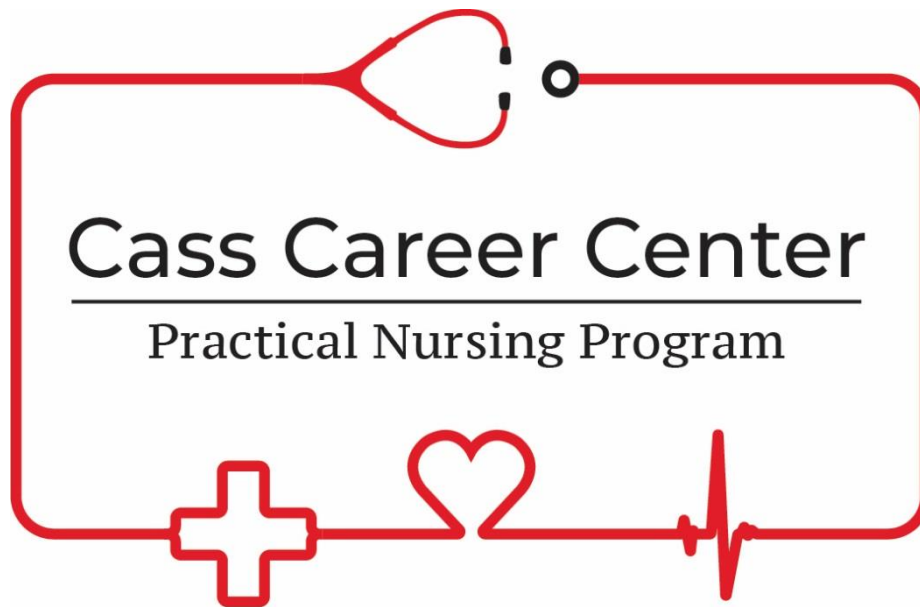


Practical Nursing Program



Student Handbook 2020-21

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ADMINISTRATION

Paul Mensching	Superintendent of Schools
Jason Eggars	Assistant Superintendent of Schools
Jeanette Flanner	Career and Technical Director
Anne Hickman	Assistant Career and Technical Director
Annie Knox	Director of Special Services

FACULTY

Elizabeth Summers, MSN, RN, CNE	Coordinator of Practical Nursing Program
Deena Roedel, MSN, RN	Full-Time Faculty Member
Crystal Peeples, MSN, RN	Full-Time Faculty Member
Suzanne Meyer, BSN, RN	Part-Time Faculty Member

STAFF

Susan Lockard	Community Education Coordinator/Financial Aid Administrator
Felicia Anstine	Assistant to PN Coordinator /Community Education Coordinator

COMMITTEES

The following committees will be maintained to provide assistance with administration of the Practical Nursing Program:

Advisory Committee

The Advisory Committee members will be appointed by the Coordinator of the Practical Nursing program with the approval of the Director of Cass Career Center. Members will represent a variety of persons who are interested in practical nurse education practice and in improvement of patient care. The Advisory Committee is advisory only. The functions of the Advisory Committee are to: study and protect the needs of the program; assist with the interpretation of the philosophy and outcome criteria to the public; assist in securing funds for the program, scholarships and loans; advise on the development of policies and assist in recruitment; and establish admission policies which will be utilized by the faculty to select candidates for the class. This committee will meet twice a year or more often as needed.

Faculty Committee

The Faculty Committee consists of the members of the Practical Nursing faculty. The purpose of this

committee is to develop, implement, maintain, and evaluate the curriculum, coordinate educational experiences for students, and develop and implement policies for student selection, progression and retention. This committee will meet monthly.

Student Committees

The Student Committee consists of students who will either be appointed by staff and/or other students or on a volunteer basis. The purpose of these committees will be to help provide input to graduation, student celebrations, design of student t-shirts, and helping to support students in their goal of becoming nurses by providing support with calendar reminders, etc. during the year.

NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, national origin, ethnicity, sex, religion, disability, age, sexual orientation or perceived sexual orientation in its programs, activities or employment practices.

Inquiries regarding the non-discrimination policies may be directed to the District's Section 504 Coordinator, Title VI Coordinator, Title IX Coordinator, Americans with Disabilities Act (Title II) Coordinator, Age Discrimination Act and Age Discrimination in Employment Act Coordinator, and/or Title VII Coordinator. The individuals who serve in these roles are subject to change, and are therefore identified on the District's website at www.harrisonvilleschools.org. Inquiries may also be directed to the Harrisonville Administration Office, 503 S. Lexington Road, Harrisonville, Missouri 64071, telephone number 816-380-2727.

Any person may also contact the Kansas City Office for Civil Rights, U.S. Department of Education, regarding the District's compliance with Section 504, Title II, Title VI, Title IX, and the Age Discrimination Act.

Office for Civil Rights
U.S. Department of Education
8930 Ward Parkway, Suite 2037. Kansas City, MO 64114-3302
Telephone: 816-268-0550

Any person may also contact the Equal Employment Opportunity Commission for concerns relating to the Age Discrimination in Employment Act, or Title VII.

Robert A. Young Federal Building
1222 Spruce Street
Room 8.100
St. Louis, MO 63103
Telephone: 800-669-4000

Other agencies dealing with non-discrimination issues include:

Missouri Commission for Human Rights
Department of Labor and Industrial Relations
P.O. Box 1129, 3315 W. Truman Blvd.
Telephone: 573-751-3325

U.S. Department of Justice
950 Pennsylvania Ave., NW
Washington, DC 20530-0001
Telephone: 202-353-1555

FACILITIES AND SERVICES FOR STUDENTS WITH DISABILITIES

The facilities at Cass Career Center are completely barrier-free and accessible to individuals with physical disabilities. In most areas, work stations can accommodate individuals with special needs.

Cass Career Center Notification and Documentation Policy for Special Assistance

Cass Career Center is committed to meeting the needs of all post-secondary students who meet the criteria for special assistance or accommodations. Accommodations are those measures which are reasonable and appropriate and will aid in providing an equal educational opportunity for the post-secondary student. It is the post-secondary student's responsibility to initiate the request for services. These guidelines are designed to supply directions to post-secondary students concerning the information necessary to accomplish this goal. It is Cass Career Center's policy to comply fully with federal and state law regarding post-secondary students with disabilities. The law requires the post-secondary student to provide appropriate documentation of the disability if the post-secondary student wants to implement accommodations. The documentation should be mailed to Cass Career Center, Attention: Elizabeth Summers, 1600 East Elm Street, Harrisonville, MO 64701. It can also be faxed to 816-884-3179. These documents can also be hand carried into the office of the coordinator in a sealed company envelope with the professional's signature on the seal.

Permanent Disability Guidelines

Notification of Disability: Post-secondary students must submit notifications of disability at least six (6) weeks prior to the beginning of classes (or dates the accommodations will be requested) in the academic year the post-secondary student wishes to attend. This will allow time to make all necessary arrangements prior to the initial class meeting. Documentation should be submitted to Elizabeth Summers, Coordinator of Practical Nursing Program, 1600 East Elm Street, Harrisonville, MO 64701 (Fax #816-884-3179). This request will be kept in the post-secondary student's file.

Learning Disabilities (LD): Post-secondary students must provide supporting diagnostic test results from a licensed psychologist or certified specialist in learning disabilities. This evaluation must detail the specific learning disability or disabilities. All needed accommodations should be detailed. It should include all tests performed and all scores obtained. This evaluation will help in determining what accommodations are appropriate and other ways we can support you. This information should be as current as possible, but not more than three years old. Cass Career Center will evaluate, but may reject, documentation over three years old. At a minimum the evaluation should indicate the evaluator's name, title, address and credentials. It should be typed, dated, legible, and signed by the professional. It should include information about the professional's license or certification, as well as the area of specialization, employment, and state or province in which the individual practices should be clearly stated in the documentation. All reports should be on letterhead, typed, dated, signed, and otherwise legible.

Post-secondary students who have received LD services in high school will find helpful information regarding their rights, responsibilities, and transition from high school to university from the Missouri Association for Higher Education and Disabilities (MO-AHEAD). The following website: <http://www.moahead.org/> will direct the post-secondary student to this resource. Once on this webpage, click the link for "The Guidebook." There you can find a link to the Table of Contents to help you find more information. IEP documents are not acceptable documentation for requests for documentation.

Physical Disabilities: Post-secondary students must provide documentation from a physician that specifies the nature of the disability or disabilities. The documentation should include prescriptive information from a qualified specialist as to the exact nature of all accommodations necessary to meet the needs of the post-

secondary student. This information should be as current as possible. Cass Career Center reserves the right to request updated verification of disability and necessary accommodations.

