy lifestyles; involving them in decision making and management of care, being sensitive to cultural diversity and specific needs.

E.   Member of the Nursing Profession - Functions as a member of the profession of nursing.
1.   Accepts responsibility and accountability for one's own professional behavior.
2.   Practices within the nursing profession's moral, ethical, legal, and regulatory framework.
3.   Utilizes current best practice guidelines to support nursing practice and quality improvement processes.
4.   Utilizes performance evaluations as means of continually improving one's own nursing practice.

Theory Outcomes Mapped Across the Nursing Curriculum

Adopted March 2020

Program Outcome	Fundamentals	AC I	Transitions	AC II	AC III	Trends
Upon graduation the ECC ADN graduate nurse will embody nursing as three roles: Nurse as provider of care, Nurse as manager of care and Member of the Nursing Profession. Clinical education throughout the program is designed to facilitate transition to professional nursing practice. This will be demonstrated as follows:	Upon completion of NUR _____, the student will be able to:					
Provider of Care A. Utilizes the **<u>nursing process</u>** as the basis for the delivery of health care across the life span while prioritizing care for multiple clients.	A. Identifies the basic concepts of the nursing process as the basis for the delivery of client-centered health care across the life span.	**A.** Utilizes the nursing process at a novice level as the basis for the planning of client-centered health care across the life span.	A. Utilizes the nursing process for the planning of client-centered health care across the life span as the LPN transitions into the RN role.	**A.** Utilizes the nursing process as the basis for the planning of client-centered health care across the life span while prioritizing 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.	A. Utilizes the principles of the nursing process as a problem-solving model to analyze current political aspects that impact healthcare policies.

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Program Outcome	Fundamentals	AC I	Transitions	AC II	AC III	Trends
B. Practices within a framework of **scientific evidence** while implementing planned care, utilizing evidence-based practice **& clinical reasoning** to make sound judgments, ensuring safe, quality client-centered care for multiple clients.	B. Begins to identify scientific evidence & basic principles of clinical reasoning to safely deliver basic nursing care and establish basic nursing skills.	B. Begins to utilize clinical reasoning skills within a framework of scientific evidence to safely deliver quality client-centered care to those with common behavioral health & med-surg disease processes.	B. Begins to utilize clinical reasoning skills within a framework of scientific evidence to safely deliver quality client-centered care to those with common behavioral health & med-surg disease processes and verifying basic nursing skills of the LPN.	B. Utilizes scientific evidence & clinical reasoning to make sound judgments and plan quality care for those with complex behavioral health and medical-surgical disease processes, ensuring safety.	B. Utilizes scientific evidence & clinical reasoning to make sound judgments, while implementing planned care, ensuring safe, quality client-centered care for multiple clients with complex behavioral health and medical-surgical disease processes.	B. Utilizes the framework of scientific evidence while researching current healthcare issues & debating the impact on client care.
Program Outcome	Fundamentals	AC I	Transitions	AC II	AC III	Trends
C. Establishes and maintains **therapeutic interpersonal relationships** with clients and families; and professional relationships with members of the health team.	C. Identify basic principles of communication / therapeutic interpersonal relationships & begins to develop a professional relationship with the educational team.	C. Establishes & maintains communication/ therapeutic interpersonal relationships with clients & families; & begins to create professional relationships with members of the healthcare educational team.	C. Establishes & maintains communication/ therapeutic interpersonal relationships with clients & families; & begins to create professional relationships with members of the healthcare educational team.	C. Utilizes & maintains communication/ therapeutic interpersonal relationships with clients, families, and members of the healthcare and educational team.	C. Utilizes, evaluates, & maintains therapeutic interpersonal relationships with clients, families, & professional relationships with the healthcare and educational team.	C. Utilizes effective communication skills with others while preparing for and conducting a professional job search and investigating options for continuation of their nursing education beyond the ADN level.

Program Outcome	Fundamentals	AC I	Transitions	AC II	AC III	Trends
Nurse as Manager of Care D. Serves as a **manager of care** for multiple clients in various settings.	D. Begins to identify the role of the nurse as the manager of care and the promotion of healthy lifestyles.	D. Begins to manage care for a client while promoting healthy lifestyles and coordinating with a healthcare team.	D. Begins to transition into the RN role to manage care for clients while promoting healthy lifestyles and coordinating with a healthcare team.	D. Manages care for a client while promoting healthy lifestyles, delegating, and coordinating with a healthcare team.	D. Manages care for multiple clients while promoting healthy lifestyles, delegating, coordinating, and supervising a healthcare team.	D. Serves as a manager of care while considering the impact of healthcare policies and current issues on the nurse, the client, the facility, and country.
Program Outcome	Fundamentals	AC I	Transitions	AC II	AC III	Trends
Nurse as Member of the Nursing Profession E. Functions as a **member of the profession** of nursing.	E. Begin to recognize legal and ethical nursing standards while beginning to develop a professional nursing role.	E. Begins to integrate legal and ethical nursing standards while developing a professional nursing role.	E. Analyzes legal and ethical differences between the LPN and RN roles while beginning to transition into the professional RN role.	E. Integrates legal and ethical nursing standards while developing a professional nursing role.	E. Integrate and evaluate legal and ethical nursing standards while developing a professional nursing role.	E. Functions as a member of the profession of nursing while examining licensure, regulations, and current issues impacting healthcare.

KEY: (**) following a statement indicates a benchmarked skill & (+) following a statement is a previously benchmarked skill.

Fundamentals Clinical/Lab Competencies	AC I Clinical/Lab Competencies	AC II Clinical/Lab Competencies	AC III Clinical/Lab Competencies
A. **Nurse as Provider of Care:** Identifies the basic concept of the ***nursing process*** as the basis for the delivery of client-centered health care across the life span.	A. **Nurse as Provider of Care:** Utilizes the nursing process at a novice level as the basis for the delivery of client-centered health care across the life span.	A. **Nurse as Provider of Care:** Utilizes the nursing process as the basis for the delivery of client-centered health care across the life span while prioritizing care for a single client.	A. **Nurse as Provider of Care:** Utilizes the nursing process as the basis for the delivery of health care across the life span while prioritizing care for multiple clients.
B. **Nurse as Provider of Care:** Begins to practice within a framework of ***scientific evidence*** & identifies basic principles of ***clinical reasoning*** to safely deliver quality client-centered care.	B. **Nurse as Provider of Care:** Begins to demonstrate clinical reasoning skills within a framework of scientific evidence to safely deliver quality client-centered care.	B. **Nurse as Provider of Care:** Practices within a framework of scientific evidence while implementing planned care, utilizing evidence-based practice & clinical reasoning to make sound judgments, ensuring safe, quality client-centered care.	B. **Nurse as Provider of Care:** Practices within a framework of scientific evidence while implementing planned care, utilizing evidence-based practice & clinical reasoning to make sound judgments, ensuring safe, quality client-centered care for multiple clients.
C. **Nurse as Provider of Care:** Identifies basic principles of ***communication / therapeutic interpersonal*** relationships & begins to develop a working relationship with clients, families, & the healthcare team members.	C. **Nurse as Provider of Care:** Establishes & maintains therapeutic interpersonal relationships with clients & families; & professional relationships with members of the healthcare team.	C. **Nurse as Provider of Care:** Establishes & maintains therapeutic interpersonal relationships with clients & families; & professional relationships with members of the healthcare team.	C. **Nurse as Provider of Care:** Establishes & maintains therapeutic interpersonal relationships with clients, families, & professional relationships with members of the healthcare team.
D. **Nurse as Manager of Care:** Begins to recognize the role of the ***nurse as the manager*** of care and the promotion of healthy lifestyles.	D. **Nurse as Manager of Care:** Serves as a novice nurse manager of care for a single client beginning to coordinate, manage, and promote healthy lifestyles.	D. **Nurse as Manager of Care:** Serves as the manager of care for a single client coordinating, managing, and promoting healthy lifestyles.	D. **Nurse as Manager of Care:** Serves as a manager of care for multiple clients continuously coordinating, managing, and promoting healthy lifestyles.
E. Begins to practice within the framework of the ***profession of nursing.***	E. Functions as a beginning member within the profession of nursing.	E. Functions as a member of the profession of nursing	E. Functions as a member of the profession of nursing.

II.

NURSING

CURRICULUM

EAST CENTRAL COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
PRE-LICENSURE CURRICULUM
UNION AND ROLLA

PREREQUISITE COURSES/GENERAL EDUCATION
*COL 101 Falcon Seminar
*COL 100 Campus Orientation
*MTH 110, 140, 150 or higher
*ENG 101 English Composition I
* PSY 101 General Psychology
*PSC CIVICS WEB Civics Achievement Exam
*BIO 206 Anatomy & Physiology I Lecture and

*BIO 207 Anatomy & Physiology II Lecture and

CO-REQUISITE COURSES
**ENG 102 English Composition II
**BIO 205 Microbiology for Allied Health Lecture & Lab
**CORE 42 CIVICS
**SOC 101 General Sociology

Two years high school Biology with lab with a "C" grade or higher within the last five years *OR*
BIO 111 General Biology I Lecture and Lab
One-year high school Chemistry with lab with a "C" grade or higher within the last five years *OR*
CHM 106 Chemistry for Health Sciences Lecture and Lab *OR* **CHM 105** Introduction to Chemistry
Lecture and Lab

*Nursing Program Pre-requisites
**Co-requisite courses must be completed prior to the Fall semester of the 2ⁿᵈ year of the nursing program
***You may apply before pre-requisites are completed; however, coursework must be completed by the end of the Summer semester (August) before Fall admission to nursing. Proof of enrollment, a waiver, or proof of completion (official transcript submitted to Registrar's office) must be on file by January 31ˢᵗ for the next Fall's admission cycle.**

NURSING PROGRAM COURSES
FALL
    NUR 101/102 Fundamentals of Nursing Lecture and Lab   **9**

SPRING
    NUR 131/132 Nursing of Adults and Children I Lecture and Lab   **10**

FALL
    NUR 201/202 Nursing of Adults and Children II Lecture and Lab   **10**

SPRING**
    NUR 231/232 Nursing of Adults and Children III Lecture and Lab   **10**
    NUR 291 Nursing Trends   **1**

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

TOTAL HOURS (including prerequisites): 72 (Nursing 40/General Education 32)

<u>NOTE</u>: *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
PRE-LICENSURE

**Estimated Itemized Expenses

PREREQUISITES: In-District @ $110.00/hr. (15 credit hours) = $1,650.00
Out-of-District @ $156.00/hr. (15 credit hours) = $2,340.00

