

STUDENT NURSE HANDBOOK

Academic Year 2024/2025

www.jeffco.edu/nursing



Jefferson College Nursing Department
1000 Viking Drive, Hillsboro, MO 63050
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Jefferson College

Bi-level Nursing Program

2024/2025

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1000 Viking Drive, Hillsboro, MO 63050
(636) 481-3406/(636) 797-3000, ext. 3406 · FAX (636) 789-2047 · TTY users dial 711
Email: nursing@jeffco.edu / Website: www.jeffco.edu/nursing

The **Level I/Practical Nursing (PN)** program has *full-approval* from the Missouri State Board of Nursing (MSBN).

The **Level II/Registered Nursing (RN)** program has *full-approval* from the Missouri State Board of Nursing (MSBN).

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handbook to maintain page number consistency

Non-Discrimination Policy

Jefferson College does not discriminate, and prohibits discrimination, on the basis of age, ancestry, color, creed, disability, genetic information, marital status, national origin, pregnancy, race, religion, sex, gender identity or expression, sexual orientation, or covered veteran status in employment or in admission to any educational program or activity of the College, as required by Title IX, Title VI, Title VII, Section 504, The Americans with Disabilities Act Amendments Act (ADAAA), the Age Discrimination in Education Act, the Age Discrimination in Employment Act (ADEA), and the Missouri Human Rights Act.

Note: If accessibility services are needed, contact the Accessibility Resource Office, ASII Room 303, (636) 481-3158 or aro@jeffco.edu. (Seven days advance notice required for sign language interpretation services).

In compliance with applicable Federal Rules and Regulations, Jefferson College has adopted a procedure for resolving complaints of discrimination. The procedure is available to any Jefferson College [student](#), [employee](#), or [applicant](#) who feels they have been discriminated against in employment, student programs, or student activities. For matters involving sexual harassment, please refer to the Jefferson College Title IX Sexual Harassment Procedure and Grievance Process for [students](#) and [employees](#).

The Americans with Disabilities Act Amendments Act (ADAAA) Coordinator for students is the Accessibility Resource Office Coordinator, **Linda Ladendecker-Corley**, **Office:** Arts & Science II Building (ASII) Room 303, **Email:** lladende@jeffco.edu, **Phone:** (636) 481-3158.

Inquiries about Title IX for students or employees may be referred to Jefferson College's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The Title IX Coordinator is responsible for any alleged discrimination or harassment that relates to sex or gender, including, but not limited to sexual harassment, sexual discrimination, sexual misconduct complaints, and pregnancy discrimination and support needs.

To report information about conduct that may constitute sex discrimination or harassment or make a complaint of sex discrimination or harassment under Title IX, contact the Title IX Coordinator at the contact information below. Reports of information that involve students may also be submitted through the Maxient reporting portal. **Brittany Gates**, Interim Title IX Coordinator, **Email:** bgates1@jeffco.edu, **Phone:** (636) 481-3258.

Students with concerns regarding any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX or ADAAA as specified above may contact **Dr. Kimberly Harvey-Manus**, **Office:** Student Center 205, **Email:** kharvey@jeffco.edu, **Phone:** (636) 481-3200.

Employees, applicants, or other individuals with concerns regarding any alleged discriminatory act or occurrence falling within the provisions of any of the Federal Rules and Regulations other than Title IX or ADAAA as specified above may contact the Senior Director of Human Resources, **Tasha Welsh**, **Office:** Administration 133-E, **Email:** twelsh@jeffco.edu, **Phone:** (636) 481-3157.

Student reports may be made in person, verbally, by phone, in writing through mail or electronic mail, through the College's [Maxient reporting portal](#) (found in MyJeffco or at <https://www.jeffco.edu/non-discrimination-policy>), or any other manner that delivers the information to the appropriate Coordinator at any time. Employee reports may be made in person, verbally, by phone, in writing through mail or electronic mail, or any other manner that delivers the information to the appropriate Coordinator at any time.

Diversity Statement

Jefferson College is a community leader dedicated to supporting and promoting diversity through opportunities and experiences that foster a culture of respect, inclusiveness, and understanding for everyone in the campus community to engage in a diverse world.

Diversity and inclusion at Jefferson College is a collective effort that comes from staff, faculty and students working together to make sure our campus is a welcoming place for all people, regardless of background or identity.

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handbook to maintain page number consistency

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The Nursing Department Student Handbook is to be used in conjunction with:

- [Jefferson College General Catalog](#) (2024-25)

**ALL SECTIONS OF THE NURSING STUDENT HANDBOOK
ARE SUBJECT TO CHANGE.**

I. THE BI-LEVEL NURSING PROGRAM

INTRODUCTION

The Bi-level Nursing Program is committed to the development of both practical and professional nurses. Students admitted to Level I/Practical Nursing (PN) will complete a course of study leading to a Jefferson College Certificate and eligibility for licensure as a Licensed Practical Nurse (LPN). Level I/PN is offered as a full-time day program with completion in one (1) year and a part-time evening program with completion in two (2) years.

Students meeting progression requirements are automatically admitted to Level II/Registered Nursing (RN). The second level is an Associate of Applied Science degree program leading to eligibility for licensure as a Registered Professional Nurse (RN). The day Level II/RN program is completed in two (2) semesters and evening Level II/RN program is completed in three (3) semesters.

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

JEFFERSON COLLEGE MISSION, VISION, AND VALUES

MISSION

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

VISION

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

VALUES

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

- **SUCCESS**
Supporting a focus on achievement, self-discovery, scholarship, creativity, completion, and skill mastery;
- **ACCESSIBILITY**
Fostering an environment of diversity and inclusion where a culture of collaboration responds to the needs of our communities through quality and affordable educational opportunities;
- **INTEGRITY**
Encouraging open, honest, and respectful communication; committing to accountability in all interactions, operations, and procedures;
- **LEARNING**
Establishing a high-quality learning environment that features collaborative and innovative engagement, academic freedom, professional development, and continuous assessment for improvement;
- **SERVICE**
Infusing a spirit of civic engagement through community volunteer initiatives, cultural enrichment, and service-learning opportunities.

JEFFERSON COLLEGE BI-LEVEL NURSING PROGRAM MISSION STATEMENT

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

PHILOSOPHY OF THE NURSING PROGRAM

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

1. Nursing is a holistic and scientific discipline, which promotes health through use of the nursing process. It is guided by professional standards and a code of ethics. A caring profession, nursing is both autonomous and interdependent in nature. It is believed that professional nursing practice does not occur in isolation but rather requires an on-going collaboration with consumers and providers of health care.
2. The client is seen as an individual, family, group, or community who enters into a formal agreement for the purpose of utilizing professional nursing service. This occurs in an environment where the client and the nurse collaborate to help the client achieve an optimal level of health.
3. Health is a uniquely perceived dynamic continuum between wellness and illness. This continuum flows with wellness being the optimal level of functioning to illness where the client requires the interventions of the professional to regain his/her optimal level of health. This health continuum is in a constant state of flux and is influenced by each individual's physical, psychological, sociocultural, and spiritual factors.
4. Academic success in nursing is valued by the faculty. The role of each faculty member is to serve as facilitator in the process of learning, independent decision-making, critical thinking, and personal and professional growth.
5. Learning is a life-long process that moves from simple to complex and builds on previous and current educational and life experiences. The Jefferson College Bi-level Nursing Program is unique in that the one plus one affords the student an opportunity to practice at different levels, to include practical and professional nursing. Each student is encouraged to develop maturity and self-direction and to think critically and creatively.

