SALINE COUNTY CAREER CENTER

PRACTICAL NURSING HANDBOOK

2025-26

2295 South Hwy 65
MARSHALL, MO 65340
(660) 631-8781

FULL APPROVAL BY THE
MISSOURI STATE BOARD OF NURSING
MISSOURI STATE DEPARTMENT OF EDUCATION

Completion of this program DOES NOT guarantee eligibility to take the test for PN licensure.

NOTICE OF NONDISCRIMINATION

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Marshall Public School District ("School District") are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups. Saline County Career Center is an Equal Opportunity Program/Employer. Auxiliary aids and services are available upon request to individuals with disabilities.

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; telephone (816) 268-0550.

Compliance Coordinators: Human Resources Director, 1126 East Hwy WW, Marshall MO 65340—Phone: 660-886-7414

For additional information regarding the District's non-discrimination policies and the grievance procedures please see the District's Board Policies AC and ACA located at the following link: https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=457

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ADMINISTRATION AND FACULTY

ADMINISTRATION

Mr. Caleb Petet, Superintendent
Marshall Public Schools

Mr. Brian Wilcoxson, Director
Saline County Career Center

Ms. Beth Walker, Adult Education Coordinator/Financial Aid Administrator
SCCC Adult Education Center

Mr. Eric Lark, Guidance Counselor
Saline County Career Center

FACULTY

Administrator/Coordinator

Heather Tietjens, BSN RN
Graduate of
University of Missouri, Kansas City, MO

Full-Time Instructors

Kelsey Glassmaker, MSN RN
Graduate of
University of Missouri, Columbia, MO

Patrick O'Dell, MSN RN
Graduate of
Graceland University, Lamoni, IA

ACCREDITATION

Saline County Career Center (SCCC) is accredited by the Commission of the Council on Occupational Education. To be eligible for accredited status, SCCC shall admit as adult students only individuals who have a high school diploma or have the recognized equivalent of a high school diploma.

Council for Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta GA 30350
(770) 396-3898 or (800) 917-2081
www.council.org

WRITTEN PLAN

Saline County Career Center's Written Plans are available for review
in the main office and the Adult Education Coordinator's Office

PROGRAM PURPOSE

The Practical Nursing Course is designed to provide education, both theory and performance, sufficient to prepare the graduate to write and pass the NCLEX/PN licensure examination. It is also important that the student be exposed to those skills necessary to obtain and retain employment such as attendance, behavior, appearance and interpersonal skills.

SCCC INSTITUTIONAL MISSION STATEMENT

"Training students to pursue excellence in scholastics, work and life."

SCCC PRACTICAL NURSING MISSION STATEMENT

"Preparing students to become professional and highly competent nurses."

PHILOSOPHY

We believe that all persons deserve safe, competent nurses concerned with a holistic approach to health and health maintenance.

We believe the beginning level practical nurse should have knowledge and skills, both technical and interpersonal, sufficient to work under the direct supervision of a physician or registered nurse.

We believe that practical nursing education should follow a planned program of instruction based on accepted scientific nursing principles utilizing the nursing process reinforced by a clinical practicum supervised by a caring, qualified faculty.

We believe that all persons are worthy of respect and education in equal measure.

We believe that this program is the beginning phase of life-long learning and should be supplemented by membership in professional organizations and continuing education.

GRADUATE OUTCOMES

Upon completion of the Practical Nursing program, the graduate will:

1. Complete program and state board of nursing requirements to become eligible to take the NCLEX-PN exam.
2. Exhibit professional accountability and reliability while applying the knowledge and skills, both technical and interpersonal, to function in the role of a Practical Nurse.
3. Be qualified to obtain employment and/or further education in the nursing field.
4. Provide safe, legal and ethical care in the practice setting to promote a secure environment for the patient, self and others.
5. Interact with the patient and family in a therapeutic and meaningful manner to provide holistic nursing care that will improve or maintain patient health.
6. Utilize purposeful communication with the patient, family and all members of the health care team to promote respect, shared decision making and continuity of care.
7. Utilize information technology and other credible resources to prioritize nursing actions, and make clinical judgments.
8. Utilize leadership and management concepts within the practical nurse role to direct safe, quality patient care.
9. Apply principles of teaching and learning with clients and family for health-related education with guidance.

PRE-ADMISSION INFORMATION

SCCC PN program welcomes your interest in the nursing program. In response to your interest, this packet of information is provided for your review. Carefully read the **entire booklet** before applying for admission. It is your responsibility to make sure all information required for admission is provided to the nursing office by the deadline.
This packet of information outlines the requirements that must be completed prior to consideration for program admission. The information contained within is subject to change with adequate notice to applicants.

It is important to note that acceptance and successful completion does not guarantee eligibility to take the NCLEX licensing exam. The Missouri State Board of Nursing may refuse to grant a student permission to take the licensing exam for reasons outlined in the State of Missouri Nursing Practice Act Chapter 335.066.

Because of the intensity and pace of the nursing program, it is important to know that the program adheres to a strict attendance policy and has high academic standards. Details are available in this information packet.
Because of the limited number of available positions, acceptance into this program is competitive; therefore, it is essential that you follow all of the requirements for admission.

ADMISSION POLICY

ADMISSION REQUIREMENTS

- Open to adults age 18 and over.
- Education: High School Diploma or certificate of high school equivalency.
- Health: Good physical & mental health verified by a physician
- Pre-entrance Test: Arranged by the school.
- Application Fee: $25.00 (nonrefundable) payable to SCCC submitted with application.

ADMISSION CRITERIA

Admission criteria must be completed and submitted to the SCCC nursing office BEFORE APRIL1st of the upcoming academic year

Submit the following:

1. **Completed nursing program application and $25.00 application fee**
   - Application packets are obtainable at the SCCC office or forms can be downloaded at www.marshallschools.com/o/career-center
2. **Transcript from high school or a copy of the high school equivalency certificate (this can be from a foreign school if it is equivalent to a U.S. high school diploma).**
   - A foreign diploma will be accepted after student provides documented proof of U.S. high school diploma equivalency.
   - They may utilize a company such as ECE, WES and Spantran.
   - The cost of this documentation is the applicant's responsibility**.**
3. **Transcripts or certificates from post-secondary education.**
4. **Certificates of completion for health-related training -** if applicable
5. **Three letters of reference**
   - We request that an employer, supervisor, school counselor, instructor or volunteer coordinator provide this reference. NO RELATIVES
6. **TEAS Entrance Test Results (minimum of 52%) (At the SCCC administration and faculty discretion applicants can be added to fill 23 seats.)**
   - Register with SCCC online or phone for the entrance test and pay the required fee 1 week in advance of the scheduled entrance testing date. (Testing Dates and cost posted on website)
   - Must register with TEAS online and come to test with login username & password. (Must have a working email.)
   - NOTE: If you take the TEAS test at another location, be sure to release information to SCCC or you will have to pay a $27 transcript fee to ATI/TEAS to have results sent to us.
   - NOTE: If you have taken the TEAS test elsewhere it must be dated no earlier than 24 months prior to April 1st of the calendar year you are applying.
7. **Fill out and submit to the school Family Care Safety Registry form for school to complete background screening.**
   - All applicants to Saline County Career Center's Practical Nursing program must submit and pass a background screening through the Missouri Department of Health & Senior Services. Saline County Career Center will process the background check after January 1st of the application year and prior to April 1st.
   - Submit a copy of your Social Security Card.
   - No one will be admitted to the nursing program for convictions of certain Class A, B, or D felonies according to the Missouri Department of Health and Senior Services (https://health.mo.gov/safety/goodcausewaiver/index.php)
8. **A completed and notarized statement of receiving a copy of the Functional Abilities for Admission and Continuance and the Missouri Nurse Practice Act (335.066) & (335.046) form found on the last page of the Practical Nursing Handbook.**
9. **TOEFL score: International students/students who have English as a second language or who do not speak English as a primary language at home are required to take the International Student examination prior to the application deadline. (International and ESL applicants are required to have a minimum score of 100 on the test of English as a Foreign Language (TOEFL) (internet-based). Overall composite score must be a 90.**

These are minimum admission criteria and DO NOT guarantee admission.

SELECTION OF APPLICANTS FOR PROGRAM

Selection will be made on the basis of:

1. Completed application and all required admission criteria.
2. Review of scores on entrance exam.
3. Serialization of application.
4. Admissions committee review.
5. Mandatory Background check.
6. Consideration of applicant to complete PN program and write NCLEX-PN Exam*
   * (See Missouri Revised Statutes Chapter 335 Nurses Section 335.066 & Essential Functional Abilities for Nursing Practice, National Council of State Boards of Nursing)

For the purposes of admittance, SCCC will consider all information, solicited and unsolicited references, as long as they are submitted in writing and signed by the author. Applicants will be placed on one of three lists: accepted, not accepted and alternate list *(to be admitted in the event of a cancellation). *No student shall be admitted later than 5 school days after the entrance date of the program. The applicant will be notified in writing of the admission committee's decision.

Applicants selected will be **required** to pay a **$200.00 seat fee** to hold their position in the class regardless of financial aid situation. This fee is due by the date stated in their acceptance letter. Students who have paid the $200.00 fee and then decline their seat prior to the first day of class will have the fee refunded to them, minus $100.00.

All accepted and alternate applicants will be required to attend a financial aid workshop.

TRANSFER POLICY

Students who have partially completed a program of training in another accredited school of practical nursing may transfer into the program if enrollment permits, admission/selection criteria are met, and if curriculum plan and course descriptions are comparable to SCCC. Students must provide transcripts and course descriptions from courses taken at another institution. The school reserves the right to contact faculty from the transferring school regarding the student's progress in a program. If more than one year has lapsed since attending a program of nursing, the student is ineligible for transfer. Final decision rests with the Practical Nursing Administrator, the Career and Technical Education Director, and the Superintendent of Schools.

ARTICULATION POLICY

Within 3 years of completing an approved Secondary Health Occupations program the graduate may apply for entry with "Advanced Standing" into the Practical Nursing program.

If the applicant has a "B" or better grade and has completed 95% or more of the "Fundamentals of Nursing I" competencies and is accepted into the Practical Nursing program, he/she will be allowed to absent him/herself from the class during the time in which prior completed competencies are being taught.

ADVANCED PLACEMENT POLICY

The SCCC Practical Nursing program does not have an advanced placement policy.

NON-ENGLISH SPEAKING STUDENTS

Any non-English speaking person wishing to apply for acceptance to the SCCC PN program, must complete all required paperwork as outlined in the admission procedure, as well as successfully complete the TOEFL examination. TOEFL score: International students/students who have English as a second language or who do not speak English as a primary language at home are required to take the International Student examination prior to the Application deadline. (International and ESL applicants are required to have a minimum score of 100 on the test of English as a Foreign Language (TOEFL) (internet-based). Overall composite score must be a 90. The applicant for whom English is a second language must demonstrate a working knowledge of spoken English through an interview with the Admission Committee.

PRACTICAL NURSING STUDENT ADVISOR POLICY

The Practical Nursing Student Advisor will:

- Consist of full-time SCCC PN Administrator/Coordinator and Instructors
- Be knowledgeable regarding the PN Student Handbook and policies
- Be assigned a group (A, B, C…)
- Meet with each of the assigned groups monthly by appointment
- Meet with the individual student by appointment as needed
- Rotate groups with first group assigned in August, then in November, and then in February.
- Discuss course grades, program concerns with each student and HESI exam information.
- Document the meeting for the student file with signatures of interaction using the PN Student Advisor Meeting Tool.

