Jefferson College
Bi-level Nursing Program

2019-2020

Jefferson College Nursing Department
1000 Viking Drive, Hillsboro, MO 63050-2441
(636) 797-3000 x 3406 or (636) 481-3406 FAX (636) 789-2047 TDD (636) 789-5772
Nursing@jeffco.edu / www.jeffco.edu/nursing

Non-Discrimination Policy

It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or veteran status, be subject to discrimination in employment or in admission to any educational program or activity of the College. In compliance with Federal Rules and Regulations, Jefferson College has adopted a procedure for resolving complaints of discrimination. The procedure is available to any Jefferson College student, employee, or applicant who feels that he or she has been discriminated against in employment, student programs, or student activities.

The Americans with Disabilities Act Amendments Act (ADAAA) Coordinator for students is the Disability Support Services Coordinator, Office – Technology Center 101, (636)481-3169/797-3000, ext. 3169.

The College Coordinator of Title IX is the Vice President of Student Services, Office – Student Center 205, (636)481-3200/797-3000, ext. 3200 or email kharvey@jeffco.edu.

Students with concerns regarding any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX or ADAAA as specified above may contact the Vice President of Student Services, Office – Student Center 205, (636)481-3200/797-3000, ext. 3200.

Employees, applicants, or other individuals with concerns regarding any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX or ADAAA as specified above may contact the Director of Human Resources, Office – Administration 133-E, (636)481-3157/797-3000, ext. 3157.

The Jefferson College Bi-level Nursing program has full approval of the Level I Practical Nursing Program and Conditional Approval of the Level II ADN Program from the Missouri State Board of Nursing (MSBN).
Meet the Faculty
Nursing Department requests the right to keep this page current to website without prior Board of Trustees approval.

Amy McDaniel, MSN, RN
Title: Director of Nursing
Office: CTE 131A
Extension: 3465
Email: amcdnie@jeffco.edu

April Norton-Gunther, MSN, RN
Title: Asst Professor – Nursing / Level I Coordinator
Office: CTE 135
Extension: 3409
Email: anortong@jeffco.edu

Barbara Haynes, MSN, RN
Title: Asst Professor – Nursing / Level II Coordinator
Office: CTE 133
Extension: 3426
Email: bhaynes3@jeffco.edu

Jamie Schneider, BSN, RN
Title: Interim Assistant Director
Office: CTE 115A
Extension: 3404
Email: jschnei3@jeffco.edu

Sarah Akridge, MSN, RN
Title: Asst Professor – Nursing
Office: CTE 111
Extension: 3415
Email: slong1@jeffco.edu

Ashley Fry, BSN, RN
Title: Faculty – Nursing
Office: CTE 113
Extension: 3412
Email: afry3@jeffco.edu

Emily Gass, BSN, RN
Title: Faculty – Nursing
Office: CTE 109
Extension: 3548
Email: egass@jeffco.edu

Sheryl Zysk, MSN, RN
Title: Asst Professor – Nursing
Office: CTE 136
Extension: 3448
Email: szysk@jeffco.edu
# TABLE OF CONTENTS

## I. THE BI-LEVEL NURSING PROGRAM
- Introduction ............................................................................................................... 1
- Mission Statement................................................................................................... 2
- Philosophy of the Nursing Program........................................................................ 2
- Terminal Outcomes and Competencies ................................................................. 3

## II. ACADEMIC STANDARDS AND POLICIES
- Core Performance Standards .................................................................................. 6
- Admission Requirements Level I/PN ....................................................................... 8
- Progression Requirements ........................................................................................ 9
- Admission Requirements Level II/RN – Bridging
- Retention Policies (Level I/PN and Level II/RN) ..................................................... 10
- Retention Policies (Level I/PN) ............................................................................. 11
- Retention Policies (Level II/RN)
- Readmission Policies
- Graduation Requirements ....................................................................................... 11
- Jefferson College Exit Exam
- Post-Graduation Licensure ..................................................................................... 12
- Transfer to a Baccalaureate Program

## III. CURRICULUM
- Program of Study ................................................................................................... 13
- Credit Hour Definition ............................................................................................ 17
- Clinical Credit Hour
- Clinical Options
- Instructional Resources
- Clinical Nursing Educational Simulation Technologies (NEST) ............................ 18
- Standardized Testing
- Textbooks/Electronic Resources

## IV. EVALUATION PROCESS
- Grading Scale .......................................................................................................... 19
- Student Remediation
- Written Work / Assignments ............................................................................... 20
- Clinical Evaluation

## V. ATTENDANCE POLICIES
- Classroom ................................................................................................................ 22
- Clinical
- Jury Duty ............................................................................................................... 23
- Inclement Weather
VI. PROFESSIONAL BEHAVIORAL POLICIES
- Defining Professionalism ................................................................. 24
- Student Conduct Code / Civility..................................................... 25
- Communication
- Faculty Academic Advisement
- Social Media Policy

VII. RULES OF PROCEDURE
- Appeals Process............................................................................. 27
- Grad Appeal Process
- Excessive Absenteeism Appeal Process
- Drug and Alcohol Screening........................................................ 28

VIII. STUDENT RESPONSIBILITIES
- Nursing Student Uniform ............................................................... 30
- Grooming
- Jewelry / Tattoos / Misc.
- Uniform Requirements / Purchasing.......................................... 31
- Name Badge
- Nursing Cap
- Viking Text Messaging
- Employment Services
- S.A.I.N.T.S.................................................................................... 32
- Student Health
- Mercy Hospital Campus Health Clinic

APPENDIX:
NCLEX ACCOMMODATIONS
MISSOURI REVISED STATUTES
- NCLEX Licensure Exam Accommodations .................................. i
- 335.046 License, application for –qualifications for, fee-hearing on denial of license ................................................................. ii
- 335.066 Denial, revocation, or suspension of license, grounds for, civil immunity for providing information-complaint procedures ........... iv

The Nursing Department Student Handbook is to be used in conjunction with:
- Jefferson College Student Handbook
- Jefferson College General Catalog

ANY PART OF THE NURSING STUDENT HANDBOOK IS SUBJECT TO CHANGE
I. THE BI-LEVEL NURSING PROGRAM

INTRODUCTION

The Bi-level Nursing Program is committed to the development of both practical and professional nurses. Students admitted to Level I/Practical Nursing (PN) complete a course of study leading to a Jefferson College Certificate and eligibility for licensure as a Licensed Practical Nurse (LPN). Level I/PN is offered as a full-time day program with completion in one (1) year and a part-time evening program completed in two (2) years. Students meeting progression requirements are automatically admitted to level II/Registered Nursing (RN). The second level is an Associate of Applied Science degree program leading to eligibility for licensure as a Registered Professional Nurse (RN). Both the day and evening Level II/RN programs are full-time and can be completed in one (1) year (3 semesters).

The program also admits LPNs directly into Level II/RN on a space available basis (bridging). The LPN must meet all entrance requirements as outlined by the program.

JEFFERSON COLLEGE MISSION, VISION, AND VALUES

MISSION

Jefferson College serves our community by delivering quality learning opportunities that empower individuals to achieve their goals.

VISION

Jefferson College strives to inspire our community to explore, develop, and engage in innovative learning experiences in a supportive and inclusive environment.

VALUES

Jefferson College fosters a culture of excellence for its community of students, faculty, and staff by embracing the following values:

- **SUCCESS**
  Supporting a focus on achievement, self-discovery, scholarship, creativity, completion, and skill mastery;

- **ACCESSIBILITY**
  Fostering an environment of diversity and inclusion where a culture of collaboration responds to the needs of our communities through quality and affordable educational opportunities;

- **INTEGRITY**
  Encouraging open, honest, and respectful communication; committing to accountability in all interactions, operations, and procedures;

- **LEARNING**
  Establishing a high-quality learning environment that features collaborative and innovative engagement, academic freedom, professional development, and continuous assessment for improvement; and

- **SERVICE**
  Infusing a spirit of civic engagement through community volunteer initiatives, cultural enrichment, and service-learning opportunities.
JEFFERSON COLLEGE BI-LEVEL NURSING PROGRAM MISSION STATEMENT

Jefferson College Bi-Level Nursing is a student-centered educational environment that promotes critical thinking, personal growth, and professional development. The Nursing Program instills in students the value of lifelong learning, while encompassing a holistic approach to the healthcare continuum. Utilizing the program’s philosophy, nursing faculty commits to graduating compassionate, knowledgeable nurses capable of excelling in a diverse world.

PHILOSOPHY OF THE NURSING PROGRAM

The following reflects the beliefs of the nursing faculty regarding nursing, the client, environment, and health. These beliefs support the College's Mission Statement.

- Nursing is a holistic and scientific discipline, which promotes health through use of the nursing process. It is guided by professional standards and a code of ethics. A caring profession, nursing is both autonomous and interdependent in nature. It is believed that professional nursing practice does not occur in isolation but rather requires an on-going collaboration with consumers and providers of health care.

- The client is seen as an individual, family, group, or community who enters into a formal agreement for the purpose of utilizing professional nursing service. This occurs in an environment where the client and the nurse collaborate to help the client achieve an optimal level of health.