TERMINAL OUTCOMES AND COMPETENCIES

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

1. Integrate professional standards of moral, legal, and ethical conduct into nursing practice.
2. Incorporate evidence-based practice and apply critical thinking in the management of client care.
3. Communicate and collaborate with members of the interdisciplinary health care team to promote and maintain optimal health of clients and their families.
4. Synthesize knowledge from the art and science of nursing to provide quality holistic care.
5. Demonstrate professional growth in nursing practice through self-analysis and life-long learning.

Specific to Level I/PN, graduates will:

1. Demonstrate knowledge of nursing science and health promotion in caring for clients, families, and the community.
2. Provide effective client-centered care while utilizing professional communication, mutual respect, and shared decision making with the multidisciplinary healthcare team.
3. Understand the evidence that underlies clinical nursing practice with the spirit of inquiry, review traditional and existing practices, and collaborate with the multidisciplinary healthcare team to offer new insights to improve the quality of nursing care.
4. Implement one's role as a practical nurse in ways that reflect integrity, responsibility, and ethical practices to promote safe, quality holistic care for a diverse client population.
5. Advocate for clients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings while demonstrating the art of nursing.
6. Apply nursing science, health informatics, and nursing judgment to effectively delegate and collaborate as an active member of the multidisciplinary team.
7. Commit to continued personal and professional growth through self-analysis and lifelong learning.

Specific to Level II/RN, graduates will:

1. Synthesize knowledge of nursing science and health promotion in designing population-focused care.
2. Foster effective client-centered care while utilizing professional communication, mutual respect, and shared decision making with the multidisciplinary healthcare team.
3. Examine the evidence that underlies clinical nursing practice with the spirit of inquiry, question traditional and existing practices, and offer new insights to improve quality of care for clients, families, and communities.
4. Implement one's role as a professional nurse in ways that reflect integrity, responsibility, and ethical practices to promote safe, quality holistic care for a diverse client population.
5. Advocate for clients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings while demonstrating the art of nursing.
6. Integrate nursing science, health informatics, and nursing judgment to effectively delegate and collaborate as an active member of the multidisciplinary team.
7. Commit to continued personal and professional growth through self-analysis and lifelong learning.

II. ACADEMIC STANDARDS AND POLICIES

CORE PERFORMANCE STANDARDS

Core Performance Standards objectively identify a qualified applicant's ability to meet the program's performance requirements. Any student requiring accommodations should inform the instructor and the Coordinator of the Accessibility Resource Office (636-481-3169 / 636-797-3000 ext. 3169).

Core Performance Standards		
Requirement	Standard	Example
Critical Thinking	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation.	Identification of cause/effect relationships in clinical situations. Use of the scientific method in the development of client care plans. Evaluation of effectiveness of nursing interventions.
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups.	Establishment of rapport with clients/clients and colleagues. Capacity to engage in successful conflict resolution. Peer accountability.
Communication	Communication adeptness sufficient for verbal and written professional interactions.	Explanation of treatment procedures. Initiation of health teaching. Documentation and interpretation of nursing actions and client/client responses.
Mobility	Physical abilities sufficient for movement from room to room and in small spaces.	Movement about client's room, work spaces and treatment areas. Administration of rescue procedures-cardiopulmonary resuscitation.
Motor Skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care.	Calibration and use of equipment. Therapeutic positioning of clients.
Hearing	Auditory ability sufficient for observation and assessment necessary in client care.	Ability to observe client's condition and responses to treatments.
Vision	Visual ability sufficient for observation and assessment necessary in client care	Ability to observe client's condition and responses to treatments.

ADMISSION REQUIREMENTS LEVEL I/PN

Admission to Level I/PN for the beginning nursing student is competitive. Completion of the following criteria is not a guarantee of admission, but rather the minimum requirements for entry into the selection process. The nursing Admission, Progression, and Retention (APR) subcommittee evaluates each student's records individually.

Minimum criteria include:

1. GPA of 2.8 on a 4.0 scale in all pre-requisite coursework prior to admission to the nursing program or meet requirements for Academic Fresh Start (see College Catalog for further information).
2. Completion of the following pre-requisites:
 - a. Anatomy and Physiology I *
 - b. General Psychology
3. ATI TEAS Entrance Exam: Complete all content areas (Reading, Mathematics, Science, and English) and earn a minimum total score of 58.7%. Scores are valid for 2 years prior to the program start date.

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

Admission criteria is subject to change. Visit www.jeffco.edu/nursing/application for additional information.

** Must achieve a grade of 'C' or better within five years of program start date.*

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

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

1. Obtain a cumulative 85% average in all Level I/PN coursework.
2. Meet the benchmark score on a majority of the standardized integrated examinations given. If a student fails to achieve the required minimum benchmark score on any standardized integrated examination, an alternate version must be taken 7-14 days after the initial proctored assessment. The alternate version benchmark score may be considered for progression; however, only the initial examination score is applied toward the associated course grade.
3. Successfully complete the NCLEX-PN exam on the first attempt by the last day of the first eight-week session of enrollment in Level II/RN program. *Modifications to this deadline will require written approval of the Associate Dean. The student requesting the modification must make the request in writing a minimum of one week prior to the set deadline.* Failure to complete this requirement will result in immediate dismissal from the Level II/RN program. A student initiated withdraw from all nursing courses is required by the designated withdrawal date to avoid receiving an 'F' grade in all enrolled nursing courses.

Any Level I/PN student not automatically progressing into the Level II/RN program will need to apply for advanced placement into the Level II/RN Bridge Program.

ADVANCED PLACEMENT INTO LEVEL II / RN BRIDGE PROGRAM

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

1. Undisciplined Missouri licensure as an LPN.
2. GPA of 2.8 on a 4.0 scale in all pre-requisite or co-requisite coursework prior to admission to the nursing program or meet requirements for Academic Fresh Start (see College Catalog for further information).
3. Completion of the following pre-requisites:
 - a. Anatomy & Physiology I*
 - b. Anatomy & Physiology II*
 - c. General Psychology
 - d. Life Span Human Development
4. Achieve a minimum score of 850 on the HESI PN Mobility Exam.

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

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

Admission criteria is subject to change. Visit www.jeffco.edu/nursing/application for additional information.

** Must achieve a grade of 'C' or better within five years of program start date.*

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

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

1. Maintain a minimum of 80% in each nursing course.
2. Obtain a minimum of 80% on PNE 144 Intro to Pharmacology: Intravenous Competency Exam. If initial examination attempt does not meet minimum requirement, mandatory remediation will be given and the student is then allowed to complete one more attempt to achieve the required 80%. Only initial examination score will be applied toward the course grade.
3. Successfully complete all clinical hours and satisfactorily complete all clinical objectives.
4. Maintain at least 85% attendance in each nursing course.
5. Complete all nursing program courses as outlined in the nursing degree plan. All co-requisites must be completed by the end of admitted program of study.
6. Complete all assigned coursework in order to receive a grade for the course. Failure to complete any exam without prior approved arrangements will result in a **zero grade** for the exam, however, the missed exam **must still be taken** for the purpose of knowledge retention. It is the student's responsibility to contact the appropriate instructor to initiate exam make up. Any exam Any coursework not completed by the final day of the course will result in an incomplete (I) grade in the course and may affect progression in the program.
7. Attend and participate in the entirety of the ATI Live Review NCLEX Prep at the end of PNE 195 and RNR 260. Failure to complete the ATI Live Review NCLEX Prep prior to the final day of the course will result in an incomplete (I) grade for the course and may affect program completion.
8. Abide by all rules and regulations of Missouri State Board of Nursing (see Appendix A), Jefferson College (see Student Handbook and College Catalog), Jefferson College Nursing Program, and contracted clinical facilities.