The PN Student will:

- Be assigned a PN Advisor
- Meet with their assigned PN Advisor monthly by appointment
- Meet with their PN Advisor as needed by appointment.
- Bring their grade reports for each course and their HESI Exam/Remediation information in their meetings with their assigned advisor.
- Discuss concerns with their advisor.
- Sign the PN Advisor Meeting Tool documentation at the end of each meeting.

CURRICULUM

Course Title	Theory Hours	Clinical Hours	Conference Hours	
Anatomy & Physiology	102			
Nutrition	53			
Pharmacology I	51	42	6	
Pharmacology II	28			
Fundamentals of Nursing	150			
Nursing of Adults	196	140	18	
Maternal & Newborn Nursing	58	28	4	
Nursing of Children	56	42	6	
Nursing of the Elderly	56	28	4	
Personal Vocational Concepts I	27			
Personal Vocational Concepts II	28	49	6	
Mental Health Concepts	62	42	6	
General Orientation (Fall 7 hrs)				
Clinical Orientation (Spring 14hrs)				
Total Program Hours	867	371	50	1288
IV THERAPY	Integrated			

37.5 clocks hours equal one academic credit hour

CLASSES AND CLINICAL PRACTICE

The first seventeen weeks of the program comprise the foundation or pre-clinical block. During this time classes are held at the Saline County Career Center. Class meets Monday-Thursday from 7:15 am to 3 pm. Courses include Anatomy & Physiology, Fundamentals of Nursing, Pharmacology I, Nutrition, Maternal & Newborn Nursing, Mental Health Concepts and Personal Vocational Concepts I, IV Therapy is integrated throughout these foundational courses.

The next 29 weeks of the program are referred to as the clinical block. During this time classes are held at the Saline County Career Center with clinical experiences at area facilities. Classes meet Monday-Thursday; hours will vary due to

clinical assignment. Courses include, Nursing of Children, Nursing of the Elderly, Nutrition, Pharmacology II, Personal Vocational Concepts II, and Nursing of Adults.

Methods of curriculum delivery include: instructor and/or guest lecture, participatory discussion, cooperative learning activities, demonstration of nursing skills, return demonstrations, supervised laboratory and clinical practice, field trip, and simulation to enhance learning.

Teaching Aids and simulations to enhance learning: Audiovisual, charts, posters, anatomical models and skeletons, computer assisted study, simulation lab, and reference library.

Study: It is the student's responsibility to schedule individualized student assistance from instructors as needed. It is also the student's responsibility to be prepared for class/clinical at all times.

COURSE DESCRIPTIONS

Anatomy & Physiology (Theory Hours: 102) through this course, the student should gain knowledge of normal structure and function of the human body, and begin to relate the relationship between normal body function and wellness. As each body system is studied, basic concepts of illness will be introduced, as well. Mastery of medical terminology as it relates to anatomy and physiology is emphasized.

Nutrition (Theory Hours: 53) this course provides a foundation in the science of normal nutrition and nutrition therapy. It incorporates the basic principles of the relationship between food and health. The student will have a sound knowledge of the changes in nutritional requirements across the lifespan with respect to diversity, wellness, major health concerns and disease processes of the body systems. Concepts are integrated into the specialty nursing courses.

Pharmacology I (Theory Hours: 51) (Clinical Hours: 42) (Clinical Conference Hours: 6) This course provides for the development basic knowledge in pharmacological concepts necessary to accurately calculate and safely administer appropriate doses of medication by various routes as well as monitor the therapeutic response. Safety is emphasized for the nurse administering the medications and for the client receiving the medications. The legal and ethical responsibilities of medication administration are presented along with the nursing process and how it applies to administration of medications. Special consideration for diversity and growth across the lifespan will be applied to the administration of medication. Simulation exercises will prepare students for clinical skills.

Pharmacology II (Theory Hours: 28) This course will provide the student with an explanation of the effects of specific medications on the various body systems. Safety for the nurse and the client as well as legal and ethical responsibilities is emphasized. Special considerations for diversity and lifespan will be included.

Fundamentals of Nursing (Theory Hours: 150) Through this course, students will acquire skills included in basic, intermediate, and advanced nursing procedures, applying medical and surgical aseptic technique as appropriate. The use of therapeutic communication with attention to ethnic and cultural differences is included. Accurate written communication (documentation) and emphasis on holistic nursing care including the nursing process are important aspects of this course. Basic principles of mental health nursing are addressed- relating stress to physical and emotional illness. Skills and concepts are presented through classroom lecture based on test objectives. Demonstration, lab and clinical practice help to re-enforce learning. Simulation exercises will prepare students for clinical skills.

Nursing of Adults (Theory Hours: 196) (Clinical Hours: 140) (Clinical Conference Hours: 18) Pre-requisite: successful completion of A&P and Fundamentals of Nursing. This course builds upon the knowledge gained in both the A&P and Fundamentals of Nursing courses. It continues to emphasize holistic, culturally based nursing care utilizing the nursing process. Disease processes and appropriate nursing care are an important part of study, as well as addressing patient education and wellness concepts, adult developmental stages. Importance of continuing education and participation in professional organizations are included. Simulation exercises will prepare students for clinical skills.

Maternal & Newborn Nursing (Theory Hours: 58) (Clinical Hours: 28) (Clinical Conference Hours: 4) This course covers the fundamental knowledge necessary to provide competent, basic maternal and newborn care for the client and family. Students will learn to provide nursing care according to the nursing process for the client experiencing pregnancy or other conditions related to reproduction. Consideration for diversity and lifespan will be emphasized as well as safety. Pharmacology and nutritional concepts related to pregnancy and newborn care will be included.

Nursing of Children (Theory Hours: 56) (Clinical Hours: 42) (Clinical Conference Hours: 6) This course covers the nursing care of children within the family structure. Normal growth and development concepts are emphasized as a foundation for client care. Disorders common to each age group and the effects that illness will have on the child. Consideration for diversity and lifespan will be emphasized as well as safety. Pharmacology and nutrition as it relates to wellness/illness will be included.

Nursing of the Elderly (Theory Hours: 56) (Clinical Hours: 28) (Clinical Conference Hours: 4) Through this course, the student is given an overview of the normal aging process. Emphasis is placed on holistic nursing and the nursing process, recognizing the cultural and ethnic diversity of the aging population. Routine nursing care and assessment of the elderly, as well as illnesses common to the older adult are presented. Included also are methods of continuing education in geriatric nursing practice.

Personal Vocational Concepts I (Theory Hours: 27) This course is designed to provide the student nurse with an overview of various personal and professional components essential to their success as a practical nurse. Students will become knowledgeable of the evolution of practical nursing and how it relates to the practical nurse's role as a member of the health care team. Students will gain an understanding of the social and regulatory environment in which they will operate. Legal, ethical, trends and personal development will be covered.

Personal Vocational Concepts II (Theory Hours: 28) (Clinical Hours: 49) (Clinical Conference Hours: 6) This course is designed to assist the student nurse in the successful development of management and leadership skills. Effective communication skills in regards to interpersonal relationships and delegation will be covered. This course will assist the student to prepare for the NCLEX-PN exam and to seek out employment upon completion of the program.

Mental Health Concepts (Theory Hours: 62) (Clinical Hours: 42) (Clinical Conference Hours: 6) This course is a study of the psychology of human beings and the therapeutic interventions that promote high levels of functioning. People are viewed as holistic beings: therefore, the emphasis of this course is placed on the emotional, cultural, social and spiritual aspects of human behavior. The development of mental health throughout the life cycle is discussed. Both adaptive and maladaptive behaviors are explored. The nursing process is then employed as a framework for planning and implementing appropriate therapeutic interventions. Simulation exercises will prepare students for clinical skills.

IV Therapy (*Integrated) This course is integrated throughout the curriculum in Anatomy & Physiology, Fundamentals of Nursing, Pharmacology I, Nutrition, Nursing of Children, Adults and the Elderly. It includes didactic and clinical experience required to meet the criteria for IV Therapy certification as outlined by the Missouri State Board of Nursing. It provides for instruction to prepare participants to perform limited intravenous fluid therapy treatment in accordance with Missouri Rule 4 CSR 200-6.010 -3.060 Curriculum Guide: Venous Access and Intravenous Infusion Treatment Modalities: Instructor, Instructional Materials Laboratory, the most recent edition. Simulation exercises will prepare students for clinical skills.

SCHOOL CALENDAR

2025-26 Calendar (Minimum Holidays)

August 4th	2025	Orientation 7:15 am-3:00 pm
August 5th	2025	First Day of Regular Class
September 1st	2025	Holiday
November 26 -27	2025	Holiday
December 5th	2025	Snow Day #1
December 23-January 4	2025/2026	Holiday
January 5th	2026	Return to class.
January 19th	2026	Holiday
May 1, 8, 15, 29	2026	Snow Day #2-5
June 25th	2026	Last Day of Program Graduation Ceremony

Fall - Winter Break Classes in session Monday, Tuesday, Wednesday, and Thursday from 7:15 am – 3:00 pm with occasional clinical days which will lengthen the day according to site requirements.

After Winter Break Classes are in session Monday & Thursday from 7:15 am – 3:00 pm
Clinical days are Tuesday & Wednesday and time will vary by schedule.

*With adequate notice to students this calendar is subject to change at the discretion of the faculty. Snow Days are designated in advance for makeup in the event that we miss due to inclement weather. ***If more snow days are missed than we have scheduled, these days will be made up on Fridays prior to graduation.

Costs for Practical Nursing Program 2025-2026 School Year

COSTS PAID TO SCCC (eligible for student aid)

Tuition	$	13,000.00
Textbooks	$	3,476.00
Tech Fee	$	403.00
Lab Fee	$	400.00
Photo for Licensure	$	50.00
Name Tag (2) with badge holder	$	10.00
Professional Malpractice Insurance	$	15.00
Graduation	$	135.00
TOTAL ESTIMATED COST PAID TO SCCC:	**$**	**17,489.00**

*COSTS NOT PAID TO SCCC:

Background check/immunization tracking	$	40.00
Professional Nursing Organization Membership	$	25.00
Index fingerprint company	$	40.00
NCLEX Exam Fee	$	200.00
Misc.: (2) Uniform Polo top, khaki pants, lab coat or jacket, shoes, watch, stethoscope, penlight, bandage scissors, pocket protector, name tag	$	300.00
TOTAL ESTIMATED COSTS NOT PAID TO SCCC	**$**	**605.00**
TOTAL ESTIMATED COST FOR PN PROGRAM	$	18,094.00

* Pre and Post Clinical Physical Exam Responsibility of student with individual health care provider.
* Students must submit proof of having a health care insurance policy.
* Field trips, seminars, workshops or conventions may be selected during the school year to enhance the students learning experience. Attendance by class members is mandatory. Registrations, travel, lodging and additional expenses incurred are the responsibility of the student.
* Student PN Class dues monthly set by vote (approximately $3-$5 each month for 11 months)
* Miscellaneous (notebooks, paper, pencils, pens, breaks, meals, and transportation) is the responsibility of the student.

Revised 5/8/2025

FINANCIAL AID INFORMATION & PROCESS

The Career Center is approved by the following programs and/or agencies: Pell Grant, Missouri State Grants, Direct Stafford Loan, Division of Vocational Rehabilitation, Work Force Investment (WIOA), Missouri Nurse Loan Program, Veterans Educational Assistance Program and Institutions Scholarships. For information about these programs call the Financial Aid Office.

Students should fill out a Free Application for Federal Student Aid (FAFSA) at https://studentaid.gov/h/apply-for-aid/fafsa as early as October 1 using the previous year's taxes. We encourage you to use the IRS's data retrieval tool when filling out your FAFSA on line. The FAFSA is used to award PELL Grants, Direct Federal Stafford Loans, State Grant programs and many scholarship awards. To have the opportunity to qualify for Missouri Access Grant Awards a student should submit their FAFSA by February 1st and no later than April 1st to be considered for this Grant.