Psychiatric Disabilities: Post-secondary students should provide documentation from a licensed professional qualified to diagnose and treat psychological disorders. The documentation should include a diagnosis, the date of diagnosis, the date of doctor's last contact with the post-secondary student, a summary of the present symptoms, and the prognosis. Documentation should describe how the psychiatric condition functionally interferes with or impacts the post-secondary student's ability to participate in an educational setting, and should give suggestions of academic accommodations that may be appropriate in an educational setting.

Auxiliary Aids: Appropriate aids will be selected only after consultation with the post-secondary student who will use them.

Temporary Disability Guidelines

In the case of temporary disabilities, every effort will be made to provide reasonable accommodation for the duration of any disability. To insure prompt and appropriate action, the Coordinator of Practical Nursing Program, Elizabeth Summers should be notified immediately of the arrangements believed to be necessary to accommodate a given temporary disability.

The steps you should take to request accommodations:

- 1) Contact the Coordinator of Practical Nursing Program. Please introduce yourself and advise us what services you will need. Let us know who will be sending your documentation, and when we can expect it. In some cases, it may take up to six weeks for us to provide some types of accommodations, so please contact us as soon as possible.
- 2) Have your documentation of your disability sent from your doctor, psychologist, or other medical professional who provides your care for your disability. If you have received accommodations at another school within the last three years, you may have the disability office there send your documentation. If you are served by Vocational Rehabilitation, your caseworker there may be able to send your documentation. Contact information is shown below. This information must be current and must be from appropriate professionals.

In order for us to serve your needs best, please be sure your documentation includes the following:

- a. A diagnosis of the disability
- b. A summary of how the disability will affect your performance in an academic setting, including effects of medication that may impact your performance, including at the clinical setting.
- c. A description of the accommodations needed to help you be successful in college work

Please remember that your disability information is CONFIDENTIAL. We will inform the appropriate faculty or campus personnel of the accommodations you require, but we do not disclose the nature of your disability. In some cases, you may find that sharing this information with your instructors may help them understand you better, but that choice is up to you.

Once the Coordinator of the Practical Nursing program receives the documentation, the post-secondary student will be provided a written response to their request within one week, including determination as to whether the requested accommodations are appropriate, or to request further information, if needed.

CASS CAREER CENTER MISSION STATEMENT AND PHILOSOPHY

The Cass Career Center established its educational philosophy from an analysis of values and mission conducted by broad-based community representation. The school's core values and mission are as follows:

WE VALUE: Learning by engaging students and staff in a safe and challenging environment.

A strong, innovative career and technical/academic program.

Respect for self and others.

Partnerships that foster shared responsibilities among students, families, schools and the community to strengthen learning opportunities.

The opportunity to access resources required by industry to achieve excellence in career and technical education

OUR **MISSION** is to achieve excellence in education through career and technical training.

Cass Career Center's Beliefs about Career and Technical Education

We believe. . .

- . . . leadership builds success
- . . . high expectations will inspire success
 - . . . respect is key to success
 - . . . community involvement enhances success
 - . . . a safe environment is essential to success

We build success!

PN PROGRAM PHILOSOPHY

It is the main goal of this post-secondary program to prepare qualified personnel to fulfill the role of the Licensed Practical Nurse (LPN) who can assist the registered nurse and other members of the health care team, thus allowing the patient to receive the best possible care.

We believe that nursing's priority should lie with the care of patients as individuals with unique problems, needs and concerns.

Practical nursing is an integral part of all nursing, and the practitioners must be prepared in an educational program to assume the following roles:

1. Provide good nursing care according to those guidelines established by the Nurse Practice Act
2. Develop plans of care utilizing nursing process and recognize changes in patients' conditions indicating the need for professional assistance
3. Assist the registered nurse in care of patients in complex situations by meeting specific nursing requirements of patients as directed, under the direction of a professional registered nurse or a licensed practitioner

Educational opportunities must be planned and implemented to meet the needs of individual students. Experiences will move from the simple to more complex, with the integration of theory and practice when possible, to emphasize relationships between facts, concepts, attitudes and skills in the practice of nursing. Programs of practical nurse education should continue to be strengthened, improved and expanded to meet the needs of nursing and the community.

The basis for evaluation will be the desired changes in behavior, personal growth and development. The individual patient and his/her total needs relative to the competency and abilities required of the practical nurse, will be the focal point of the clinical teaching. The need of the students, the achievement of educational goals and the level of development will determine the selection of experience.

PN PROGRAM OUTCOME CRITERIA

Upon completion of the eleven-month practical nursing program, the graduate will be able to:

- 1. Identify basic needs of patient by:**
 - a. making an initial health needs assessment in cooperation with a registered nurse or physician
 - b. recognizing normal physical finding and obvious pathology
 - c. updating care plans which reflect identified needs using the nursing process
 - 2. Assist patient in activities of self-help by:**
 - a. performing manual skills with dexterity
 - b. performing nursing procedures based on sound principles
 - c. giving total patient care
 - d. applying principles of teaching and learning
 - e. maintaining an orderly uncluttered work area
 - f. having the patient and family involved in the patient's healthcare needs and decisions
 - 3. Work cooperatively with members of the health team by:**
 - a. contacting resources according to identified patient needs
 - b. displaying an attitude of cooperation
 - c. recording and reporting concisely and accurately
 - d. accepting constructive criticism and supervision
 - e. following procedures for identification, prevention, and reporting of high-risk incidents
 - f. Initiating and participating in activities to resolve conflict
 - g. utilizing effective communication techniques including advocacy and assertive, effective communication to address personal and professional issues
 - 4. Evaluate nursing care by:**
 - a. monitoring, observing, and questioning as to the effectiveness of therapy and nursing care
 - b. regularly reviewing the plan of care and revising it as necessary
 - c. research the nursing literature for evidence-based practices to develop/support current practice
 - 5. Assume increasing independence in his or her role by:**
 - a. performing expected entry level nursing responsibilities
 - b. demonstrating increasing ability to make sound nursing judgments
 - c. organizing activities to conserve time and energy
 - d. handling unexpected situations as they arise
 - e. demonstrating self-motivation and self-direction
 - 6. Demonstrate personal and professional responsibilities by:**
 - a. appearing neat and professional
 - b. maintaining physical fitness
 - c. demonstrating an emotional maturity
 - d. exhibiting dependability, honesty, and reliability
 - e. showing interest in nursing with demonstrated initiative and enthusiasm
 - f. recognizing his/her ability, responsibility, and limitations
 - g. maintaining patient confidentiality at all times and respecting HIPPA guidelines
 - h. using technology, including social networks, in a professional manner at all times
 - 7. Apply safety measures in patient care and in the administration of medications by:**
 - a. recognizing and correcting hazards and potential hazards, and by providing a safe environment for the patient
 - b. utilizing safety equipment properly
 - c. dispensing medications including the safe calculations, administration and knowledge of drugs
 - d. utilizing techniques of infection control appropriately with increasing skill
-

- e. engage patients or designated surrogates in partnerships that promote safety
- f. recognizing national patient safety goals and their impact on care
- g. participating in analysis of errors and plans for improvement

8. Provide patient-centered care by:

- a. Identify and communicate patient values to the health care team.
- a. assess, evaluate, and treat pain in cooperation with the health care team, considering patient values, preferences, and expressed needs
- b. engage patients or designated surrogates in partnerships that promote health

- c. understand and observe the legal and ethical obligations of patient-centered care
- d. communicating patient needs, care provided and needed at any and all transitions of care

9. Utilize quality improvement by

- a. identify poor patient outcomes and identifying the data needed to make potential changes
- b. participate in completing incident reports
- c. identify quality measures that will describe performance
- d. cooperating with quality improvement measures

APPLICATION POLICY AND PROCEDURE

POLICY:

Students shall be selected on the basis of the philosophy and objectives of the program and the ability of the student to carry the program to completion. Selection for admission follows the school policy of nondiscrimination on the basis of race, color, national origin, ethnicity, sex, religion, disability, age, sexual orientation, or perceived sexual orientation in its programs, activities, or employment practices. The Advisory Committee will assist faculty in determining the selection criteria. The implementation will be conducted by the Practical Nursing Program faculty.

CRITERIA: Prior to Acceptance

1. High School Diploma and/or GED (or the equivalent)

The applicant must have graduated from an accredited high school, OR have a passing score on the Graduate Equivalence Diploma (GED). All high school and/or continuing education transcripts are required.