- Health is a uniquely perceived dynamic continuum between wellness and illness. This continuum flows with wellness being the optimal level of functioning to illness where the client requires the interventions of the professional to regain his/her optimal level of health. This health continuum is in a constant state of flux and is influenced by each individual's physical, psychological, sociocultural, and spiritual factors.

- Academic success in nursing is valued by the faculty. The role of each faculty member is to serve as facilitator in the process of learning, independent decision-making, critical thinking, and personal and professional growth.

- Learning is a life-long process that moves from simple to complex and builds on previous and current educational and life experiences. The Jefferson College Bi-level Nursing Program is unique in that the one plus one affords the student an opportunity to practice at different levels, to include practical and professional nursing. Each student is encouraged to develop maturity and self-direction and to think critically and creatively.
TERMINAL OUTCOMES AND COMPETENCIES

In accordance with the stated mission of the Missouri State Board of Nursing (MSBN) to "protect the public's health and safety," graduates of the Jefferson College Bi-Level Nursing Program will:

1. Function within the nurses' legal scope of practice and comply with mandatory reporting requirements, as defined by the Missouri Nurse Practice Act.

2. Utilize the nursing process to provide quality holistic care and a safe environment for clients and their families.

3. Communicate and collaborate with members of the interdisciplinary health care team to promote and maintain optimal health of clients and their families.


5. Promote an environment of caring with consideration and respect for the client's cultural beliefs.

6. Utilize evidence-based practice knowledge to guide nursing actions in providing client centered care.

7. Demonstrate clinical reasoning skills in providing client centered care.

8. Uphold the ideals of the nursing profession through accountability, excellence, integrity, and respect for others.
Specific to Level I/PN, graduates will:

1. Recognize preferences, values, and needs in care of clients and their families.

2. Provide client-centered care as outlined by the Nurse Practice Act utilizing the nursing process across diverse populations and health care settings.

3. Demonstrate the role of the Practical Nurse in ways that reflect integrity, responsibility, ethical practices, advocacy, and quality care while adhering to evidence-based practice.

4. Incorporate strategies that create a culture of client safety as provided by Quality and Safety Education for Nurses competencies.

5. Utilize technology to communicate, manage data, mitigate error, and assist with decision-making.

6. Integrate knowledge of pharmacology, health promotion and maintenance, psychosocial, and physiological information while participating in clinical reasoning and decision-making.

7. Demonstrate therapeutic and professional communication in written, verbal, and nonverbal forms in a variety of health care settings.

8. Collaborate as an active member of the multidisciplinary health care team to provide effective client-centered care.

Specific to Level II/RN, graduates will:

1. Prioritize preferences, values, and needs in care of clients and their families.

2. Collaborate as an active member of the multidisciplinary health care team to provide effective client-centered care while utilizing open communication, mutual respect, and shared decision-making.

3. Integrate current evidence-based practice including clinical expertise and client/family preferences and values.

4. Implement quality and safety measures and methods as provided by Quality and Safety Education for Nurses competencies.

5. Provide client-centered care utilizing the nursing process across diverse populations and health care settings.

6. Apply informatics and technology to communicate, manage data, mitigate error, and support clinical reasoning and decision-making.

7. Utilize clinical reasoning in client-centered care to produce, modify, and optimize outcomes.

8. Contextualize the nursing process in a variety of clinical situations to assess, plan, implement, teach, and evaluate client-centered care.

9. Apply integrity, responsibility, ethical practices, advocacy, and quality care while adhering to evidence-based practice.

10. Effectively delegate tasks, coordinate, and plan client-centered care in a variety of health care settings.

(Differentiated competency statements extracted from the Articulation Program document of the Missouri Action Coalition).
II. ACADEMIC STANDARDS AND POLICIES

CORE PERFORMANCE STANDARDS

Core Performance Standards objectively identify a qualified applicant’s ability to meet the program’s performance requirements. Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (TC 101, (636)481-3169/797-3000, ext. 3169).

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Standard</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Relationships</td>
<td>Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups.</td>
<td>Establishment of rapport with clients/clients and colleagues. Capacity to engage in successful conflict resolution. Peer accountability.</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient for movement from room to room and in small spaces.</td>
<td>Movement about client’s room, work spaces and treatment areas. Administration of rescue procedures-cardiopulmonary resuscitation.</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient for observation and assessment necessary in client care.</td>
<td>Ability to observe client’s condition and responses to treatments.</td>
</tr>
</tbody>
</table>
ADMISSION REQUIREMENTS LEVEL I/PN

Admission to Level I/PN for the beginning nursing student is competitive. Completion of the following criteria is not a guarantee of admission, but rather the minimal requirement for entry into the selection process. The admission committee evaluates each student’s records individually.

Minimum criteria include:

1. GPA of 2.8 on a 4.0 scale in all pre-requisite coursework prior to admission to the nursing program or meet requirements for Academic Fresh Start (see College Catalog for further information). Visit www.jeffco.edu/nursing for information on GPA calculation.

2. Completion of the following pre-requisites:
   a. Anatomy and Physiology I *
   b. General Psychology

3. HESI A-2 Exam: Achieve a minimum score of 85% in three areas and 80% in a fourth area of the exam (Vocabulary and General Knowledge, Basic Math, Grammar, and Reading Comprehension).
   a. The exam may be taken one (1) time during the testing period of January 1–June 30, and one (1) time during the testing period of July 1–December 31, for a maximum of twice per year (no exceptions). If an applicant does not make a passing score, the applicant will need to wait until the next testing period to retake the exam.
   b. HESI A2 scores are valid for 2 years prior to the program start date.
   c. A2 scores taken elsewhere and within 2 years may be transferred to Jefferson College by contacting HESI customer service at 1-800-222-9570 and paying the testing transfer fee. For information on HESI A2 study materials and the Evolve remediation process visit www.jeffco.edu/nursing, click on Application Process

No student shall be admitted later than five (5) school days after the established admission date of the program.

Admission criteria is subject to change. See current Admission Application form for clarification found at jeffco.edu/nursing.

* Must have a ‘C’ or better within five years of starting the nursing program.

PROGRESSION REQUIREMENTS FROM LEVEL I/PN TO LEVEL II/RN

Level I/PN students who are eligible to progress into the Level II/RN program will be automatically enrolled and are not required to apply for the Level II/RN program. In order to ensure student success in the Level II/RN program, the following progression criteria must be met:

1. Maintain a cumulative 85% average in all Level I/PN coursework.
2. Successfully complete the NCLEX-PN exam leading to licensure as a Licensed Practical Nurse by the last day of the first eight-week session of enrollment in Level II/RN. *Modifications to the deadline will require written approval of the Associate Dean. The student requesting the modification must make the request in writing a minimum of one week prior to the set deadline.*

3. Meet the benchmark score on a majority of the standardized integrated examinations given. If a student fails to achieve the required minimum benchmark on any standardized integrated examination, an alternate version may be retaken once within 5 days and after successful completion of remediation. Only the initial examination grade is applied toward the associated course grade.

Failure to complete any of the above criteria will prevent progression to Level II/RN and result in a student-initiated withdraw from all nursing courses by the designated withdrawal date to avoid receiving an ‘F’.

ADVANCED PLACEMENT INTO LEVEL II / RN BRIDGE PROGRAM

A limited number of practicing LPNs are admitted directly into Level II / RN on a space available basis. In order to be eligible for advanced placement into the Level II / RN Bridge program the following minimum criteria must be met:

1. Undisciplined Missouri licensure as an LPN.
2. Cumulative GPA of 2.8 on a 4.0 scale from an approved school of Practical Nursing.
3. Completion of the following pre requisites:
   - Anatomy & Physiology I*
   - Anatomy and Physiology II*
   - General Psychology
   - Life Span Human Development
4. Achieve a minimum score of 850 on the HESI PN Mobility Exam.

Upon selection into the program, the Bridge student is required to complete a one (1) credit hour Introduction to Bridging course to assist in the transition from LPN to RN student. Introduction to Bridging course MUST be taken prior to the start of class. Failure to complete this requirement will result in forfeiture of placement in the program.

Any Level I/PN student not progressing with the cohort will be considered a bridge student and therefore must meet all bridging student requirements.

No student shall be admitted later than five (5) school days after the established entrance date of the program.

*Must have a ‘C’ or better within five years of starting the nursing program.*

RETENTION POLICIES: LEVEL I/PN AND LEVEL II/RN

In order to remain in admitted program of study (Level I/PN or Level II/RN), the following student expectations must be met:

1. Must maintain a minimum of 80% in each nursing course.
2. Minimum of 80% required on PNE 144: Intro to Pharmacology Medication Administration exam. After first failed attempt, student will perform required remediation. The student is then allowed to complete one more attempt to achieve the required 80%. The first attempt score will be utilized for grade calculation in the course.

3. Successfully complete all clinical hours and satisfactorily complete all clinical objectives.

4. Maintain at least 85% attendance in each nursing course and associated clinical components.

5. All nursing program courses must be completed as outlined in the nursing degree plan. All co-requisites must be completed by the end of admitted program of study.

6. All tests are mandatory. Failure to complete an exam will result in a zero grade for the exam. Failure to make up the exam will result in an incomplete (I) grade in course. Exams not completed by the final day of the course will result in failure (F) grade in the course. It is the student’s responsibility to contact the appropriate instructor to initiate exam make up.