Students are required to attend a financial aid workshop in the spring, which will assist of an orientation of the financial aid process and starting of completing financial aid paperwork. No Title IV Funding will be approved UNTIL all requested documentation has been received in the Financial Aid Office. Documentation that MAY BE required: tax transcript, untaxed income which includes child support, Social Security, AFDC, SSI, pensions, etc., driver's license, Social Security card, Birth Certificate, High School Diploma or certificate of high school equivalency.

Applicants selected will be **required** to pay a **$200.00 seat fee** to hold their position in the class regardless of financial aid situation. This fee is due by the date stated in their acceptance letter. Students who have paid the $200.00 seat fee and then decline their seat prior to the first day of class will have their fee refunded to them, minus $100.00.

STUDENT ELIGIBILITY for Title IV Requirements (Pell & Federal Loans)

To be eligible for aid provided by any of the school's federal financial aid programs the student must meet the following criteria:

1. Be enrolled or accepted for enrollment in an eligible program leading toward a degree or certificate at an eligible institution of higher education:
2. Have a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma).
   a. A foreign diploma will be accepted after student provides documented proof of U.S. high school diploma equivalency.
   b. They may utilize a company such as ECE, WES and Spantran.
   c. The cost of this documentation is the applicant's responsibility.
3. Have a recognized equivalent of a high school diploma, such as a general education development or certificate of high school equivalency certificate
4. Be a U.S. citizen, U.S. national or permanent resident of the United States as determined by federal guidelines or other eligible non-citizen:
5. Have a valid Social Security Number:
6. Maintain satisfactory progress as defined by the program.
7. Not owe a refund on a federal student grant or be in default on a federal student loan.
8. Register with Selective Service, if required.
9. Not have a conviction for possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid (such as grants, work-study, or loans). If you have such a conviction, you must complete the Student Aid Eligibility Worksheet to determine if you are eligible or partially eligible for aid.

TUITION - TUITION REFUNDS

Tuition Payment Schedule:

Students who have been accepted and started their educational program are responsible for the entire cost of the program even if they withdraw or they are dropped. Even though student ledgers will be broken down into payment period expenses and disbursements, students will still be billed for the total program costs.

Tuition and fees will be due for those attending SCCC the first day of each Payment Period unless a payment schedule is agreed upon and followed (1st Payment Period tuition due the first day of class - 2nd Payment Period tuition is due after students have completed 450 hours, 3rd Payment Period tuition is due after students have completed 900 hours). Tuition

waivers will be allowed for financial aid disbursements. If tuition and fees are collected in advance of the start date and class is canceled, the institution refunds 100% of the tuition and fees collected within 45 days of the scheduled start date.

The Board of Education of the School District of Marshall establishes the tuition rate sometime in the fall. A listing of current tuition cost and supplies is available, upon request, from SCCC's Financial Aid Office.

TEXTBOOKS

A list of textbooks will be provided to you upon enrollment into the Practical Nursing program. All textbooks and resource books must be purchased through our program.

WITHDRAWAL PROCEDURES

Students must withdraw by contacting the Financial Aid Office at Saline County Career Center. Students not withdrawing in writing will be dropped as of their last day of attendance. If a student received a loan, they are required to complete Loan Exit Counseling. If student has been issued an entry key card they are required to return that before their last day.

If student drops before the end of the 1st week of class and we are able to fill their spot in the class, a refund will be made within 45 days of the class start date. SCCC will retain $100.00 of the student's seat fee.

Students who have enrolled prior to visiting SCCC facilities have the opportunity to withdraw without penalty within three days following either attendance at a regular-scheduled orientation or following a tour of the facility or inspection of the equipment.

If a student drops from the program, both Federal and Institutional charges will be calculated to determine refunds. If there is a balance remaining on the student account after refunds are made, ***the student is responsible for paying this balance. Every effort will be made to collect these funds before the account is sent to a collection agency. Official school transcript will not be released on an account with a credit balance.***

Refund Calculation:

A. Student will receive 100% tuition refund if school is notified of the student's withdrawal before the first day of the program. School will keep $100.00 of their seat fee.
B. Student will receive 100% tuition refund if school is notified before the end of the first week and we are able to fill their place in the class.
C. The school will retain 50% of the tuition for students withdrawing before or during the second week of the program.
D. The school will retain 100% of the tuition for students withdrawing during or after week three of the program.
E. Student fees and supplies are non-refundable.

The refund policy is applicable to all post-secondary students who execute a complete withdrawal from course work during an academic year. The student's withdrawal date is the last day of attendance. Any books and/or supplies received by the student prior to withdrawal will be charged to the student's account and will not be refunded. Outstanding balances to Marshall School District will be turned over to a school attorney or collection agency if outstanding balance is not paid.

Tuition Responsibility:

Students enrolled in the program are responsible for the full tuition from both the first and second academic years. For students encountering a hardship that prevents successful completion of the program, an opportunity to appeal may occur to waive the remaining tuition.

The hardship appeal committee will be composed of the SCCC Director, SCCC Adult/Community Ed Coordinator, SCCC LPN Director & Instructor, Marshall Public Schools Superintendent, and an advisory committee member.

SCCC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to SCCC due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

NURSING SCHOLARSHIP FUND

Established by: Wilma Smith Family in Memory of Judy Day Atkins, Tony B. Davis in Memory of Jacob Raymond Davis, Katherine Plymell Memorial, and Ruth Martz. These funds are to help students in emergency situations and should be paid back so funds are available to assist future classes. Those persons wishing to contribute to the Nursing Scholarship Fund may do so by contacting the Adult Education Coordinator at the Saline County Career Center.

ATTENDANCE POLICY

Purpose

Proper behavior and general work habits are basic requirements for successful employment, and they are stressed as part of the educational program. In keeping with our responsibility for job training we follow policy and standards established by health care facilities within our advisory committee and clinical sites.
Attendance is taken in all SCCC courses and clinical. Absences may result in failure of the program. Any quiz, activity or assessment points given on a class day may be forfeited if the student is not in attendance.

Definitions

Excused Absence: student is not in attendance for class, clinical or other scheduled activity and notifies the instructor 30 minutes prior to the starting time, if student becomes visibly ill during class, or clinical notify supervising instructor in a timely manner. Student provides information of a reasonable event.
Excused Late: notification of absence 30 minutes prior to the start of class, clinical or other scheduled activity and arriving after the start of class. Student provides information of a reasonable event. **No student shall be admitted late to clinical.**

- Students must contact the program for absence **30 minutes prior to the start of the day** for any classroom, clinical or other school related activity, and provide a reason for the absence.

Unexcused Late: notification of absence anytime less that the 30 minutes prior to the start of class, clinical or other scheduled activity and arriving after the start of class. **No student shall be admitted late to clinical**.
Early departure: student leaves class, clinical or other scheduled activity, with timely notification prior to leaving.

- **Three incidents** of unexcused absence, late or early departure will lead to the disciplinary process.

No Call/ No Show: student does not call prior to the start of class or clinical, or show up for class, clinical or other scheduled activity at the appointed start time.

- The First incident of No Call/No Show will result in a verbal warning with a follow up written documentation on the Student Improvement Plan.
- The Second incident of No Call/No Show will result in a written warning with follow up documentation on the Student Improvement Plan and a probation period. The student will meet with the SCCC administrator.
- The Third incident of No Call/No Show will result in the student being dismissed from the program.

Students missing **more than two clinical days** may be subject to disciplinary policy leading to dismissal from the program

Students must report to assigned clinical facility **15 minutes prior to start time**.

Reasonable events that may institute an excused absence are as follows: unexpected delay in transportation, death in family, funeral attendance, major illness or contagious illness, birth of child, court, jury duty, student becomes ill during the class or clinical day. After an absence of three days due to illness a doctor's report is required before returning to classroom or clinical. (*Except in limited and pre-determined cases, only the SCCC administrator only may waive the doctor's excuse.) Any student absent to attend court or a funeral must submit the proper documentation.

*Excessive absence even though excused may be subject to disciplinary process.

Unreasonable events that may institute an unexcused absence are as follows: overslept, did not wake up in time to travel to class or clinical, failure to allow time for travel in all situations including inclement weather, not returning from break or lunch on time, hair appointments, planned vacation or not returning from a vacation for regularly scheduled class or clinical, shopping, missing class or clinical due to not having childcare, sleeping during class or clinical). Appointments should be scheduled during non-school hours and elective surgery during vacations.

- All absence, late arrival or early departure must be documented on a form by the students and returned to the PN program Administrator/Coordinator for verification.

Each student must maintain a 90% attendance for clinical and classroom in order to pass program.
Any student who is below the required 90% attendance will not be allowed to progress into the second semester of the program or graduate from the program. (Students must not miss more than an accumulative of 17 days)
It is important to note that attendance requirements for financial aid are governed by federal law. Please review the financial aid handbook as attendance can affect financial aid eligibility.
Satisfactory Progress for financial aid is determined by the student's grade being at or above 80%, clock hour attendance at or above 90% and the student is meeting professional conduct expectations for the program.

LEAVE OF ABSENCE POLICY

Leave of absence requests will be granted on an individual basis and only when special permission seems to be warranted. The admission committee must approve reinstatement.

GRADES AND EVALUATION

Each subject is graded separately. Clinical and lab performance will also be evaluated and graded. Grade reports are used to keep the student apprised of classroom performance and are available 24/7. Weekly clinical evaluations will be used to indicate performance level. Grades are weighted: tests are 90% of grade and homework is 10% of grade.

The student will be evaluated and/or graded on:

- Assigned tests, quizzes & projects according to classroom grading scale.
- Laboratory skills and performance assessments.
- Clinical performance as evidenced by clinical evaluations.
- Attendance and punctuality as reflected by class and clinical grades.
- Work habits as evidenced by having assigned work done promptly and completely.
- Professional conduct.

CLASSROOM GRADING SCALE

(No more than 5% of grades will be from Standardized Tests.)

94-100% = A
88-93% = B
80-87% = C
Less than 80% = FAIL

CLINICAL GRADES

Clinical grades will all be on a pass/fail basis. Students will receive weekly feedback on clinical performance. Attendance is a major portion of the grade. Instructors will receive written feedback for all other clinical areas for which the students rotate. Grades will be based on student assignments, instructor and preceptor feedback.
ANY FINAL COURSE GRADE BELOW 80% or ANY FAILED CLINICAL ROTATION WILL RESULT IN DISMISSAL FROM THE PROGRAM.

REMEDIATION

Test Remediation Plan

Student will:

- Gain needed knowledge of content.
- Assist with content understanding of content tested over and have a better understanding of the questions missed.
- Remediate any test scored below 80% (80% and above is passing, so 79.9% and below will remediate).
- Not share your typed work with your peers and adhere to the academic honesty policy set forth in the SCCC PN Handbook.
- Follow the guidelines set forth by their instructor in regard to providing rationale for:
    - Why you missed the question?
    - Rationale regarding understanding of the correct answer?
    - The content area intended by the test question?
- Will be required to turn in test remediation within 24 hours to their course instructor.

Instructor will:

- Provide an "Student Improvement Plan" identifying test score and need for remediation
- Assist the student with understanding of content identified by test question
- Assist the student with remediation of content missed
- Notify the student of test scores
- Set guidelines for specific test remediation
- Provide the student with the time frame for returning remediation

PROCEDURE FOR DEFICIENCY NOTICES (Student Improvement Plan)

The student will be notified of performance deficiency for, but not limited to the following:

1. Grade below 80%.
2. Not following attendance policy
3. Any clinical performance of poor to unsatisfactory quality or quantity as evidenced by the clinical evaluation.
4. Any personal characteristic that could lead to client harm.
5. Other times as deemed appropriate by the instructor or administrator.