2. Admission Testing Scores

The TEAS (Test of Essential Academic Skills) will be administered. The fee for the TEAS is \$75.00. This fee must be paid by credit card, cash or money order prior to taking the exam. To be considered for acceptance into the LPN program, a student must score at least 58% on the total adjusted score. A lower score will be considered if the LPN class is not filled with applicants that have a score of 58 or greater. Additional applicants will be accepted until the class is filled, utilizing students with complete files and the highest TEAS scores.

3. Complete FAFSA and submit High School Transcript: Each applicant will be required to complete the FAFSA and submit their high school transcript to complete their application file,

4. Application Form

The Application form must be completed online, prior to the deadline of March 31 for selection. The submission of this application requires a \$5.00 fee. The application will not be considered accepted until the \$5.00 fee is paid.

5. Order application is received

If two applicants have the same score on the selection scoring, the student who applied to the program first, will have priority.

After Acceptance to the Program

6. Criminal Background Check

Final selection for the class is contingent upon successful background check. Any individual who has been convicted of a Class A, B, or C felony may be ineligible for completing clinical experiences and therefore may be unable to complete the requirements for this program. The coordinator will work with the clinical sites on a case-by-case basis. A student with a felony must be approved by all clinical sites before final acceptance. Employee Disqualification List. If the applicant is on the employee disqualification list, he/she is ineligible for completing clinical experiences 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, he/she will be immediately terminated from the Cass Career Center LPN program.

7. Physical Examination

A physical examination by your personal physician/primary care provider is a requirement for admission. The physical examination forms will be provided. After selection, prior to admission, students must pass a physical exam by the physician of their choice submitted on the Physical Exam Form provided by the school. A statement from the examining physician is required indicating that the student is physically and emotionally suitable for the practice of nursing.

8. Negative TB test

The applicant must provide proof of a negative Mantoux TB skin test or, if positive, a release statement from the physician. An immunization record must be provided to the school. All immunizations must be current. Hepatitis B is recommended, but not required in order to attend clinical. These must be obtained at the student's expense.

9. If the administration or nursing faculty have concerns regarding the student application during discussions with the coordinator, the applicant may be called back for further interviewing or counseling or be asked to submit additional information prior to acceptance into the program. A student may be conditionally accepted into the program based on recommendations of the faculty committee or director of the school. Final acceptance into the program, then, would depend on follow through with the recommendations of the committee.

No student shall be admitted later than five school days after the established entrance date of the program in accordance with Missouri Board of Nursing Minimum Standards.

10. **ADMISSION BY EXCEPTION IN SPECIAL CIRCUMSTANCES:** If the class is not filled with applicants that meet the above criteria, **ADMISSION BY EXCEPTION** to the above policies may occur at the discretion of the faculty and administration at Cass Career Center. Students with a completed file that have not achieved at least a 58 on the TEAS will be considered for this exception. Students will be interviewed prior to selection for this exception. Students will be addressed on a case-by-case basis. An individual contract will be developed between the student and the school outlining additional agreements that the students will agree to, including requirement of a live NCLEX review course prior to sitting for NCLEX-PN exam. This contract will be developed on a case-by-case basis.

Students who are selected for the alternate status with a TEAS score of <58 will be allowed to take the Anatomy and Physiology online course. If the student achieves a passing score in the online course and they are not offered a spot in the class for which they were offered an alternate course, they will be offered a spot in the following year's class.

REASONABLE SUSPICION DRUG TESTING POLICY

Cass Career Center is committed to protecting the safety, health, and well-being of all students, patients and other individuals in our environment. It is a violation of our drug-free school environment policy to use, possess, sell, trade and/or offer for sale alcohol, illegal drugs or intoxicants.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to the physician's prescription, including marijuana. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her assignment. If the use of a medication could compromise the safety of the employee, patients, or other individuals, it is the responsibility of the student to notify coordinator of the PN program. All students must list any prescription medications they take on their statement of health for review by the coordinator. Consent for continuation to take the prescribed medication during school hours or clinical will be given by the coordinator, after individual consideration for each student. A student may not keep medication on their person in the classroom.

Any student who is convicted of a criminal drug violation must notify the organization in writing within five calendar days of the conviction. The school will take action within seven days of notification.

All students, as a condition of attending clinical sites, will be required to participate in pre-enrollment, random, post-accident, and reasonable suspicion testing upon selection or request by coordinator or instructor. Any student who tests positive will be provided the opportunity to provide any legal medication explanation. If the student is unable to provide the medical explanation, they will be dismissed immediately upon verification of chain of custody. Students will incur the cost of the drug test, which will be \$36.00.

In an effort to promote a drug-free environment, Cass Career Center will also randomly test ten students annually (one per month). Cass Career Center will incur the costs for these tests. The student will be notified during school hours and then, the coordinator will complete the drug test immediately at the school.

If a student refuses the drug test, they will be subject to the same consequences of a positive test.

Students will sign the consent for the hair sample drug testing. The PN coordinator will complete the drug test at the school.

If a student exhibits behavior that, in the opinion of the instructor, is considered to be consistent with the use of drugs and/or alcohol, he/she will be required to submit to a urine and/or blood test. The following steps will be implemented by the coordinator:

1. The instructor will remove the student to a private area. He/she will discuss with the student the signs and symptoms observed. The student will be allowed to provide a verbal explanation of the suspicious behavior.
2. The student will be placed on suspension pending the results of the drug screen.
3. The instructor will request immediate urine and/or blood testing if deemed appropriate. Refusal of the student to submit to testing will be grounds for dismissal from the program.
4. The student will be dismissed from class or clinical at this time, as soon as possible.

The fee for the drug screen will be paid by Cass Career Center.

CURRICULUM

COURSE TITLE	CLASS HOURS	CLINICAL HOURS
Personal & Vocational Concepts	292	
Growth & Development	44	
Nutrition	44	
Pharmacology I	75	
Fundamentals of Nursing	182	
Anatomy and Physiology (Online) (51 hours)		
Medical/Surgical Nursing I	48	68
Medical/Surgical Nursing II	56	68
Medical/Surgical Nursing III	56	64
Mental Health Nursing	27	
Maternal/Newborn Health	42	16
Geriatrics	49	77
Pediatric Nursing	30	14
Leadership	24	160
IV Therapy	40	8
TOTAL HOURS	1009	475

Total Program Hours	1,484
Classroom Hours	1,009
Clinical Hours	475

The school week is Monday through Friday, 0800-1600, with the clinical schedule including alternate hours. Students must arrange their schedules to allow for study time and completion of written assignments. **It is recommended that the student not work during this program due to demand of studies.**

The program is divided into three instruction blocks called trimesters. The first fourteen weeks of the program comprises the foundation or pre-clinical block. During this time, classes are held at the Cass Career Center and include the courses Anatomy & Physiology, Fundamentals of Nursing, Medical-Surgical I, Pharmacology, Nutrition, Growth & Development, and Personal Vocational Concepts.

The remaining two trimesters of the program are referred to as the clinical blocks. During this time classes are held at the Cass Career Center with clinical experiences at area facilities. Courses of instruction include Medical/Surgical Nursing I, II, and III, Geriatrics, IV Therapy, Nursing Leadership, Obstetrics, Pediatrics, Mental Health, and Personal and Vocational Concepts II.

COURSE DESCRIPTIONS

Personal and Vocational Concepts (292 clock hours) This course is designed to acquaint the student with information for personal as well as vocational growth. The student will gain a working knowledge of communication and legal and ethical issues. Cultural and spiritual needs of patients will also be explored. Time will be given for personal goal setting, learning style evaluation, time management studies, and stress management skills. The roles and responsibilities of the LPN will be explored. The need for the LPN to relate in an ethical manner to the patient and other members of the health care team will be addressed.

This course is also designed to prepare the student for the expectations of the working environment. The concepts explored in Personal and Vocational Concepts I will be further examined. This course will also allow time for remediation/study skills throughout the program. Preparation for the NCLEX-PN exam will also be provided. ATI will be utilized to help the student prepare for the NCLEX-PN exam.

Growth and Development (44 clock hours) This course covers the physical, emotional, cognitive, and psychosocial growth and development during the life span; newborn through the older adult. The characteristics of growth and development at each stage and the influence of heredity and environment on growth and development are covered. Community resources and daily living are discussed in relation to the patient and the family.

Nutrition (44 clock hours) This course incorporates basic principles of good nutrition and its relationship to optimal health. The characteristics, functions, recommended daily allowances, and sources of each nutrient are reviewed, along with the changing needs of the individual during life stages. The relationship of diet to disease processes will be explored in appropriate OB, Pharmacology, and Medical/Surgical units.