7. Full attendance and participation in PN and RN Capstone NCLEX preparation (Kaplan Review) is mandatory. Failure to fulfill this requirement will result in failure of the Capstone course.

8. Students are to abide by all rules and regulations of Missouri State Board of Nursing (see Appendix A), Jefferson College (see Student Handbook and College Catalog), Jefferson College Nursing Program, and the contracted clinical facilities.

9. During the clinical experience, students are subject to the same policies as the employees of the clinical facility. Failure to follow clinical facility rules may result in failure of the clinical component and student withdrawal from the Nursing Program.

Failure to meet any of the above expectations will result in dismissal from the program of study requiring a student-initiated withdraw from all nursing courses. Failure to withdraw from classes by the designated withdrawal date will result in an ‘F’ grade. Withdrawal from any nursing course automatically results in withdrawal and dismissal from the nursing program.

In addition to the Level I/PN and Level II/RN policies listed above, an undisciplined LPN license must be maintained throughout the Level II/RN program.

**REENTRY/READMISSION POLICIES AND PROCEDURES**

Reentry into the nursing program for any reason is not automatic or guaranteed. Readmission will be considered on a case by case basis by the Admission, Progression, and Retention (APR) subcommittee subject to the following:

1. The student must submit a letter of intent to reenter the nursing program within five (5) business days of withdrawal or dismissal. The letter of intent can be hand delivered to the nursing office or can be emailed to nursing@jeffco.edu. The letter of intent should clearly state the student name, reason for withdrawal or dismissal, and the intent of student.

2. Failure to submit letter of intent within five business days will result in forfeiture of readmission consideration. The student is then categorized as a new applicant and must reapply to the program.
3. The student must meet all minimum admission requirements for program of study. If minimum requirements are met, the student’s original nursing application may be moved forward to the next available cohort for evaluation and possible conditional selection.

4. If selected for conditional readmission, the student must successfully complete standardized exam(s) associated with all nursing courses that were satisfactorily completed up to the time of withdrawal or dismissal, as recommended by APR subcommittee. Established exam benchmark scores determine successful completion. Failure to reach benchmark will result in observation and subsequent passing grade of 80% on final exam of associated course.


   c. Any costs associated with standardized testing are the responsibility of the student.

5. If readmission is approved, a conditional selection agreement will be sent to student. The APR subcommittee may specify certain criteria necessary for readmission. Criteria may include but is not limited to:
   a. Repeating of a course taken more than six months out of sequence
   b. Completion of a remediation plan
   c. Course observation
   d. Regularly scheduled meetings with a nursing academic advisor
   e. Student self-reflection and evaluation to address the student role in their success, area of concern, and problem-solving techniques

6. It is the student’s responsibility to arrange for and complete all readmission requirements as outlined in the conditional selection agreement by the noted deadline.

7. Two withdrawals within the same program of study (Level I or Level II), for any reason, will result in the initiation of a five-year waiting period for re-application.

GRADUATION REQUIREMENTS

Students are required to complete:

1. A degree plan as outlined in the College General Catalog (see online Degree Plans).

2. All course work as defined in nursing program retention and progression policies.

3. An NCLEX-PN or NCLEX-RN review course as designated by the nursing program.

4. A standardized comprehensive exit exam as a predictor of NCLEX-PN or NCLEX-RN success.

Refer to the Jefferson College General Catalog for general requirements for certification or an Associate of Applied Science degree.
JEFFERSON COLLEGE EXIT EXAM  (CHRIS PLEASE REVIEW)

Reminder: Students are REQUIRED to complete the Jefferson College exit exam prior to completion of Level I and Level II nursing programs. Information regarding the exit exam will be distributed by Jefferson College. The exam must be completed as determined by the Testing Center. You must adhere to dates and times which are posted around campus and on MyJeffco. Final transcripts and diplomas will not be released until the exit exam has been taken. A final transcript must be submitted to the Missouri State Board of Nursing before permission to sit for the NCLEX licensure exam is granted.

POST-GRADUATION LICENSURE

A graduate of Jefferson College Nursing Program (Level I/PN or Level II/RN) is eligible to apply to take the Missouri State Board of Nursing NCLEX-PN or NCLEX-RN examination. Successful completion of this examination is necessary to become licensed as a practical (LPN) or registered nurse (RN).

PLEASE NOTE, successful completion of the nursing program DOES NOT guarantee eligibility to take the licensure examination. The Missouri State Board of Nursing functions to protect the public and has the right to 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 (1-16) 2012.

Practical and Registered nurse licensure in Missouri are 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 Practical Nurses (NCLEX-PN) and Registered Nurses (NCLEX-RN). (See Appendix A)

TRANSFER TO A BACCALAUREATE NURSING PROGRAM

Continuing your education to the baccalaureate degree level and beyond should be an important part of your educational goals. Because transferable courses and credits are determined by the accepting institution, students are encouraged to meet with the college of their choice earlier in the Nursing Program to ensure the best alignment of course work.

One option available to students is a formal articulation agreement with Central Methodist University, allowing for a seamless transition from the associate (RN) to the baccalaureate degree level (BSN). The RN to BSN program is designed for working adults. Evening and online courses are available in 8-week terms offered five times throughout the year. Evening classes are held one night a week, the same day and time of the week for the entirety of the program. The basic structure of the program is a cohort, an active learning community of 14 to 25 students. The program is designed so that students will usually stay with the same cohort throughout their program. Courses are currently taught at multiple locations in St. Louis County, Jefferson County, and St. Charles County.

Central Methodist University is regionally accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The BSN program is accredited by the Commission on Collegiate Nursing Education.
## III. CURRICULUM

### LEVEL I PROGRAM PRE-REQUISITES

<table>
<thead>
<tr>
<th>ACADEMIC PLAN</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Requisites (both PN Day or PN Evening)</td>
<td>Credits</td>
</tr>
<tr>
<td>BIO211 Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>First Year Experience (COL100, COL101, COL136)</td>
<td>1-3</td>
</tr>
<tr>
<td>PSY101 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Pre-Requisite Hours</strong></td>
<td><strong>8-10</strong></td>
</tr>
</tbody>
</table>

### LEVEL I/PN - DAYS

<table>
<thead>
<tr>
<th>Fall Semester PN Year - DAYS</th>
<th>Semester 1 - NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st 8-week Short Session</strong></td>
<td>Credits</td>
</tr>
<tr>
<td>PNE141 Fundamentals of Nursing</td>
<td>6</td>
</tr>
<tr>
<td>PNE142 Fundamentals of Nursing Clinical</td>
<td>1</td>
</tr>
<tr>
<td>PNE145 Personal Vocational Concepts</td>
<td>1.5</td>
</tr>
<tr>
<td><strong>TOTAL Session Credit Hours</strong></td>
<td><strong>8.5</strong></td>
</tr>
<tr>
<td><strong>2nd 8-week Short Session</strong></td>
<td>Credits</td>
</tr>
<tr>
<td>PNE144 Introduction to Nursing Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>PNE174 Maternal Child Nursing/Clinical</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL Session Credit Hours</strong></td>
<td><strong>8</strong></td>
</tr>
<tr>
<td><strong>16-week Session</strong></td>
<td>Credits</td>
</tr>
<tr>
<td>PSY205 Life Span Human Development*</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL Semester Credit Hours</strong></td>
<td><strong>19.5</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester PN Year - DAYS</th>
<th>Semester 2 - NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st 8-week Short Session</strong></td>
<td>Credits</td>
</tr>
<tr>
<td>PNE163 Pharmacology I</td>
<td>3</td>
</tr>
<tr>
<td>PNE171 Medical-Surgical Nursing I</td>
<td>5</td>
</tr>
<tr>
<td>PNE181 Medical-Surgical Nursing I Clinical</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL Session Credit Hours</strong></td>
<td><strong>10</strong></td>
</tr>
<tr>
<td><strong>2nd 8-week Short Session</strong></td>
<td>Credits</td>
</tr>
<tr>
<td>PNE164 Pharmacology II</td>
<td>3</td>
</tr>
<tr>
<td>PNE172 Medical-Surgical Nursing II</td>
<td>5</td>
</tr>
<tr>
<td>PNE182 Medical-Surgical Nursing II Clinical</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL Session Credit Hours</strong></td>
<td><strong>10</strong></td>
</tr>
<tr>
<td><strong>16-week Session</strong></td>
<td>Credits</td>
</tr>
<tr>
<td>BIO212 Anatomy &amp; Physiology II*</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL Semester Credit Hours</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Semester PN Year - DAYS</th>
<th>Semester 3 - NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNE148 Mental Health</td>
<td>2</td>
</tr>
<tr>
<td>PNE195 Capstone Practical Nursing/Clinical</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL Semester Credit Hours</strong></td>
<td><strong>5</strong></td>
</tr>
<tr>
<td><strong>TOTAL PN Nursing Program Credit Hours</strong></td>
<td><strong>56.5-58.5</strong></td>
</tr>
</tbody>
</table>