A **non-refundable** application fee of $25.00 is due when applying. ***When accepted,*** a **non-refundable** admission packet fee of $125.00 is due.	**IN-DISTRICT**	**OUT-OF-DISTRICT**
FALL, First semester: 9 credit hours		
Tuition	$ 1,206.00	$ 1,710.00
Support Services/Student Activity/Tech/Facilities/Security Fees	243.00	243.00
Special Lab/Assessment Fee***	750.00	750.00
Books and Syllabi plus clinical kit (approximate)	1,700.00	1,700.00
Watch w/2nd hand, sleeve emblem, uniforms (2), lab coat, stethoscope, etc.	400.00	400.00
TOTAL FALL SEMESTER	$ 4,299.00	$ 4,803.00
SPRING, Second semester: 10 credit hours		
Tuition	$ 1,340.00	$ 1,900.00
Support Services/Student Activity/Tech/Facilities/Security Fees	270.00	270.00
Special Lab/Assessment Fee	375.00	375.00
Books and Syllabi (approximate)	50.00	50.00
TOTAL SPRING SEMESTER	$ 2,035.00	$ 2,595.00
FALL, Third semester: 10 credit hours		
Tuition	$ 1,340.00	$ 1,900.00
Support Services/Student Activity/Tech/Facilities/Security Fees	270.00	270.00
Special Lab/Assessment Fee	375.00	375.00
Books and Syllabi (approximate)	250.00	250.00
TOTAL FALL SEMESTER	$ 2,235.00	$ 2,795.00
SPRING, Fourth Semester: 11 credit hours		
Tuition	$ 1,474.00	$ 2,090.00
Support Services/Student Activity/Tech/Facilities/Security Fees	297.00	297.00
Special Lab/Assessment Fee	375.00	375.00
Books and Syllabi (approximate)	100.00	100.00
State Board of Nursing Fingerprint/Background Fee (approximate cost)	50.00	50.00
NCLEX RN National Exam (approximate cost)	200.00	200.00
Graduation Pin (approximate *minimum* cost)	50.00	50.00
NCLEX RN Review Course *(Student's responsibility)*	400.00	400.00
TOTAL SPRING SEMESTER	$ 2,946.00	$ 3,562.00

Total *without* *Prerequisites & Co-requisites:	**$ 11,515.00**	**$ 13,755.00**
Tuition for *Prerequisites & Co-requisites only:	3,520.00	4,992.00
TOTAL *with* *Prerequisites:	**$15,035 .00**	**$ 18,747.00**

PLEASE NOTE: Nursing courses have the Tier 2 differential tuition rate. *Tier 2 tuition: In-District - $134.00/ch; Out-of-District - $190.00/ch.*

*The cost of prerequisites includes ***tuition 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.
***The semester fees include Assessment/Remediation/Exam costs.

Updated: 2/2021

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 <u>COMPLETE</u> these course requirements <u>PRIOR</u> to beginning the Nursing program.*

<table>
<tr><td colspan="2" align="center">**PREREQUISITE COURSEWORK**</td></tr>
<tr><td>**COL 101** Foundation Seminar</td><td>1</td></tr>
<tr><td>**NUR 103** Successful Transitions in Nursing (offered Summer & Fall)</td><td>4</td></tr>
<tr><td>**CORE 42** CIVICS</td><td>3</td></tr>
<tr><td>**PSC CIVICS WEB** Civics Achievement Exam</td><td>0</td></tr>
<tr><td>**ENG 101** English Composition I</td><td>3</td></tr>
<tr><td>**ENG 102** English Composition II</td><td>3</td></tr>
<tr><td>**BIO 206** Anatomy and Physiology I Lecture and Lab</td><td>4</td></tr>
<tr><td>**BIO 207** Anatomy and Physiology II Lecture and Lab</td><td>5</td></tr>
<tr><td>**BIO 205** Microbiology for Allied Health Lecture and Lab</td><td>4</td></tr>
<tr><td>**PSY 101** General Psychology</td><td>3</td></tr>
<tr><td>**SOC 101** General Sociology</td><td><u>3</u></td></tr>
<tr><td></td><td>36</td></tr>
</table>

Prerequisites: Two years high school Biology with lab with a "C" grade or higher
within the last five years
or
BIO 111 General Biology I Lecture and Lab
One-year high school Chemistry with lab with a "C" grade or higher within the last five years
or
CHM 106 Chemistry for Health Sciences Lecture and Lab
CHM 105 Introduction to Chemistry Lecture and Lab

ALL SCIENCE CLASSES MUST BE NO MORE THAN 5 YEARS OLD WITH A GRADE OF "C" OR BETTER!

SPRING SEMESTER	Credit Hours
NUR 201/202 Nursing of Adults & Children II Lecture/Lab	10

FALL SEMESTER	
NUR 231/232 Nursing of Adults & Children III Lecture/Lab	10
NUR 291 Nursing Trends	<u>1</u>
	21

Total Hours (including pre-requisites): 72 (Nursing 40/General Education 32)

<u>**NOTE:**</u> *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.*

Reviewed & Updated: May 2020, May 2021

EAST CENTRAL COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
LPN-RN BRIDGE

**Estimated Itemized Expenses

PREREQUISITES: In-District @ $110.00/hr. (36 credit hours) = $3,960.00
Out-of-District @ $156.00/hr. (36 credit hours) = $5,616.00

An application fee of $25.00 is due when applying. *When accepted,* an admission packet fee of $125.00 is due.	IN-DISTRICT	OUT-OF-DISTRICT
SPRING, First semester: 10 credit hours		
Tuition	$1,340.00	$1,900.00
Support Services/Student Activity/Tech/Facilities/Security Fees	270.00	270.00
Special Lab/Assessment Fee***	725.00	725.00
Books and Syllabi (approximate)	1,100.00	1,100.00
TOTAL SPRING SEMESTER	$3,435.00	$3,995.00
FALL, Second semester: 11 credit hours		
Tuition	$1,474.00	$2,090.00
Support Services/Student Activity/Tech/Facilities/Security Fees	297.00	297.00
Special Lab/Assessment Fee	375.00	375.00
Books and Syllabi (approximate)	100.00	100.00
State Board of Nursing Fingerprint/Background Fee (approximate cost)	50.00	50.00
NCLEX-RN National Exam (approximate cost)	200.00	200.00
Graduation Pin (approximate *minimum* cost)	50.00	50.00
NCLEX-RN Prep Course *(Student's responsibility)*	400.00	400.00
TOTAL FALL SEMESTER	$ 2,946.00	$3,562.00

Total Nursing Coursework:	**$ 6,381.00**	**$7,557.00**
Total Prerequisites/General Education (does not include books, etc.)	3,960.00	5,616.00
TOTAL Program Cost:	**$10,341.00**	**$13,173.00**

PLEASE NOTE: *Nursing Courses will have the Tier 2 differential tuition rate. Tier 2 tuition: In-District - $134.00/ch; Out-of-District - $190.00/ch.*

*The cost of prerequisites includes ***tuition 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.
***The semester fees include Assessment/Remediation/Exam costs.

Updated: 2/2021

NUR 101/102 Fundamentals of Nursing Lecture/Lab

NUR 101 Fundamental Lecture:
**This course is designed to introduce the student to the role of the nurse, the nursing process, legal and ethical aspects of healthcare and the basic needs of the individual and family. Abdellah's 21 Nursing Problems will be utilized to show the individual as a whole as well as variations to health and wellness. The primary focus is to develop a firm foundation of basic nursing care and basic nursing skills. Supported by scientific evidence, students will begin to develop comprehensive psychosocial and physical assessment skills. Concepts of therapeutic communication; nutrition; basic skills; and principles of client safety are introduced.

NUR 102 Fundamental Lab:
**This course is designed to provide the student with the opportunity to safely apply nursing skills and theoretical knowledge acquired in NUR 101. The nursing laboratory and clinical experiences in community healthcare facilities are utilized. Emphasis is placed on professional behavior, therapeutic communication, psychosocial and physical assessment, and client safety.

NUR131/132 Nursing of Adults and Children I

NUR 131 Lecture:
**This course is designed for the student to apply previously learned scientific knowledge and nursing skills while caring for adults and children across the life span with common behavioral health and medical-surgical disease processes. Students will integrate principles of pathophysiology, basic pharmacology, and teaching learning concepts into medication administration and comprehensive psychosocial and physical assessment. The application of the nursing process is broadened to meet the total needs of the client and family for a more comprehensive plan of nursing care.

NUR 132 Lab:
** This course is designed to provide the student with the opportunity to safely apply previously learned nursing skills and theoretical knowledge acquired in NUR 101, NUR 102 & NUR 131. The nursing laboratory and clinical experiences in community healthcare facilities are utilized. Emphasis is placed on physical assessment, pathophysiology, safe medication administration, pharmacology, and client / family teaching.

NUR 201/202 Nursing of Adults and Children II

NUR 201 Lecture:
**This course is designed for the student to apply previously learned knowledge and nursing skills while caring for adults and children across the life span with complex behavioral health and medical-surgical disease processes. Complex skills and concepts supported by scientific evidence are introduced as well as the integration of maternal-newborn nursing. The application of the nursing process is broadened to meet the physical and psychosocial needs of the client and family. Emphasis is placed on utilizing scientific evidence to make clinical judgement, reduction of risk potential, physiological adaptations, and health promotion and maintenance.

NUR 202 Lab
** This course is designed to provide the student with the opportunity to safely apply previously learned complex nursing skills and theoretical knowledge acquired in NUR 101/102, NUR 131/132, and NUR 201. The nursing laboratory and clinical experiences in community healthcare facilities are utilized. Emphasis is placed on complex concepts of pathophysiology, pharmacology, diagnostics, client / family teaching, and the integration of scientific evidence to make sound clinical judgement.

NUR 231-232 Nursing of Adults and Children III

NUR 231 Lecture:
**This course is designed for the student to apply previously learned advanced knowledge and nursing skills in caring for adults and children across the life span with complex behavioral health and medical-surgical disease processes. Leadership skills, prioritization, delegation, management of care and complex concepts are further developed. Utilizing scientific evidence to promote clinical judgement, emphasis is placed on the role of the registered nurse as the provider of care, manager of care, and member of the nursing profession.

NUR 232 Lab:
** This course is designed to provide the student with the opportunity to safely apply previously learned complex nursing skills and theoretical knowledge acquired throughout the curriculum. The nursing laboratory and clinical experiences in community healthcare facilities are utilized. Emphasis will be placed on making sound clinical judgement, organization, prioritization, delegation, and delivery of safe and effective care to multiple clients.