Pharmacology (75 clock hours) Provides an introduction to the science of pharmacology and medication safety, including evaluation of client response to medications. Topics include drug classifications, side effects, drug interactions, documentation, and the nursing process. A basic math review is included and drug calculations are also introduced in the course. Students will be required to pass a basic math test (85% or higher, and may use a basic calculator) and a drug calculations/injection site test (100%, no calculator) before the end of the course.

Concurrent classroom and clinical experiences are integrated throughout the following coursework:

Fundamentals of Nursing (182 clock hours) - Provides for the development of competency-based skills, attitudes and concepts and their application to patient care. Concurrent classroom and clinical laboratory experiences are integrated throughout the course.

Anatomy and Physiology (51 clock hours-independent study) An interactive, multimedia training course will be utilized to meet the learning objectives at the student's own pace. It provides for introduction to human anatomy and physiology including review of each of the following body systems: body tissues, integumentary system, skeletal system, muscular system, digestive system, nervous system, somatic and special senses, endocrine system, the heart, vascular system, lymphatic system, respiratory system, urinary system, and reproductive system. This course also reviews basic medical terminology. A step-by-step programmed study to assist the student in learning and building a functional medical vocabulary is included.

Medical-Surgical Nursing I (Theory - 48 clock hours/Clinical - 73 clock hours) This course is designed to further develop nursing fundamentals skills and knowledge with an emphasis on disease processes and nursing management. Beginning with the simple concepts identified in Fundamentals of Nursing, this course progresses to the more complex analysis and care planning involved in the care of clients with nursing needs. Principles of nutrition, patient care, application of the nursing process, and problem solving are integrated through theory and practicum. The identification of signs and symptoms are incorporated with nursing management of the pre and postoperative surgical patient. Common nursing problems of total patient care will be included throughout the clinical experiences. Geriatric Population, pharmacology and nutrition will be included as they relate to diseases studied.

Medical-Surgical Nursing II (*Theory - 56 clock hours/Clinical - 72 clock hours*) This course is designed to further develop the nursing skills and knowledge gained in Medical-Surgical Nursing I with an emphasis on specific disease processes and nursing responsibilities of those disorders. The nursing process is integrated throughout the course and used for the development of critical thinking. Geriatric population, pharmacology and nutrition are included in each disease process and/or system.

Medical-Surgical Nursing III (*Theory - 56 clock hours/Clinical - 72 clock hours*) This course is a continuation of Medical-Surgical Nursing II. More complex systems are covered including geriatric population, pharmacology related to the disorders, and nutrition.

Geriatric Nursing (*Theory - 49 clock hours/Clinical - 63 clock hours*) This class is divided into two sections, which make up one course. Geriatrics is the care of the elderly. Discussion includes the aging process, death and dying, special geriatric needs, drug therapy, common physical difficulties, and sociological considerations. Clinical experiences will provide hands-on experiences in working with geriatric clients.

Nursing Leadership (*Theory – 24 clock hours/Clinical – 40 clock hours*) This course is designed to build on the knowledge and skills of fundamentals acquired in Fundamentals of Nursing and Medical-Surgical Nursing courses. It introduces concepts of leadership for first-line nurse manager/caregivers. Skills for organizing time are presented and basic management levels and styles are identified. The learner is introduced to key leadership strategies, including decision-making, time management and delegating authority. Emphasis is placed on recognizing and distinguishing power and authority, peer relationships and the importance of effective communications.

Mental Health Nursing (*Theory - 27 clock hours/Clinical – 16 clock hours*) This course is designed to provide the nursing student with a fundamental knowledge of the various mental disorders, the basic treatment, and nursing care of each. It reviews the basic dynamics of personality structure and development of behavior, recognizing behavioral manifestations as an expression of needs. Emphasis is placed on the role of stress and emotions in mental health and illness.

Maternal/Newborn Nursing (*Theory - 33 clock hours/Clinical - 16 clock hours*) This course covers the fundamental knowledge necessary to provide competent, basic maternal and newborn care for the uncomplicated Obstetrics and Newborn client. Obstetrics clinical experiences will provide hands-on experiences.

Pediatric Nursing (*Theory - 30 clock hours/Clinical-64 clock hours*) The major focus of this course is nursing care of children within the family structure. Normal growth and development concepts are built upon as we discuss disorders common to each age group and the effects that illness will have on the child. Pharmacology is included with emphasis on the differences between adult and pediatric dosages and methods of administration. Nutrition will also be included as it relates to diseases studied.

IV Therapy (*Theory - 40 clock hours/8 clinical hours*) This course includes didactic and clinical experiences 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 200.6010

PLANS FOR PROGRESSION AND RETENTION OF STUDENTS

Grades

The grading and evaluation system at Cass Career Center is designed to encourage the students to be successful in their training. The practical nursing program consists of a series of academic courses and a series of clinical courses. All courses are established on a point system. Each activity and examination will be assigned a specific number of points at the instructor's discretion. Letter grades are assigned by the following system:

A	98 - 100%	B-	85 - 88%
A-	95 - 97%	C+	80 - 84%
B+	92 - 94%	C	75 - 79%
B	89 - 91%	F	Below 75%

Final grades will be distributed at the completion of each theory course and clinical course with the final grades for each being recorded on the student transcript. A final grade of 75% or higher is required for each theory course and each clinical course in order to continue in the program of nursing. **Each course must be passed with a grade of 75% or higher with an average of 75% of tests in each course. If the student does not receive a grade of 75% or higher for the final grade of any course, he/she will be dismissed from the program, with the exception of IV Therapy. A student must receive a grade of 80% in IV Therapy to continue in the program and pass the final with an 80%.**

If a student fails to meet passing criteria in any class at any time, they will be dismissed immediately, and they will not be permitted to complete other courses they are currently enrolled in. The dismissal will be effective at the time the final grade is posted.

Skills Lab Attendance

Students will be expected to utilize the lab for practice every week during Fundamentals of Nursing. The lab times may vary from 0700-1600 and other times by appointment.

Success Study Remediation

Students who are performing unsatisfactorily will be required to complete remediation assignments, as assigned by the instructor and/or coordinator. **These assignments are required to progress in the program and pass each course.**

Students are considered performing unsatisfactorily if they meet any of the following criteria:

1. They achieve <75% on any examination or falls below a 75% test score average.
2. They miss a homework assignment & have a grade <80% in that course
3. They have an overall grade of <75% (at any given time), in any course.
4. They are struggling with procedural, organizational skills, or completion of homework as assessed by the PN Coordinator and/or faculty.
5. They are not compliant with the ATI testing for scheduled practice tests and proctored tests or the recommended study suggestions made the faculty and/or the coordinator.

A student who considered to be performing unsatisfactorily based on the criteria listed above will be placed on probation and may have a delay in receiving financial aid payments.

If the student fails to complete the remediation assignments and fails the course, the students will be ineligible for return the following academic year.

Final Grades

Grades (assignments, tests, and finals) are final after one week of posting. If a student would like to challenge the accuracy of a grade, they must do it within one week of posting in the grade book in SIS. If the student does not challenge it prior to that week ending, then, the grade will be considered final. The student may see their grades as they are posted by accessing the student SIS website. It is a student's responsibility to notify the department secretary if they are unable to access the site.

STUDENT/FACULTY CONFERENCES

Faculty members will be available for student conferences immediately before and after class, during break periods and by appointment. Office hours will be listed on each faculty member's syllabus and calendar.