PROCEDURE FOR TEST AND QUIZ TAKING

1. Put your name on your scan form and each part of the test that your instructor has advised you. Test without names will be receive a Zero (0) and will not be graded.
2. Students are required to use SCCC Practical Nursing computers during test and quiz taking, unless otherwise instructed. If you know in advance you will have a test or quiz, have computers out and ready.
3. Each student will clear their desk. The only item that will be allowed on the student's desk during a test or quiz will be a #2 pencil. When a test is to be given, be mindful and prepared to remove all items from around your desk including food and drink.
4. Scrap paper will be provided if needed by the instructor. If you feel you may need scrap paper, simply ask your instructor and they will provide you with the scrap paper. The provided paper will need to be turned in with your test upon completion of the test.
5. #2 pencils and erasers will be available if a student is not prepared with one of their own.
6. Do NOT use mechanical pencils on the scan forms. These types of pencil leads do not erase completely and will cause grading issues.
7. No electronics will be allowed on your desk or on your person. Cell phones and watches will be place securely outside of the classroom. All belongings under your desk will be placed by the wall.
8. Once you have completed a test you will need to leave the classroom and wait until all students have completed the test. No gathering bags until the test is complete or the instructor has you return. Once you exit the classroom you may not reenter until the test is complete or the instructor has you return.

MAKE UP POLICY FOR Tests and/or Competency assessment due to absence.

Instructors for each class will assign tests or competency assessments. Students are expected to be present in class for scheduled assessments and exams. If a student must be absent on the day of an assessment or exam, they will be allowed to make-up the item up on the first day back to class, or a zero will be given for that test. No student will receive a grade for a make-up test higher than 80%. If a student scores less than a 80%, they will be given that lower grade. Students with a scheduled absence may meet with instructors and take an exam in advance. The date to be determined by the instructor, additionally the instructor has the prerogative of giving an alternate competency assessment or exam as a make-up. Students may forfeit points on quizzes and in class assignments if absent.

PROFESSIONAL CONDUCT EXPECTATIONS

Students are expected to conduct themselves in a manner that will not discredit the nursing profession, the school, or the community. Students are expected to act professionally and accept responsibility for their own actions. It is the student's responsibility to use common sense, good judgment, tact, and acceptable personal behavior while in the program.

CODE OF CONDUCT

To maintain a culture of patient safety, we must ensure that respectful communication occurs among all members of the healthcare team.

Students of Saline County Career Center Practical Nursing program are expected to know and comply with federal, state and institutional guidelines that relate to clinical practice. (i.e. The Joint Commission Standards, Missouri State Board of Nursing Nurse Practice Act, clinical facility guidelines)

These guidelines are to be followed in both the classroom/lab and clinical setting. Training related to these guidelines is mandatory for all students. It is reviewed annually with documentation signed by students stating they understand and their intent to comply. Satisfactory completion of the documentation is a requirement prior to attending classroom and clinical experience.

Violations of these Code of Conduct guidelines will be documented by a Student Improvement Plan and monitored by the PN program Administrator/Coordinator and SCCC Director. Failure to comply may lead to dismissal.

Specific Code of Conduct Expectations

- Accept responsibility for own behavior, practice and scholarship
- Attend and participate in all classroom/ clinical sessions unless excused by instructor
- Arrive and depart on time.
- Exhibit professional appearance and behavior.
- Maintain privacy and confidentiality
- Advocate for patients
- Demonstrate ethical behavior.
- Seek and utilize guidance from instructor and/or staff in an appropriate manner.
- Promote personal growth by self-assessment, self-disclosure and utilization of feedback.
- Communicate appropriately with peers, faculty and staff of the school and clinical facilities.
- Follow all school and clinical facilities policies and procedures.
- Appropriate use of technology, social media and other electronic messaging applications.

ACADEMIC ETHICS AND HONOR CODE

Honesty in all endeavors is essential to the function of society. The Marshall Public School Board of Education, administration, faculty, and staff believe academic honesty is a prerequisite for current academic achievement and future career success. As education is challenged to improve its quality, there is great value in emphasizing academic standards and integrity.

All students and members of the academic community are expected to act in accordance with this principle. The school recognizes academic dishonesty as a serious offense. A violation against academic honesty committed by a student is an act which would deceive, cheat, or defraud to promote or enhance one's academic standing. Academic dishonesty also includes knowingly or actively assisting any person in the commission of an offense of academic dishonesty. Examples of offenses against academic honestly include the following but not limited to:

Plagiarism- is defined as the borrowing of ideas, opinions, examples, key word phrases, sentences, paraphrases, or even structure from another person's work, including work written or produced by others without proper acknowledgment.

Cheating- is defined as, but not limited to copying or using others work on drafts, completed essays, examinations, quizzes, projects, assignments, presentations, or other forms of communication, be it on the Internet or in any other medium or media.

If a student **utilizes technology** in or outside of the classroom to knowingly cheat or plagiarize when completing assignments or preparing or taking an exam or knowingly causes others to become involved in cheating by the same means is grounds for disciplinary action.

Students found to have been dishonest will not receive credit for the work and will be subject to discipline resulting in and/or leading to dismissal from the program.

All classroom and clinical work should be your own. Anyone being dishonest or assisting another student to be dishonest will be subject to disciplinary action leading to dismissal from the program.

FCSR Employee Disqualification List for Felony Conviction

If the student is on the employee disqualification list with the Department of Health and Senior Services, he/she is ineligible for completing clinical experience and therefore unable to complete the requirements for this program. If the student is added to the list or found to be on the list during the course of the program, the student will be dismissed. If the student becomes under investigation, they must notify the program coordinator immediately. Any student with a felony conviction may not be allowed to write the licensure examination, unless the Board of Nursing rules the conviction does not make them ineligible to write the exam. The student may be held out of clinical until a determination is made concerning the situation by the DHSS or the Board of Nursing.

CLASSROOM PERFORMANCE EXPECTATIONS

- Put away your cell phones before you enter the school (do not make or receive phone calls while in class and no personal text messaging).
- Get permission to speak and do not monopolize class time. Avoid side conversations while faculty, guest lecturers, or class members are speaking. This behavior infringes on your fellow classmates learning. Respect those who are teaching. Give them your full attention.
- Solicit help quickly when you have a problem with class material (poor test grade, don't understand some of the material, etc.).
- Please arrive on time and follow the attendance policy.
- Please come to class prepared for the work to be done and in a positive frame of mind so that you are ready to learn.
- Complete readings and other learning activities.
- Bring all necessary course materials such as paper, pencil, required books, handouts and notes.
- Only one handout is printed for each student. If a student is absent, it is their responsibility to contact a classmate to obtain the handout and notes.
- Address any concerns regarding your courses with the course instructor (no other faculty) outside of normal class times.
- Do not openly challenge or argue with the instructor in front of the class. When responding to classroom questions, please do not interrupt a fellow student or the instructor. Take your turn.
- When you respond to another student's comment, be respectful.
- Do not sleep in class.

CLINICAL PERFORMANCE EXPECTATIONS

- Clinical work is graded on a pass/fail basis.
- Students are expected to attend each day of clinical. **Students missing more than two clinical days may be subject to disciplinary policy leading to dismissal from the program**. **Absence must be reported promptly to the instructor and the facility.**
- Students absent during a clinical day will be counseled by the clinical faculty member and or the PN program Administrator/coordinator and the SCCC Director.
- Students absent will make an appointment with the clinical faculty instructor within the week of the absence.
- The ability of the student to successfully meet the competencies of the clinical course will be determined.
- A determination based on competency achievement will be made for required remediation, type and date of remediation, or continuance in the nursing program.
- Clinical performance will be evidenced by clinical evaluations from the clinical instructor or preceptor.
- The clinical instructor and program coordinator make the final determination in evaluating students with input from the preceptor.
- Dress codes must be adhered to for assigned facility.
- Work habits must show evidence of accuracy, neatness, thoroughness in completion of duties in a timely manner.
- Student must adhere to safety standards.
- **Students must report to assigned facility 15 minutes prior to start time**.
- Refer to clinical syllabi for guidelines and criteria.
- The student demonstrates professional responsibility by completing and submitting clinical paperwork on time.
- Failure of a clinical rotation will lead to dismissal of the program.
- Clinical practice will be scheduled to obtain as valuable experiences as possible and may be changed at the discretion of the faculty based upon available experiences.
- All shifts and on call situations may be utilized.
- Schedules will vary; students will be given a copy of the schedule at the beginning of the semester.
- The students will be notified of changes as far in advance as possible.
- Do not sleep in clinical.
- A clinical makeup day will count as an absence if it is missed.

PROFESSIONAL APPEARANCE EXPECTATIONS

Students must conform to the dress code of the Marshall Public School System and the School of Practical Nursing. Appearance expectations mirror our partner clinical sites requirements for their employees. Good personal hygiene is expected at all times in all situations. When it is the judgment of the program coordinator or instructor that the appearance of the student is unsatisfactory, that student may be requested to make adjustments or sent home for the day.

For classroom attire:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. All students must wear shoes, boots, or other types of footwear.
3. Dress and grooming will not disrupt the educational environment. The following items are prohibited:
    1. House shoes or slippers;
    2. See-through garments;
    3. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings, spaghetti straps, or single strap/sleeve (cold-shoulder) shirts;
    4. Clothing that does not cover undergarments when a student is sitting or standing;
    5. Undergarments worn as outerwear;
    6. Clothing that does not reach to mid-thigh;
    7. Holes in pants that are above mid-thigh unless patched;
    8. Clothing with profanity;
    9. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
    10. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
    11. Language or symbols that promote gangs;
    12. Hats and hoods (hooded sweatshirts worn up);
    13. Do-rags;
    14. Handkerchiefs;
    15. Sunglasses;
    16. Face paint;
    17. Overly-dramatic make-up;
    18. Other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn (although exceptions will be made for medical and/or religious reasons.)
    19. Sleepwear, including pajamas and robes.

For clinical attire:

1. All dress code prohibitions listed above apply in addition to items 2 – below.
2. A class shirt and khaki slacks/scrub pants may be worn in certain situations.
3. Class uniforms are to be worn in the clinical area only.
4. Name badge must be worn.
5. DO NOT wear the school uniform after hours in public, work or social setting.
6. Uniforms must be clean and pressed for each clinical day.
7. A solid color crew neck top may be worn under the scrub top.
8. Clean leather shoes, soft soled with closed heels and toes, socks.
9. Jewelry will be limited to wedding/engagement rings and post earrings worn in the ears only.
10. No other body jewelry, including tongue piercing is to be worn.
11. Tattoos may need to be covered per faculty discretion.
12. Hair should be clean and simply styled. Hair must not fall into your face or onto patients. Fad hairstyles are not allowed.
13. Minimal makeup is recommended.
14. Students need to keep facial hair well-trimmed or clean shaven.
15. No perfume fragranced body lotion, or aftershave is to be worn in the clinical area.
16. Fingernails must be kept trimmed short and clear polish only. No artificial nails.
17. Smelling like cigarette smoke is not acceptable. No smoke odor on breath or clothes.
18. No gum chewing.
19. Glasses, clear contact lenses or natural tinted eye color lenses.

PROFESSIONAL COMMUNICATION EXPECTATIONS

Cell phone/ electronic devices.

- Cell phone use is not permitted during the school day or at any clinical/patient care area or during any other community agency clinical experience.
- Laser emitting devices are prohibited from school.
- Personal music devices are not permitted.
- Due to many capabilities (picture, video and audio recording, etc.) the use of these devices during school may result in disciplinary action leading to dismissal from the program.