NUR 291 Nursing Trends and Leadership Issues

**This course is designed to engage the student as a member of the nursing profession. Students will examine licensure, regulations, and current issues influencing healthcare. Scientific methods and research are utilized to analyze and debate current healthcare policy as well as examine licensure, regulations, and continuing education that influence the role of the nurse.

NUR 103 Successful Transitions In Nursing

**This course is designed to initiate the transition of the LPN into the professional RN role. Emphasis is placed on utilization of the nursing process to plan delivery of quality client centered care, therapeutic communication, clinical reasoning, and verification of basic nursing skills, medication calculation, intravenous therapy, and asepsis. Successful completion of this course is a pre-requisite for the LPN to RN Bridge program. See the nursing application for course time limits.

METHODS OF INSTRUCTION / COURSE WORKLOAD

Methods of Instruction

A variety of teaching-learning methods are used in nursing courses and may include readings, lecture-discussion, demonstrations, audiovisual media, study guides, written assignments, nursing care plans, concept maps, small group work, case studies, computer-assisted programs, simulations, practice of nursing skills in nursing college laboratory and providing care to clients in clinical areas.

ECC Nursing utilizes a team-teaching approach for all courses in the program. Faculty may teach across the curriculum and at both campuses.

Course Workload

All nursing classes include a college laboratory experience component with a 3:1 clock hour to credit hour ratio, e.g. one credit hour earned requires three (3) clock hours of laboratory per week.

In addition to the class and clinical hours published in the "Semester Schedule of Classes," nursing students can anticipate additional practice hours and individually arranged evaluation sessions in the nursing college laboratory.

During each semester, additional time will be required for clinical preparation. Students may be required to visit the clinical agency the day prior to the clinical experience to obtain material from agency records that assists in planning client care as well as meeting the outcomes for each.

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 lab, preparing for clinical assignments, studying for exams, preparing for class, developing written assignments and presentations (not an inclusive list).

Due to the demands of the Nursing program, it is highly recommended that a nursing student not be employed more than sixteen (16) hours per week.

III.

LEARNING

RESOURCES

NURSING ACADEMIC SUPPORT

Instructional Resources

Nursing students have access to the campus library and electronic resources for reference books and current journals in nursing and general education.

Audiovisual materials are available for online use during regular library hours, which may include evening, and weekend hours. Orientation to the library information system is available. Assistance with audiovisual equipment and computer usage is provided. Computers are available in the computer center, the library and/or nursing laboratory.

Nursing students have access to the ECC Nursing Student Resource page located on the online learning management system (Canvas). This site has valuable learning resources such as skills videos, textbook resources, access to the Evolve Case Studies, NCLEX Success Strategies, and many more resources. The faculty continue to update the site, so it is in the best interest of the student to refer to the site frequently for additional learning support. Additionally, faculty offer weekly student success and content review sessions. Participation is not required, but highly recommended to aid in student success.

Faculty are available for instructional support during designated office hours and by appointment. It is the student's responsibility to seek instructional resources and notify faculty if experiencing difficulty with resources.

May 2017
Reviewed/Revised: May 2018, May 2019,
May 2020, May 2021

NURSING CLINICAL LABORATORY

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. Students are expected to accept the responsibility for cleaning up after themselves.
5. Multimedia instructional materials may not leave the nursing area without prior consent from faculty or staff.
6. Refer to the clinical laboratory policy book located in the clinical lab for more details.

Clinical Lab Guidelines

Phone Number: **(636) 584-6166 (Union)**
                          (573) 202-6950 (Rolla)
Hours: **Monday-Thursday: 8:00 am – 4:30 pm**
                          Friday: 8:00 am – 12:00 pm

Purposes of the Lab:
- Clinical Simulations
- Lab Classes
- Client Care Skills: Practice & Testing
- Remediation

Practice Time:
Skills practice in the Lab is mandatory prior to testing 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 clarification to assure that skills testing is successful on the first attempt.

For Lab/Practice Bring:
Lab Jacket or Uniform
Clinical Identification Badge
Skill Proficiency Check Lists
Pen with black ink
Stethoscope
Supply bag (or specific supplies needed)
Scissors
Kelly clamp
Watch with secondhand capability
Other supplies as needed

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 skills practice.   Practice supplies are **NOT** available from the Lab should the student fail to bring their own supplies.

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

Tracking Practice Time:
Log in and out for:
1. Practice time
2. Remediation

- Students are required to "sign in" and "out" in the designated Clinical Lab Logbook.
- Students are not required to log-in during a scheduled class time.

The secret for passing the skill proficiency tests: 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.

Grading Rubric:
For Skills Proficiency Testing is included in the course syllabi. Students are expected to have all questions answered regarding the checklist components PRIOR to testing.

Peer Review:
1. **Must** be completed by a fellow student and signed & dated by the reviewer on the proficiency checklist prior to testing *(requirement to be allowed to test).*
2. If student requires a second or third test, a *different* student must be utilized as the peer reviewer.

Remediation:
If a student is unsuccessful on the first attempt with a skills proficiency, the following process will be followed:
1. Schedule a re-test time with an available instructor.
2. Practice for at least the minimal time identified by faculty on each needed skill in the Clinical Lab.
3. After practice, have a peer review observe skill performance and offer suggestions.
4. Re-test at scheduled time.

If second or third attempt is required, follow the remediation steps above.
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.

Critical Behaviors: (Hard Stops)
Client safety is a critical part of client care. Critical behaviors are elements of client safety that must always be followed. *If a critical behavior is not performed, it will result in failure of that skill.* These critical behaviors are evaluated during each proficiency test.

Critical Behaviors include (but, not limited to):
1. Identifying client using a minimum of 2 methods
2. Checking allergy band & asking client about allergies/reactions
3. Hand hygiene before and after procedures
4. Providing privacy
5. Bed in low position and side rails (as appropriate) when leaving the client's bedside
6. Following client rights for medications
7. Procedure completed in allotted time frame
8. Maintaining sterility (if applicable)
9. Maintaining "clean" environment
10. Others, specific to procedure that will be identified during class

Hand Hygiene:
Handwashing must be done with actual soap and water or hand sanitizer at the beginning and end of each procedure, and as indicated during a procedure. Please do not say "I'd wash my hands" or ask if you must wash …**JUST DO IT.**

Laboratory Dress Code:

Practice Time
- Clothing must be in good taste.
- Lab Coat or scrubs and name badge are required when in the lab.
  - Badge must be worn to be visible to clients at their eye level.

Please dress modestly which means:
- **<u>NO cleavage, backs, bellies, behinds, bra straps or boxers (or any underwear)</u>** are allowed to be exposed in the lab. Students in violation will be asked to leave the lab and return when dressed appropriately. (If in doubt, wear something else).

Skills Proficiency Testing/Simulations
- Full nursing uniform. See dress code policy in Nursing Student Handbook.
- Faculty have the right to refuse lab access if students are not dressed properly for testing and/or lab practice.

Student Expectations:

Please do:
1. **Wear a mask at all times while in the lab, when required, and/or deemed appropriate.**
2. **Wash hands** before touching the simulator manikins. Gloves should be worn for all client care procedures.
3. Display **professional, courteous conduct and communication** at all times.
4. **Treat the manikin** and its belongings with the same respect you would a live client
5. **Keep the manikin chest** 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 present a possible hazard for the operator.
6. **Ensure** flow of air/suction to all equipment, control boxes, etc. are turned off completely when finished with a manikin.
7. **Use all equipment with care** and **report any damage/malfunction** of manikins or other clinical lab equipment immediately to a faculty member or department administrative assistant.
8. **Report** any **LATEX ALLERGY** (or other allergens that a student may be exposed to in the clinical lab setting) to a faculty member prior to entering the clinical lab.
9. Place **ONLY** "sharp" items such as needles/syringes/glass in the sharps' containers. NO PAPER or ALCOHOL wipes.
10. **Report immediately** to the instructor if a splash or needle stick occurs so that an incident report can be completed.
11. **Dispose of any trash** in appropriate containers.
12. **Return** clinical lab supplies to the appropriate storage areas when completed.
13. **Sanitize** your workspace including the ***mannequins, bed frames, tables, and simulation pads*** after each use.

Do not:

1. ***Practice any invasive procedures on anyone at any time!***
2. **Interrupt** an instructor when working with a student during practice or during an actual skills proficiency exam
3. **Use point/felt tip pens** near the manikins due to potential permanent discoloration of manikin "skin".
4. Place **photocopied papers** on, under, or near the manikins to prevent the risk of ink transfer.
5. Place ***Iodine or other staining medications should not come into contact with the manikins.***
6. 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.
7. **Lift** the manikin by the arms. Always use a lift sheet to move or turn the simulator mannequin.
   a. **Always support the manikin head** when moving or turning the simulator mannequin.
8. **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.)
9. **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.)
   a. **Nothing other than the supplied, labeled lubrication spray/liquid** is to be used to lubricate equipment.
   b. **Only sterile water** is to be injected into the simulator (all prepared medications are in sterile water).
10. **Remove** any supplies or equipment from the clinical lab.
11. **Cell phones**, **smart watches** and other electronic devices must be switched to silent mode or turned completely off during lab experiences. Students may check messages on class breaks.
12. **Take photographs, audio, or video recordings** while in the clinical lab unless it is approved for learning purposes.
    a. Students and other users are required to complete a **photo and video release** statement if their simulation experience requires recording by faculty/lab staff.

***Violation of these guidelines** will result in the involved party/parties being asked to leave and the time missed considered as an unexcused absence.

The faculty and lab staff <u>want</u> students to become proficient and safe with client 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 perform them. They are glad to help! To assure availability of a specific faculty member, consider making an appointment.

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

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

East Central College

Information and Consent Form

For valuable consideration, I do hereby authorize East Central College, a public corporation, and those acting pursuant to its authority to:

  a. Record my participation and appearance on video tape, audio tape, film, photograph, digital media or any other medium.
  b. Use my name, likeness, voice, and biographical material in connection with these recordings.
  c. Exhibit or distribute such recording using a private digital video network, or other mechanisms, in whole or in part without restrictions or limitation for any education purpose which East Central College, a public corporation, and those acting pursuant to its authority, deem appropriate.
  d. To copyright the same in its name or any other name it may choose.

I hereby release and discharge East Central College, a public corporation, its successors and assigns, its officers, employees and agents, and members of the Board of Trustees, from any and all claims and demands arising out of or in connection with the use of such images, audio, photographs, film, tape, or digital recordings including but not limited to any claims for defamation or invasion of privacy.

I hereby consent to the release of said video tape, audio tape, film, photograph, digital media or any other medium for the above-stated purposes and in accordance with the terms stated above, pursuant to the consent provisions of the Family Educational Rights and Privacy Act, 20 U.S.C. 1232 et.seq.