*May be taken prior to admission to the program*
<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Description</th>
<th>Credits</th>
<th>Grade Requirement</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring 1st PN Year - EVENINGS</strong></td>
<td>PNE141 Fundamentals of Nursing</td>
<td>6</td>
<td>Grade of ‘B’ or better</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PNE142 Fundamentals of Nursing Clinical</td>
<td>1</td>
<td>Satisfactory completion</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PNE145 Personal Vocational Concepts</td>
<td>1.5</td>
<td>Grade of ‘B’ or better</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PSY205 Life Span Human Development*</td>
<td>3</td>
<td>Grade of ‘C’ or better</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Credit Hours</strong></td>
<td><strong>11.5</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Summer 1st PN Year – Semester 2</strong></td>
<td>PNE144 Introduction to Nursing Pharmacology</td>
<td>3</td>
<td>Grade of ‘B’ or better</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Credit Hours</strong></td>
<td><strong>3</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fall 1st PN Year – Semester 3</strong></td>
<td>PNE163 Pharmacology I</td>
<td>3</td>
<td>Grade of ‘B’ or better</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PNE171 Medical-Surgical Nursing I</td>
<td>5</td>
<td>Grade of ‘B’ or better</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PNE181 Medical-Surgical Nursing I Clinical</td>
<td>2</td>
<td>Satisfactory completion</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Credit Hours</strong></td>
<td><strong>10</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Spring 2nd PN Year – Semester 4</strong></td>
<td>PNE148 Mental Health</td>
<td>2</td>
<td>Grade of ‘B’ or better</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PNE174 Maternal Child Nursing/Clinical</td>
<td>5</td>
<td>Grade of ‘B’ or better and</td>
<td>satisfactory completion of</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>clinical component</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BIO212 Anatomy &amp; Physiology II*</td>
<td>4</td>
<td>Grade of ‘C’ or better within 5</td>
<td>years</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Credit Hours</strong></td>
<td><strong>11</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Summer 2nd PN Year – Semester 5</strong></td>
<td>PNE164 Pharmacology II</td>
<td>3</td>
<td>Grade of ‘B’ or better</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Credit Hours</strong></td>
<td><strong>3</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fall 2nd PN Year – Semester 6</strong></td>
<td>PNE172 Medical-Surgical Nursing II</td>
<td>5</td>
<td>Grade of ‘B’ or better</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PNE182 Medical-Surgical Nursing II Clinical</td>
<td>2</td>
<td>Satisfactory completion</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PNE195 Capstone Practical Nursing/Clinical</td>
<td>3</td>
<td>Grade of ‘B’ or better</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Credit Hours</strong></td>
<td><strong>10</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL Nursing Program Credit Hours</strong></td>
<td><strong>56.5-58.5</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* May be taken prior to admission to the nursing program
### LEVEL II PROGRAM PRE-REQUISITES

#### ACADEMIC PLAN | NOTES
---|---
**Program Pre-Requisites (both Day or Evening)** |  
BIO211 Anatomy and Physiology I | 4 | Grade of ‘C’ or better within 5 years  
BIO212 Anatomy and Physiology II | 4 | Grade of ‘C’ or better within 5 years  
PSY101 General Psychology | 3 | Grade of ‘C’ or better  
PSY205 Life Span Human Development | 3 | Grade of ‘C’ or better  
Licensure as an LPN with IV Certification | 18 | Undisciplined Missouri PN license with IV Certification  
RNR138 Introduction to Bridging: Bridge Orientation  
*Only required if bridging* | 1 | Must be completed before start of class  
**TOTAL Semester Credit Hours** | **32-33**

### LEVEL II /RN – DAYS

#### Fall Semester RN - Days | NOTES
---|---
RNR210 Nursing Transitions and Trends | 3 | Grade of ‘B’ or better  
RNR225 Psychiatric Nursing/Clinical | 4 | Grade of ‘B’ or better; satisfactory completion of clinical component  
RNR230 Adult Health Nursing I/Clinical | 6 | Grade of ‘B’ or better; satisfactory completion of clinical component  
BIO113 Microbiology for Health Sciences* | 4 | Grade of ‘C’ or better  
ENG101 English Comp I* | 3 | Grade of ‘C’ or better  
Computer Literacy (CIS125 or Exam)* | 3 | Option to test out, see Testing Center Site  
**TOTAL Semester Credit Hours** | **23**

#### Spring Semester RN - Days | NOTES
---|---
RNR220 Pediatrics & High Risk OB Nursing/Clinical (14 week course) | 4 | Grade of ‘B’ or better and satisfactory completion of clinical component  
RNR250 Adult Health Nursing II/ Clinical (14 week course) | 6 | Grade of ‘B’ or better and satisfactory completion of clinical component  
RNR260 Nursing Capstone/Clinical (10 week course) | 4 | Grade of ‘B’ or better and satisfactory completion of clinical component  
ENG102 English Comp II or COM100 Fundamentals of Communication* | 3 | Grade of ‘C’ or better  
HST103 U.S. History I or  
HST104 U.S. History II or PSC102 U.S. and Missouri Government and Constitution* | 3 | Grade of ‘C’ or better  
**TOTAL Semester Credit Hours** | **20**  
**TOTAL Degree Credit Hours** | **75**

*May be taken prior to admission to the nursing program.*
LEVEL II/RN EVENINGS

<table>
<thead>
<tr>
<th>Spring Semester RN - Eve</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNR210 Nursing Transitions and Trends</td>
<td>Grade of ‘B’ or better</td>
</tr>
<tr>
<td>RNR225 Psychiatric Nursing/Clinical</td>
<td>Grade of ‘B’ or better; satisfactory completion of clinical component</td>
</tr>
<tr>
<td>RNR230 Adult Health Nursing I/Clinical</td>
<td>Grade of ‘B’ or better; satisfactory completion of clinical component</td>
</tr>
<tr>
<td>BIO113 Microbiology for the Health Sciences*</td>
<td>Grade of ‘C’ or better</td>
</tr>
<tr>
<td>ENG101 English Comp I *</td>
<td>Grade of ‘C’ or better</td>
</tr>
<tr>
<td><strong>TOTAL Semester Credit Hours</strong></td>
<td><strong>20</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Semester RN - Eve</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNR220 Pediatrics &amp; High Risk OB Nursing/Clinical</td>
<td>Grade of ‘B’ or better and satisfactory completion of clinical component</td>
</tr>
<tr>
<td>ENG102 English Comp II or COM100 Fundamentals of Communication*</td>
<td>Grade of ‘C’ or better</td>
</tr>
<tr>
<td><strong>TOTAL Semester Credit Hours</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Semester RN - Eve</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNR250 Adult Health Nursing II/Clinical (14 week course)</td>
<td>Grade of ‘B’ or better</td>
</tr>
<tr>
<td>RNR260 Nursing Capstone/Clinical 10 week course)</td>
<td>Grade of ‘B’ or better and satisfactory completion of clinical component</td>
</tr>
<tr>
<td>HST103 U.S. History I or HST104 U.S. History II or PSC102 U.S. and Missouri Government and Constitution *</td>
<td>Grade of ‘C’ or better</td>
</tr>
<tr>
<td>Computer Literacy (CIS125 or Exam) *</td>
<td>Option to test out, see Testing Center Site</td>
</tr>
<tr>
<td><strong>TOTAL Semester Credit Hours</strong></td>
<td><strong>16</strong></td>
</tr>
<tr>
<td><strong>TOTAL Degree Credit Hours</strong></td>
<td><strong>75</strong></td>
</tr>
</tbody>
</table>

* May be taken prior to admission to the nursing program.

CREDIT HOUR DEFINITION

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term per credit hour.

CLINICAL CREDIT HOUR

Jefferson College Bi-Level Nursing Program includes clinical components in numerous courses. The credit hour to clinical hour formula is as follows: one credit hour equals 48 contact hours.
TEXTBOOKS / ELECTRONIC RESOURCES

A required list of textbooks and electronic resources is given to each student each semester. All textbooks are available in the campus bookstore.

CLINICAL OPTIONS

The clinical options program offers students choices in selecting clinical days. All scheduling of clinical assignments is subject to availability and college/holiday scheduling. Please note, when the Jefferson College campus is closed, NO clinical experiences will be allowed. These dates are referred to as ‘Black Out’ dates.

**Level I/PN**

The PN clinical day is typically 8 hours. Start and end times vary per facility and clinical instructor. All clinical dates and times are subject to change based on facility availability, group size, or unforeseen events. For attendance purposes, each 6 hour simulation day is counted as 8 hours of clinical time. Simulation clinical hours are held from 8:00 am-2:30 pm. The majority of simulations and spin off days will be held on weekdays.

Every attempt will be made to keep clinical dates in a pattern, however, holidays and campus closings may prevent this. In such cases, clinical dates may need to be adjusted by a week. A change in pattern does not excuse the student from attending the clinical day.

PN Capstone Preceptor Experience dates will vary. After student is set up for preceptorship, student will collaborate with assigned preceptor to create schedule, subject to approval by Nursing Clinical Coordinator.

**PN Day**  
Clinical dates for PN day students are day shift and will occur on Monday and/or Wednesday. Start and end times vary per facility and clinical instructor.

**PN Evening**  
Clinical dates for PN evening/weekend students are day shift. Clinical dates will occur every other Saturday and Sunday, or students may choose a weekday option based on availability. Weekday option clinical dates will occur once weekly on Monday or Friday based on availability and group size.
Level II/RN

The RN clinical day is typically 12 hours. Start and end times vary per facility and clinical instructor. All clinical dates and times are subject to change based on facility availability, group size, or unforeseen events. For attendance purposes, each 8 hour simulation day is counted as 12 hours of clinical time. Simulation clinical hours are held from 8:00 am–4:30 pm.