- No inappropriate postings on public sites, social media, about anyone connected to the program. (i.e. students, peers, faculty, clinical facilities and employees).

Students may use cell phone on breaks only when away from the school or clinical setting.

Computer/internet use

- The computer is to be used for educational purpose only.
- Do not use the computer during class for social networking, internet browsing, checking personal email or other distracting activities.
- Students must follow the rules of appropriate use for internet access, printing and accessing electronic data.
- Students will sign a district form agreeing to the appropriate use of the computer.

Courtesy/Respect

- All students must develop and maintain good attitudes toward the persons they interact with through the course of this program, i.e. administrators, faculty, classmates, support staff, preceptors, clients and their families.
- Students should be alert to their surroundings and helpful at all times.
- Students are expected to be kind and considerate of others.
- Students are expected to follow directions through policy, procedure or from supervisors.
- Failure to take direction or treat others with kindness, dignity and respect could result in disciplinary action.
- Problems should be reported to the instructor to prevent misunderstandings and to maintain effective relationships.

Interpersonal Communication

- Disagreement and discussion are a productive part of higher education and are to be expected. There are appropriate and productive ways to handle disagreements and concerns.
- Conflicts should not be discussed in front of others uninvolved and should be settled in a calm manner.
- Talk with the involved person/s in a positive, professional way.
- State what your concern is and how you feel about it.
- Allow the other person/s to voice their concern.
- Listen.
- Discuss the issue and hear each person/s concern.
- If you are not able to resolve a disagreement or concern you may contact the counselor or program coordinator.
- Always be positive and optimistic.

Inappropriate Language or Behavior

- Do not discuss inappropriate subjects in the classroom, at lunch, breaks or clinical.
- Private and/or confidential information should not be openly shared in conversation and only with appropriately qualified individuals.
- Students will refrain from using profanity, abusive or suggestive language, eye rolling, faces or gestures at any time.
- This is in keeping with the Marshall Public Schools strict policy on prohibiting any form of sexual harassment of students.
- Any type of offensive behavior or harassment will not be tolerated. (See Board Policy AC and Board Police ACA.)

Violation of Privacy Act

Students are legally and ethically obligated to treat information about clients in any of the clinical settings as confidential. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) provides national standards for confidentiality. As a student nurse your relationship with clients gives you access to information that is considered private. Any information that you receive that is of a personal nature and has no direct bearing on the client's treatment or well-being should be considered confidential. Unless the information that you have received may cause harm to the person or others it should be withheld and considered private. Sharing of information with other health care personnel who are a part of the client's health care team is appropriate as long as the information is relevant to the care of the client. The release of information to anyone other than persons directly associated with caring for the client, without permissions, are a violation of the client's right to privacy.

As a student you will use client records to gather information that will assist you in planning and implementing their care. This information needs to be properly disposed of (shredded) when no longer needed for its intended use. Clinical papers should contain no identifying information such as name, address, medical record numbers, etc.

As a student you will hear examples of patient care situations in the classroom or clinical setting in a learning context. This information is to remain confidential as well.

A breach of confidentiality may result in disciplinary or legal action.

DISCIPLINARY POLICY

Practical nursing students are students of the Marshall Public School system and are subject to all rules and regulations thereof (including suspension and expulsion). Practical Nursing Students are subject to the authority of the Marshall Public School System and may be removed or disciplined for any reason stated in the district's policies and handbooks applicable to students in the regular K-12 programs, including this policy handbook, and in accordance with the procedures established herein. All Board policies and Marshall Public Schools handbooks may be accessed at www.marshallschools.com . Violation of any of the information presented in these handbooks can result in disciplinary action leading to dismissal from the program.

Because the practical nurse is directly responsible for the lives of those persons in his/her care, we believe it is of utmost importance to protect the public from the potential harm of an unsafe and or inadequately prepared practitioner of nursing and will request/require the student to leave in order to protect others.

CONDUCT, PROBATION, AND DISMISSAL

In determining discipline, the nursing faculty will give consideration to the reasons for the disciplinary action.

The student is evaluated separately on Academics, Attendance, Professional Conduct, and Clinical Performance in regards to dismissal from the program.

Any courses not completed at the time of leaving the program will result in an incomplete grade being recorded on the transcript.

The student may or may not be eligible to re-enroll in the program the following year depending on the recommendations of the nursing faculty and the conditions of the unsuccessful completion or dismissal.

Written notification will be sent to the student by the Administrator of the Saline County Career Center. The decision may be appealed through the grievance policy as outlined in this SCCC PN student handbook.

Disciplinary Procedure

- The First occurrence will result in a verbal warning with a follow up written documentation on the Student Improvement Plan.
- The Second occurrence will result in a written warning with follow up documentation on the Student Improvement Plan and a probation period. The student will meet with the SCCC administrator.
- The Third occurrence will result in the student being dismissed.

The Administration reserves the right to escalate discipline in the event of serious misconduct, in the sole discretion of the Administration.

STUDENT DISCIPLINE

Upon recommendation of the faculty of the Saline County Career Center Practical Nursing program, a student may be subject to probation, disciplinary action and/or dismissal for reasons including, but not limited to:

In keeping with industry standards, the consideration for the severity of each situation may recognize that problems of a more severe nature may be addressed at a more advanced disciplinary level including immediate dismissal for critical incidents.

Examples of Critical Incidents, Conduct/Interactions which will result in Immediate Termination:

1. Falsification of records (including hospital records). * (to give an untruthful account of; to misrepresent; to alter or tamper with in order to deceive; to forge).
2. Being untruthful in communication or withholding information.
3. Refusal to follow instructions in carrying out the duties assigned to you by your instructor; insubordination.
4. Use of or unauthorized possession of narcotics, alcohol, or other drugs illegally, except by prescription or reporting to class, clinical or other scheduled activity under the influence of drugs or alcohol during.

5. Agencies utilized for clinical rotations in the Saline County Career Center Practical Nursing program require a drug screening and background checks. The student shall submit to such screening and assume the cost if requested. If the results of the testing/screening/background check prohibit the student from entering an agency, the student will not be eligible to continue in the PN program, since clinical requirements cannot be met and the student will be dismissed.
6. Possession of a weapon such as a gun, knife, or other harmful implement on school premises or clinical site.
7. Performing any task outside of the scope of practice of a student practical nurse.
8. Breach of confidentiality/HIPPA violation.
9. Assault of a patient, faculty, district employee, student or clinical facility employee.
10. Abuse of a patient verbally, emotionally or physically.
11. Sexual Harassment

*Critical incidents are situations that jeopardize patient care, inappropriate classroom/clinical behaviors, breach of confidentiality or actions that are outside the scope of practice for the LPN are absolute grounds for classroom/clinical failure and may result in dismissal from the program. **The student will receive a verbal and written notice for conduct that results in immediate dismissal from the program.**

*The Nursing Service Department of each clinical site retains the responsibility for patient care. Therefore, the Nursing Service Department of each clinical site retains the privilege of requesting the withdrawal of a student from a clinical site if it is felt to be in the best interest of the patient care or the clinical site. Some factors that might be considered in this request include background checks, drug screen tests, prior employee history at that institution, or actual client care provided. If such a request occurs by the institution, the student will not be eligible to continue in the nursing program, since clinical requirements cannot be met and will be dismissed.

Examples of interactions which will result in disciplinary action or dismissal:

1. Unauthorized absence from assigned clinical during scheduled hours.
2. Loitering, loafing or sleeping while in assigned clinical.
3. Use of abusive or obscene language or acting in a disrespectful manner to anyone while in class, clinical or other scheduled activity.
4. Threatening, harassing, intimidating, or coercing anyone while in class, clinical or other scheduled activity.
5. Loud boisterous behavior, horseplay, fighting, annoying others or other disorderly conduct on school, clinical site or other school activity.
6. Failure to follow attendance and call in policy.
7. Failure to meet academic requirements. **ANY FINAL COURSE GRADE BELOW 80%**
8. **Failure to meet clinical requirements. or ANY FAILED CLINICAL ROTATION WILL RESULT IN DISMISSAL FROM THE PROGRAM. Students missing more than two clinical days may be subject to disciplinary policy leading to dismissal from the program.**
9. Students who do not complete all classes of the program with an 80% or higher will not be eligible to continue in the program. If a student does not have 80% at the end of the first 8-week courses, they will be dismissed. If the student does not have the 80% at the end of any of the other courses they will be dismissed.
10. Failure to meet attendance requirements. If at the end of the first semester the student does not have 90% attendance they are ineligible to begin the second semester of classes and will be dismissed. Students who do not have 90% attendance at the end of the program will not be eligible to complete and will be dismissed.
11. Conduct detrimental to the best interest of the patient, the program, the school, and the clinical facilities. (Refer to professional expectations and functional abilities for guidelines on conduct.)
12. Unsafe nursing practice.
13. Failure or difficulty meeting any of the “Functional Abilities for Admission” in the nursing program.

PROCEDURE FOR WITHDRAWAL

Students withdrawing from school must contact the program Coordinator and submit a written statement giving the reason, within seven days of their last date of attendance. The Adult Education Coordinator will make a determination of the student’s financial responsibility to the school and inform them of this. The student will follow the readmission policy if eligible. Any courses not completed at the time of leaving the program will result in an incomplete grade being recorded on the transcript.

READMISSION POLICY

Readmission refers to those individuals who have been enrolled in the PN program, but have not completed the program. Students are allowed to reapply unless they were dismissed for causing patient harm, participating in illegal activity as

defined by the Missouri Revised Statutes for nursing licensure. Once the student departs from the program they cannot return at the point of exit but must reapply and complete the program in its entirety. No fees are prorated. The applicant will reapply using the designated application form, on or before the deadline date. (date to be determined by the Admission Committee). A letter shall accompany the application from the applicant requesting to be readmitted and an explanation as to what they will do to be successful in the program this next time. The application and reasons for readmission will be reviewed by the admission committee. The applicant will be notified in writing of the committee's decisions.

COMPLETION POLICY

It is expected that those persons successfully completing this program will be capable of functioning safely with entry level practical nursing skills and having sufficient knowledge to meet the minimum requirements of the MO State Board of Nursing. To meet these expectations and be eligible to receive the school diploma and pin, the individual must have completed all required class and clinical assignments to the satisfaction of the faculty and be functioning at or above the minimum level of objectives listed. The student must pass each subject at (or above) 80% levels, pass each clinical rotation, and have an attendance of 90% or above. All school debts must have been cleared one month prior to graduation. The student must also complete a Pre-NCLEX PN Exam and review course.

APPLICATION PROCESS FOR NCLEX-PN

Application for Missouri Licensure will be filled out in class and mailed as a group to the MSBN. NCLEX examination applications will be given to each qualified applicant, and it will be their responsibility to fill out the application and submit it to the National Council of State Boards of Nursing with the appropriate fee. Contact information for fingerprinting will be provided to the students by the PN Faculty.

Any applicant who has a questionable felony or other circumstance will be dealt with individually so as not to delay processing of other applicants. Students must follow the guidelines of the **Missouri Revised Statutes Chapter 335.046 and 335.066**

PROVISIONS FOR STUDENT HEALTH AND WELFARE

Applicants accepted for admission into the program must complete the health and immunization requirements by the specified deadline.

A health and immunization record will be kept for each student during the school year.
A complete physical examination is required upon admission to the program.
The student must use the physical exam and immunization form provided by the program.
Students must provide documentation of immunizations and TB testing per health care facility requirements.
*All costs incurred for the exam and immunization and /or testing is the responsibility of student with individual health care provider.
All students will carry accident/hospitalization insurance and provide proof to the school prior to participating in clinical/laboratory activities.
Hepatitis B immunization is recommended.
Influenza Vaccination is required during flu season (dates to be determined by the CDC).
Students that have an expiration date that occurs during the school year will be required to show proof of completion prior to expiration.
Failure to comply with program requirements will result in the student being withdrawn from the program.