Name: _____

Address: _____

Phone #: _____

Signature: _____

Parent/Guardian
Signature (if under 18): _____

Date: _____

IV.

PROGRESSION
&
RETENTION

PROGRESSION AND RETENTION / WITHDRAWAL

Progression and Retention

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. 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 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.

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.

The grading scale for the Nursing Program Theory courses are 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% in order to progress.

A satisfactory clinical grade must be obtained to pass the course.
1. Demonstration of independent and accurate application of knowledge and performance of skills at a satisfactory level in the clinical setting.
   a. **On-campus Laboratory**: Evaluated as "S", "N", or "U", based on classroom lab preparation and performance.
   b. **All lab skills proficiency exams must be completed satisfactorily in no more than three (3) attempts to be acceptable.**
   c. **Clinical Site Laboratory**: Evaluated as "S", "N", or "U", based on:
      - Pre- and post-clinical conference participation
      - Clinical preparation and performance
      - Written Assignments
   d. Students must demonstrate 100% proficiency in written pharmacological calculation examination. **This must be accomplished in no more than three (3) attempts**. Failure to demonstrate 100% proficiency on the written exam constitutes inability to maintain the mandatory safety objective and may result in failure to progress in the program.
2. Student competence in the clinical setting must uphold the Mandatory Safety Policy (as defined in the Student Nurse Handbook) 100% of the time.

Withdrawal or Course Failure

Any nursing student wanting to withdraw from a Nursing course must schedule an appointment for an Exit Interview with the Nursing Program Coordinator, Director of Nursing, or designee. ***Failure to complete this process within one (1) week of withdrawal may result in the inability to re-enroll in future nursing courses.*** Appointments to meet with the Program Coordinator or Director can be made through the Program Assistant or Administrative Assistant at each campus.

Nursing students who are **unsuccessful** in a Nursing course are to schedule an appointment for an Exit Interview with the Nursing Program Coordinator, Director of Nursing, or designee. ***Failure to complete this process within one (1) week of withdrawal may result in the inability to re-enroll in future nursing courses.*** Appointments to meet with the Program Coordinator or Director can be made through the Program Assistant or Administrative Assistant at each campus.

GRADING / EXAMINATION POLICY

1. Routine examinations are administered utilizing adaptive testing and software. ***Students are required to have earbuds available for each exam.***

2. Examinations begin at the established time. A student who is late may not join the examination once it begins.

3. 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 administrative assistant 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.

4. In the event of a missed exam, the exam 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.

5. A calculator is embedded within the computerized exam software. Scrap paper will be provided by the instructor and will be collected when the examination is completed.

6. Students may not have any type of electronic devices out or in their possession during testing such as cell phones, smart watches, laptops, or tablets.

7. All hats must be removed. All hats, hoods, and Bluetooth devices must be removed. Other articles of clothing and/or accessories may be requested to be removed at the discretion of faculty.

8. A preliminary exam grade is provided at the time the examination is completed through the testing software. Final exam grades will be posted on the secure LMS course page once all students at both locations have completed the exam and faculty have completed exam item review. No examination grade will be given over the phone or by e-mail.

9. 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.

10. Faculty provide student feedback in a variety of methods. Grade Advisements are utilized during the semester to notify students regarding performance when achieving less than a 77%. Faculty also utilize the Exemplary Performance form to recognize outstanding performance.

11. Students are encouraged to see faculty during established office hours or make an appointment to review questions or concerns. Students are encouraged to seek exam-taking skills assistance early in the semester if difficulty in testing is experienced.

Examination Review

1. Students will have the opportunity to review missed exam items and view associated answer rationales following the examination after all students have tested.

2. Once all **Generic** students have completed the exam, students may view the most recent exam and rationales with supervision in the nursing office up to 4:00 p.m. on the business day before the next exam. Once all **Bridge** students have completed the exam, students may view the most recent exam and rationales with supervision in the nursing office up to 6:00 p.m. on the day of the next exam.

3. Student **may not** write notes about the exam or have phones out when reviewing the exam.

4. Students who question an item should complete a "Student Test Item Protest" form. Exam items will not be discussed until after the exam has been graded and grades are posted. The faculty will review the request. Reviewing exams in class is not done. Rationales for correct and incorrect responses are available to students on the review key. (*See attached form for guidelines*). Points are awarded to the student that completes the form and the faculty determine the response is appropriate. Exam item protest will not be accepted after 3 business days of the results being posting. If exam grades are posted prior to noon, this day will count as business day #1. If exam grades are posted after noon, business day #1 will begin the following day.

   The completed Student Test Item Protest form should be emailed to the primary course instructor. A response can be expected within one (1) week of submission. Once a decision has been made by the faculty, the student will be notified.

   Updated 5-12-21

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* **current evidence-based** *resources to validate your protest, i.e., text, journal (not including instructor power points). Please provide page # and quote from the resource.*

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 3 business days of grades being posted.

DISCIPLINARY ACTION POLICY
NURSING STUDENT PROBATION / DISMISSAL

In most instances, efforts to remediate unacceptable performance are made by the nursing faculty through written warnings or learning plans for success prior to a probationary notice. In some instances, safety and code of conduct violations may result in immediate probation or dismissal.

East Central College Nursing Program will take disciplinary action against a student or applicant for any of the following:
1. Probation related to clinical performance
2. Probation related to code of conduct violations
3. Probation related to excessive absences

Any student placed on 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.

Any nursing student placed on probation will be referred to Student Services for advisement and counseling.

Probation: Clinical

1. Probation is a warning that a pattern of unsafe practice and failure to meet critical (benchmarks) elements have been identified.

2. Students may not accumulate more than two (2) plans for clinical success 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.

3. Examples of practice that would be considered for probation (not an exhaustive list): Practicing outside the RN scope of practice; performing unapproved skills or skills without the required supervision; a pattern of failure to follow critical elements; not meeting level objectives; demonstration of dependent practice; demonstration of a pattern of inaccurate/untimely documentation and/or verbal communication; a pattern inefficiency/poor performance of skills; providing care without appropriate or required client research; failure to research medications, verbalize precautionary measures and perform required pre-assessments prior to administration; failure to follow appropriate principles of medication administration; medication errors; performing actions which undermine a client's physical or emotional well-being; any action that constitutes negligence or incompetence.

4. The decision to place a student on probation is reviewed by all nursing faculty. When placed on probation the student and instructor will discuss the situation and a written report will be prepared by the instructor. The student will be asked to sign this report, indicating that they have seen the report, not necessarily that they agree. This report will include:
    a. A factual account of the incident
    b. A plan to learn from and correct the issue(s)
    c. Actions necessary for success while on probation
    d. Length of probation

5. The student is required to meet with the Nursing Site Coordinator to discuss helpful strategies and necessary actions to help remedy the problem.

6. If the student continues to perform below the level of satisfaction during the probation period, the result will be a clinical failure.

Probation: Code of Conduct

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.

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 student's file.
2. **Letter of Understanding and/or Plans for Success** – official written warning that continuation or repetition of wrongful conduct may result in further disciplinary action (i.e.: probation or dismissal from the program.)
3. **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. 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 follow the student through the program. Students should read and fully understand the ECC Nursing Code of Conduct and Civility Policy in this handbook.

Probation: Excessive Absences (Class and Clinical)

Regular attendance in lecture and clinical are extremely important to your success in the program. Lectures are designed to help the student understand nursing concepts necessary to be a safe and effective nurse. Clinical days are opportunities for students to apply theory to practice with the benefit of an instructor to guide and supervise.

Students should read the Nursing Student Handbook policies for classroom and clinical attendance. Absences in excess of the established policies may result in probation or administrative withdrawal (dismissal) from the nursing program.

IV.A.3

STUDENT

CONTRACT FORMS

EAST CENTRAL COLLEGE

ASSOCIATE DEGREE NURSING PROGRAM
EXEMPLARY PERFORMANCE FORM
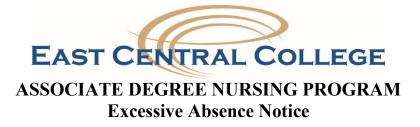
Student Name: _____ **Date:** _____

Faculty: _____ **Course:** _____

Area of Commendation:

☐ Clinical   ☐ Course   ☐ Professional activity

Details of exemplary performance:

Congratulations on your excellent performance!

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Faculty signature: _____ Date: _____

EAST CENTRAL COLLEGE

ASSOCIATE DEGREE NURSING PROGRAM
Excessive Absence Notice

Date: _____

To: _____

According to our records, you have missed a total of _____ clock hours in the course _____. This is equal to or greater than the credit our value of the course. This is a concern due to the fact that it could reflect poorly on your grade, and overall success in our nursing program. Our Nursing Student Handbook defines our Attendance Policy. It states:

"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."

_____
Student Signature/Date

_____
Nursing Program Coordinator Signature/Date

Clinical Absence Plan for Success

- 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 a 16-week course.

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 Plans for Success.

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.

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 / RN client reviews
    ☐ Attend all scheduled review sessions for the remainder of the semester
    ☐ Assess work / home schedule to allow adequate time to study
    ☐ Quizzes / test questions

- Review test-taking material
    ☐ Review test-taking strategies from the textbook
    ☐ Review test-taking strategies from the Evolve website

- 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: _____

Reflective Exam Review

Select a reason that you link to why you missed each item on the exam. Write that exam item number on the line next to the reason. After completing review of all the incorrect items, add the amount of items you associated to each specific reason and put that number in the Total # column on the far right.

Reason you missed an item	Identify the item number next to the appropriate reason	#
Did not read the question properly		
Jumped to a conclusion		
Missed an essential word		
Incorrect math		
Did not know the content		
Did not understand a word or phrase		
Misunderstood what the item was asking		
Changed the answer but had it correct initially		
Narrowed option between 2 answers and picked incorrectly		
Ran out of time or felt rushed		
Anxiety or panic		
Careless / Marked item incorrectly		
Unsure why I missed it		

Study Options

Check the study options that you are currently utilizing.

	Meeting with Instructor for clarification – Asking for help
	Read / Prepare before class
	Rewrite or revisit your notes after class daily
	Study with a buddy or in a group
	Study alone
	Study outside class daily
	Evolve Case Studies
	Evolve Client Reviews
	Utilize testbank NCLEX prep book
	Identify other items that you do when studying:
	Evolve test taking tutorials

Late Assignment Plan for Success

- 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 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.

Learning Plan for Success

- 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 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 Plans for Success in a 16-week semester. Course: _____

_____   More than 2 make-up contracts in a 16-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.

CLASSROOM ATTENDANCE AND CLASS POLICIES

THEORY (Classroom):

Attendance:

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.