Every attempt will be made to keep clinical dates in a pattern, however, holidays and campus closings may prevent this. In such cases, clinical dates may need to be adjusted by a week. A change in pattern does not excuse the student from attending the clinical day.

RN Capstone Preceptor Experience dates will vary. After student is set up for preceptorship, student will collaborate with assigned preceptor to create schedule, subject to approval by Nursing Clinical Coordinator.

**RN Day**
Clinical dates for RN day students are day shift and will occur on a Monday, Wednesday, or Friday.

**RN Eve**
Clinical dates for RN evening/weekend students are day shift. Clinical dates will occur every other Saturday, or students may choose a weekday option based on availability. Weekday option clinical dates will occur every other week on Monday or Friday based on availability and group size.

**CLINICAL SIMULATION LAB**

The Nursing Educational Simulation Technologies (NEST) lab is under the direction of the Assistant Director of Nursing. The NEST lab serves as a safe environment in which the nursing student can practice the duties associated with the nursing role. The NEST is utilized for open lab time, remediation, study time, and as a clinical site option.

When a clinical day is performed in the NEST, rules and regulations pertaining to clinical site rotations apply. This includes but is not limited to completion of clinical paperwork as assigned, maintaining all uniform regulations, maintaining confidentiality, abiding by all professional behavior expectations, and strict adherence to attendance policies.

A sign-in sheet is required for each clinical simulation session. A signed consent form for video/audio taping is required from each student prior to initiation of simulation. Each student utilizing the NEST is required to sign a confidentiality form.

Specific NEST rules and guidelines will be given upon entry into the nursing program following NEST orientation.
IV. EVALUATION PROCESSES

GRADING SCALE

The Bi-level Nursing Program utilizes the following grading scale for final course grades.

90 – 100       A  
80 – 89         B  
70 – 79         C  
Below 70        F

Each course will be graded by a total point system. Individual exam scores will not be rounded. Only final course grades will be rounded to the nearest whole number.

A student may receive an incomplete grade in a course only if extenuating circumstances make it impossible to complete the course work. An incomplete grade can remain on a student's academic record for one semester. After one semester, the course work must be completed or the incomplete grade automatically becomes an "F". If an incomplete grade is entered for a pre-requisite course, the course which requires completion of the incomplete course may not be taken until the incomplete is removed from the student’s transcript.

Please refer to the Jefferson College Student Handbook for information related to grade appeals.

An unsatisfactory grade in a clinical rotation results in failure of the corresponding didactic course.

STUDENT REMEDIATION

The remediation process allows the instructor and student to formulate a plan in which to reinforce knowledge and correct deficits in the learning process. Student remediation is encouraged and is provided for any student needing assistance. Remediation times are scheduled for every face to face didactic nursing course and by appointment for hybrid and online courses. Mandatory remediation is required for students not meeting course, clinical, or professional expectations.

Theory/Classroom:

1. Any student who receives an incomplete on any assignment, less than 80% on any exam, or violates a professional behavior policy is REQUIRED to complete a remediation form by the next scheduled course date.
2. Remediation dates and times will be given by the course instructor and will be posted in each Blackboard course.
3. Once the remediation form is submitted by the student, the course instructor will assign the required remediation. It is the student’s responsibility to complete by date assigned and submit to the instructor or remediation coach.
4. Failure to complete mandatory remediation will result in a violation of the professional behavior policy and require the student to meet with the Assistant Director of Nursing and may affect progression and retention in the Nursing Program.
Clinical:
1. Any student who is identified as needing improvement in the clinical setting will be referred to an assigned remediation coach using a clinical remediation form by clinical faculty.
2. The student must notify the assigned remediation coach within 24 hours of receiving the clinical remediation form.
3. The remediation coach will assist the student in developing a plan of correction to promote student success.
4. Failure to complete mandatory remediation will result in a violation of the professional behavior policy and require the student to meet with the Assistant Director of Nursing and may affect progression and retention in the Nursing Program.

WRITTEN WORK/ASSIGNMENTS
Submission of late and/or incomplete work is a violation of professional behavior and will result in required remediation. Please refer to individual course instructor for additional work/assignment policies.

The Publication Manual of American Psychological Association (APA) Guidelines are followed in both Level I/PN and Level II/RN courses for designated written assignments.

STANDARDIZED TESTING
Standardized tests are developed by an outside service to provide uniformity and a means for averaging scores on a national level. Standardized testing is utilized throughout the program to provide the student and faculty with predictability of success using determined benchmarks. Benchmarks from standardized exams are provided by each course instructor as established by standardized exam provider.

CLINICAL EVALUATION
Students must complete all basic nursing skills, adhere to student expectations, complete related clinical paperwork, and receive an overall satisfactory (S) grade for the clinical rotation. Satisfactory is determined by the assigned instructor based on best practice principles and according to the following guidelines:

**Pass/Fail System**

Satisfactory (S)
- Student performs outcome in the expected manner which includes fulfilling the requirements of safe procedures, techniques, and/or behaviors.

Unsatisfactory (U)
- Student fails to meet required outcomes within specified time; makes errors that are not recognized, corrected, and/or reported; omits nursing skills required for the assigned client(s); or fails to demonstrate preparedness to perform clinical skills.

Needs Improvement (NI)
- Student performs outcome in such a manner that the usual expectation is not met in the non-crucial aspects of safe procedures, techniques, and/or behaviors. EXAMPLE: A portion of the skill is omitted; the skill is performed in an awkward, disorganized, or slow manner, or more than the usual supervision guidance is needed.

Not Observed (N/O)
- Student did not have the opportunity to complete a procedure or techniques therefore the instructor is unable to observe the student.
It is recognized that the clinical setting is an arena for practice and learning. It is not expected that a student displays expert performance initially but rather progresses in proficiency throughout the clinical experience and Nursing Program.

A student may receive an unsatisfactory performance for any one clinical day. If an unsatisfactory (U) is received for a clinical outcome, the student must meet with the instructor prior to the next scheduled clinical day to discuss performance and develop a plan of improvement leading to student success. The clinical instructor may remove the student from the clinical area if in his/her professional judgment the student is unsafe.

Clinical expectations may exceed outlined policies in the student handbook. Additional expectations are left to the discretion of the clinical faculty and will be addressed prior to, or on the first day of a clinical rotation.

Failure to successfully complete any basic skill, adhere to expected student expectations, complete related clinical paperwork, or to receive an overall satisfactory (S) grade for the clinical rotation will result in failure (F) and will prevent the student from advancing in the program. Failure of clinical will result in failure of the corresponding course resulting in dismissal. A student initiated withdrawal is required. See Student Nurse Handbook Reentry/Readmission policies for more information.
V. ATTENDANCE POLICIES

CLASSROOM

Jefferson College is an attendance taking institution. The Jefferson College Bi-level Nursing Program requires attendance in all classes and clinical experiences. Excessive absenteeism is defined as absenteeism greater than 15% of course hours and will lead to dismissal from the program. Nursing curriculum follows a concept building format in which knowledge builds from the simple to the complex. Missing key curriculum components greatly decreases the ability to grasp the final concepts and will not be tolerated.

A pattern (three violations) of excessive tardiness or leaving prior to class dismissal is disruptive to classroom learning and is a breach in professional behavior. Upon the third infraction, the course instructor will assign mandatory remediation. Please refer to the Nursing Student Handbook Remediation Policies.

The following process reflects the JCBLN policy for attendance:

<table>
<thead>
<tr>
<th>ABSENT PERCENT</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>10%</td>
<td>The appropriate Coordinator (Level I/PN or Level II/RN) notifies the student. The notification letter must be signed and returned.</td>
</tr>
<tr>
<td>15% or greater</td>
<td>Notification of immediate dismissal from the nursing program.</td>
</tr>
</tbody>
</table>

It is the responsibility of the student to determine with each individual instructor which courses combine classroom and clinical hours for attendance.

CLINICAL

Student clinical placement locations can require travel up to 60 miles from the Hillsboro Campus. Students are responsible for their own transportation to and from the clinical site.

Due to the serious nature in accepting responsibility for client care, the program has adopted a zero tolerance policy in clinical attendance subject to the following:

1. **Arriving late or leaving early will result in a full day’s absence.**
2. Notification of intended absence from the clinical site must be made directly and verbally, at least two hours prior to the start of the clinical experience (text messaging and voice mail notification may be utilized if approved by the clinical instructor).
3. If unable to notify the clinical instructor, the student will notify the clinical coordinator.
4. In addition to the clinical instructor and/or clinical coordinator, a particular clinical site may require notification from the student. In this case the student is responsible for the notification of the clinical site.
5. Failure to notify the instructor, preceptor, and/or clinical coordinator is a serious breach in professional behavior and will result in disciplinary action and an unsatisfactory grade for the clinical day.
6. All clinical attendance rules apply to planned clinical simulation experiences in the NEST at Jefferson College.
7. Failure to complete clinical assignments will result in an unsatisfactory grade for the clinical day.
JURY DUTY

It is an individual’s civic duty to serve on a jury when called. However, as a student, options are available. Explain your circumstances following the instruction on the jury duty notification received and ask that your jury duty be rescheduled. Regardless of the outcome, the attendance policy of the nursing program continues to be in effect.