VACCINATIONS/DOCUMENTATION REQUIRED BEFORE 1ST DAY OF CLASSES

The following vaccinations and tests are due before the first day of class:

- Covid-19 Vaccination Record (two vaccinations) 8/1
- Measles/Mumps/Rubella (2 vaccinations required or positive antibody lab report)…… 8/1
- Varicella (2 vaccinations required at least 1 month a part or positive antibody lab report) 8/1
- Hepatitis B (3 vaccinations required—0,1, & 6 months apart—or positive antibody lab report) 8/1
- Tuberculosis (one-step negative test administered **no earlier than July 1, 2025**) 8/1
- TDaP (vaccination within the past 10 years) 8/1
- Health Ins Card (copy of both sides of card) 8/1
- Physical Exam (completed by medical professional **between June 30 and August 1, 2025**) 8/1

The following vaccination is due by October 1st:

- Influenza (vaccination administered during the current flu season…**August 2024 to May 2025**) 10/15

POLICY ON NEEDLESTICKS

Any student, who receives a needle stick while in the clinical area or classroom, is responsible for obtaining necessary blood work under the direction of their private physician or clinic and absorbing the cost of the ordered tests.
If the facility in which the student is rotating agrees to order lab work and pay for the cost, the student will not be responsible for seeing their private physician and providing payment.

The student may submit a receipt and copy of lab work with a physician order to the school to submit to the liability insurance. There is no guarantee that the student will be reimbursed, as each claim is handled on an individual basis.

HEALTH CARE EMERGENCY POLICY

The Practical Nursing program does not provide health care services or pay for health care services for students. In the event of an emergency during class or clinical hours the instructor must be notified immediately to assist with the plan of care. The school or nursing staff will assist in securing medical help for a student in need of care. In an emergency the local ambulance service will be called to the school or clinical site. Students will be expected to pay for their medical services. The student will fill out and update regularly an emergency contact information form to include health insurance policy information

SMOKING

No smoking or vaping is allowed on Marshall Public School properties (including AEC building) or at the clinical facilities.

SUBSTANCE ABUSE POLICY

The following policy is set forth in order to:

- Maintain a working, learning, and clinical education environment that is safe and healthy for students, faculty, staff, and the patients we care for.
- Ensures a positive reputation of the college and its graduates within the community
- Minimize the number of accidental injuries to person or property

All students are prohibited from being under the influence or in possession of alcohol, or illegal drugs during classroom, clinical or other scheduled events. The unlawful manufacture, distribution, dispensing, possession, or use of an illegal or controlled substance while in a school vehicle, on school property, or at a school sanctioned activity is strictly prohibited. Possession of prescription drugs, on campus or at clinical sites, by any person other than the one for whom it was prescribed is prohibited. Such drugs will be used only in the manner, combination, or quantity prescribed.

- An alcoholic beverage is any beverage that may be legally sold and consumed and has an alcoholic content in excess of 3% by volume.
- A drug is any substance capable of altering an individual's mood, perception, pain level, or judgment. A prescription drug is any substance prescribed for individual consumption.

Drug testing will be arranged by the Program Coordinator. All costs incurred for drug testing will be the responsibility of the student.

Saline County Career Center Practical Nursing program will adhere to the clinical sites' requirements for drug and alcohol testing. Drug screenings will be performed on all admitted students prior to the start of classroom and or clinical education in the first semester of their first year. Random drug/alcohol tests may be requested periodically throughout the year**. Drug testing may be required if the student is involved in an accident at the clinical site, if he or she is observed using a prohibited substance, if he or she exhibits a severe and prolonged reduction in productivity, or any other reasonable cause.** This includes a student who fails to follow the call-in policy or has excessive absence. If the initial testing is positive, a second test may be required to determine the exact substance. All tests will be performed at the student's expense. If the results of testing prohibit the student from entering the clinical site, the student may be dismissed from the program due to the students' inability to complete a clinical course. Any student who fails to submit to a required testing will be subject to discipline, including dismissal.

A positive result will require the student to meet with the Nursing Program Coordinator. The positive test could result in immediate dismissal as described above or referral to substance abuse counseling and repeated drug screens.

The Nursing Program Coordinator will utilize clinical site guidelines and institutional policies in decision making. Consultation with the clinical site coordinator and Director of the Saline County Career Center education will take place prior to any final course of action.

BREAKS/MEALS

A coffeepot is available for use by the students, microwave oven, and refrigerator. Students provide their own coffee and food. You may go out for lunch, bring a sack lunch, prepare something in the classroom or use the high school cafeteria. Meals may be purchased at some clinical facilities. It is the expectation that the students will clean up after themselves. Food left in the refrigerator must have a name and date on them or they will be removed. Any items left after practical usability will be removed.

EMERGENCY DRILLS

Emergency drills are held periodically during the school year.

Evacuation/Fire Drill- The instructor informs the class of emergency evacuation exits, staff and students are to wait for confirmation from the office before following evacuation plans.

Tornado Drill-Upon directions from the office, staff and students should follow procedures to designated tornado shelter.

Intruder Drill- Directions from the office will instruct staff to follow lockdown procedures. Students and staff should wait for further directions from administration.

GRIEVANCE/APPEAL POLICY

The SCCC Administrator withholds the right to remove the student from the program during the grievance process.

A student enrolled in the PN program at the SCCC has the right to contest facts serving as the basis for decisions, and the opportunity to appeal decisions to a level higher than the original decision-maker. All decisions affecting an individual student shall be provided to the student in writing. Students wishing to grieve decisions shall do so by using the grievance procedure.

GRIEVANCE/APPEAL PROCEDURE

The following procedure is available for managing academic and non-academic grievances:

1. The aggrieved student will request a meeting with the involved party within five (5) working days of the request.
2. If a satisfactory resolution has not been achieved, the student will request a meeting with the PN coordinator (unless she is the involved party), within thirty (30) days of the incident. This meeting will take place within five (5) working days of the request.
3. If the involved party is the Program Coordinator, the student will request a meeting of the Career Center Director within thirty (30) working days of the incident. This meeting will take place within ten (10) working days of the request.
4. If a satisfactory resolution has not been achieved, the student will request a meeting with the Superintendent of Schools in writing with sixty (60) working days of the incident. This meeting will take place within ten (10) working days of the request.
5. If a satisfactory resolution has not been achieved at this level, the student may request a hearing of the School Board.
6. If you are not satisfied with the actions of Marshall Public School District, you may appeal to: Council on Occupational Education,7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Phone (770)396-3898 or (800)917-2081

GUIDANCE/PLACEMENT

Guidance and placement services are available for all students attending the SCCC. The vocational counselor provides counseling, information services, planning, orientation, testing, evaluation, placement and follow up services. A placement counselor is available to assist students in securing employment after successful completion of training programs, as well as part-time jobs for those desiring to work while in school.

INCLEMENT WEATHER

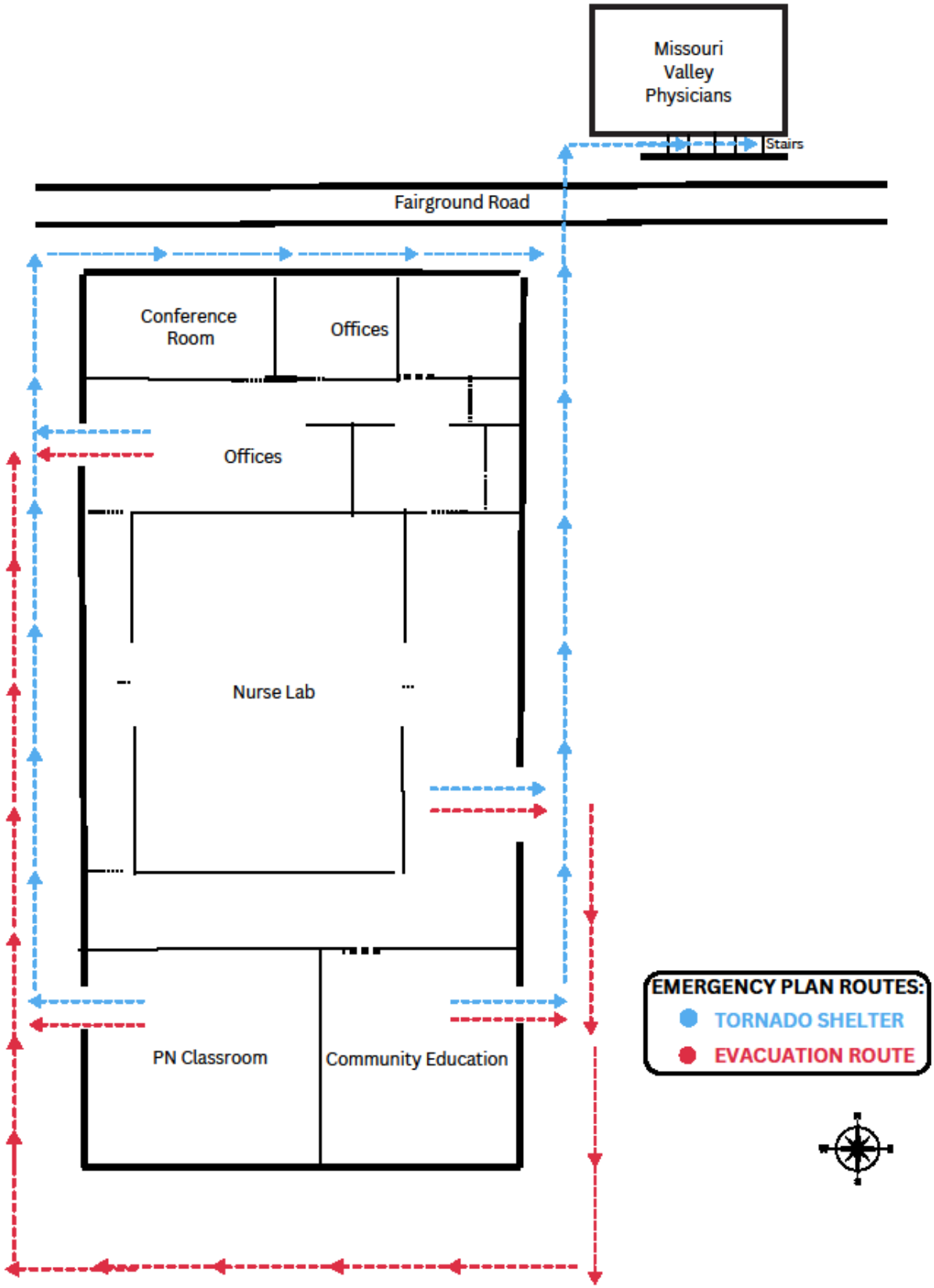
SCCC will be closed on all dates that Marshall Public Schools have cancelled classes. Cancellations may be heard on KMMO radio (102.9 FM), Channel 5 news, at www.marshallschools.com, or by signing up for the “owl alert” service at www.marshallschools.com

Please do not call the school to verify if school has been canceled. Severe storms or road conditions which create safety hazards may make it necessary to cancel classes and other scheduled school activities.
If the Practical Nursing students are assigned to a clinical rotation outside of Marshall we will not report to the clinical assignments if that local school district has canceled due to inclement weather.