Class Policies:

1. Upon the discretion of the instructor, only one (1) examination may be made up per semester due to an absence. 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.

2. In the event of a missed exam, 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.

3. 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.

4. 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 regarding allowing students to enter the classroom late due to the disruptive nature.

5. All cell phones and other communication devices must not cause a disruption during class sessions.

6. Students may not audio or video tape any classroom, clinical, or lab activity unless mandated for ADA compliance.

ECC College Attendance Policy:

Attendance

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.

Students may be administratively withdrawn (dropped) for attendance purposes for the following reasons:

- Absent for 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.
- Absent for 14 consecutive calendar days, (or a prorated amount based on a reduced class meeting calendar), having maintained regular and frequent contact with the instructor, but are unable to maintain successful class progression (maintaining a C or better with timely submission of assignments is considered successful class progression).
- Sporadic attendance (intermittent, nonconsecutive absences equivalent to two weeks of class meeting time), regardless of contact with the instructor, and are unable to maintain successful class progression (maintaining a C or better with timely submission of assignments is considered successful class progression).

Students with concerns regarding attendance and/or successful class progression are encouraged to speak to their instructor.

*Students should review the ECC Student Nurse Handbook for specific program attendance requirements.

CLINICAL ATTENDANCE AND CLINICAL POLICIES

Introduction
The Nursing Department clinical laboratory course is established to provide students hands-on experience in a clinical setting (either at a clinical site, in the nursing clinical laboratory on campus, or virtually). 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.

Attendance:

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. A student may not accumulate more than 2 clinical absences within a 16-week semester. To accrue clinical absences may affect the clinical grade negatively or be grounds for dismissal from the program.

3. If clinical absence is unavoidable, it is the student's responsibility to speak to the instructor one hour prior to the 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 Plan for Success will be developed between the student and the appropriate clinical instructor for the missed experience. ***It is the student's responsibility to initiate the Plan for Success 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.)

   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.

Clinical Policies

1. ***Late Submission of Assignments***: Failure to submit written work on time will result in the student receiving a late assignment Plan for Success. The student must meet with their clinical instructor to develop a plan for success after one late assignment Plan for Success. Each additional assignment that is submitted late or completely omitted will result in a learning Plan for Success.

2. ***Learning Plan for Success:*** If during the course of clinical performance (clinical site, clinical laboratory, or virtually) the instructor identifies the student is not meeting objectives, a learning contract will be initiated. The learning Plan for Success notifies the student that clinical objectives are not met and a plan for appropriate remediation is identified to promote student success. The student will not be readmitted to clinical until the requirements of the learning Plan for Success

have been fulfilled. If the learning Plan for Success 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 Plan for Success resulting in a clinical absence will also place the student with an absence Plan for Success.

Students may not accumulate more 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 probation due to clinical performance 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.

3. **_Punctuality_:** 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.

4. **_Professionalism:_** 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 or incomplete 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.   uses of tobacco while in uniform or any odor of tobacco;
   g.   cell phone/smart watch disruption;
   h.   violation of Mandatory Safety Policy;
   i.   violation of Code of Professional Conduct and Student Civility Policy.

5. **_Student Clinical File:_** 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.

6. **_Client Confidentiality:_** Confidentiality is to be upheld at all times. Conversations concerning clients between students and/or others (either in the institution or away) would be only those which are professional and necessary.

The client's chart is a legal document and **_may not be photocopied for any reason_**. No printed copies of any portion of the client's record (chart or computer printout) may be taken from the healthcare facility unless a student copy is approved by the clinical site. This includes PCPs, worksheets, census sheets, Kardex, etc. **_Students do not have authorization to review medical documents of clients not assigned to them unless review is authorized by the instructor._**

7. ***Other Clinical Policies:***
   a. The student may not leave the assigned clinical unit unless he/she has permission from the instructor (i.e. parking lot, car, etc.).
   b. Clients should be referred to by name, never room number or diagnosis.
   c. Students will do procedures ___only___ under the supervision of the instructor.
   d. Students are never permitted to witness any legal documents.
   e. Students are expected to make good use of clinical time working with clients and assisting other team members, if time permits.
   f. 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 Charge Nurse and instructor. No equipment is to be taken out of the facility.
   g. 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.
   h. Students will communicate with peers, members of the health team, and clients in a quiet, professional manner.
   i. Students will conduct themselves in a professional manner in the clinical areas.
   j. Students must follow clinical site policies as well as ECC Nursing policies. Failure to follow these policies violates the Mandatory Safety Policy and can result in probation or dismissal from the program.

Incident-Accident Special Report

* In the event of an incident/accident involving a student, it is the responsibility of the student to report it to the instructor, as soon as possible, during the clinical period.

* In the event a student is involved in an incident/accident, the student is financially responsible for any necessary medical care, for the student and any clients involved.

1. ***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.

2. ***Observation.*** Attendance is mandatory for all observations. Students assume the responsibility for transportation on all observation experience which are planned to enrich their learning experience.

3. ***Malpractice Insurance.*** Students are required to carry and show proof of medical malpractice insurance ___prior___ to clinical. ***(Bridge students only)***

CANCELLATION OF CLASS/CLINICAL
(Inclement Weather Policy)

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 rearrange 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.*

Snow schedule/procedures
When snow and/or ice make driving hazardous, East Central College may be (1) Closed, or (2) on a Late Start 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 https://www.eastcentral.edu/campus-safety/emergency-notification/.

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 Late Start Schedule
In the event that East Central College is prevented 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 Late Start Schedule. A Late Start Schedule means the college will start later than usual. Nursing classes will begin at the established late start time. Any classes scheduled to end prior to the late start time will not meet.

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. In the event of a late start, clinical will be held in the classroom or lab at the designated time.

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 client 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/absences.**

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; KSFX – Springfield 27; Fidelity Cable 6; 95 KSPR – Springfield 33

READMISSION POLICIES

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 <u>twice</u>.***
3. A student can be readmitted only ***<u>once</u>***. Readmission is effective with the beginning of the first nursing class for which the student is registered.
4. A student who withdraws or who has not been successful in the first semester of the program is required to reapply to the program and meet the same requirements as listed in the Admission Criteria. The student will be considered for admission with all other eligible applicants.
5. Violations of the Nursing Code of Conduct may deem a student ineligible for readmission.
6. Students who have failed two nursing courses at another institution are not eligible for admission.

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. ***<u>Completion of required coursework in the case of academic failure</u>.*** 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 or Program Coordinator and should be included in the Nursing curriculum.
3. It is at the Admission and Retention Committee's discretion to include appropriate stipulations for readmission.
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 another nursing program, prior to admission to ECC nursing, are not eligible for readmission to the ECC Nursing Program should they be unsuccessful or withdraw.

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 1st 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 **<u>notified in writing</u>** of the Committee's decision. The Committee's decision is final.

PROGRESSION ASSESSMENT POLICIES

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. Standardized testing assesses and benchmarks individual achievement AND provides for preparation of the N-CLEX exam. In addition, the national testing service that 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 website and proctored by nursing faculty. ECC computer labs are utilized.

METHODOLOGY

Mid-Curricular Exam – <u>Union Campus and Rolla Campus Pre-Licensure Program</u>
Students will be required to complete a customized mid-curricular examination with content from Fundamentals of Nursing (NUR101) and Nursing of Adults/Children I (NUR131). The exam will be administered during the summer semester following the end of year one of the program. 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/Program Coordinator will review and approve the plan. If the plan is not submitted on the specified date or is inadequate, the student may be placed on clinical probation.

Mid-Curricular Exam –<u>Rolla LPN to RN Bridge Program</u>
Students will be required to complete a customized mid-curricular examination with content from Nursing of Adults & Children II (NUR201). The exam will be administered at the end of NUR 201. 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/Program Coordinator will review and approve the plan. If the plan is not submitted on the specified date 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 (for example: Pharmacology, Pediatrics, Health Assessment, etc.) at least once during the program. Faculty determine the content and schedules the exam accordingly. 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/Program Coordinator will review and approve the plan. If the plan is not submitted on the specified date or is inadequate, the student may be placed on clinical probation.

Comprehensive Exit Exam – <u>Union and Rolla Campus (All students)</u>

Students will be required to take a nationally normed comprehensive exit exam (during NUR 231 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 NUR 232. 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 will utilize the ECC Nursing remediation form and complete the remediation 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 after the second try.*** The individual test fee ranges from $50.00 to $65.00 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.

ECC NURSING PROGRAM HESI EXAM REMEDIATION POLICY

This document describes the **Remediation Policy** for nursing students as part of the remediation action plan. Remediation is "the process of identifying the need to take action to remedy a situation that, if left unresolved, will result in unfavorable outcomes, whereas implementing intervention strategies will successfully address the situation" (Cullieton, 2009, p. 22).

HESI Exam Scores can be indicative of the student's level of risk for success in the program and on NCLEX.

- Students who score below 900 are <u>required to remediate</u> following all **HESI Specialty Exams**. Remediation requirements are unique to each student and are dependent on student's HESI exam score. Students with lower HESI scores require more intense remediation.
- Evidence of remediation will be turned in following the stated timeline.
- *Failure to show evidence of remediation completion may impact the student's ability to take future HESI exams and program progression.*

HESI Exam Scores: Prediction of Student NCLEX Success	
HESI Scoring Interval	Performance Level
> or = 900	* Recommended Performance
850-899	+ Acceptable Performance
750-849	- Below Acceptable Performance
<750	! Needs Further Preparation

All students must complete an individual *Remediation Plan and Contract* for <u>each</u> HESI exam they take (excludes those used as pre-tests).
- At the beginning of the exam, the test facilitator will provide each student with a blank *Remediation Plan and Contract*.
- Immediately after the exam is completed, the student should complete **PART 1** of the *Remediation Plan and Contract* and keep this with them as they leave.

Students receive their detailed HESI Exam reports and correlating online remediation within 48 hours of the exam being closed. Using the *Remediation Plan and Contract* template on pg. 3, students will:
- Begin to develop **PART 2** of the *Remediation Plan and Contract* based on their **Remediation Plan Level** (pg. 2). The number of hours, quizzes, and case studies/reviews should correlate with the applicable plan level/exam score and associated activities listed on pg. 2
- **By the end of week 2** following the exam, the student must sign and submit the *Remediation Plan and Contract* to his or her faculty member. *NOTE: Remediation activities <u>do not</u> have to be completed now, only the *plan* itself needs submitted. **Methods for submitting are at the discretion of the faculty and may be accomplished via a face-to-face meeting, email, or drop-off.**
- **Prior to the start date of the NEXT semester**, complete all remediation activities and notify the faculty so they can verify the remediation activities were completed. Methods for verification are at the discretion of the faculty and may be accomplished via a face-to-face meeting or email. The faculty will complete **PART 3** of the *Remediation Plan and Contract* and return it to the student.
- Submit the completed/signed *Remediation Plan and Contract* to the appropriate faculty.