In addition to the Level I/PN and Level II/RN policies listed above, an undisciplined LPN license must be maintained throughout the Level II/RN program. It is the student's responsibility to notify the Director of Nursing of any disciplinary action taken on licensure while in program. Furthermore, any criminal charges/convictions must be reported while in program, as it could affect clinical placement and/or potential licensure.

REENTRY/READMISSION POLICIES AND PROCEDURES

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

1. The student must complete the 'Letter of Intent Form' within two (2) business days of notification of withdrawal or dismissal to be considered for reentry. The 'Letter of Intent Form' will be issued by the Level Coordinator upon notification of dismissal.
 - a. If selected for conditional readmission, a conditional readmission agreement will be sent to student by the APR subcommittee chair. The APR subcommittee may specify certain criteria necessary for readmission. Criteria may include but is not limited to:
 - i. Repeating of a course taken more than six months out of sequence
 - ii. Completion of a remediation plan
 - iii. Course observation
 - iv. Regularly scheduled meetings with a nursing academic advisor
 - v. Student self-reflection and evaluation to address the student role in their success, area of concern, and problem-solving techniques
 - vi. Completion of standardized exams to verify knowledge retention of course content
 - b. If course observation is required, the original course grade will not be overridden on the student transcript. All assignments, unit exams, standardized exams are highly encouraged but not required. In order to successfully fulfill the course observation requirement, the student must:
 - i. Actively engage in lecture, class discussion, in-class activities, and lab sessions
 - ii. Maintain 85% attendance in the course
 - iii. Obtain a passing grade of 80% on the final exam
 - c. If completion of standardized exams is required, the student must meet established benchmark scores. Standardized exams may be assigned for any nursing courses that were satisfactorily completed up to the time of withdrawal or dismissal.
 - i. Failure to reach benchmark score will result in either course observation or reenrollment of the course.
 - ii. Any costs associated with standardized exams are the responsibility of the student.
 - d. It is the student's responsibility to arrange for and complete all conditional readmission requirements by the noted deadline. Failure to complete all conditional readmission requirements will result in forfeiture of readmission into the nursing program.
2. Failure to submit the 'Letter of Intent Form' within two (2) business days of notification of withdrawal or dismissal will result in forfeiture of readmission consideration. The student is then categorized as a new applicant and must reapply to the program.
3. **Two withdrawals within the same program of study (Level I/PN or Level II/RN) will result in the initiation of a five-year waiting period for re-application.** Withdrawals NOT related to student performance (grades, attendance, behaviors, etc.) will be evaluated on a case by case basis.

GRADUATION REQUIREMENTS

For each program level, students are required to complete:

1. A degree plan* as outlined in the College General Catalog (see online Degree Plans)
2. All course work as defined in nursing program retention/progression policies
3. The ATI Live Review NCLEX-PN or NCLEX-RN prep as designated by the nursing program
4. The comprehensive predictor standardized exam for NCLEX-PN or NCLEX-RN
5. The standardized comprehensive exit exam*

- a. **Final transcripts and diplomas will not be released until the exit exam has been taken. A final transcript must be submitted to the Missouri State Board of Nursing before permission to sit for the NCLEX licensure exam is granted.**

**Refer to the Jefferson College General Catalog for general graduation requirements for certification or an Associate of Applied Science degree.*

FACULTY ACADEMIC ADVISEMENT

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

POST-GRADUATION LICENSURE

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

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

Practical and Registered Nurse licensure in Missouri are under the control of the Missouri State Board of Nursing. The Board determines eligibility requirements for candidates who apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and Registered Nurses (NCLEX-RN). (See Appendix A)

TRANSFER TO A BACCALAUREATE NURSING PROGRAM

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

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

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

III. CURRICULUM

LEVEL I/PN PROGRAM (DAY & EVENING) PRE-REQUISITES

ACADEMIC GUIDE		NOTES
Pre-requisites (both PN Day & PN Evening)	Credits	
BIO211 Anatomy and Physiology I	4	Grade of "C" or better within 5 years of program start date
PSY101 General Psychology	3	Grade of "C" or better
COL100 Freshman Seminar	1	<i>This course may not be required for students who have previously completed 15+ credit hours of college credit.</i>
Total pre-requisite credit hours	8	

LEVEL I/PN – DAY PROGRAM (Program Entry: Fall Semester)

Fall Semester PN Year	Credits	Semester 1 Notes:
1st 8-week Short Session		
PNE141 Fundamentals of Nursing	6	Grade of "B" or better
PNE142 Fundamentals of Nursing Clinical	1	Satisfactory completion
PNE144 Introduction to Nursing Pharmacology	3	Grade of "B" or better
2nd 8-week Short Session		
PNE145 Personal Vocational Concepts	1.5	Grade of "B" or better
PNE148 Mental Health	2	Grade of "B" or better
PNE 149 Mental Health Clinical	0.5	Satisfactory completion
16-week Session (Program Co-requisite)		
(*) PSY205 Life Span Human Development	3	Grade of "C" or better
Total fall semester credit hours	17	

Spring Semester PN Year	Credits	Semester 2 Notes:
1st 8-week Short Session		
PNE163 Pharmacology I	3	Grade of "B" or better
PNE171 Medical Surgical Nursing I	5	Grade of "B" or better
PNE181 Medical Surgical Nursing I Clinical	1.25	Satisfactory completion
2nd 8-week Short Session		
PNE164 Pharmacology II	3	Grade of "B" or better
PNE172 Medical Surgical Nursing II	5	Grade of "B" or better
PNE182 Medical Surgical Nursing II Clinical	1.25	Satisfactory completion
16-week Session (Nursing Co-requisite)		
(*) BIO212 Anatomy & Physiology II	4	Grade of "C" or better within 5 years of program start date
Total spring semester credit hours	22.5	

Summer Semester PN Year	Credits	Semester 3 Notes:
PNE174 Maternal-Child Nursing	2.5	Grade of "B" or better
PNE195 Capstone Practical Nursing	2	Grade of "B" or better
PNE196 Capstone Practical Nursing Clinical	1	Satisfactory completion
Total summer semester credit hours	5.5	
TOTAL Level I/PN Day Program Credit Hours	56.5-58.5	<i>(*) These courses are co-requisites for the Level I/PN program and may be taken prior to admission to the program.</i>

LEVEL I/PN – EVENING PROGRAM (Program Entry: Spring Semester)

- See evening program pre-requisite courses on previous page.