ATTENDANCE

Attendance is important to successful completion of this program. The following policies, based on industry standards, will be followed with regard to attendance:

1. Each student is expected to be in the class and ready to learn at the scheduled class time. Students will be required to time in by 0800 to be counted present. The program tracks attendance via a time clock. Students must time in and out each day. The following guidelines apply to the time clock:
 - a. All students must time in and out each day.
 - b. If a student fails to time in and out, they will be charged an absence for a full day and a ½ day for failing to time in OR time out (or or the other)
 - c. When a student recognizes that they have not clocked in or out, it will be their responsibility to notify the attendance secretary. The students must notify the attendance secretary **within one week**. The student will complete the time clock revision form, which will need to be signed by the coordinator, as well as the faculty member who can verify their attendance during the period in question.
 - d. Students must also time out at lunch if they leave the school and time back in when they return.
 - e. A student who leaves early or arrives at the school late must time in or out when arriving late or leaving early and sign clipboard with the attendance secretary.
 - f. Students must NEVER time another student in or out. If a student is identified as timing another student in/out, it may be cause for immediate dismissal from the program.
2. When students are absent, **they are responsible to see the instructor for missed information**. It is suggested that students contact a classmate to take notes and/or get handout materials for the day.
3. A student may receive attendance counseling if a pattern of tardiness or absence emerges.
4. Attendance probation will be initiated when a student has reached an absence total that equals 21 hours in either payment period of the year. **Students on attendance probation must meet with the Coordinator of the LPN program monthly and after each absence**. The year is divided into two payment periods. At midpoint in the year, the student absence record will be reduced to zero. In the event that a student exceeds an absence total greater than 35 hours in either payment period, the student will be dismissed from the program.
5. Any absence addressed by the exception will be required to be made up by a virtual assignment or by attendance at clinical on a case-by-case basis.
6. Exception to the attendance policy: *If the student, student's spouse/partner (living in the home with the student), or child is hospitalized for major illness/surgery, the absence will be excused for the time spent in the hospital. Days spent in the hospital will not be counted toward the absence total. This does not include an emergency room visit, unless the student is admitted to the hospital. The student must be able to academically complete make-up work in order to remain in school.*
7. **Death in the family**: Absences up to 3 days will not be counted into the student's total for deaths that occur in the immediate family. **An obituary notice must be provided upon return to school**. Immediate family include: spouse, children, parents, mother-in-law, father-in-law, sibling, sibling-in-law, step-parents or children, grandparents, and step-grandparents. The student must be able to academically complete make-up work in order to remain in school.
8. If a student received financial aid, they must not miss more than 10% of total hours, or the additional hours missed will be required to be made-up (scheduled by the school). The excused and unexcused will be factored into this total.
9. Limited opportunities may be available to make up missed class time, as specified by the Coordinator. Each student may be allowed to make up **no more than 3 days total** absences (for the entire school year) through these activities. Scheduled service activities will not count towards these banked days. These days cannot be used during the last week of testing during ATI testing in PVC II, and they cannot be used for clinical absences.
10. Students with special circumstances requiring absence from school may appeal to the "Attendance Appeal Board" consisting of: the Assistant Vocational Director, two members of the Advisory Committee. The student's request for review must be provided in writing to the Coordinator of the Practical Nursing program no more than 5 business days following the absence(s) for which the student is requesting the consideration of the Attendance

Appeal Board. The written request must be clearly legible and include the following information: date(s) of absence, reason for absence with appropriate corroborating documentation if available, and a statement explaining the situation. The Attendance Appeal Board may seek input from faculty members. The recommendation of the Attendance Appeal Board will be forwarded to the Cass Career Center Coordinator who will make the final determination. The decision of the Cass Career Center Director will be final. The student will be notified in writing of the decision.

11. Students who fail to comply with the attendance policy will be dismissed from the program.

When the Harrisonville Cass R-IX School District is dismissed due to inclement weather, Practical Nursing classes may also be dismissed. On occasion, Practical Nursing students may be expected to attend school or clinical, despite district cancellation. Classroom and clinical days that are missed as a result of snow days may result in makeup assignments and/or makeup dates, as assigned by the coordinator and faculty. The coordinator and the faculty will reserve the right to delay start time for a clinical day based on weather forecasts. Snow days may be made up at the discretion of the Practical Nursing Coordinator and attendance will be expected. Students will be given one week advance notice.

TRANSFER/ADVANCED PLACEMENT

Students who have completed individual courses or who have partially completed a program of training in another accredited school may be accepted into the program if enrollment permits. Students must provide transcripts and course descriptions from courses taken at another institution.

Individual courses taken at other institutions will be considered for transfer according to the criteria as follows:

1. If the student received an "A" in the course, the course will be accepted for three years from date of course completion.
2. If the student received a "B" in the course, the course will be accepted for transfer for two years from date of course completion.
3. If the student received a "C" in the course, the course will be accepted for transfer credit for one year from date of course completion.

Tuition credit will be provided for the clock hours for which credit is given, along with credit for textbook(s). Students requesting advanced placement when transferring from another school of nursing shall submit transcripts, references, and a written request for advanced placement if enrollment permits. The curriculum must be comparable to the curriculum of Cass Career Center. The school reserves the right to contact faculty from the transferring school regarding the student's progress in a program. Each request will be considered individually and the student must fulfill the same requirements for graduation as all other students in the class. Each case will be considered individually by the coordinator of the program. Tuition will be prorated for courses taken at Cass Career Center. Transfer students may be required to take tests and complete the admissions process necessary to meet the requirements of the Cass Career Center program. This includes the Criminal Background Check, Employee Disqualification List and the Urine Drug Screen. Additional testing may be required for advanced placement. Courses will not be accepted if more than one year has transpired since the course was completed. Final decisions regarding advanced placement rest with the PN Coordinator, the Assistant Vocational Director and the Vocational Director.

READMISSION

Students who voluntarily withdraw, fail theory courses, or fail clinical (for any reason other than ethical) may be readmitted to the program in the following year if enrollment permits. No more than one year may lapse between time of withdrawal and time of readmission for advanced placement to be granted. Students must complete an entire course with a passing grade to receive credit for the course. All courses not completed must be repeated. A written plan shall be developed with the student to complete the program. Tuition will be prorated for the year of re-enrollment. Readmission status will be granted only if enrollment permits. The Advanced Placement Policy will be utilized regarding acceptance of previously completed courses. Final decisions regarding readmission rest with the PN Program Coordinator, the Assistant Vocational Director, and the Vocational Director.

Policy posted on website.

GRIEVANCE PROCEDURE

1. Verbal communications shall be made directly to the instructor involved in the grievance.
2. Unresolved grievances may then be taken directly to the coordinator of nursing after a reasonable time has been permitted for corrective action. Chain of command will be followed.
3. Grievances not resolved in the informal stages may be presented as formal charges under the following procedures:
 - 1) Student may appeal in writing to the coordinator. The student must sign the written grievance. Written grievance must include the following information: date of filing, description of grievance and the name of the staff member or members involved. Upon receipt of the formal grievance, the coordinator will:
 - a) Forward copies of the grievance to the Career Center director and superintendent of schools and the staff member or members involved.
 - b) Make a decision and notify the student and superintendent of that decision no later than 10 school days following the filing of the formal grievance.
 - 2) Student may appeal the decision of the coordinator to the director of Cass Career Center. Student must appear and present the written report of the decision of the coordinator. Notification of the action taken by the director will be given in writing to the student, coordinator, and staff member or members involved within 5 school days after this conference.
 - 3) Student may appeal the decision of the director to the Superintendent of Schools. Student must appear and present the written report of the decision of the director. Notification of the action taken by the Superintendent will be given in writing to the student, director, coordinator, and staff member or members involved within 5 school days after this conference.
 - 4) Student may appeal the decision of the superintendent to the Board of Education by notifying the Superintendent of their intent and by appearing before the Board of Education at the next regularly scheduled or specially called meeting of the Board of Education. The hearing before the Board of Education may be conducted in executive session upon the request of either the Board of Education or the student, or staff member or members involved.

Note: The Grievance Procedure may not be used for group petitions; even when several students believe they essentially have the same issue. All students are responsible for bringing forth their own issues. Each issue will be considered on an individual student basis.

- 5) If the grievance is not resolved at the district level, the student may appeal the grievance to the accrediting body:

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Phone: 800-917-2081 or 770-396-3898
FAX 770-396-3790
Web Site: www.council.org
E-mail Address: puckettg@council.org

TECHNOLOGY USAGE

Students will utilize the technology support services of the websites utilized for delivery of instructional content and support materials, including grade book access.

Please contact the following:

ATI Operational Issues

Phone: 800-667-7531

Hours: 7am to 7pm CST Monday through Friday

For afterhours operational issues, please send an email to helpdesk@atitesting.com. All emails will be Returned the following business day.

Canvas Learning Platform Issues

Phone: 888-201-5944

Go to the following link to get access to Canvas help catalogs: <https://s3.amazonaws.com/tr-learncanvas/files/pdf-guide/CanvasStudentGuide.pdf>

Students can access the help link by clicking on the link at the bottom of the global navigation bar on the left side of their log in screen.

Evolve technical Issues

Phone: 800-222-9570

Hours: Monday- Friday 7am-11pm CST

Saturday: 8am-6pm CST

Sunday: 12pm-10pm CST

For afterhours operational issues, please submit a support ticket at the following website:

<https://service.elsevier.com/app/contact/supporthub/evolve/> You will need to be logged in to create a ticket.

Students who are experiencing technical issues that are preventing them from completing coursework should first contact the customer service for the website they are experiencing issues with. If the customer service is not open or cannot address the problem at this time, the student should contact the instructor of the course in which they are working to complete the assignment by email. The email should describe the problems they are having, a screen shot of the error, the name of the person they talked to when calling customer service, and the time they talked to the customer service agent, if applicable.