Levels of Student Remediation Based on HESI Scores

Plan Level	Remediation Activities to Complete
Level 1 HESI Score 900 or above	Congratulations, you achieved the recommended performance level and are not required to complete the *Remediation Plan and Contract*. Continue to utilize the remediation resources available to you and keep studying content/topics that may be challenging to you.
Level 2 HESI Score 750 – 899	1. Complete a minimum of **FOUR hours** of HESI Online Remediation specific to the exam, provided in HESI Student Access. 2. Select **THREE** HESI RN Practice Quizzes or Exams covering content area of weakness based on your HESI Exam Student Report. Continue to take quizzes / exams in that content area until 80% correct is achieved.*** 3. Select **TWO** HESI Case Studies in a content area of weakness based on your HESI Exam Student Report and achieve 80% score.**** 4. Select **TWO** HESI Client Reviews in a content area of weakness based on your HESI Exam Student Report and achieve 80% score.****
Level 3 HESI Score 700 - 749	1. Complete a minimum of **FIVE hours** of HESI Online Remediation specific to the exam, provided in HESI Student Access. 2. Select **FOUR** HESI RN Practice Quizzes or Exams covering content area of weakness based on your HESI Exam Student Report. Continue to take quizzes / exams in that content area until 80% correct is achieved.*** 3. Select **THREE** HESI Case Studies in a content area of weakness based on your HESI Exam Student Report and achieve 80% score.**** 4. Select **THREE** HESI Client Reviews in a content area of weakness based on your HESI Exam Student Report and achieve 80% score.****
Level 4 HESI Score 699 or below	1. Complete a minimum of **SIX hours** of HESI Online Remediation specific to the exam, provided in HESI Student Access. 2. Select **FIVE** HESI RN Practice Quizzes or Exams covering content area of weakness based on your HESI Exam Student Report. Continue to take quizzes / exams in that content area until 80% correct is achieved.*** 3. Select **FOUR** HESI Case Studies in a content area of weakness based on your HESI Exam Student Report and achieve 80% score.**** 4. Select **FOUR** HESI Client Reviews in a content area of weakness based on your HESI Exam Student Report and achieve 80% score.****

Student must be **logged into their HESI Student Access account and the online test specific remediation content for the number of hours specified. Do not print and log out of HESI remediation to study. Time spent in remediation content is monitored and student can break up the required remediation hours into multiple sessions.

***When using Practice Quizzes and Exams it is advised that only one content area be selected for each weakness area (as opposed to combining multiple topic areas into a quiz with more questions).

****HESI Case Studies that were previously completed for coursework may be repeated for review. Most recent date of completion will be used to ensure remediation has occurred following specialty exam.

Remediation Plan and Contract

PART I. *<u>Student</u> to Complete Immediately After Exam:

Student Name:	Date of Exam:	Remediation Plan Level: (circle)			
Exam Type & Version:	HESI Score:	1	2	3	4

PART 2. *<u>Student</u> to Complete Using Detailed
Exam Report:

HESI Online Remediation Number of hours to be completed: _____ hours	RN Practice Quizzes / Exams (must achieve 80%):	Case Studies Topics (must achieve 80%):	RN Client Reviews (must achieve 80%)
Topics of focus:	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
Other:			

I will complete all the above remediation activities **prior to the fall semester start date or prior to the 2nd Exit Exam,** and that date is _____ (specific date).

Student Signature_____ Date_____

***Submit a copy of this plan to the faculty by end of Week 2 after the exam.**

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 purchase 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.

GRADUATION REQUIREMENT / POST-GRADUATION LICENSURE AS A REGISTERED NURSE

Graduation Requirement

Students are responsible for meeting the East Central College requirements for graduation as outlined in the College catalog. Students who expect to graduate in December should file an application with Student Services for their degree no later than September 15th. Students who expect to graduate in May should file an application with Enrollment Services for their degree no later than February 15th.

Post-Graduation Licensure as a Registered Nurse

A graduate of the East Central College Nursing Program is eligible to apply to the Missouri State Board of Nursing to write the NCLEX-RN examination. Successful completion of this examination is necessary to become licensed as a registered nurse (RN). Registered nurse licensure in Missouri is under the control of the Missouri State Board of Nursing. The Board determines eligibility requirements for candidates who apply to take the National Council Licensure Examination for Registered Nurses (NCLEX -RN). The following are among the requirements of the Missouri State Board of Nursing:

    a. Successful completion of an approved/accredited program of professional nursing.
    b. Completed, signed, and notarized application for licensure including:
        1. legal name
        2. explanation of circumstances regarding previous applications/licensure
        3. explanation of any crime that has resulted in a conviction (excluding traffic violations)
        4. explanation of conviction of any traffic offense resulting from or related to the use of drugs or alcohol
        5. explanation of addiction to any drug or alcohol
        6. submission of (non-refundable) fees
        7. attachment of a copy of a document that shows evidence of your citizenship or alien status.
        8. payment receipt for electronic fingerprinting
    c. The signature of the Director of Nursing Education

Successful completion of the nursing program DOES NOT guarantee eligibility to take the licensure examination. Since one of the functions of the Missouri State Board of Nursing is to protect the public, the Board may refuse licensure to applicants who may jeopardize the well-being of Missouri citizens. The Missouri State Board of Nursing may also refuse to grant the student permission to take licensing exams or refuse to issue any certificate of registration of authority, permit, or license for the cause(s) outlined in the Missouri State Nurse Practice Act Chapter 335.066 RSMO, as amended.

Nursing students should be aware that there are reasons for refusal to issue a registered nurse license as defined by the State Statute 335.066 as quoted from the October 2019 Missouri Nurse Practice Act included in this handbook.

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 this chapter* 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 monitoring by the intervention program and alternative 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, by the federal government, or by the department of health and senior services by regulation, regardless of impairment, 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. A blood alcohol content of .08 shall create a presumption of impairment;

(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 this chapter*. 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 within thirty days of changing residence;

(m) Any other conduct that is unethical or unprofessional involving a minor;

(n) A departure from or failure to conform to nursing standards;

(o) Failure to establish, maintain, or communicate professional boundaries with the patient. A nurse may provide health care services to a person with whom the nurse has a personal relationship as long as the nurse otherwise meets the standards of the profession;

(p) Violating the confidentiality or privacy rights of the patient, resident, or client;

(q) Failing to assess, accurately document, or report the status of a patient, resident, or patient, or falsely assessing, documenting, or reporting the status of a patient, resident, or client;

(r) Intentionally or negligently causing physical or emotional harm to a patient, resident, or client;

(s) Failing to furnish appropriate details of a patient's, patient's, or resident's nursing needs to succeeding nurses legally qualified to provide continuing nursing services to a patient, patient, or resident;

(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 intervention or alternative program for substance use disorder;

(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 or any substance which requires a prescription unless it is prescribed, dispensed, or administered by a provider who is authorized by law to do so or a pattern of abuse of any prescription medication;

(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;

(23) Failure to submit to a drug or alcohol screening when requested by an employer or by the board. Failure to submit to a drug or alcohol screening shall create the presumption that the test would have been positive for a drug for which the individual did not have a prescription in a drug screening or positive for alcohol in an alcohol screening;

(24) Adjudged by a court in need of a guardian or conservator, or both, obtaining a guardian or conservator, or both, and who has not been restored to capacity;

(25) Diversion or attempting to divert any medication, controlled substance, or medical supplies;

(26) Failure to answer, failure to disclose, or failure to fully provide all information requested on any application or renewal for a license. This includes disclosing all pleas of guilt or findings of guilt in a case where the imposition of sentence was suspended, whether or not the case is now confidential;

(27) Physical or mental illness, including but not limited to deterioration through the aging process or loss of motor skill, or disability that impairs the licensee's ability to practice the profession with reasonable judgment, skill, or safety. This does not include temporary illness which is expected to resolve within a short period of time;

(28) Any conduct that constitutes a serious danger to the health, safety, or welfare of a patient or the public.

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, A.L. 2018 H.B. 1719)

*Words "chapter 335" appear in original rolls.

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

V.

HEALTH & SAFETY

GUIDELINES

FUNCTIONAL ABILITIES REQUIREMENTS OF NURSING STUDENTS

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 designated deadline for your program of study.*

Student Responsibilities:
Registered nurses (RN's) promote health, prevent disease, and help clients 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 client's health, help perform diagnostic tests and analyze results; operate medical equipment; administer a variety of treatments and medications; and assist with client follow-up and rehabilitation. They develop and manage a nursing plan of care and instruct clients and families on issues of health promotion, disease prevention, and disease management. Nurses also serve as advocates for clients, 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 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: _____

<u>NOTE</u>: *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, July 2016
Reviewed: May 2017, May 2018, May 2019, May 2020, May 2021

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	• 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	• Establish rapport with clients/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	• Explain treatment procedures • Initiate client education • Document and interpret nursing actions and client/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	• Move around in client'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	• Calibrate and use equipment • Position clients/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	• 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	• Observe client/client responses • Identify and distinguish colors
Tactile	Tactile ability sufficient for physical assessment	• 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	• Adapt to shift work • Work with chemicals and detergents • Tolerate exposure to fumes and odors • Work in areas that are close and crowded

Reviewed: May 2017, May 2018, May 2019, May 2020, May 2021
Reviewed/Revised: May 2013

EXTENDED MEDICAL LEAVE POLICY

1. For the student's safety, upon receiving affirmation from the physician that the student requires a medical extended leave, 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 <u>mandatory</u>**. No student on a medical restriction, will be allowed to attend clinical without written permission from the physician.

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.