LATE ADMISSION POLICY

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

SALINE COUNTY CAREER CENTER
ADULT EDUCATION CENTER



LIBRARY POLICY

A reference library is available to the students. Books may be checked out of the reference library with permission and in the presence of an instructor or secretary. Any student checking out a book automatically becomes responsible for that book. If a book becomes lost or damaged, the student will be responsible for the replacement cost. Diplomas will not be issued to anyone who has not accounted for books they were responsible for returning or replacing. Computer and Internet access is available for students. Students shall utilize electronic media in an appropriate manner or they will be responsible for any damage or loss incurred as a result of inappropriate use of technology.

PARKING

All vehicles must be registered with the SCCC office. Adults attending the Adult Education Center will be assigned parking. Parking must be only in assigned student parking spaces. All automobiles operated by students on the school grounds must be properly licensed and adhere to all state regulations. Students are expected to use all acceptable courtesies and safe driving practices on and around school property. Drivers must maintain a safe and reasonable speed and at no time exceed **5 miles per hour**. All accidents must be reported to the office as soon as possible. Tickets may be given for improper parking. Students may park cars in specified areas at the clinical facilities. Due to crowded parking lots at health care facilities, carpooling is strongly encouraged.

The Family Educational Rights and Privacy Act

Student Privacy (FERPA) Student Rights Under The Family Educational Rights And Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Students should submit a written request that identifies the record(s) they wish to inspect. The designated official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the designated official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or in violation of the student's right to privacy. Students desiring an amendment to their education record should write the designated official responsible for maintaining the record, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the student's privacy.

3. The right to a hearing regarding the request for an amendment of the student's education records. If the District decides not to amend the record as requested by the student, the District must notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

4. The right to prevent the District's disclosure of the student's personally identifiable information from the student's education records in most circumstances. The District must obtain the written consent of a student before disclosing that student's personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Where required, a student's consent must specify the records to be disclosed, the purpose of the disclosure, and the party or class of parties to whom disclosure may be made. FERPA contains the following exceptions allowing a District to disclose a student's personally identifiable information:

0. Disclosure to school officials with legitimate educational interests is permitted without a student's written consent. A school official is a person employed by the District in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted institutional services or functions that the District would otherwise use employees to perform (such as an attorney, auditor, or collection agent); a person serving on the Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A school official must be under the direct control of the institution with respect to the use and maintenance of information from education records.
0. Disclosures to parents are permitted in three situations. First, disclosure of a student's personally identifiable information to parents is permitted absent a student's written consent in the event of a health or safety emergency. The District may disclose education records in an emergency if the District determines that there is an articulable and significant threat to the health or safety of the student or other individuals. Second, disclosure of a student's personally identifiable information is permitted to parents of the student if the student is a dependent pursuant to Section 152 of the Internal Revenue Code of 1986 and notice is given to the student that a parent has requested such information. Third, disclosure of a student's personally identifiable information to parents is permitted without the student's written consent if the student is under 21 and has violated a law or District rule or policy governing alcohol or controlled substance consumption.

2. The right to opt out of the disclosure of directory information. Pursuant to FERPA, the District has classified certain personally identifiable information as directory information. The District defines directory information as:

    - Student's name
    - Parents' names
    - Enrollment status
    - Photograph, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy
    - Date of birth
    - Major field of study
    - Dates of attendance
    - Grade level
    - Participation in District-sponsored or District-recognized activities and sports
    - Weight and height of members of athletic teams
    - Athletic performance data
    - Degrees, honors, and awards received
    - Artwork or coursework displayed by the District
    - The most recent educational agency or institution attended
    - Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records.

    Students who wish to restrict the release of directory information must submit the appropriate form to the Office during the first week of each academic term. Upon receipt of such a request the Office will designate that the student's directory information is confidential and not to be released outside the District except to individuals, institutions, agencies and organizations authorized. The District will honor all requests to withhold any of the categories of directory information listed above but cannot assume any responsibility to

contact the student for subsequent permission to release information. Nondisclosure will be enforced until the information is subsequently released by the student. A student may not, however, opt-out of disclosure of the student's name, institutional email address, or electronic identifier in the student's classroom.

Regardless of the effect on the student, the District assumes no liability for honoring the request of the student to restrict the disclosure of directory information. If a student wants someone added for an exception such as a parent or spouse, they may click the following link, fill out the form, and submit to the office. Click here to add a contact

3. The right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-5920

More information from the U.S. Department of Education about FERPA is available online at http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

CONTENTS OF THE STUDENT FOLDER

The folder may contain any or all of the following

1. Application and references
2. Pre-admissions test and/or test scores
3. Evaluation and progress records
4. Transcript (courses and grades received)
5. Health Records
6. Attendance
7. Counseling and guidance records
8. A final evaluation of her/his strengths & weaknesses may include but not limited to:
   - Tests
   - Copies of hand-in work
   - Signed release of information statements
   - Copies of termination, dismissal letters
   - Records of appeals
   - Student's rebuttal of included statements
   - High School transcript or equivalency
   - Supporting Agency information

STUDENT ORGANIZATION

A general class meeting will be held approximately one month after the beginning of school for the purpose of electing class officers and organizing the class into committees.

Officers to be selected by nomination and majority votes will be president, vice president, secretary, and treasurer. Grades must be over 80% to apply for an officer position.

Class meetings, conducted by the president, will be monthly on the first Monday and as needed. Class time will be made available for meetings at the instructor's discretion. Class majority must approve committee plans and all students are expected to participate. The treasurer is responsible for class financial transactions. Minutes of class meetings will be kept by the secretary.

STUDENT NURSE ASSOCIATION CONSTITUTION AND BYLAWS

Article I Membership
A member is any student who is accepted by the Admissions Committee in accordance with the minimum standards of the Missouri State Board of Nursing.

Article II Dues
Dues shall be set by each class and paid to the Treasurer.

Article III Officers
Officers shall be elected by the student body and these officers shall be President, Vice President, Secretary and Treasurer. Said officers shall serve for a term of one year and will be known as the Executive Board. In case of vacancy of office, the Executive Board can appoint someone to fill the vacancy.

The President shall preside at all meetings and shall be ex-officio member of all committees.

The Vice President shall preside in the absence of the President and shall perform any duties designated by the President or Executive Board.
The Secretary shall keep the records of the proceedings of all meetings and all other matters of which a record shall be deemed advisable. He/She shall conduct all correspondence of the class with the concurrence of the President.

The Treasurer shall collect all dues and other funds of the class. He/She shall keep accurate records and shall report at the regular meetings.

Article IV Order of Business

Call to order
Reading of the minutes of preceding meetings
Report of the treasurer
Report of other committees
Elections if any
Miscellaneous business

This order of business may be changed by the majority vote of the students present. The parliamentary rules of order contained in “Roberts Rules of Order” shall govern meetings.

Article V Advisory Council
The advisory council shall consist of the faculty.

Article VI Committees
The committees shall be: Social, Yearbook, Education, Ways & Means.

Monthly service projects are adopted by student nurses that serve the community.
Fundraising is done to promote student activities and is deposited in the Student Nurse Activity Account. Any student that does not complete the program will not receive a refund.

Student Organizations
Students are encouraged to join the following organizations at their own expense.

NAPNES (National Association for Practical Nurse Education and Service)
MLN (Missouri League for Nursing)
Student Practical Nurse Association of Saline County Career Center (Membership fee subject to change)

STUDENT ACCOMMODATIONS POLICY

Saline County Career Center has a policy of providing reasonable accommodations to qualified students with a disability according to Section 504 of the Rehabilitation Act, Title II of the Americans with Disabilities Act and the Pregnancy Discrimination Act to ensure that there will be no discrimination on the basis of disability. Accommodations are adjustments made for students with disabilities in order to allow them to access the same education experiences as their peers and have the qualifications to sit for their State Boards.

1. The student with a disability who requires accommodations must request accommodations in writing detailing the specific modifications and include appropriate medical documentation. The written request and appropriate documentation shall be directed to the Program Coordinator.

2. Appropriate documentation supporting the request for accommodation from a qualified professional with expertise in the areas of the diagnosed disability. Documentation must include:
    - a history of the disability and any past accommodation granted the candidate and a description of its impact on the individual's functioning;
    - identification of the specific standardized and professionally recognized tests/assessments given (e.g. Woodcock-Johnson, Weschler Adult Intelligence Scale);
    - clinical diagnosis of disability (where applicable, list DSM Code Number and Title);
    - the scores resulting from testing, interpretation of the scores and evaluations; and
    - recommendations for testing accommodations with a stated rationale as to why the requested accommodation is necessary and appropriate for the diagnosed disability.

3. Students with a disability are responsible for providing documentation from the appropriate medical or psychological personnel in conjunction with the student's request for accommodations as per the Missouri Board of Nursing Request s for "Modifications from Disabled Candidates".
    a. Students are responsible for any charges incurred while obtaining documentation.
    b. Policies for required documentation vary according to the disability. The documentation must clearly identify the disability and provide sufficient information regarding the limitations of the disability in order to permit Saline County Career Center to make a determination as to whether the requested accommodations are appropriate. Saline County Career Center will be responsible to determine based upon the evaluative data, what those accommodations should be.
    c. Documentation of disability should be mailed or faxed by the professional to the attention of the Program Coordinator at Saline County Career Center, 900 West Vest or faxed to 660-886-3092. The documentation may also be hand delivered by the student in a sealed company envelope with the professional's signature across the seal.

4. Accommodations will be determined based upon the documentation of the disability. It is important to have the documentation state how the disability affects academic performance. Students who believe that they would like additional accommodations must make the request in writing to the Program Coordinator. These will be considered on a case-by-case basis, and decisions may involve various personnel (for instance, the SCCC Director, faculty and the student).

5. It is in the best interest of students requiring classroom accommodations to attend the first class before scheduling a meeting with the coordinator to determine the accommodations for the course.

6. After accommodations have been established by the Program Coordinator, a letter will be presented to the student describing the accommodations for which he/she qualifies to receive. A confidential letter will also be presented to the instructors describing the accommodations for which the student qualifies.

7. Students who are experiencing unresolved problems receiving appropriate accommodations should contact the program coordinator as soon as possible.

8. Students with latex allergies should be aware that the potential for latex exposure exists in classroom and clinical activities. It is the student's responsibility to notify the Program Coordinator of such allergy. When possible, the program faculty will alert the student to potential latex exposure, and if available, will provide non-latex substitutions. While faculty will make every effort to keep the student informed, it is the student's ultimate responsibility to maintain vigilance for potential exposure.

STATEMENT FROM POSITION PAPER – REQUEST FOR MODIFICATIONS FROM DISABLED CANDIDATES – Missouri State Board of Nursing

Statement: Only physical or mental impairments that substantially limit one or more major life activities are disabilities subject to the protection of the Americans with Disabilities Act (ADA). “Major life activities” include walking, seeing, hearing, speaking, breathing, learning, working, caring for one’s self and performing manual tasks. Mental impairment includes any mental or psychological disorder such as organic brain syndrome, emotional or mental illness and specific learning disabilities.

Almost everyone experiences some apprehension before taking an important examination. Careful diagnosis is required to address the issue of what point "normal" anxiety constitutes a disability protected under ADA.

"Test anxiety, anxiety or phobia" without precise diagnosis, may not constitute a disability within the meaning of ADA for the threshold reason that such terms are not recognized physiological or psychological impairments which substantially limits a major life activity.

English as a second language is not considered a disability under the Americans with Disabilities Act (ADA). Cultural factors (such as an individual's language), environmental and economic conditions cannot form the basis of a claim of disability.

Definitions: ADA - Americans with Disabilities Act (1990) 42 U.S.C., Section 12101, et.seq. NCLEX, NCLEX-RN, NCLEX-PN are registered trademarks of the National Council of State Boards of Nursing, Inc.