PN Evening Program – Year 1

ACADEMIC GUIDE		NOTES
Spring (PN YEAR 1 – Semester 1)	Credits	Notes:
PNE141 Fundamentals of Nursing	6	Grade of "B" or better
PNE142 Fundamentals of Nursing Clinical	1	Satisfactory completion
PNE145 Personal Vocational Concepts	1.5	Grade of "B" or better
(*) PSY205 Life Span Human Development	3	Grade of "C" or better
Total spring semester credit hours	11.5	

Summer (PN YEAR 1 – Semester 2)	Credits	Notes:
PNE144 Introduction to Nursing Pharmacology	3	Grade of "B" or better
Total summer semester credit hours	3	

Fall (PN YEAR 1 – Semester 3)	Credits	Notes:
PNE163 Pharmacology I	3	Grade of "B" or better
PNE171 Medical Surgical Nursing I	5	Grade of "B" or better
PNE181 Medical Surgical Nursing I Clinical	2	Satisfactory completion
Total fall semester credit hours	10	

PN Evening Program – Year 2

Spring (PN YEAR 2 – Semester 4)	Credits	Notes:
PNE 148 Mental Health	2	Grade of "B" or better
PNE 174 Maternal Child Nursing/Clinical	5	Grade of "B" or better and Satisfactory (S) completion of clinical component.
(*) BIO 212 Anatomy & Physiology II	4	Grade of "C" or better within 5 years of program start date
Total spring semester credit hours	11	

Summer (PN YEAR 2 – Semester 5)	Credits	Notes:
PNE 164 Pharmacology II	3	Grade of "B" or better
Total summer semester credit hours	3	

Fall (PN YEAR 2 – Semester 6)	Credits	Notes:
PNE 172 Medical-Surgical Nursing II	5	Grade of "B" or better
PNE 182 Medical-Surgical Nursing II Clinical	2	Satisfactory completion
PNE 195 Capstone Practical Nursing/Clinical	3	Grade of "B" or better
Total fall semester credit hours	10	
TOTAL Level I/PN Evening Program Credit Hours	56.5 – 58.5	(* These courses are co-requisites for the Level I/PN program and may be taken prior to admission to the program.

LEVEL II/RN PROGRAM (DAY & EVENING) PRE-REQUISITES

ACADEMIC GUIDE		NOTES
Pre-Requisites (both RN Day and RN Evening)	Credits	
Current LPN Licensure with IV Certification	18	Must provide a copy of current undisciplined LPN license and official transcript of practical nursing coursework with IV certification to the nursing office.
BIO211 Anatomy and Physiology I	4	Grade of "C" or better within 5 years of program start date.
BIO212 Anatomy and Physiology II	4	Grade of "C" or better within 5 years of program start date.
PSY101 General Psychology	3	Grade of "C" or better
PSY205 Life Span Human Development	3	Grade of "C" or better
RNR 138 Intro to Bridging	1	More information will be given at Bridge Orientation: course only required for those in the RN Bridge program.
Total pre-requisite credit hours	32-33	

RN DAY PROGRAM

Summer Intersession	Credits	Notes:
RNR 138 Intro to Bridging	1	Grade: Pass/Fail (Requirement for bridge students)
Total summer intersession credit hours	1	

Fall Semester RN Year	Credits	Semester 1 Notes:
RNR225 Psychiatric Nursing	3	Grade of "B" or better
RNR210 Nursing Transitions and Trends	1	Grade of "B" or better
RNR230 Adult Health Nursing I	5	Grade of "B" or better
RNR231 Adult Health Nursing I Clinical	1	Satisfactory completion
(*) BIO113 Microbiology for Health Sciences	4	Grade of "C" or better. Must be completed by the end of the Fall semester.
(*) ENG101 English Comp I	3	Grade of "C" or better.
(*) Computer Literacy (CIS125 or by Examination)	3	Grade of "C" or better. Students have the option to test out of Computer Literacy: contact the Testing Center at 636-481-3147 for more information.
Total fall semester credit hours	20	

Spring Semester RN Year	Credits	Semester 2 Notes:
RNR220 Pediatrics and High-Risk OB Nursing	2.75	Grade of "B" or better
RNR221 Pediatrics and High-Risk OB Nursing Clinical	1.25	Satisfactory completion
RNR250 Adult Health Nursing II	5	Grade of "B" or better
RNR251 Adult Health Nursing II Clinical	1	Satisfactory completion
RNR260 Capstone Professional Nursing	2	Grade of "B" or better
RNR261 Capstone Professional Nursing Clinical	2	Satisfactory completion
(*) ENG102 English Comp II or COM100 Fundamentals of Communication	3	Course may be taken prior to admission into the nursing program.
(*) HST103 U.S. History I or HST104 U.S. History II or PSC102 U.S. and MO Gov. and Constitution	3	Course may be taken prior to admission into the nursing program.
Total spring semester credit hours	20	
TOTAL Level II/RN Evening Program Credit Hours	75	(*) These courses are required for the AAS degree. These Courses may be taken prior to admission to the program.

LEVEL II/RN – EVENING PROGRAM (Program Entry: Spring Semester)

- See evening program pre-requisite courses on previous page.

RN Evening Program

ACADEMIC GUIDE		NOTES
Winter Intersession		
RNR 138 Intro to Bridging	1	Grade: Pass/Fail (Requirement for bridge students).
Total winter intersession credit hours	1	

Spring Semester		Semester 1
RNR225 Psychiatric Nursing	3	Grade of "B" or better
RNR210 Nursing Transitions and Trends	1	Grade of "B" or better
RNR230 Adult Health Nursing I	5	Grade of "B" or better
RNR231 Adult Health Nursing I Clinical	1	Satisfactory completion
(*) BIO113 Microbiology for the Health Sciences	4	Grade of "C" or better. Course may be taken prior to admission into the nursing program. Must be completed by the end of the Spring semester.
(*) ENG101 English Comp I	3	Course may be taken prior to admission into the nursing program
Total fall semester credit hours	17	

Summer Semester		Semester 2
RNR220 Pediatrics and High-Risk OB Nursing	2.75	Grade of "B" or better
RNR221 Pediatrics and High-Risk OB Nursing Clinical	1.25	Satisfactory completion
(*) ENG102 English Comp II or COM100 Fundamentals of Communication	3	Course may be taken prior to admission into the nursing program
Total summer semester credit hours	7	

Fall Semester		Semester 3
RNR250 Adult Health Nursing II	5	Grade of "B" or better
RNR251 Adult Health Nursing II Clinical	1	Satisfactory completion
RNR260 Capstone Professional Nursing	2	Grade of "B" or better
RNR261 Capstone Professional Nursing Clinical	2	Satisfactory completion
(*) HST103 U.S. History I or HST104 U.S. History II or PSC102 U.S. and Missouri Government and Constitution**	3	Course may be taken prior to admission into the nursing program
(*) Computer Literacy (CIS125 or by Examination)	3	Grade of "C" or better. Course may be taken prior to admission into the nursing program. Students have the option to test out of Computer Literacy; contact the Testing Center at 636-481-3147 for more information.
Total fall semester credit hours	16	
TOTAL Level II/RN Evening Program Credit Hours	75	(*) These courses are required for the AAS degree. These Courses may be taken prior to admission to the program.

CREDIT HOUR DEFINITION

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

CLINICAL CREDIT HOUR

The Jefferson College Bi-Level Nursing Program includes clinical courses. The credit hour to clinical hour formula is as follows: one credit hour equals 48 contact hours.