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: May 2017, May 2018, May 2020, May 2021
Reviewed/Revised: May 2010, May 2019

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)

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: May 2017, May 2018, May 2019, May 2020, May 2021
Reviewed/Revised: May 2007, May 2011, May 2012, May 2014

HEALTH POLICY

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 clients 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: May 2016, May 2018, May 2019, May 2020, May 2021
Reviewed/Revised: May 2017

EAST CENTRAL COLLEGE
ALLIED HEALTH PROGRAMS
IMMUNIZATION REQUIREMENT 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, date, and proof of serological (blood test) screening which reads "reactive" (proof of immunity).
    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 with vaccination dates.
    b. 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 <u>with proper precautions taken for Rubella.</u>***

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 the date specified by the clinical site.***

D. ***COVID vaccination:*** Clinical sites require the Covid vaccine. It is the student's responsibility to maintain compliance with clinical site requirements. ***Proof of vaccination is required each year by September 15th, or the date specified by the clinical site.***

EAST CENTRAL COLLEGE
ALLIED HEALTH PROGRAMS
IMMUNIZATION REQUIREMENT POLICY

E.   **T-dap: Tetanus, Diphtheria & Pertussis:**
1.   Immunization Record should indicate three dates (series) of immunization. A booster is recommended every ten years; **OR,**

2.   Recent proof of immunization ***by date*** in the last 10 years.

> Reviewed: May 2017, May 2018,
> Reviewed/Revised: May 2015, May 2016, May 2019, May 2020
> May 2021

EAST CENTRAL COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
VACCINATION POLICY STATEMENT

Students with concerns regarding the vaccination policy should schedule an appointment with the Program Director or Dean as soon as possible

Understand that if you are not able to comply with the vaccination policy, you may not be able to be placed at a clinical site or participate in clinical experiences.

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

June 2021

TUBERCULOSIS TESTING

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, 2-3 weeks apart) for those who have not previously been tested, **OR** QuantiFERON Gold blood test, **OR** T-SPOT (lab report required) yearly.
	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.*

EAST CENTRAL COLLEGE
1964 Prairie Dell Road
Union, MO 63084

TUBERCULOSIS QUESTIONNAIRE

PRINT NAME: _____ **DATE:** _____

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.*

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 or 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 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.

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 screening test is used for the sole purpose of determining my ability to enter client 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: May 2016, May 2018, May 2019, May 2020, May 2021
Reviewed/Revised: May 2017

East Central College

Allied Health Program Policy
Medical Marijuana Policy

As of December 2018, Article XIV of the Missouri Constitution now allows for the possession and cultivation of marijuana for medical use, after voters approved a statewide ballot measure. Under the program developed by the Missouri Department of Health and Senior Services, Missouri physicians may certify that their clients are eligible for medical marijuana use. Clients who receive certification must then apply for an identification card authorizing their use of medical marijuana.

Please note, ***marijuana is still illegal at the federal level***. Regardless of whether medical marijuana is legal in Missouri, federal law requires that colleges and universities adopt and enforce drug-free workplace policies, as well as programs to prevent the unlawful possession, use, or distribution of illicit drugs by students and employees. Accordingly, because marijuana is still considered illegal under federal law as a "Schedule I" drug, ***East Central College must prohibit its distribution, possession, and consumption on property owned and operated by the College or its affiliates (clinical partner affiliations).***

Students and employees who are found in possession or under the influence of marijuana will be subject to disciplinary action in keeping with the College's policies and procedures. Please be advised that disability accommodations are not available for medical marijuana use. Students are encouraged to seek assistance with ACCESS services for options related to alternative accommodations. In the event that the authorized use of marijuana for medical purposes while off-campus impairs a student or results to student conduct violations, it may result in disciplinary consequences from the program and/or College.

CBD oils, supplements, and products derived from hemp are legal under both federal and Missouri law, but may not be sold on campus. Individuals are cautioned to use these products at their own risk. ***These types of supplements may still be detected in small amounts or types and can result in a positive drug screen (AJN, 2/2021)***

Student Name (printed legibly): _____

Student Signature: _____Date: _____

**Please submit this form with your application.

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: May 2017, May 2018, May 2019, May 2020, May 2021
Reviewed/Revised: May 2007

VI.

PROFESSIONAL

CONDUCT

CODE OF PROFESSIONAL CONDUCT AND 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 client, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the client.
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 client 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 and clinical skills needed to provide safe, quality nursing care. The clinical setting presents unique challenges and responsibilities for the nursing student 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 Board of Directors, October 29, 2009, Phoenix, AZ (Unchanged 2021)

ANA's Standards of Practice

Standard I. Assessment
> Collects comprehensive data pertinent to the client'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 client 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 client, 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, clients 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 (2015, pg. 8), 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):

- Inability to meet set deadlines (application, vaccinations, etc.)
- Failure to notify faculty/staff if late or unable to attend a scheduled appointment.
- 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 clients & 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 client property from the premises
- Destruction of any college, healthcare or client property
- Falsifying or fabricating clinical experiences
- Documenting nursing care that was not performed or falsifying a client record
- Knowingly accessing a client'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 the first occurrence of incivility based on the severity of offense. A learning contract may be issued or probation note. Incivility offenses will remain on the student's record throughout the program.

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 (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."

COMMUNICATION POLICY

<u>**CELL PHONES/ELECTRONIC DEVICES**</u>**:**

- ***It is required that <u>all cell phones</u> <u>must not cause a disruption</u> during class.*** Voice mail and text messages may be retrieved during breaks.

- If a cell phone rings, it is considered a "disruption" to the class. Due to the disruption the student has created, the student with the phone may be asked to leave the classroom. 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.

- 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 clients 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.)

<u>**FACULTY COMMUNICATION**</u>
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. An appointment is recommended.
- The Instructor's e-mail should be the primary means of communication for routine matters, concerns and questions. This information will be furnished to you at the beginning of the semester.
- In the event of a clinical absence, you must notify the instructor 1 hour before your clinical start time.
- If a phone call or text is absolutely necessary to an instructor, please do not contact them prior to 6:30 a.m. or after 9:00 p.m.

Reviewed: May 2017, May 2018, May 2020
Reviewed/Revised: June 2016, May 2019, May 2021

Electronic Communications and HIPAA Security Rule

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

Nursing students have an obligation to protect the client'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 client charts out and unattended for anyone to view.

DEFINITIONS:

Privacy - the clinical site's desire to limit the disclosure of client 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 client, 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 Client's Chart Access/Usage in **hard copy**:
- Confidentiality is to be upheld at all times. Conversations, concerning clients and diseases, between students and/or others (either in the institution or away) are only those which are professional and necessary.
- The client's chart (hard copy) is a legal document and *__may not be photocopied for any reason, per facility policy.__* No printed copies of any portion of the client'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 clients 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 security 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.

- 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 client 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 clients 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-pads, 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 electronic devices during the clinical experience.
- Violation of client confidentiality or clinical site medical access policies will result in disciplinary action up to and including dismissal from the nursing program. Violation of client confidentiality with malicious intent will result in dismissal and can also carry federal charges.

Reviewed: May 2016, May 2018, May 2019, May 2021
Reviewed/Revised: June 2017, May 2020

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 care plans;
- To update current nursing directives (i.e. look up new drug order or new diagnosis, answer client 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 (care plans, 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 client information as required by law at all times.
- Conversations between physicians, nurses and other healthcare professionals in the setting of a client 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 client medical record.

REQUIRED SIGNATURES:

Name (Print): _____

Signature: _____**Date:** _____

Reviewed: May 2017, May 2018, May 2019, May 2020, May 2021

Criminal Background and Disclosure Policy/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 client 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 client 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 client 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:_____

General Rules for Rounding

PURPOSE: To provide general guidelines for rounding medication calculations.

I.   <u>**General rules for rounding:**</u>
   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 doing 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**
   G. For injectable volumes less than 1mL, take the calculation to the thousandths and round to the hundredth. If injectable volume is >1 mL, follow the appropriate rule above (C, D, E)

Tips:
   - If a question is asking you to solve a problem for mL/hour, round to a whole number unless indicated that the infusion pump has decimal capability
   - If a question is asking you to solve a problem for mL/minute, round to a whole number unless indicated that the infusion pump has decimal capability
   - If a question is asking about total infusion time in minutes, round minutes to the nearest whole number
   - If a question is asking you to solve a problem for units, round to a whole number
   - If a question is asking you how many doses are in a bottle of medication, round to a whole number
   - If a question is asking you how many days will a bottle last, follow the appropriate rule for rounding above (C,D,E)

Revised: 05/2021   JVL

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 client
 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. <u>Do not administer medications prepared by anyone else.</u>
 H. Never administer unlabeled or illegibly labeled medications.
 I. Identify the client prior to administering medication by two client identifiers.
 J. Ask the client about possible allergies and always verify potential allergies with the client/medical record/significant other.
 K. Remain with the client until medication has been taken.
 L. Properly discard all unused medications and equipment (needles/syringes/tablets).
 M. IV push medications will NOT be administered by instructors or students.
 N. 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: December 2012
Reviewed: May 2017, May 2018, May 2019, May 2020
Reviewed/Revised: December 2019, May 2021

EAST CENTRAL COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

PHARMACOLOGY EQUIVALENTS

Throughout the semester, plan to memorize the following:

Metric	Apothecary/Household
5 mL	1 tsp (t)
15 mL	1 T (tbs)
30 mL	1 (fluid ounce) (oz)
1000 mL	1 Liter (L)
1000 mg	1 gram (g)
1000 mcg	1 milligram (mg)
1 Kg	2.2 pounds (lbs)
2.5 cm	1 inch (in)
1000 milliunit	1 unit
16 ounces (oz)	1 pound (lb)

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
   11) Failure to follow clinical facilities' policies
  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, 2020.

Reviewed: May 2017, May 2018, May 2019, May 2020
Reviewed/Revised: May 2020, May 2021

Just Culture Policy
OCCURRENCE REPORTING

Introduction/Purpose
East Central College nursing faculty value evidence-based practice, fairness, and transparency in nursing. ECC faculty role model and cultivate in our students the values of trust, accountability, client safety, and personal responsibility which is consistent with our program philosophy. We also strive to maintain a just culture where near misses, errors, and unsafe practices or conditions are reported in a consistent manner, and both students and faculty are empowered to speak up. It is essential for students and faculty to understand that mistakes will happen and reporting them can help identify weaknesses in a process and facilitate a culture of safe client practices and high-quality nursing care.

Reporting Near Misses
Definition – A near miss, as defined by the Agency for Healthcare Research and Quality (AHRQ) (2019) is an unsafe situation. A client, student, or faculty member is exposed to a hazardous situation but does not experience harm through either luck or early detection.
How to report – Notify your instructor or program coordinator as soon as possible after the incident. Follow program and/or clinical site policy on reporting to assist in improvement efforts.

Reporting Errors
Definition - As defined by the AHRQ (2019) an error is "an act of commission (doing something wrong) or omission (failing to do the right thing) leading to an undesirable outcome or significant potential for such an outcome."
How to report – Notify your instructor or program coordinator as soon as possible after the incident. Follow program and/or clinical site policy on reporting to assist in improvement efforts.