INCLEMENT WEATHER

Clinical

If the college announces cancellation of classes or a late start prior to the start of the scheduled clinical, students are not expected to attend the clinical experience for that day.

The clinical instructor, in collaboration with the clinical coordinator, may cancel a clinical experience dependent upon inclement weather conditions. Please follow the communication guidelines provided to you by your clinical instructor for early or late hour updates.

Clinical experiences which are cancelled due to inclement weather may be rescheduled.

Theory/Classroom

Students are to follow College announcements of cancellation or late start schedule. Cancellation of evening classes is made after 3 pm.

Class Cancellation Announcements

Announcements concerning class cancellations are carried on the following radio stations: KJAF AM (1400) Festus, KREI AM (800) Farmington, KTJJ FM (98.5) Farmington, WIL FM (92.3) St. Louis, and WRTH AM 1430 (1430) St. Louis. In addition, announcements of cancellations are made on JCTV (cable channel 21) and can be accessed at www.jeffco.edu. It will also be published as a text message (see Viking Text Message Service).

While the College determines class cancellation, students are responsible/accountable for their own safety.
VI. PROFESSIONAL BEHAVIORAL POLICIES

DEFINING PROFESSIONALISM

The nursing program upholds the ideals of professionalism through an expectation of the following behaviors:

<table>
<thead>
<tr>
<th>BEHAVIOR</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is reliable and dependable</td>
<td>can be counted on to fulfill responsibilities and meet expectations</td>
</tr>
<tr>
<td>Practices personal hygiene</td>
<td>maintains personal health and grooming habits acceptable to practice setting</td>
</tr>
<tr>
<td>Produces quality work</td>
<td>tasks and assignments are complete, accurate, and meet their respective objectives</td>
</tr>
<tr>
<td>Is empathetic</td>
<td>demonstrates appreciation of others’ positions</td>
</tr>
<tr>
<td>Behaves in an ethical manner</td>
<td>acts in the best interest of others</td>
</tr>
<tr>
<td>Communicates articulately</td>
<td>uses appropriate terminology and vocabulary</td>
</tr>
<tr>
<td>Is punctual</td>
<td>arrives to class early or on time, meets deadlines</td>
</tr>
<tr>
<td>Uses time efficiently</td>
<td>allocates appropriate amount of time to fulfill responsibilities</td>
</tr>
<tr>
<td>Is self-directed in undertaking tasks</td>
<td>after initial instruction initiates activities to complete tasks, self-motivated, functions independently</td>
</tr>
<tr>
<td>Handles stress</td>
<td>remains calm, levelheaded, and composed in critical, stressful, or difficult situations</td>
</tr>
<tr>
<td>Is respectful</td>
<td>demonstrates regard for self, clients, peers, faculty, staff, and college property</td>
</tr>
<tr>
<td>Communicates using appropriate body language</td>
<td>utilizes gestures and mannerisms that enhance formal and informal communication</td>
</tr>
<tr>
<td>Demonstrates accountability</td>
<td>holds oneself liable for tasks/duties/responsibilities that he/she is responsible for, does not blame others for mistakes or mishaps</td>
</tr>
<tr>
<td>Prioritizes responsibility effectively</td>
<td>organizes and approaches multiple tasks and assignments in a manner to produce desired results</td>
</tr>
<tr>
<td>Accepts and applies constructive criticism</td>
<td>responds openly and positively to feedback</td>
</tr>
<tr>
<td>Puts others’ needs above his/her own</td>
<td>demonstrates an attitude of service by taking time to help others</td>
</tr>
<tr>
<td>Is nonjudgmental</td>
<td>demonstrates an attitude of open-mindedness, does not stereotype others or prejudice situations</td>
</tr>
<tr>
<td>Communicates assertively</td>
<td>actively and appropriately engages in dialogue or discussion</td>
</tr>
<tr>
<td>Is an active learner</td>
<td>seeks knowledge, asks questions, searches for information, takes responsibility for own learning</td>
</tr>
<tr>
<td>Is cooperative</td>
<td>non-argumentative, willing and helpful</td>
</tr>
<tr>
<td>Is diplomatic</td>
<td>is fair and tactful in all dealings with clients, peers, faculty and staff</td>
</tr>
<tr>
<td>Follows through with responsibilities</td>
<td>if a task is left incomplete or problem is not solved, the student seeks aid</td>
</tr>
<tr>
<td>Dresses appropriately</td>
<td>adheres to dress code, is aware of appropriate attire for specific occasions including piercings, tattoos, and jewelry</td>
</tr>
<tr>
<td>Demonstrates confidence</td>
<td>acts and communicates in a self-assured manner yet with modesty and humility</td>
</tr>
<tr>
<td>Demonstrates a desire to exceed expectations</td>
<td>goes ‘above and beyond the call of duty’, attempts to exceed minimal standards</td>
</tr>
</tbody>
</table>

STUDENT CONDUCT CODE / CIVILITY

Nursing students are afforded all rights and responsibilities as defined by the College. The nursing student is referred to the Student Conduct Code which can be found in the Jefferson College Student Handbook along with policies governing academic dishonesty, interference with the educational mission of the College, and behavioral misconduct.

The nursing program is dedicated to creating and maintaining a civil environment that supports respectful discourse, openness to opposing points of view, and passionate argument. The program’s faculty, administration, and staff strive toward creating an atmosphere of mutual respect, a willingness to listen, and open communication.

COMMUNICATION

The Bi-level Nursing Program has elected to use jeffco.edu email as its official line of communication. Failure to read an email is not justification for non-compliance with the information conveyed in the email. Students are required to check his/her jeffco.edu email daily.

FACULTY ACADEMIC ADVISEMENT

The nursing faculty is committed to helping you succeed. At the beginning of each academic year nursing students will be assigned a nursing faculty academic advisor. The advisor will be available to meet with students during the semester and will periodically request a meeting to discuss grades and/or other concerns. It is the student’s responsibility to respond to an advisor’s request to meet, to not do so is considered non-professional behavior. In addition to advisor requested appointments, appointments can also be requested by students as needed. It should be noted that faculty are not professional counselors. Advisor notes are maintained through the college program PREP.

SOCIAL MEDIA POLICY

Social and electronic media possess tremendous potential for strengthening personal relationships and providing valuable information to health care consumers. Nurses need to be aware of the potential ramifications of disclosing client-related information via social media. Nurses should be mindful of employer policies, relevant state and federal laws, and professional standards regarding client privacy and confidentiality and its application to social and electronic media. By being careful and conscientious, nurses may enjoy the personal and professional benefits of social and electronic media without violating client privacy and confidentiality.

- Nurses must recognize they have an ethical and legal obligation to maintain client privacy and confidentiality at all times.
- Nurses are strictly prohibited from transmitting by way of any electronic media any client-related image. In addition, nurses are restricted from transmitting any information that may be reasonably anticipated to violate client rights to confidentiality or privacy, or otherwise degrade or embarrass the client.
- Do not share, post or otherwise disseminate any information, including images, about a client or information gained in the nurse-client relationship with anyone unless there is a client care related need to disclose the information or other legal obligation to do so.
- Do not identify clients by name or post or publish information, including images, about a client or information gained in the nurse-client relationship with anyone unless there is a client care related need to disclose the information or other legal obligation to do so.
- Do not refer to clients in a disparaging manner, even if the client is not identified.
- Do not take photos or videos of clients on personal devices, including cell phones. Follow employer policies for taking photographs or video of clients for treatment or other legitimate purposes using employer-provided devices.
- Maintain professional boundaries in the use of electronic media. Like in-person relationships, the nurse has the obligation to establish, communicate, and enforce professional boundaries with clients in the online environment. Use caution when having online social contact with clients or former clients. Online contact with clients or former clients blurs the distinction between a professional and personal relationship. The fact that a client may initiate contact with the nurse does not permit the nurse to engage in a personal relationship with the client.
- Promptly report any identified breach of confidentiality or privacy.
- Do not make disparaging remarks about employers, co-workers, faculty, or fellow students.
- Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic, or offensive comments.


Any misuse of social media is taken seriously by the program and may lead to dismissal. The program is under obligation to report perceived or actual lapse in client confidentiality or privacy to the Missouri State Board of Nursing (MSBN).
VII. RULES OF PROCEDURE

The College follows defined rules in student misconduct matters in order to ensure, insofar as possible and practicable, that requirements of procedural due process in student misconduct proceedings will be fulfilled by the College. Any academic or administration official, any faculty member or classified staff member, or any student of the College may request initiation of disciplinary procedures against any student suspected of violation of Board policies or College regulations. Nursing students are referred to the Jefferson College Student Handbook for a complete explanation of the process.

APPEALS PROCESS

In addition to defined College policies, students may address issues and/or concerns at the program level.