TEXTBOOKS / ELECTRONIC RESOURCES

A required list of textbooks and electronic resources is made available on the Jefferson College nursing website each semester. All textbooks are available in the campus bookstore.

CLINICAL OPTIONS

All scheduling of clinical assignments is subject to availability and college/holiday scheduling. **PLEASE NOTE, when the Jefferson College campus is closed, NO clinical experiences will be allowed.** These dates are referred to as 'Black Out' dates.

LEVEL I/PN

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

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

Capstone Practical Nursing Clinical dates will vary. After the student is set up for practicum, the student will collaborate with assigned preceptor to create a schedule, pending approval by the assigned course instructor.

PN Day

Clinical dates for PN day students will occur on Monday and/or Wednesday.

PN Evening

Clinical dates for PN evening/weekend students will occur every other Saturday and Sunday, or

students may choose a weekday option based on availability. Weekday option clinical dates will occur once weekly on Fridays based on availability and group size.

LEVEL II/RN

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

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

Capstone Professional Nursing Clinical dates will vary. After the student is set up for practicum, the student will collaborate with assigned preceptor to create a schedule, pending approval by the assigned course instructor.

RN Day

Clinical dates for RN day students will occur on a Monday, Wednesday, or Friday.

RN Evening

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

CLINICAL SIMULATION LAB

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

When a clinical day is performed in the NEST lab, the rules and regulations pertaining to clinical site rotations apply. This includes adherence to clinical attendance policies. Students are expected to adhere to clinical uniform policies during simulation clinical days. Please note, students **ARE** permitted to wear Jefferson College/Student Nurse Club issued apparel as a part of their clinical uniform for simulation clinical only.

A sign-in sheet is required for each clinical simulation session. A signed consent form for video/audio taping is required from each student upon entry into the program. In addition, each student utilizing the NEST is required to sign a confidentiality form upon entry into the program.

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

IV. EVALUATION PROCESSES

GRADING SCALE

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

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
Below 60	F

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

A student may receive an incomplete (I) grade in a course if extenuating circumstances make it impossible to complete the course or if all coursework is not completed by the last day of the course. An incomplete grade can remain on a student's academic record for one semester. After one semester, the course work must be completed or the incomplete (I) grade automatically becomes an "F". If an incomplete is entered for a pre-requisite course, any subsequent course that requires that pre-requisite may not be taken until the incomplete is removed from the student's transcript.

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

STANDARDIZED TESTING

Standardized tests are developed by an outside service to provide uniformity and a means for averaging scores on a national level. Standardized testing is utilized throughout the program to assess knowledge, provide the student and faculty with predictability of NCLEX success, and as a means of evaluation for progression from the Level I/PN to Level II/RN program. Benchmarks from standardized exams are provided by each course instructor as established by standardized exam provider.

CLINICAL & SIMULATION EVALUATION

The Bi-level Nursing Program utilizes a **Pass/Fail** grading scale for final clinical course grades.

In order to successfully pass the clinical component, students must complete **all clinical assignments by the end of the rotation deadline**, and receive an overall satisfactory (S) grade. It is recognized that the clinical setting is an arena for practice and learning. It is not expected that a student displays expert performance initially but rather progresses in proficiency throughout the clinical experience and nursing program. Satisfactory (S) grade is determined by the assigned instructor based on best practice principles and according to the following guidelines:

CLINICAL GRADING SCALE

Pass/Fail System

Satisfactory (S)

Student demonstrates proficiency by fulfilling the requirements of the procedure, technique, and nursing intervention within the appropriate time frame. Student maintains professional behaviors throughout the experience. Student is self-directed with minimal guidance needed for this level.

Needs Improvement (NI)

Student performs in such a manner that requires moderate guidance for this level. Student does not meet expectations of professional behaviors policy. (NI) grades require issuance and completion of clinical remediation.

Unsatisfactory (U)

Student fails to meet required outcomes within specified time; makes errors that are not recognized, corrected, and/or reported; omits nursing skills required for the assigned client(s); or fails to demonstrate preparedness to perform clinical skills. Student requires considerable or total guidance at this level. (U) grades require issuance and completion of clinical remediation.

Failure to successfully complete all clinical assignments by the end of the rotation deadline, or to receive an overall satisfactory (S) grade for the clinical component will result in failure (F) of the clinical course and may prevent the student from advancing in the program. Clinical failure will require repeat of both clinical AND corresponding didactic course.

The clinical instructor may remove the student from the clinical area if in his/her professional judgment the student appears unwell, unsafe or impaired.

Clinical facility policies and procedures must be strictly adhered to by all nursing students. Facility/unit specific guidelines will be provided to students by the clinical instructor and/or clinical coordinator.

LATE CLINICAL PAPERWORK

All clinical paperwork is required. Late submission of clinical paperwork is a violation of professional behavior policies. Submission of late paperwork will result in issuance of the Clinical Assignment Action Plan as outlined below:

Level I – PN Level

First Offense: Verbal warning via email from Clinical Coordinator

Second Offense: Written warning and meeting with Clinical or Level Coordinator

Third Offense: Completion of assignment given by the Clinical Coordinator

Fourth Offense: Probationary action plan initiated

Final Offense: Failure to progress to the Level II/RN Program

Level II – RN Level

First Offense: Verbal warning via email from Clinical Coordinator

Second Offense: Written warning and meeting with Clinical or Level Coordinator

Third Offense: Completion of assignment given by the Clinical Coordinator

Final Offense: Probationary action plan initiated. This may result in failure of the course and subsequent dismissal from the program.

****The Clinical Assignment Action Plan follows the student through the entirety of their program level****

Failure to successfully complete **all** clinical assignments by the end of the rotation deadline, or to receive an overall satisfactory (S) grade for the clinical component will result in failure (F) of the clinical course and may prevent the student from advancing in the program. Clinical failure will require repeat of both clinical **AND** corresponding didactic course.

STUDENT REMEDIATION

The remediation process allows the instructor and student to formulate a plan in which to reinforce knowledge and correct deficits in the learning process. Student remediation is encouraged and is provided for any student needing assistance. Remediation appointments may be initiated by students or required by instructors. Mandatory remediation is required for students not meeting course, clinical, or professional expectations.

Didactic:

1. Mandatory Remediation is **required** when:
 - a. a student fails to complete any assignment by the assigned deadline
 - b. a student receives less than 80% on any exam
 - c. a student violates a professional behavior policy
2. **Remediation forms must be completed within 48 hours of instructor notification.**
3. Once the remediation form is submitted by the student, the course instructor will assign the required remediation. It is the student's responsibility to complete and submit assigned remediation by assigned deadline.
4. Failure to complete mandatory remediation by the assigned deadline will result in a violation of the professional behavior policy and may affect progression and retention in the nursing program.

Clinical:

1. Any student who receives a Needs Improvement (NI) or Unsatisfactory (U) grade in the clinical setting will be required to complete a clinical remediation form.
2. **Clinical Remediation forms must be completed within 48 hours of instructor notification.**
3. Once the clinical remediation form is submitted by the student, the clinical coordinator/clinical

instructor will assign the required remediation. It is the student's responsibility to complete and submit assigned clinical remediation by assigned deadline.

4. Failure to complete mandatory clinical remediation by the assigned deadline will result in a violation of the professional behavior policy and may affect progression and retention in the nursing program.