Unsafe Practices or conditions
Definition – Unsafe practices are an act of the following: breach or violation of policy; standards of practice; unethical practice; and/or professionalism. It is an at- risk action or behavior (The Joint Commission (TJC), 2018).
How to report – notify your instructor or program coordinator as soon as possible. Follow program and/or clinical site policy on reporting to assist in improvement efforts.
Additional Resources for policies and definitions refer to the handbook:
- ECC Student Nurse Mandatory Safety Policy
- ECC Student Nurse Civility Policy

For information on a registered nurse's scope of practice and student nurse's scope and standards of practice and code of ethics, refer to:
- Missouri State Board of Nursing Scope of Practice Statement:
  https://pr.mo.gov/boards/nursing/RNSCOP1.pdf
- Missouri State Board of Nursing Web Registered Nurse Practice Act site at
  https://pr.mo.gov/boards/nursing/npa.pdf
- American Nurses Association scope of practice for an RN/APRN website at
  https://www.nursingworld.org/practice-policy/scope-of-practice/ or your Missouri
- The Student Handbook "*Code of Professional Conduct and Student Civility Policy* and the *National Student Nurses' Association, Inc. Code for Nursing Students."*

*Use the attached algorithm to determine the appropriate course of action. The algorithm is adapted from the recommendations from the National Council of State Boards of Nursing.

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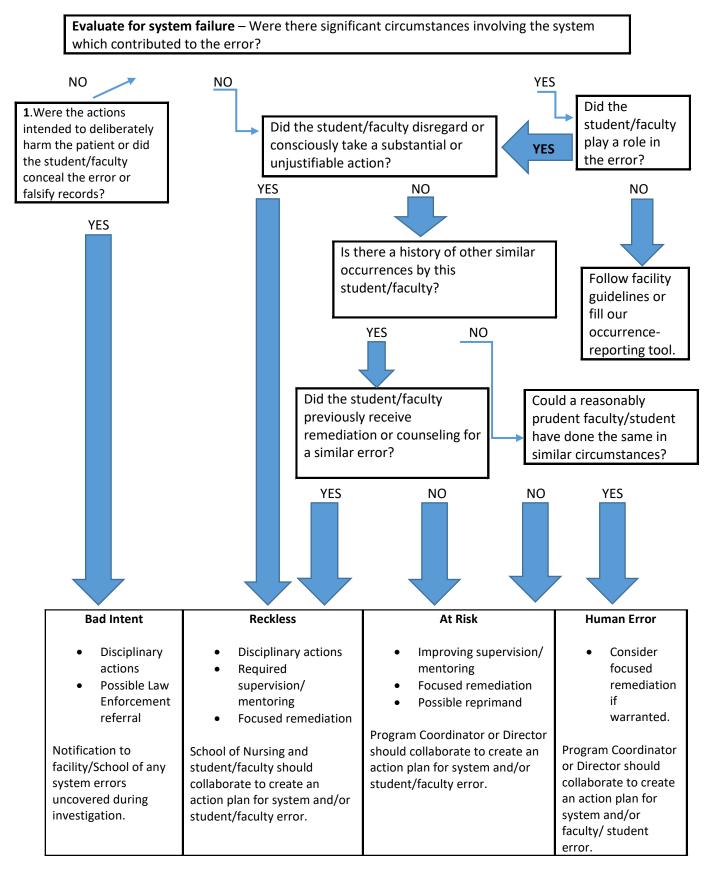
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East Central College Nursing
Occurrence Reporting Tool

Date: _____ **Time (military):** _____ **Name of Person Completing Report:** _____

Category of Event (circle one): Error   Near Miss   Unsafe Practice or Condition _____

Information about Incident

Who was involved?
- ○ Student
- ○ Faculty
- ○ Client
- ○ Other _____

Status of Client/Individual
- ○ Harm
- ○ No harm
- ○ Death
- ○ Other_____

Location of event:
- ○ Classroom
- ○ Simulation Lab
- ○ Clinical Site

If clinical site:
Unit/Location_____
Address of facility_____
_____

Type of Incident
- ○ Medication error
- ○ Needle stick
- ○ Inadequate preparation for client care
- ○ Exposure to blood/body fluids/pathogens
- ○ Client fall
- ○ Practicing outside of scope
- ○ Equipment or medical device malfunction
- ○ Injury to body: student / faculty
  Explain: _____
- ○ Deviation from clinical site policy or school policy
- ○ In appropriate or inadequate communication
  By: faculty, other student, health care team, or client
- ○ Breach of confidentiality
- ○ Other_____

Description of Event: _____
_____
_____
_____
_____
_____
_____
_____

Follow-up Action

Who was alerted?
- ○ Faculty
- ○ Program Coordinator or Director
- ○ Client/family
- ○ Clinical Agency
- ○ Other_____

Agency incident internal report completed?
- ○ Yes
- ○ No
- ○ Unknown
- ○ NA

Changes occurring as a result of incident:
○ System ○ Policy ○ Practice ○ Curriculum ○ None

Follow up: _____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Information about Student:

Semester in program_____
Current Course_____

Any additional comments:
_____
_____
_____

Occurrence Algorithm
East Central College Nursing

Evaluate for system failure – Were there significant circumstances involving the system which contributed to the error?

NO

NO

YES

1. Were the actions intended to deliberately harm the patient or did the student/faculty conceal the error or falsify records?

Did the student/faculty disregard or consciously take a substantial or unjustifiable action?

YES

Did the student/faculty play a role in the error?

YES

YES

NO

NO

Is there a history of other similar occurrences by this student/faculty?

Follow facility guidelines or fill our occurrence-reporting tool.

YES

NO

Did the student/faculty previously receive remediation or counseling for a similar error?

Could a reasonably prudent faculty/student have done the same in similar circumstances?

YES

NO

NO

YES

Bad Intent	**Reckless**	**At Risk**	**Human Error**
• Disciplinary actions • Possible Law Enforcement referral Notification to facility/School of any system errors uncovered during investigation.	• Disciplinary actions • Required supervision/ mentoring • Focused remediation School of Nursing and student/faculty should collaborate to create an action plan for system and/or student/faculty error.	• Improving supervision/ mentoring • Focused remediation • Possible reprimand Program Coordinator or Director should collaborate to create an action plan for system and/or student/faculty error.	• Consider focused remediation if warranted. Program Coordinator or Director should collaborate to create an action plan for system and/or faculty/ student error.

PROFESSIONAL APPEARANCE (DRESS CODE)

1.   Clinical experience should be attended in full dress uniform.

2.   Complete uniform dress includes:
- A.   Clean navy blue uniform
  - 1.   Women:
    - a.   Dress uniform, including culottes and skirts, may be worn and shall reach at least to the bend of the knee. Pants uniforms may be worn with professional style navy top. **Midriff may _NOT_ be exposed during any activity.**
    - b.   Proper foundation garments shall be worn.
    - c.   White hose (without runs), neutral or subdued, solid matching socks.
    - d.   White or navy lab coat
    - e.   White long- or short-sleeved, crewneck t-shirt under scrub top
  - 2.   Men:
    - a.   Navy pants with professional style navy top.
    - b.   Plain white, neutral or subdued, solid matching socks.
    - c.   Proper undergarments shall be worn.
    - d.   White long- or short-sleeved, crewneck t-shirt under scrub top
    - e.   White or navy lab coat
    - f.   No facial hair. Clean shaven without the appearance of stubble.
  - 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 and water resistant.**_
    - c.   East Central College student identification.
    - d.   Hair should be neat, clean, and worn appropriately. Men and women with hair length below the neck shall have hair pulled back off the face and tied securely. Extreme hair styles and/or non-natural/fad colors, including sprayed coloring, are not appropriate. For infection control purposes, hair shouldn't hang over or come in contact with clients or equipment. In certain areas/departments, additional measures like hair coverings or hair nets may be required.
    - 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 or adhere to clinical site policy. No tongue piercings.

        j.   Personal cell phones 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, the student may not wear the school name pin or patch while at work.

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.

VII.

STUDENT SERVICES

&

COLLEGE POLICIES

ACADEMIC SUPPORT / ACCESS SERVICES

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 Canvas 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.

https://www.eastcentral.edu/learning-center/

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

Union Location:	1st Floor, Buescher Hall	TLC Contact: 636-584-6688
Rolla Location:	500 Forum Drive (at Rolla Technical Center)	TLC Contact: 573-466-4080

   **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:
https://www.eastcentral.edu/locations/maps-locations/.

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 636-584-6580 in Union, or 573-466-4081 in Rolla. 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: May 2017, May 2018, May 2019, May 2021
Reviewed/Revised: May 2016, May 2020

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.

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.

Reviewed: May 2017, May 2018, May 2019, May 2020, May 2021

EAST CENTRAL COLLEGE – STUDENT CODE OF CONDUCT
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 fundraising 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.

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.

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.

VIII.

FACULTY/STAFF

ROSTER

ASSOCIATE DEGREE NURSING PROGRAM
2021-2022 FACULTY/STAFF ROSTER

DIRECTOR:

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

COORDINATOR:

Bieker, Judy, RN, St. Luke's Hospital School of Nursing; BSN, Webster University; MSN, University of Missouri-St. Louis, St. Louis, Missouri

FACULTY - Union Campus:

Van Leer, Jessica, RN, BSN, Maryville University, St. Louis, Missouri; MSN, University of Missouri, St. Louis, Missouri

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Yoakum, Brittany, RN, AAS, East Central College, Union, Missouri; BSN, Southeast Missouri State University, Cape Girardeau, Missouri; MSN, Central Methodist University, Fayette, Missouri

Adkins, Kelly, RN, AAS, East Central College, Union, Missouri; BSN, Central Methodist University, Fayette, Missouri***

Donner, Tristen, RN, AAS, Barnes-Jewish College of Nursing, St. Louis, Missouri; BSN, Goldfarb School of Nursing, St. Louis, Missouri; MSN, Maryville, St. Louis, Missouri

Harrison, Jill, RN, AAS, East Central College, Union, Missouri; BSN, Central Methodist University, Fayette, Missouri***

Sluis, Heather, RN, AAS, East Central College, Union, Missouri; MSN, Western Governors University, St. Louis, Missouri***

Tittle, Elizabeth, BSN, Chamberlain College of Nursing, St. Louis, Missouri***

Walter, Robyn, PhD, MSN, RN, BSN, University of Missouri-Columbia, Columbia, Missouri; MSN, St. Louis University, St. Louis, Missouri; PhD, University of Kansas City, Kansas City, Missouri***

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McNamara, Barbara, RN, AAS, East Central College, Union, Missouri; BSN, Central Methodist University, Fayette, Missouri***

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***Part-time/Revised 2/23/2022