1. It is best to solve issues with the person(s) directly involved and resolve; i.e. course instructor
   If not resolved;
2. Student is to address the issue/concern to the program coordinator/clinical coordinator.
   Coordinator has two business days to address and attempt to resolve the issue.
   If not resolved;
3. Concern may be brought to the Assistant Director of Nursing (in writing, email acceptable). The Assistant Director of Nursing has two business days to address in writing to resolve the issue.
   If not resolved;
4. Concern may be brought to the Director of Nursing (in writing, email acceptable). The Director of Nursing has two business days to address in writing (email notification acceptable) to resolve the concern.
   If not resolved;
5. Student may address the issue/concern to the Associate Dean of the School of Science and Health.

GRADE APPEAL PROCESS

The Jefferson College Bi-Level Nursing Program follows the defined grade appeal process set forth by the college. The student may unofficially sit in nursing courses during the grade appeal process.

EXCESSIVE ABSENTEEISM APPEAL PROCESS

If absenteeism in one or more classes and/or clinical reaches 15% or greater the student will not be allowed to continue in the nursing program. The student must officially withdraw from all nursing courses, by the designated withdrawal date to avoid receiving ‘F’ grades.

The student has the right to an individual appeal subject to the following:

1. After receiving dismissal notification (and prior to student initiated withdrawal), the student may request to the Director of Nursing, in writing (email is acceptable), to have the administrative withdrawal reviewed within 24 hours.
2. Once the request is received by the Director of Nursing the student may remain in class until final resolution is determined.
3. The Director of Nursing (or designee) will form a review panel consisting of the course instructor, a coordinator (Level I/PN, Level II/RN, or Clinical Coordinator), and one other nursing faculty member. The Director (or designee) will chair the panel.
4. The student may elect to appear before the panel or to provide a written explanation, with supporting documentation, directly to the panel. The choice to appear (or declining to appear) before the panel must be stated in the original appeal request.

5. The review panel will provide a decision (in writing) within three (3) full business days of receipt of the student’s request for review.

6. If the student chooses to meet with the panel, a meeting date will be set within three (3) full business days and held no later than five (5) business days from the date of dismissal.

7. The program will make every attempt to schedule the panel at a time convenient to panel members and student.

8. If a mutually available time cannot be scheduled within five (5) business days from the date of dismissal, the dismissal will be upheld. The student must officially withdraw from all nursing courses, by the designated withdrawal date to avoid receiving an ‘F’.

9. The panel will consider the circumstances surrounding the excessive absenteeism, attendance patterns, current grade point average in the class(es), and perceived ability for successful completion of remaining curriculum when determining the outcome.

10. If the student is allowed to return to the program it is understood that unless specifically defined by the panel, any further absence will lead to immediate dismissal from the program without recourse.

11. All decisions made by the panel are final. The student maintains the right to follow the College defined Student Appeal Process (see Jefferson College Student Handbook).

**DRUG AND ALCOHOL SCREENING**

To ensure compliance with Jefferson College policy, all nursing students will be screened for drugs and other controlled substances:

1. As a condition of admission, re-admission, or transfer to the Nursing Program,
2. At any time upon reasonable suspicion, and
3. At any time upon random selection during enrollment in the Bi-level Nursing Program.

**Refusal to take a drug test will result in dismissal from the program.**

A confirmed positive test will result in immediate dismissal from the Nursing Program. If a test is positive, a second test (at the student’s expense) will be performed to confirm the initial result at the earliest available time and date to the first test. Failure to complete drug screening by the specified date will result in the student’s dismissal from the Nursing Program.

Students at clinical agencies are subject to the policies of Jefferson College, and must also abide by the policies of the agency in which they are assigned as a student nurse. A student may be required to have alcohol or drug testing alone or in combination.

In the classroom setting if a student is suspected of being under the influence of any substance leading to inappropriate behavior, faculty are directed to contact campus police immediately.
Any substance-related incident or conviction must be reported within five (5) days of the occurrence. A student convicted of involvement in a criminal drug or alcohol offense will be dismissed from the Nursing Program.

Admission drug testing expense is included in the student’s fees. Subsequent testing will be at the student’s expense. Students who are absent on a day of group testing will present themselves to the testing lab within a designated time frame to meet the testing requirements.
VIII. STUDENT RESPONSIBILITIES

NURSING STUDENT UNIFORM

The following policy relates to the wearing of the official uniform when the student is assigned to the clinical agency site, simulation lab experience, or for official purposes, as designated.

The student nurse uniform is only worn during the student’s required clinical rotation, simulation clinical, and Fundamentals of Nursing skills check. Please remember that any time you are in uniform you represent the Jefferson College Bi-level Nursing Program.

Grooming

1. All students will wear their college identification badges visibly while at the clinical site.

2. Good personal hygiene is required and includes freedom from odors and excessive fragrances.

3. All clothing will be clean and neat.

4. Make-up should be natural color and not excessive.

5. Hair will be well groomed, a natural color, and secured neatly and tightly away from face and neck. Conspicuous hair ornaments are not acceptable while in uniform.

6. Fingernails are to be kept at a length and shape consistent with client safety. When looking at palm side of hand, nails should not be seen. Fingernail polish, gel, acrylic and artificial nails are not permitted in the clinical area.

7. Students will adhere to clinical site policy regarding beards, mustaches, and sideburns. If no policy exists, students will either be freshly shaven or keep their beards, mustaches, and sideburns well groomed.

Jewelry/Tattoos/Misc.

1. Visible tattoos must be completely covered.

2. Only conservative jewelry is permitted. Any jewelry that poses a safety issue to the student or client is not permitted. Facial jewelry is not permitted. Earrings are to be worn on the ear. Plugged gauges and earring posts only. No dangling or excessive jewelry. Safety and appropriateness for the workplace will determine the wearing of any jewelry. Jewelry must not affect services provided in any way.

3. The only rings permitted in the clinical area are wedding bands as long as they do not cause any injury to the client or student. Rings with stones or mountings are discouraged in the clinical area. In certain clinical areas, such as mental health, no jewelry is allowed.

4. Dark glasses are not permitted unless prescribed by a physician and paperwork must be made available to the faculty.
Uniform Requirements / Purchasing

1. The uniform consists of royal blue scrub pants with white scrub top (School logo in blue on white top) and royal blue scrub jacket, a wrist watch with a second hand, and nursing kit comprising of stethoscope, bandage scissors, hemostats, gait belt, pen light, and blood pressure cuff.

2. Undergarments are to be worn and are not to be visible through clothing.

3. For beginning Level I/PN students, uniform costs are included in College fees. Each student will receive 2 scrub tops, 2 scrub pants, and 1 scrub jacket through the Campus Bookstore.

4. Students entering Level II/RN must purchase required scrub tops and jackets through the Campus Bookstore. Royal Blue scrub pants may be purchased at the Campus Bookstore or the vendor of their choice.

5. Students are responsible to complete fittings and arrangements through the Campus Bookstore.

6. Shoes are not provided and must be purchased separately by the student. Shoes must be clean, intact, closed toed and closed back. Shoes must be worn with solid colored socks. Shoes must be a solid color in one of the following: white, brown, black, gray or navy.

Name Badge

Jefferson College student name badges and badge buddies are required to be worn in the clinical area. The student name badges will be made during the first week of school. Cost of lost name badge/badge buddy is the responsibility of the student.

Nursing Cap

1. Nursing caps are not a part of the clinical uniform but are required for the traditional pinning ceremony and the cohort photo. In addition to the nursing cap, the attire required for the traditional pinning ceremony and cohort photo is all white uniform (not furnished by the program).

2. No ornamental pins will be allowed on the nursing cap.

3. Caps and royal blue stripes can be obtained in the nursing office without charge. PN cap is adorned with one blue stripe approximately one inch below the cap edge. RN cap is adorned with two blue stripes, one approximately one inch below the cap edge, the other approximately ½ inch below the first blue stripe.

EMPLOYMENT SERVICES

The Employment Specialist is committed to helping students prepare for their job search. The service provides workshops or individual assistance with resume and cover letter writing, job search, networking, and interview skills. Employment Services also hosts a Healthcare Job Fair to connect job seekers to employers with open positions. Local job openings are listed on the job board at www.collegecentral.com/jeffco and resources are available on the office website www.jeffco.edu/employmentservices. Contact Lora Warner at Employment Services with questions or to set an appointment, (Office, CTE 138; Phone 636.481.3223; Email lwarner@jeffco.edu)
STUDENTS ASSISTING IN NURSING TECHNICAL SKILLS (SAINTS)

SAINTS is a peer tutoring program with Level II/RN students assisting fellow students needing extra practice time in the NEST or acting as an assistant during scheduled lab times. The students serve as peer tutors and are paid employees of the college earning minimum wage (or above) to a maximum of 19 hours per week. The serving as a peer tutor adds valuable experience to a resume and past students have expressed an agreement with the old adage ‘the best way to learn is to teach. To be part of the SAINTS program the student must be in good academic standing. For more information about the program see the Assistant Director of Nursing or your nursing faculty advisor.

STUDENT HEALTH

Students are responsible for their own health care 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 immunizations, titers, and current physical examination will be required prior to attending the clinical site. Nursing students are expected to inform faculty of any health problems that could interfere with clinical experience including communicable diseases. The student will be asked to leave the clinical area, if in the judgment of the faculty member, the student’s or client’s health may be compromised. Please note, this is considered an absence.