V. ATTENDANCE POLICIES

DIDACTIC

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

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

The following process reflects the policy for attendance:

ABSENTEEISM PERCENTAGE	ACTION
10%	The student is sent a 10% Absenteeism Notification form by the associated Level Coordinator (Level I/PN or Level II/RN). The notification form must be completed and signed.
15% or greater	The student is sent a 15% Absenteeism Dismissal Notification form from the associated Level Coordinator (Level I/PN or Level II/RN). The notification form must be completed and signed.

The Excessive Absenteeism Appeal Process can be found under Rules of Procedure in the Nursing Student Handbook. If a student wishes to appeal, all policies and procedures, as outlined in the Nursing Student Handbook, must be followed.

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

CLINICAL

Student clinical placement locations can require travel up to sixty (60) miles from the Hillsboro Campus. Students are responsible for their own transportation to and from the clinical site. All clinical attendance rules apply to planned preceptorship experiences and clinical simulation experiences in the NEST lab at Jefferson College.

Clinical Attendance / Make-Up Policy

Attendance of all clinical hours is mandatory and is required in order to successfully pass the clinical component of the associated course.

PNE 142: Fundamentals of Nursing Clinical - 48 hours

PNE 149: Mental Health Clinical - 24 hours

PNE 181: Medical Surgical Nursing I Clinical - 60 hours

PNE 182: Medical Surgical Nursing II Clinical - 96 hours (Fall 2024)

PNE 182: Medical Surgical Nursing II Clinical - 60 hours (Starting Spring 2025)

PNE 196: PN Capstone Preceptorship - 48 hours

RNR 221: Pediatrics & High-Risk Obstetrics - 60 hours

RNR 231: Adult Health I Nursing Clinical - 48 hours

RNR 251: Adult Health II Nursing Clinical - 48 hours

RNR 261: RN Capstone Preceptorship - 96 hours

The nursing program will offer a make-up opportunity for a maximum of one occurrence, if possible, as determined by clinical site, clinical instructor, and time availability. **More than one (1) clinical absence will result in a clinical failure**, resulting in dismissal from the nursing program.

1. Jefferson College Bi-Level Nursing Program cannot always guarantee in-person make-ups. Make-up learning activities are determined and scheduled by the Clinical Coordinator. Alternate experiences for the purposes of make-up are at the discretion of Jefferson College Bi-Level Nursing Program and are not negotiable.
2. Make-up experiences must be successfully completed at the first scheduled occurrence, as communicated by the Clinical Coordinator. Inability to complete assigned makeup experiences and/or learning activities will result in clinical failure.
3. Students sent home for any reason will be required to attend a scheduled makeup as assigned by the Clinical Coordinator.

Clinical Attendance Communication

Students are expected to notify the clinical instructor, preceptor, and/or Clinical Coordinator of any intended absence from the clinical site at least two (2) hours prior to the scheduled clinical start time (text messaging and voice mail notification may be utilized if approved by the clinical instructor).

Notification of the intended absence less than two (2) hours prior to the scheduled clinical start time will be deemed a late call in. This will result in a point deduction on the overall clinical evaluation score for the clinical experience.

Failure to notify the assigned clinical instructor and/or Clinical Coordinator by the scheduled clinical start time (“No Call No Show”), will result in a point deduction on the overall clinical evaluation score for the clinical experience.

Clinical Tardiness

All students are encouraged to arrive at least 15 minutes before the start of the scheduled clinical start time. As a component of the Jefferson College Bi-Level Nursing Program’s Professional Behavioral Policies, punctuality is an expectation. Arriving late is disruptive to the hospital staff, patient care, and nursing student peers.

Arriving at the designated meeting location 1-10 minutes after the scheduled clinical start time **will result**

in a tardy.

1. The first time a student is tardy:
 - a. It will be documented on the student's clinical evaluation form.
 - b. The student will receive a written warning from the Clinical Coordinator that must be signed and returned.
 - c. The student is responsible for reviewing and understanding the clinical attendance and tardiness policies.
 - d. It will result in a point deduction on the student's overall clinical evaluation score.
2. Any subsequent tardiness will result in a clinical absence; the student will be sent home from the clinical site, and the occurrence will be documented on the student's clinical evaluation form. Any clinical absence as a result of tardiness will require a clinical make-up, as outlined in the Clinical Attendance/Make-Up Policy.

Arriving at the designated meeting location later than 10 minutes after the scheduled start time will result in clinical absence and the student will be sent home from the clinical site.

JURY DUTY

It is an individual's civic duty to serve on a jury when called. However, as a student, rescheduling options are sometimes available. Please notify the Director of Nursing if a jury summons is received. A letter will be provided from Jefferson College requesting excusal. Regardless of the outcome, the attendance policy of the nursing program continues to be in effect.

INCLEMENT WEATHER

Clinical

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

If the college announces a late start of classes, students are expected to arrive at the clinical site at the announced late start time.

If the college announces an early campus closure, students leave the clinical site at the announced closure time.

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

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

Theory/Classroom

In the event of campus closure, students should await further instruction related to course delivery per individual course instructor.

Class Cancellation Announcements

When a decision is made to cancel classes, information will be communicated via the Viking Text Message Service, the Jefferson College automated telephone system, the Jefferson College web site, MyJeffco announcement portal, social media, and selected television stations.

Separate announcements will be made for both day and evening class cancellations. The decision to cancel evening classes will be announced as early as possible (in most cases no later than 4 p.m.) as weather conditions change. For more information visit: <https://www.jeffco.edu/inclement-weather-cancellations>

While the College determines class cancellations, students are responsible/accountable for their own safety.

VI. PROFESSIONAL BEHAVIORAL POLICIES

DEFINING PROFESSIONALISM

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

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

Adapted from Hammer, Dana. (2000). Professional Attitudes and Behaviors: The "A's and B's" of Professionalism. American Journal of Pharmaceutical Education.

STUDENT CONDUCT CODE / CIVILITY

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

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

COMMUNICATION

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

SOCIAL MEDIA POLICY

Definition: "Social Media" includes all forms of public, web-based communication, whether existing at the time of this policy's adoption or created at a future date, including, but not limited to the following:

1. Social networking sites (e.g., Facebook, LinkedIn);
2. Video and photo-sharing websites (e.g., Instagram, YouTube, TikTok, Snapchat);
3. Micro-blogging sites (e.g., X);
4. Blogs (e.g., corporate blogs, personal blogs, media-hosted blogs);
5. Forums and discussion boards (e.g., Yahoo! groups, Google groups, reddit);
6. Collaborative publishing (e.g., Wikipedia).

While social and electronic media possess tremendous potential for strengthening personal relationships and providing valuable information to health care consumers, nurses need to be aware of the potential ramifications of disclosing client-related information via social media. Nurses should be mindful of employer policies, relevant state and federal laws, and professional standards regarding client privacy and confidentiality and its application to social and electronic media.

By being careful and conscientious, nurses may enjoy the personal and professional benefits of social and electronic media without violating client privacy and confidentiality. Nurses must recognize they have an ethical and legal obligation to maintain client privacy and confidentiality at all times. As such, nurses:

1. are strictly prohibited from transmitting by way of any electronic media any client-related image.
2. are restricted from transmitting any information that may be reasonably anticipated to violate client rights to confidentiality or privacy, or otherwise degrade or embarrass the client.