Once the student has notified customer service and the instructor, they should wait for instructions from the instructor about how to proceed.

REFUSAL TO ISSUE LICENSE

All students must comply with the Missouri Nurse Practice Act section 335.066 to sit for the NCLEX-PN Board exam. The decision to write the board exam rests with the Missouri State Board of Nursing and **graduation from this program does not guarantee eligibility to write the NCLEX-PN Board exam.**

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

1. The board may refuse to issue any certificate of registration or authority, permit or license required pursuant to sections 335.011 to 335.096 for one or any combination of causes stated in subsection 2 of this section. 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, RSMo.

2. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621, RSMo, 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, RSMo, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096;
2. The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated pursuant to sections 335.011 to 335.096, for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;
3. Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096;
4. Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;
5. Incompetency, misconduct, gross negligence, fraud, misrepresentation or dishonesty in the performance of the functions or duties of any profession licensed or regulated by sections 335.011 to 335.096;
6. 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;
7. 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;
8. 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;
9. A person is finally adjudged insane or incompetent by a court of competent jurisdiction;
10. 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;
11. Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
12. Violation of any professional trust or confidence;
13. 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;
14. Violation of the drug laws or rules and regulations of this state, any other state or the federal government;
15. 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.

(Continued)

3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621, RSMo. 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. An individual whose license has been revoked shall wait one year from the date of revocation to apply for relicensure. Relicensure shall be at the discretion of the board after compliance with all the requirements of sections 335.011 to 335.096 relative to the licensing of an applicant for the first time.

5. 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.

6. 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.

STUDENT RIGHTS AND RESPONSIBILITIES

Cass Career Center's Practical Nursing Program is designed to provide an environment conducive to learning. Students in the Practical Nursing Program have the right to be treated with respect and dignity. They have the right to pursue the Grievance Procedure for issues that have not been resolved through the informal review process of the Practical Nursing Program. Each student is encouraged to communicate his/her learning needs to the faculty.

Practical Nursing students are expected to conduct themselves in a professional manner at all times. Students will follow the rules and guidelines in the Cass Career Center Student Handbook. Students are subject to the same disciplinary actions as outlined in the Cass Career Center Student Handbook. Additional rules of conduct will be added for the clinical setting, and situations, which apply only to the Practical Nursing program.

Practical Nursing students will abide by the following Code of Ethics as established by the National Association for Practical Nurse Education and Service (NAPNES) in 1972.

The Licensed Practical Nurse shall:

1. Consider as a basic obligation, the conservation of life and the prevention of disease.
2. Promote and protect the physical, mental, emotional, and spiritual health of the patient and his family.
3. Fulfill all duties faithfully and efficiently.
4. Function within established legal guidelines.
5. Accept personal responsibility for his/her acts and seek to merit the respect and confidence of all members of the health care team.
6. Hold in confidence all matters coming to his/her knowledge, in the practice of his/her profession, and in no way at no time violate this confidence.
7. Give conscientious service and charge just remuneration.
8. Learn and respect the religious and cultural beliefs of his/her patient and of all people
9. Meet his/her obligation to the patient by keeping abreast of current trends in health care through reading and continuing education.
10. As a citizen of the United States of America, uphold the laws of the land and seek to promote legislation, which shall meet the health needs of its people.

TOBACCO USE

The use of tobacco, e-cigarettes, or products use to inhale vapors is prohibited on the grounds of the Harrisonville Cass R-IX Schools. The use of tobacco, e-cigarettes, or products used to inhale vapors is not permitted within sight of any employee of the school or clinical site during the course of study at Cass Career Center. Tobacco shall not be used in the clinical setting, and the student will not smell of tobacco products while attending clinical at any site.

CLINICAL PREPARATION

Students are expected to pick up clinical assignments the evening prior to the first clinical day each week during medical-surgical clinicals. The student will wear the clinical uniform and name badge to the clinical site to obtain clinical assignment for the next day. The medications, diagnoses, lab reports, and other information obtained from the patient chart are to be researched and the student is expected to be prepared for questioning from the instructor in the clinical setting. Failure to be adequately prepared for the clinical day, as determined by the clinical instructor, will result in the student being dismissed from clinical for the remainder of that day. This will be counted in the absence total and completion of an additional, mandatory assignment will be required to help the student meet the objectives of the clinical experience. Any student dismissed from clinical due to lack of preparation must meet with the Coordinator of the LPN program the next school day.

STUDENT SERVICES

Vocational Director

The vocational director is the building administrator for the Cass Career Center. Responsibilities include supervision of the school's educational/learning program leading in the development, determination of appropriateness and monitoring of the instructional program; and establishing and maintaining an effective learning climate in the school. In addition, the director will enforce discipline as necessary, according to due process to the rights of students. The director oversees the Practical Nursing Program.

Counselor/VRE

A full-time guidance counselor/vocational resource educator is available to provide services to students such as individual personal counseling, scheduling, support of special needs students regarding academic pursuits, as well as testing and evaluating of all students.

Follow Up Placement Plan/Placement Coordinator

A placement coordinator (PN Coordinator) will assist the students in relating their personal and educational development to their planning and decision-making processes. Graduate follow-up studies, job development and placement activities will be coordinated with the PN faculty to assist students in locating and obtaining employment. Coordinator will obtain job listings as available and forward them to graduates (all in current database) and post on Facebook and school bulletin board. Coordinator will encourage employers to contact the program to list jobs for new and experienced graduates and share these listings on Facebook and via email, as well as invite quality employers to provide information for potential positions for graduate Practical Nurses for students. Student placement records and potential employers are maintained in the Coordinator's office. Coordinator will also forward all job opportunities on PN website and Facebook page.

PN Coordinator will mail follow-up surveys to employers of new graduates three to four months after graduation to allow for employer feedback. Students will be contacted if the feedback is not returned and ask to encourage employers to respond to provide feedback.

Coordinator and faculty will provide references as requested by students in a timely manner to potential employers.

Financial Aid Director

A full-time financial aid director will be available to assist the students in managing their financial decisions regarding obtaining loans, grants and other financial aid resources to fund the cost of the program. The financial aid will also counsel the students about loan default prevention measures, as well as provide alternate sources of financial aid when available.

STUDENT FILES

Student files are maintained in the Practical Nursing secretary's office and the file cabinet is kept locked at any time that the cabinets are not directly observed by the secretary. Cabinets are locked at night and are unable to be accessed by anyone other than the coordinator and the secretary. If the student wishes to review items in their file, they should make a written request to the coordinator, who will sit with the student while they view the documents in their records. Faculty members are unable to review a student's file without requesting access through the coordinator, and they are granted access only if the file is to be viewed for educational purposes only. The instructors will only be able to view those items that are pertinent to their instructional activities. All health records are kept confidential, unless there is a need for instructors to know for the well-being of the student. The information to be shared with instructors will be divulged to the student prior to sharing with the program instructors.

EMERGENCY HEALTH CARE

The school district shall be responsible for providing first aid or emergency treatment for students or members of the professional and/or support staff in cases of sudden illness or injury. Further medical attention to students in case of emergency is the responsibility of the student(s) or their designee.

Emergency Card

All students at Cass Career Center will complete an emergency procedure card to be on file in the front office. This card will include names of persons to be contacted in case of emergency, spouse's name (if applicable), and name of doctor. In addition, the student will indicate their wish to be taken to the nearest hospital emergency room in case of serious injury, and permission from the student for the school to contact their doctor. Medical care received from a hospital or physician is at the expense of the student.

Accident Reports

In order that proper measures may be taken to avoid recurrence of accidents, written reports will be prepared on all accidents occurring on school premises or at school-sponsored activities of the school district.

ACCIDENT POLICY

1. *Faculty* -Injuries occurring to faculty members should be reported to the office. If the injury happened while in the line of duty, a complete report describing the place, time and nature of injury should be made to the board of Education when it requires medical attention.
2. *Student*-Injuries occurring to students on campus or under the supervision of school personnel and requiring medical treatment or causing loss of school time should be reported to the office immediately. You will give the following information on forms provided:
 1. Injured person's name
 2. Nature of injury
 3. When, where, and how it happened. Procedure you followed in attending to the injured person

If the injury requires the attention of a doctor, notify the parents and get approval (emergency excepted). When the nature of injury will permit, we suggest that you notify office personnel, who will call the school nurse to diagnose the injury and recommend the procedure to follow. Whenever you are in doubt, contact the office.

3. The PN faculty and coordinator will evaluate the events leading up and related to the accident to identify whether the accident might have been prevented. If it is determined that the accident may have been prevented, measures will be taken to prevent future accidents.