The College may require individual students to have additional tests, examination, immunizations, treatments, and random drug screenings to safeguard both the health of the student and clients in health facilities. In the event of any medical condition, it is recommended the student notify the nursing program as soon as possible to begin accommodation arrangements. Neither the College nor the clinical agency are financially responsible for any occupational hazards encountered during the course of study, i.e., infections, communicable disease, injury, etc.

MERCY HOSPITAL CAMPUS HEALTH CLINIC

As part of an ongoing commitment to health care and public well-being initiatives, the Mercy on Campus Health Clinic is the first community college health center in the region.

The clinic is open to community members, students, and college employees/dependents for sick visits, personal wellness, chronic disease management, vaccinations, stress management, and other health programs. Regular copay amounts are applicable.

Mercy on Campus Health Clinic
802 Mel Carnahan Drive #215
Hillsboro, MO 63050

Clinic Hours are posted on the college website (www.jeffco.edu)

In addition to the on-site schedule, the clinic has 24-hour phone access at 636-543-2290 for appointment scheduling and information.
APPENDIX

NCLEX LICENSURE EXAM ACCOMMODATIONS

&

MISSOURI REVISED STATUTES
NCLEX LICENSURE EXAM ACCOMMODATIONS

Graduates who are eligible for accommodations during the licensure exam are encouraged to contact the Missouri State Board of Nursing prior to graduation. Following is an excerpt from Missouri Code of State Regulations, Division 22 – State Board of Nursing, Chapter 4 – General Rules:

20 CSR 2200-4.020 Requirements for Licensure
(1) (M) Requests for Examination Modification
1. The Missouri State Board of Nursing and its test service shall determine if a candidate shall be allowed modification because of a disability defined by the Americans with Disability Act.
2. The candidate requesting modification shall submit a request to the Missouri State Board of Nursing. The request shall contain –
   A. A letter from the candidate’s nursing education program indicating what modifications, if any, were granted by the program;
   B. Appropriate documentation supporting the request for accommodation from a qualified professional with expertise in the areas of the diagnosed disability. Documentation must include:
      (I) A history of the disability and any past accommodation granted the candidate and a description of its impact on the individual’s functioning;
      (II) Identification of the specific standardized and professionally recognized tests/assessments given (e.g. Woodcock-Johnson, Weschler Adult Intelligence Scale);
      (III) Clinical diagnosis of disability (where applicable, list the DSM Code Number and Title);
      (IV) The scores resulting from testing, interpretation of the scores and evaluations; and
      (V) Recommendations for testing accommodations with stated rationale as to why the requested accommodation is necessary and appropriate for the diagnosed disability, and
   C. A letter from the applicant requesting the modifications detailing the specific modifications and explaining the rationale for the modifications.
3. When the request is received from the candidate with the previously listed items, the request will be reviewed.
4. If approved, a request for modification of an examination will be submitted to the National Council of State Boards of Nursing, Incorporated.
5. After the National Council of State Boards of Nursing, Incorporated has reported its decision to the Missouri State Board of Nursing, the candidate will be notified of the decision.
License, application for--qualifications for, fee--hearing on denial of license.

335.046. 1. An applicant for a license to practice as a registered professional nurse shall submit to the board a written application on forms furnished to the applicant. The original application shall contain the applicant's statements showing the applicant's education and other such pertinent information as the board may require. The applicant shall be of good moral character and have completed at least the high school course of study, or the equivalent thereof as determined by the state board of education, and have successfully completed the basic professional curriculum in an accredited or approved school of nursing and earned a professional nursing degree or diploma. Each application shall contain a statement that it is made under oath or affirmation and that its representations are true and correct to the best knowledge and belief of the person signing same, subject to the penalties of making a false affidavit or declaration. Applicants from non-English speaking lands shall be required to submit evidence of proficiency in the English language. The applicant must be approved by the board and shall pass an examination as required by the board. The board may require by rule as a requirement for licensure that each applicant shall pass an oral or practical examination. Upon successfully passing the examination, the board may issue to the applicant a license to practice nursing as a registered professional nurse. The applicant for a license to practice registered professional nursing shall pay a license fee in such amount as set by the board. The fee shall be uniform for all applicants. Applicants from foreign countries shall be licensed as prescribed by rule.

2. An applicant for license to practice as a licensed practical nurse shall submit to the board a written application on forms furnished to the applicant. The original application shall contain the applicant's statements showing the applicant's education and other such pertinent information as the board may require. Such applicant shall be of good moral character, and have completed at least two years of high school, or its equivalent as established by the state board of education, and have successfully completed a basic prescribed curriculum in a state-accredited or approved school of nursing, earned a nursing degree, certificate or diploma and completed a course approved by the board on the role of the practical nurse. Each application shall contain a statement that it is made under oath or affirmation and that its representations are true and correct to the best knowledge and belief of the person signing same, subject to the penalties of making a false affidavit or declaration. Applicants from non-English speaking countries shall be required to submit evidence of their proficiency in the English language. The applicant must be approved by the board and shall pass an examination as required by the board. The board may require by rule as a requirement for licensure that each applicant shall pass an oral or practical examination. Upon successfully passing the examination, the board may issue to the applicant a license to practice as a licensed practical nurse. The applicant for a license to practice licensed practical nursing shall pay a fee in such amount as may be set by the board. The fee shall be uniform for all applicants. Applicants from foreign countries shall be licensed as prescribed by rule.

3. Upon refusal of the board to allow any applicant to sit for either the registered professional nurses' examination or the licensed practical nurses' examination, as the case may be, the board shall comply with the provisions of section 621.120 and advise the applicant of his or her right to have a hearing before the administrative hearing commission. The administrative hearing commission shall hear complaints taken pursuant to section 621.120.
4. The board shall not deny a license because of sex, religion, race, ethnic origin, age or political affiliation.

Missouri Revised Statutes
Chapter 335
Nurses
Section 335.066
August 28, 2016

http://www.moga.mo.gov/mostatutes/chapters/chapText335.html

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

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

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

(1) Use or unlawful possession of any controlled substance, as defined in chapter 195, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096;

(2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated pursuant to sections 335.011 to 335.096, for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;

(3) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096;

(4) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;

(5) Incompetency, gross negligence, or repeated negligence in the performance of the functions or duties of any profession licensed or regulated by chapter 335. For the purposes of this subdivision, "repeated negligence" means the failure, on more than one occasion, to use that degree of skill and learning ordinarily used under the same or similar circumstances by the member of the applicant's or licensee's profession;

(6) Misconduct, fraud, misrepresentation, dishonesty, unethical conduct, or unprofessional conduct in the performance of the functions or duties of any profession licensed or regulated by this chapter, including, but not limited to, the following:
(a) Willfully and continually overcharging or overtreating clients; 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 client's records;

(b) Attempting, directly or indirectly, by way of intimidation, coercion or deception, to obtain or retain a client 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-client relationship for purposes of engaging a client in sexual activity;

(g) Being listed on any state or federal sexual offender registry;

(h) Failure of any applicant or licensee to cooperate with the board during any investigation;

(i) Failure to comply with any subpoena or subpoena duces tecum from the board or an order of the board;

(j) Failure to timely pay license renewal fees specified in this chapter;

(k) Violating a probation agreement, order, or other settlement agreement with this board or any other licensing agency;

(l) Failing to inform the board of the nurse's current residence;

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

(7) Violation of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096, or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096;

(8) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;

(9) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;

(10) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;

(11) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;
(12) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;

(13) Violation of any professional trust or confidence;

(14) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;

(15) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;

(16) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency;

(17) Failure to successfully complete the impaired nurse program;

(18) Knowingly making or causing to be made a false statement or misrepresentation of a material fact, with intent to defraud, for payment pursuant to the provisions of chapter 208 or chapter 630, or for payment from Title XVIII or Title XIX of the federal Medicare program;

(19) Failure or refusal to properly guard against contagious, infectious, or communicable diseases or the spread thereof; maintaining an unsanitary office or performing professional services under unsanitary conditions; or failure to report the existence of an unsanitary condition in the office of a physician or in any health care facility to the board, in writing, within thirty days after the discovery thereof;

(20) A pattern of personal use or consumption of any controlled substance unless it is prescribed, dispensed, or administered by a provider who is authorized by law to do so;

(21) Habitual intoxication or dependence on alcohol, evidence of which may include more than one alcohol-related enforcement contact as defined by section 302.525;

(22) Failure to comply with a treatment program or an aftercare program entered into as part of a board order, settlement agreement, or licensee's professional health program.

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

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

5. An individual whose license has been revoked shall wait one year from the date of revocation to apply for relicensure. Relicensure shall be at the discretion of the board after compliance with all the requirements of sections 335.011 to 335.096 relative to the licensing of an applicant for the first time.
6. The board may notify the proper licensing authority of any other state concerning the final disciplinary action determined by the board on a license in which the person whose license was suspended or revoked was also licensed of the suspension or revocation.

7. Any person, organization, association or corporation who reports or provides information to the board of nursing pursuant to the provisions of sections 335.011 to 335.259* and who does so in good faith shall not be subject to an action for civil damages as a result thereof.

8. The board may apply to the administrative hearing commission for an emergency suspension or restriction of a license for the following causes:

   (1) Engaging in sexual conduct ** as defined in section 566.010, with a client who is not the licensee's spouse, regardless of whether the client 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 client 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.


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

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