3. are not to share, post or otherwise disseminate any information, including images, about a client or information gained in the nurse-client relationship with anyone unless there is a client care related need to disclose the information or other legal obligation to do so.
4. are prohibited from posting any personal or health information about patients, patient images, someone else's health information, or any information that would violate patient privacy. Patient care, patient status, or similar sensitive or private content may not be revealed (even if identifying patient information is withheld).
5. are not to refer to clients in a disparaging manner, even if the client is not identified.
6. are not to take photos or videos of clients on personal devices, including cell phones. Follow employer policies for taking photographs or video of clients for treatment or other legitimate purposes using employer-provided devices.
7. must maintain professional boundaries in the use of electronic media. Like in-person relationships, the nurse has the obligation to establish, communicate, and enforce professional boundaries with clients in the online environment. Use caution when having online social contact with clients or former clients. Online contact with clients or former clients blurs the distinction between a professional and personal relationship. The fact that a client may initiate contact with the nurse does not permit the nurse to engage in a personal relationship with the client.
8. should promptly report any identified breach of confidentiality or privacy.
9. are not to make disparaging remarks about employers, co-workers, faculty, or fellow students.
10. are not to make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic, or offensive comments.

In addition, student nurses should not use the Jefferson College or Jefferson College Bi-level Nursing program brand without expressed permission or for the use of social media account creation. Student nurses shall not express, communicate or link to comments that are vulgar, obscene, threatening, pornographic, harassing or which are a violation of the Jefferson College and Bi-level Nursing program professional behavior policies against discrimination, hostility or harassment on account of age, race, religion, sex, ethnicity, nationality, disability, or other protected class, status, or characteristic.

Adapted from the White Paper: A Nurse's Guide to the Use of Social Media (National Council of State Boards of Nursing [NCSBN] 2011) and Mercy Hospital Social Media Policy issued 3/11/2020

Any misuse of social media is taken seriously and is a breach of professional behavior policies and may lead to dismissal. The program is under obligation to report perceived or actual lapse in client confidentiality or privacy to any pertinent stakeholder.

VII. RULES OF PROCEDURE

PROCEDURAL DUE PROCESS

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

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

1. It is best to resolve concerns with the person(s) directly involved; i.e. course instructor or peer.

If not resolved;

2. Student is to bring the concern to the level coordinator/clinical coordinator. Coordinator has two business days to address and attempt to resolve the concern.

If not resolved;

3. Student is to bring the concern to the Assistant Director of Nursing (in writing, email acceptable). The Assistant Director of Nursing has two business days to address in writing to attempt to resolve the concern.

If not resolved;

4. Student is to bring the concern to the Director of Nursing (in writing, email acceptable). The Director of Nursing has two business days to address in writing (email notification acceptable) to attempt to resolve the concern.

If not resolved;

5. Student is to bring the concern to the Associate Dean of the School of Science and Health (in writing, email acceptable). The Associate Dean has two business days to address in writing (email notification acceptable) to resolve the concern.

GRADE APPEAL PROCESS

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

EXCESSIVE ABSENTEEISM APPEAL PROCESS

If absenteeism in any one class and/or clinical reaches 15% or greater, the student will receive a dismissal notification form from the Level Coordinator. The dismissal notification form will include the appeal rules of procedure, as outlined below:

1. After receiving dismissal notification, the student may request to appeal utilizing the standardized form provided. This request must be completed within two (2) business days of notification of dismissal. If the student chooses not to appeal or fails to submit appeal request form, the student must officially withdraw from all nursing courses, by the designated withdrawal date to avoid receiving 'F' grades.
2. Once the request is submitted, the student may attend class and clinical until final resolution is determined.
3. The Director of Nursing (or designee) will form an appeal panel consisting of the course instructor, a coordinator (Level I/PN, Level II/RN, or Clinical Coordinator), and one other nursing faculty member. The Director (or designee) will chair the panel. The appeal panel process will be completed within five (5) business days of receipt of appeal request. The appeal panel will provide a decision (in writing) within three (3) business days of the appeal panel meeting date.
4. The student may elect to either appear before the panel in-person or to submit a written explanation, with supporting documentation, directly to the panel. The choice to appear in-person or submit explanation and documentation for review must be stated in the original appeal request.
5. The panel will consider the circumstances surrounding the excessive absenteeism, attendance patterns, current grade point average in the class(es), professional behavior patterns, and perceived ability for successful completion of remaining curriculum when determining the outcome.
6. If the student is allowed to return to the program it is understood that unless specifically defined by the panel, any further absence will lead to immediate dismissal from the program without the ability for further appeals.
7. All decisions made by the panel are final. The student maintains the right to follow the College defined Student Appeal Process (see Jefferson College Student Handbook).

DRUG AND ALCOHOL SCREENING

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

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

*Expenses related to subsequent testing will be the students' responsibility.

- **Refusal to submit to drug testing as scheduled will result in immediate dismissal from the program.**

If a test yields a positive or abnormal result, a second test (at the student's expense) will be performed. Subsequent testing must be performed within 48 hours. Failure to complete drug screening by the specified date will result in the student's dismissal from the Nursing Program. A confirmed positive test will result in immediate dismissal from the Nursing Program.

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

In the classroom setting if a student is suspected of being under the influence of any substance leading to inappropriate behavior, faculty are directed to contact campus police immediately.

Any substance-related incident or conviction must be reported within five (5) days of the occurrence. A student convicted of involvement in a criminal drug or alcohol offense may result in dismissal from the Nursing Program.

VIII. STUDENT RESPONSIBILITIES

NURSING STUDENT UNIFORM

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

The student nurse uniform is required to be worn during the student's required clinical rotation, simulation clinical, preceptorship experiences and formal skills check offs. Please remember that any time you are in uniform you represent the Jefferson College Bi-level Nursing Program and the professional behavior standards. Please refrain from wearing your clinical uniform anywhere but scheduled clinical experiences.

Grooming

1. Good personal hygiene is required and includes freedom from odors and excessive fragrances.
2. All clothing will be clean, neat, and free of offensive odors.
3. Make-up should be natural color and not excessive. False eyelashes are to be secure and should not be excessive in nature.
4. Hair will be well groomed, a natural color, and secured neatly and tightly away from face and neck. Conspicuous hair ornaments are not acceptable while in uniform. Hat, caps, and head scarves are not to be worn unless approved due to religious accommodation.
5. Fingernails are to be kept at a length and shape consistent with client safety. When looking at palm side of hand, nails should not be seen. Fingernail polish, gel, dip, acrylic and artificial nails are not permitted in the clinical area.
6. Beards, mustaches, and sideburns must be neat and well-groomed. Beard covers may be required for certain procedures/procedural areas.

Jewelry/Tattoos/Misc.

1. Visible tattoos must be completely covered. White or nude sleeves or undergarments may be worn to cover visible tattoos.
2. Only conservative jewelry is permitted. Any jewelry that poses a safety issue to the student or client is not permitted. Facial/dermal/oral or visible body piercings/ jewelry is not permitted. Earrings are to be posts and not dangling. Gauges/ear plugs are not allowed. Safety and appropriateness for the workplace will determine the wearing of any jewelry and in some areas will be strictly prohibited. Jewelry must not affect services provided in any way.
3. The only rings permitted in the clinical area are wedding bands as long as they do not cause any injury to the client or student. Rings with stones or mountings are discouraged in the clinical area. In certain clinical areas, such as mental health, no jewelry is allowed.
4. Dark glasses are not permitted unless prescribed by a physician.