CLASSROOM RULES

1. Requirements for behavior and dress in the classroom will be in accordance with the Cass Career Center Student Handbook. See Cass Career Center Handbook online and Canvas website for specific dress code information.
2. Students should be at their desk and prepared to start learning at the beginning of each class. All food should be cleared prior to this time.
3. No sleeping in class. If sleeping is noted, the student may be asked to leave the classroom until they are more alert. If the issue becomes an ongoing problem, the student may be asked to leave the class for the day. If they are asked to leave class at any point, it will be counted against their attendance.
4. Individuals must raise his/her hand and be recognized before speaking. One person talks at a time. Students should not whisper or talk over other students.
5. Use lab equipment only after you have been instructed on its proper use and care.
6. Please clean up your own mess including after lab time, lunch time, and at the end of the day.
7. Children, relatives, or friends are not permitted to be in attendance during school hours. The coordinator of the program must be notified in all instances where anyone, other than those regularly in attendance, is to be present.
8. Get permission to speak. Do not whisper or talk to your neighbor. This is rude, inconsiderate, and disruptive.
9. Do not monopolize class time. Give only pertinent information when answering questions.
10. Only one handout is printed for each student. If a student is absent, it is their responsibility to obtain the handout from their study buddy.
11. Students may not enter instructors' offices without the instructor's permission. Do not enter any instructor's office doorway, unless they are present and have consented to your entrance. This is to maintain privacy of any records that may be on their desks.
12. Please do not place papers on any instructor's desk. Students should utilize the instructor mailboxes in the PN office and assignments drawers in the classroom.
13. No obscene language, gestures or put-downs of others will be tolerated. In an effort to maintain a positive culture, the coordinator asks to refrain from complaining in the general areas where all students and staff may hear it.
14. Confidentiality will be maintained at all times. What is said and heard in the classroom and in the clinical area must remain there. Breach of confidentiality will result in dismissal from the program.
15. Breaks are scheduled by the instructors. Students must return in the allotted time period, as it is disruptive to the other students when they don't. If a student is tardy when returning from a break, the door will be locked, and they will have to obtain a tardy slip. The instructor will notify them when they can enter the classroom. If an assignment is given, then, the student will miss the assignment. The student will be responsible for all missed information.
16. Students will perform duties as assigned. Duties may include cleaning the kitchen area and refrigerators.
17. Students will not be called from the classroom to receive phone calls unless it is an urgent phone call.

18. Behavior that interferes with learning will be addressed in an appropriate manner by the instructor. Appropriate actions may include a request for a disruptive student to leave the classroom for a short period of time or for the rest of the day. Time missed in the classroom will be counted against attendance total.
19. Students shall hand in assignments at 0800 on the day it is due. If it is turned in any time after 0800, the assignment will not be accepted. Instructors will provide specific deadline dates. Special projects may be given different consideration by individual instructors with approval.
20. Cell phones and smart watches will be turned off and placed in the cell phone storage container on the door in the classroom.
21. During class time, laptops are only to be used for testing or under instructor's guidance. Social networking and internet surfing is not allowed during class. The student should have their computers closed during the day during lecture, unless directed to have them open during the course of the classroom instruction by an instructor.
22. Students will be assigned a seating assignment, and it will be changed as frequently as every month.
23. If a student is asked to leave the classroom for any reason by the instructor, they will not be allowed to make-up classroom work. It will also be counted against their attendance.

CIVILITY/SOCIAL NETWORKING POLICY

Nursing is a profession characterized by compassion, caring, respect, and treatment of others with dignity. It is Cass Career Center's policy that all students and faculty engage in respectful interactions with others while enrolled in the Practical Nursing Program. It is expected that students will behave in a professional manner in the classroom, at the clinical site, and at any site (real or virtual) that they may be representing themselves as a student or nurse. Respectful interactions include being considerate, courteous, professional, and maintaining confidentiality of any information received as a result of a student's role in the Cass Career Center nursing program.

Inappropriate or unprofessional behavior, verbal or nonverbal, towards others may lead to disciplinary action up to dismissal. This includes eye rolling, inappropriate or offensive comments, vulgar language, and talking negatively about students, peers, or faculty in the community, clinical or the classroom/school. It also includes inappropriate postings on public sites about students, peers, the school, or faculty. Posting threatening or intimidating comments on any site or emailing these comments to any other person is not acceptable behavior.

Uncivil behaviors include demonstrating an inability to get along and interact with others (Instructors and students) without ongoing conflict in the classroom.

Any behavior that is considered uncivil, according to this policy, will be grounds for immediate discipline without warning, up to dismissal.

When using social networks or public blogs, the opportunity to violate other person's privacy is greatly increased. Using social media to violate confidentiality of any patient or facility by sharing information that the student may become aware of or be exposed to as a result of being a student in the practical nursing program will be considered a violation of patient confidentiality policies, and a student may be subject to disciplinary action as a result of posting information obtained as a result of these experiences as a practical nursing student.

The following are the student expectations related to social media:

Students should follow NAPNES code of conduct when posting online for any posting, whether in a private or public group.

1. Students should understand that all students are personally responsible for what is posted in user-generated media.
2. Students should respect all healthcare privacy laws. (continued on next page)
3. Students should not take pictures in patient care areas of themselves, employees, or patients.
4. Students should correct prior postings that may reflect negatively on themselves or that violate the social media policies of Cass Career Center Practical Nursing program
5. Students should correct prior postings that may reflect negatively on themselves or that violate the social media policies of Cass Career Center Practical Nursing program

DISCIPLINARY PROCEDURE

1. Verbal Warning
2. Written Warning for personal file.
3. Termination from program.

EXAMPLES OF INTERACTIONS WHICH WILL RESULT IN DISCIPLINARY ACTION UP TO DISMISSAL

1. Failure to meet attendance requirements.
2. Failure to achieve satisfactory progress in theory or clinical, based upon the clinical instructor's assessment with approval from the coordinator.
3. Unprofessional or unethical behavior in the clinical setting.
4. Violation of patient confidentiality.
5. Violation of classroom rules/guidelines

EXAMPLES OF INTERACTIONS WHICH WILL RESULT IN IMMEDIATE DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION:

Mature behavior of Cass Career Center students is essential to the safety and success within each class. Proper behavior and general work habits are basic requirements for successful employment, and they are stressed as part of the educational program and are as important as the skilled areas of the course. If students fail to conduct themselves properly and do not abide by the Cass Career Center standards, disciplinary action will become necessary. Practical Nursing students will follow the discipline policies in the Cass Career Center handbook. Additional causes for dismissal include, but are not limited to, the following:

1. Unauthorized absence from assigned duty station during scheduled hours.
2. Loitering, loafing, or sleeping while in assigned clinical area.
3. Use of abusive or obscene language, or acting in a disrespectful manner to any classmate or instructor in the classroom or to a patient, visitor, or staff member while in the clinical area.
4. Threatening, intimidating, or coercing a classmate, instructor, staff member, patient, or visitor.
5. Fighting, horseplay, annoying others or other disorderly conduct on school or clinical site premises.
6. Failure to follow call-in policy.
7. Failure to report to clinical instructor/preceptor upon arrival to clinical site.
8. Refusing to cooperate with learning activities as designated by instructor at any time.
9. The possession or use of illegal drugs. Use of alcohol or illegal drugs during the school day, or on any school activity.
10. Reporting to the classroom or clinical site with signs of alcohol or drug use. This includes odor of alcohol on breath. Cass Career Center has the right to require a drug/alcohol test.
11. Stealing property of the school or at the clinical site.
12. Two episodes of cheating.
13. Failure to follow civility policy
14. **FALSIFICATION** of records (includes hospital records). **To give an untruthful account of; to misrepresent; to alter or tamper with in order to deceive; to forge.)
15. Refusal to follow instruction in carrying out the duties assigned you by your instructor; insubordination.
16. Possession of a weapon such as a gun, knife, or other harmful implement on school premises or clinical sites.
17. Performing any task outside the scope of practice of a student practical nurse.
18. Breach of confidentiality.
19. Assault of client or classmate verbally, emotionally, or physically

Students will comply with Cass Career Center and Harrisonville R-IX School District Conduct Policies.