NOTICE TO APPLICANTS FOR ADMISSION TO PRACTICAL NURSING
FUNCTIONAL ABILITIES OF CANDIDATES FOR ADMISSION AND CONTINUANCE

The RECEIPT AND ACKNOWLEDGEMENT found on the last page must be signed, notarized and returned with your nursing application. The following are additional competencies, identified by the National Council of State Boards of Nursing; a nurse must possess to function safely and effectively in a variety of employment settings:

FUNCTIONAL ABILITIES: With or Without Accommodations

CATEGORY	DESCRIPTION
Gross Motor Skills	Gross motor skills sufficient to provide the full range of safe and effective nursing care activities.
Fine Motor Skills	Fine motor skills sufficient to perform manual psychomotor skills.
Physical Endurance	Physical stamina sufficient to perform client care activities for entire length of work role.
Physical Strength	Physical strength sufficient to perform full range of required client care activities.
Mobility	Physical abilities sufficient to move from place to place and to maneuver to perform nursing activities.
Hearing	Auditory ability sufficient for physical monitoring and assessment of client health care needs.
Visual	Visual ability sufficient for accurate observation and performance of nursing care.
Tactile	Tactile ability sufficient for physical monitoring and assessment of health care needs.

Smell	Olfactory ability sufficient to detect significant environmental and client odors.
Reading	Reading ability sufficient to comprehend the written word at a minimum of a tenth grade level.
Arithmetic	Arithmetic ability sufficient to do computations at a minimum of an eighth grade level. It includes the following three concepts: *Counting*: the act of enumerating or determining the number of items in a group. *Measuring*: the act or process of ascertaining the extent, dimensions or quantity of something. *Computing*: the act or process of performing mathematical calculations such as addition, subtraction, multiplication and division.
Emotional Stability	Emotional stability sufficient to assume responsibility/accountability for actions.
Analytical Thinking	Reasoning skills sufficient to perform deductive/inductive thinking for nursing decisions.
Critical Thinking Skill	Critical thinking ability sufficient to exercise sound nursing judgment.
Interpersonal Skills	Interpersonal abilities sufficient to interact with individuals, families and groups respecting social, cultural and spiritual diversity.
Communication Skills	Communication abilities sufficient for interaction with others in oral and written form.

National Council of State Boards of Nursing, Inc.

TITLE XXII OCCUPATIONS AND PROFESSIONS

CHAPTER 335
NURSES

Effective – 28 August 2018

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

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

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

(1) Use or unlawful possession of any controlled substance, as defined in chapter 195, by the federal government, or by the department of health and senior services by regulation, regardless of impairment, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096. A blood alcohol content of .08 shall create a presumption of impairment;

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

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

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

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

(6) Misconduct, fraud, misrepresentation, dishonesty, unethical conduct, or unprofessional conduct in the performance of the functions or duties of any profession licensed or regulated by this chapter, including, but not limited to, the following:

(a) Willfully and continually overcharging or overtreating patients; or charging for visits which did not occur unless the services were contracted for in advance, or for services which were not rendered or documented in the patient's records;

(b) Attempting, directly or indirectly, by way of intimidation, coercion or deception, to obtain or retain a patient or discourage the use of a second opinion or consultation;

(c) Willfully and continually performing inappropriate or unnecessary treatment, diagnostic tests, or nursing services;

(d) Delegating professional responsibilities to a person who is not qualified by training, skill, competency, age, experience, or licensure to perform such responsibilities;

(e) Performing nursing services beyond the authorized scope of practice for which the individual is licensed in this state;

(f) Exercising influence within a nurse-patient relationship for purposes of engaging a patient in sexual activity;

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

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

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

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

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

(l) Failing to inform the board of the nurse's current residence within thirty days of changing residence;

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

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

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

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

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

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

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

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

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

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

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

(11) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;

(12) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;

(13) Violation of any professional trust or confidence;

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

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

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

(17) Failure to successfully complete the intervention or alternative program for substance use disorder;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(2) Engaging in sexual misconduct with a minor or person the licensee believes to be a minor. "Sexual misconduct" means any conduct of a sexual nature which would be illegal under state or federal law;

(3) Possession of a controlled substance in violation of chapter 195 or any state or federal law, rule, or regulation, excluding record-keeping violations;

(4) Use of a controlled substance without a valid prescription;

(5) The licensee is adjudicated incapacitated or disabled by a court of competent jurisdiction;

(6) Habitual intoxication or dependence upon alcohol or controlled substances or failure to comply with a treatment or aftercare program entered into pursuant to a board order, settlement agreement, or as part of the licensee's professional health program;

(7) A report from a board-approved facility or a professional health program stating the licensee is not fit to practice. For purposes of this section, a licensee is deemed to have waived all objections to the admissibility of testimony from the provider of the examination and admissibility of the examination reports. The licensee shall sign all necessary releases for the board to obtain and use the examination during a hearing; or

(8) Any conduct for which the board may discipline that constitutes a serious danger to the health, safety, or welfare of a patient or the public.

9. The board shall submit existing affidavits and existing certified court records together with a complaint alleging the facts in support of the board's request for an emergency suspension or restriction to the administrative hearing commission and shall supply the administrative hearing commission with the last home or business addresses on file with the board for the licensee. Within one business day of the filing of the complaint, the administrative hearing commission shall return a service packet to the board. The service packet shall include the board's complaint and any affidavits or records the board intends to rely on that have been filed with the administrative hearing commission. The service packet may contain other information in the discretion of the administrative hearing commission. Within twenty-four hours of receiving the packet, the board shall either personally serve the licensee or leave a copy of the service packet at all of the licensee's current addresses on file with the board. Prior to the hearing, the licensee may file affidavits and certified court records for consideration by the administrative hearing commission.

10. Within five days of the board's filing of the complaint, the administrative hearing commission shall review the information submitted by the board and the licensee and shall determine based on that information if probable cause exists pursuant to subsection 8 of this section and shall issue its findings of fact and conclusions of law. If the administrative hearing commission finds that there is probable cause, the administrative hearing commission shall enter the order requested by the board. The order shall be effective upon personal service or by leaving a copy at all of the licensee's current addresses on file with the board.

11. (1) The administrative hearing commission shall hold a hearing within forty-five days of the board's filing of the complaint to determine if cause for discipline exists. The administrative hearing commission may grant a request for a continuance, but shall in any event hold the hearing within one hundred twenty days of the board's initial filing. The board shall be granted leave to amend its complaint if it is more than thirty days prior to the hearing. If less than thirty days, the board may be granted leave to amend if public safety requires.

(2) If no cause for discipline exists, the administrative hearing commission shall issue findings of fact, conclusions of law, and an order terminating the emergency suspension or restriction.

(3) If cause for discipline exists, the administrative hearing commission shall issue findings of fact and conclusions of law and order the emergency suspension or restriction to remain in full force and effect pending a disciplinary hearing before the board. The board shall hold a hearing following the certification of the record by the administrative hearing commission and may impose any discipline otherwise authorized by state law.

12. Any action under this section shall be in addition to and not in lieu of any discipline otherwise in the board's power to impose and may be brought concurrently with other actions.

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

14. If the administrative hearing commission grants temporary authority to the board to restrict or suspend the nurse's license, such temporary authority of the board shall become final authority if there is no request by the nurse for a full hearing within thirty days of the preliminary hearing. The administrative hearing commission shall, if requested by the

nurse named in the complaint, set a date to hold a full hearing under the provisions of chapter 621 regarding the activities alleged in the initial complaint filed by the board.

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

16. (1) The board may initiate a hearing before the board for discipline of any licensee's license or certificate upon receipt of one of the following:

(a) Certified court records of a finding of guilt or plea of guilty or nolo contendere in a criminal prosecution under the laws of any state or of the United States for any offense involving the qualifications, functions, or duties of any profession licensed or regulated under this chapter, for any offense involving fraud, dishonesty, or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;

(b) Evidence of final disciplinary action against the licensee's license, certification, or registration issued by any other state, by any other agency or entity of this state or any other state, or the United States or its territories, or any other country;

(c) Evidence of certified court records finding the licensee has been judged incapacitated or disabled under Missouri law or under the laws of any other state or of the United States or its territories.

(2) The board shall provide the licensee not less than ten days' notice of any hearing held pursuant to chapter 536.

(3) Upon a finding that cause exists to discipline a licensee's license, the board may impose any discipline otherwise available.

(L. 1975 S.B. 108 § 12, A.L. 1981 S.B. 16, A.L. 1995 S.B. 452, A.L. 1999 H.B. 343, A.L. 2007 H.B. 780 merged with S.B. 308, A.L. 2013 H.B. 315, A.L. 2018 H.B. 1719)

*Words "chapter 335" appear in original rolls.

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

--- end of effective 28 Aug 2018 ----
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Missouri Revised Statutes

Chapter 335
Nurses

←335.036
Section 335.046.1
335.051→

Effective - 28 Aug 2023, 2 histories

335.046. License, application for — qualifications for, fee — hearing on denial of license. — 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. (1) An applicant for a license to practice as an advanced practice registered nurse shall submit to the board a written application on forms furnished to the applicant. The original application shall contain:

(a) Statements showing the applicant's education and other such pertinent information as the board may require; and

(b) 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.

(2) The applicant for a license to practice as an advanced practice registered nurse shall pay a fee in such amount as may be set by the board. The fee shall be uniform for all applicants.

(3) An applicant shall:

(a) Hold a current registered professional nurse license or privilege to practice, shall not be currently subject to discipline or any restrictions, and shall not hold an encumbered license or privilege to practice as a registered professional nurse or advanced practice registered nurse in any state or territory;

(b) Have completed an accredited graduate-level advanced practice registered nurse program and achieved at least one certification as a clinical nurse specialist, nurse midwife, nurse practitioner, or registered nurse anesthetist, with at least one population focus prescribed by rule of the board;

(c) Be currently certified by a national certifying body recognized by the Missouri state board of nursing in the advanced practice registered nurse role; and

(d) Have a population focus on his or her certification, corresponding with his or her educational advanced practice registered nurse program.

(4) Any person holding a document of recognition to practice nursing as an advanced practice registered nurse in this state that is current on August 28, 2023, shall be deemed to be licensed as an advanced practice registered nurse under the provisions of this section and shall be eligible for renewal of such license under the conditions and standards prescribed in this chapter and as prescribed by rule.

4. Upon refusal of the board to allow any applicant to take either the registered professional nurses' examination or the licensed practical nurses' examination, or upon refusal to issue an advanced practice registered nurse license, 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.

5. The board shall not deny a license because of sex, religion, race, ethnic origin, age or political affiliation.

(L. 1975 S.B. 108 § 8, A.L. 1981 S.B. 16, A.L. 1995 S.B. 452, A.L. 1999 H.B. 343, A.L. 2023 H.B. 115 & 99 merged with H.B. 402 merged with S.B. 70 merged with S.B. 157)

---- end of effective 28 Aug 2023 ----

RECEIPT AND ACKNOWLEDGEMENT

The undersigned applicant to Saline County Career Center Practical Nursing program hereby acknowledges receiving, reading and understanding a copy of these notices; Functional Abilities and Missouri Nursing Practice Act sections 335.066.1 & 335.046.1

The applicant understands that completion of the SCCC Practical Nursing program does not mean that the Missouri State Board of Nursing or any other similar board will issue to the applicant a certificate or registration, authority, permit or license.

_____Signature of Applicant

_____Date

State of (_____)
County of (_____)

On this _____ day of _____, 20____, before me, _____, a Notary Public, in and for said state personally appeared _____, known to me to be the person who executed the within instrument and acknowledged to me that _____executed the same for the purposes therein stated.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal the day and year last above written.

_____, Notary Public

My Commission expires: _____