MEDIA SERVICES PLAN

The Practical Nursing classroom is equipped with a reference library and internet access. Continued efforts will be made to add to this important part of the program. References include books, pamphlets, and magazines. Coordinator and faculty will evaluate resources annually and identify materials that are not current. Students are encouraged to use these resources to enhance their learning. The library policy is as follows:

1. Materials may be checked out for **OVERNIGHT ONLY**. This is courtesy for others who may wish to use the reference.
2. **TO CHECK OUT BOOKS AND MAGAZINES**—The student checking out the book should write his/her name on the sign-out form and give to the coordinator. The book should be returned to the coordinator.
3. Students are responsible for all overdue and lost books from the library. Should books be lost, the student will replace the text with a book of today's value before final grades will be given. If books are overdue, a student may lose the privilege of checking out books from the library.
4. Information from the Internet may be copied with permission from faculty observing copyright laws. At the completion of the student's use for the information it is to be returned to the faculty for future students' use.
5. Quiet time will be observed in the classroom during breaks and lunchtime. The library will be available 30 minutes before and after class on non-clinical days for student use.
6. Cass Career Center's Practical Nursing students have access to many sources for research literature and media articles. Upon enrollment, students are given access to online journals (as included in tuition and fees), which provide a subscription to hard copy journals mailed to their residence. Each student's subscription includes access to the entire library of two online journals. The students will be instructed during orientation how to access and utilize these journals and the website where they are accessed. Students can contact any instructor in the program for assistance on the use of these websites used to access the journal articles. On each website, there is a help tab to provide guidance for any problems a student might have. The coordinator of the program will arrange for these resources to be available on the first day of class. Students will be provided netbooks on first day of class to access the materials.
7. If a student finds a valuable resource that would benefit the program, the student may suggest the purchase of that resource to the coordinator by sending an email with the title of the resource to the coordinator. The coordinator will evaluate the appropriateness of the resource and respond to the student's request.
8. Annual budget will include resources for purchasing and updating all media resources when necessary.

STUDENT ORGANIZATIONS

Students may choose to join the following organizations at their own expense:

MOSALPN (Missouri State Association of Licensed Practical Nurses) \$20.00

NAPNES (National Association for Practical Nurse Education and Service) \$15.00 – includes a subscription to the Journal of Practical Nursing.

SKILLS \$15.00

Practical Nursing Association of Cass Career Center (dues levied by each class).

BYLAWS OF THE STUDENT NURSING ORGANIZATION OF CASS CAREER CENTER

ARTICLE I

This organization will be known as the Student Nursing Organization of Cass Career Center.

ARTICLE II

The objectives of the organization are:

1. To promote and maintain high standards of learning, honor, and character.
2. To augment pride in the Cass Career Center Program of Practical Nursing.
3. To foster a positive relationship with the health care community.
4. To participate in local, state, and national organizations.
5. To establish a democratic governing body.

ARTICLE III

Membership is open to students in the Cass Career Center Program of Practical Nursing.

ARTICLE IV

Direction and management of affairs and finances shall be by the executive board.

Section I. The executive board shall include:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Historian
6. Parliamentarian

Section II. Nominations and elections shall be governed by bylaws.

Elections shall be held in the first three weeks of the program.

1. Written or verbal nominations will be accepted from the membership.
2. Vote will be as directed by the faculty advisor.

ARTICLE V

This organization will be under the supervision of the faculty advisors.

ARTICLE VI

Meetings will be scheduled as needed.

Section I. A 2/3 majority must be present to constitute a quorum.

ARTICLE VII

The duties of the officers shall be as follows:

Section I. The president shall preside at all meetings. He/she shall inform the news media of organization events.

Section II. The vice-president shall preside in the absence of the president and perform duties assigned by the president. He/she shall keep the roll of the membership. He/she shall serve as parliamentarian. He/she shall fulfill the duties of the president in the event the president is unable to do so.

Section III. The secretary shall keep minutes of the proceedings of all meetings. He/she shall handle all correspondence for the organization.

(Continued)

Section IV. The treasurer shall collect and disburse all funds of the association under the direction of the association. The records shall at all times, be open for inspection by any member. The treasurer shall report at each meeting. The accounts shall be audited annually.

- Section V. The historian shall keep a historic account of the class activities by means of a scrapbook, including newspaper articles, photos, cards, and all memories of the class.
- Section VI. The parliamentarian will oversee Robert's Rules of order and ensure that the meetings are conducted in an orderly manner.
- Section VII. A new officer will be elected in the event that a student is unable to complete the program.

ARTICLE VIII

The following standing committees shall be established:

- Section I. Graduation Committee. This committee will plan and prepare for graduation ceremonies.
- Section II. Fundraising Committee. This committee will direct the class in fundraising activities.
- Section III. Social Committee. This committee will schedule and organize social events for the class.
- Section IV. Community Service Committee. This committee will plan community service activities for the class.

Each member of the class shall serve on a committee. Committees shall be established in the third week of the program. Members shall volunteer for committees of interest.

REFUND POLICY

See Cass Career Center's "Student Financial Aid Handbook" for financial aid information and policies.

A student who withdraws or is terminated from the practical nursing program at Cass Career Center is eligible for a refund as defined in the "Student Financial Aid Handbook" and the refund will be processed automatically. The student does not need to request the refund. Textbooks are nonrefundable after first day of class.

FINANCIAL AID

Applications for Student Financial Aid (FASFA) may be obtained from the public library or in person from Cass Career Center. See "Student Financial Aid Handbook" for information on financial aid, scholarships, and application process.

EVALUATION

At the end of each academic unit, students shall complete and turn in an "Instructor Evaluation in the Classroom Setting" form. The results of the evaluation forms will be compiled by the Assistant Vocational Director or his/her designee.

At the conclusion of each clinical rotation, students shall complete and turn in an "Evaluation of the Clinical Experience" form.

Prior to graduation, students shall complete and turn in an "End of the Year Evaluation" of the practical nursing program. The completed program evaluation forms are sealed and not opened until after the class graduates.

Personnel from each clinical facility will be asked to provide input by completing an evaluation form regarding the clinical learning experience.

GRADUATE COMPETENCIES

Graduates from Cass Career Center's School of Practical Nursing must successfully satisfy all the requirements for the courses of this program in preparation for the provision of good nursing care. This is demonstrated by the following:

1. Each course must be passed with a score of 75% or higher with a 75% test average
2. Clinical rotations must be successfully completed as demonstrated through clinical evaluation.
3. The student must meet the attendance guidelines as described in this handbook.
4. Each student must demonstrate the ability to develop plans of care utilizing the nursing process and recognize changes in patients' conditions indicating the need for professional assistance.
This ability is demonstrated by the following:
 1. Clinical databases demonstrate understanding of individual patient care needs and analysis of the care provided by the student.
 2. Case studies and clinical simulations are completed successfully to indicate understanding of client needs and priority setting.
5. Critical thinking skills are demonstrated by successful completion of written tests, writing assignments and other learning activities.
6. The ability to assist the professional nurse in care of patients in complex situations by meeting specific nursing requirements of patients as directed must be demonstrated through the following:
 1. All clinical skills identified on the clinical skills check-off must be successfully completed either in the clinical setting or in the classroom laboratory under the direction of an instructor.
 2. The clinical rotations must be successfully completed as evidenced by the evaluation completed by the clinical instructor.
7. Written tests with items requiring critical thinking must be completed with a cumulative score of 75% or greater. Other written assignments may be included in the cumulative score.

ATI TESTING

- All students must complete ALL assigned practice and proctored tests before their transcripts will be mailed to Missouri State Board of Nursing after graduation.
- Failing to comply with the ATI testing plan could result in failing any course, resulting in dismissal from the program.

All testing and focused review must be completed before the official transcripts will be mailed to Missouri State Board of Nursing.

COPIES OF TRANSCRIPTS

Transcripts will not be released at any time after dismissal or withdrawal from the program unless the student's account balance is zero. Transcripts will not be released while students are enrolled unless they are current on any payment arrangements they have made with the school. After withdrawal/graduation, copies of transcripts will be mailed or faxed after receipt of a complete online request and a payment of \$5.00 per official transcript. Students must go to <http://harrisonvilleschools.schoolwires.net//cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=118> to request a transcript. There will be no charge for unofficial transcript.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Cass Career Center LPN Program complies with all privacy requirements (FERPA-See Below), as they apply to our students. We do not share any information with parents, spouses, children, or any other individual inquiring about any student's performance, finances, or other details of education without express written permission from the student. We ask that students share this information with others. Student files are secured in the PN office, and they are not accessed by any faculty member without express written permission from the student. Students who wish to share their information should contact the PN Coordinator, so that it can be arranged.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Disclaimer – All statements in this publication are subject to change at any time without prior notice. All policy decisions are at the discretion of the Director of Cass Career Center. Harrisonville Cass R-IX Board of Education policies supercede any policies contained in this handbook.

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