Uniform Requirements

1. The uniform consists of school approved jacket, scrub top, and bottoms with school logo embroidery. In addition, a wrist-watch with a second hand, and nursing kit comprising of

stethoscope, bandage scissors, pen light, and blood pressure cuff is required. Uniform and nursing kit will be included in PN/Level I student fees and will be provided by the program. RN/Bridge students are responsible for purchasing all components of the school approved nursing uniform.

2. Uniform should be clean and free from odors and stains. Undergarments are to be worn and are not to be visible through clothing.
3. Shoes are not provided and must be purchased separately by the student. Shoes must be clean, intact, closed toed and closed back. Shoes must be worn with solid colored socks. Shoes must be a solid neutral color.

Name Badge

1. Jefferson College student name badges and badge buddies are required to be worn above the waist and are part of the clinical uniform.
2. Cost of replacement name badge, reel, and/or badge buddy is the responsibility of the student.

Pinning Attire

1. Nursing caps are not a part of the clinical uniform but are required for the traditional pinning ceremony and the cohort photo. No ornamental pins will be allowed on the nursing cap. Caps and royal blue stripes can be obtained in the nursing office. First cap is provided without charge. Cost of additional cap(s) is the responsibility of the student. PN cap is adorned with one blue stripe approximately one inch below the cap edge. RN cap is adorned with two blue stripes, one approximately one inch below the cap edge, the other approximately ½ inch below the first blue stripe.
2. The attire for each pinning ceremony will be as follows:
 - a. Level I/PN: In addition to the nursing cap, students will wear the school associated clinical uniform including, white embroidered scrub top, royal blue embroidered lab jacket, royal blue pants, and neutral colored shoes.
 - b. Level II/RN: In addition to the nursing cap, students will wear business professional attire.

EMPLOYMENT SERVICES

The Employment Services team is committed to helping students prepare for their job search. The service provides workshops or individual assistance with resume and cover letter writing, job search, networking, and interview skills. Employment Services also hosts a Healthcare Career Fair to connect job seekers to employers with open positions. Local job openings are listed on the job board at www.collegecentral.com/jeffco and resources are available on the office website www.jeffco.edu/employmentservices. Contact Employment Services with questions or to set an appointment, (Office, CTE 101; Phone 636-481-3223; Email employmentservices@jeffco.edu)

STUDENT HEALTH

Students are responsible for their own health care throughout the nursing program. Neither the College nor the health care agency where the student obtains clinical experience is responsible for needed

medical care. Students are strongly advised to make arrangements for adequate health insurance coverage.

Each clinical agency enforces specific health requirements, and the nursing student is obligated to meet the current requirements of the agency in which clinical experience is provided. Proof of current immunizations, titers, and current physical examination will be required prior to attending the clinical site. Nursing students are expected to inform faculty of any health problems that could interfere with clinical experience including communicable diseases. The student will be asked to leave the clinical area, if in the judgment of the faculty member, the student's or client's health may be compromised. Please note, this is considered an absence.

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

APPENDIX

NCLEX LICENSURE EXAM ACCOMMODATIONS,
NCSBN COMPACT ACT

&

MISSOURI REVISED STATUTES

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NCLEX Licensure Exam Accommodations

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

20 CSR 2200-4.020 Requirements for Licensure

(M) Requests for Examination Modification.

1. The Missouri State Board of Nursing and its test service will determine if a candidate will be allowed modification of the examination if the candidate requests the modification because of a disability defined by the Americans with Disabilities Act.

2. The candidate requesting modification shall submit a request to the Missouri State Board of Nursing. The request shall contain—

A. A letter from the candidate’s nursing education program indicating what modifications, if any, were granted by that program;

B. Appropriate documentation supporting the request for accommodation from a qualified professional with expertise in the areas of the diagnosed disability. Documentation must include:

(I) A history of the disability and any past accommodation granted the candidate and a description of its impact on the individual’s functioning;

(II) Identification of the specific standardized and professionally recognized tests/assessments given (e.g., Woodcock-Johnson, Weschler Adult Intelligence Scale);

(III) Clinical diagnoses of disability (where applicable, list the DSM Code Number and Title);

(IV) The scores resulting from testing, interpretation of the scores, and evaluations; and

(V) Recommendations for testing accommodations with a stated rationale as to why the requested accommodation is necessary and appropriate for the diagnosed disability; and

C. A letter from the applicant requesting the modifications detailing the specific modifications and explaining the rationale for the modifications.

3. When the request is received from the candidate with the previously listed items, the request will be reviewed.

4. If approved, a request for modification of an examination will be submitted to the test service.

Missouri State Licensure Eligibility and the NCSBN Nursing Compact Act

Upon successful completion of the Jefferson College Bi-level Nursing Program, graduates are eligible to take the National Council Licensure Exam (NCLEX) through the National Council of State Boards of Nursing (NCSBN) for licensure in the state of Missouri. Licensure in the state of Missouri does not guarantee licensure in other states.

The Nurse Licensure Compact (NLC) allows a nurse to have one multistate license with the ability to practice in the home state and other compact states. Not all states currently participate in the NLC, including Illinois at this time. Illinois residents completing a Missouri Nursing Program will be eligible for Missouri licensure and must obtain information from the Illinois State Board of Nursing for licensure requirements. It is the student’s responsibility to obtain verification of participating NLC states and apply if the student wishes to do so. Verification of participating NLC states can be found at <https://www.ncsbn.org/nurse-licensure-compact.htm>.

Missouri Revised Statutes
Chapter 335 Nurses
Section 335.046

335.046. License, application for — qualifications for, fee — hearing on denial of license.

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

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

3. (1) An applicant for a license to practice as an advanced practice registered nurse shall submit to the board a written application on forms furnished to the applicant. The original application shall contain:

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

(b) A statement that it is made under oath or affirmation and that its representations are true and correct to the best knowledge and belief of the person signing same, subject to the penalties of making a false affidavit or declaration.

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

(3) An applicant shall:

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

registered professional nurse or advanced practice registered nurse in any state or territory;

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

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

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

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

4. Upon refusal of the board to allow any applicant to take either the registered professional nurses' examination or the licensed practical nurses' examination, or upon refusal to issue an advanced practice registered nurse license, the board shall comply with the provisions of section [621.120](#) and advise the applicant of his or her right to have a hearing before the administrative hearing commission. The administrative hearing commission shall hear complaints taken pursuant to section [621.120](#).

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

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

Missouri Revised Statutes
Chapter 335 Nurses
Section 335.066

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

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

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

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

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

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

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

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

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

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

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

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

- (d) Delegating professional responsibilities to a person who is not qualified by training, skill, competency, age, experience, or licensure to perform such responsibilities;
- (e) Performing nursing services beyond the authorized scope of practice for which the individual is licensed in this state;
- (f) Exercising influence within a nurse-patient relationship for purposes of engaging a patient in sexual activity;
- (g) Being listed on any state or federal sexual offender registry;
- (h) Failure of any applicant or licensee to cooperate with the board during any investigation;
- (i) Failure to comply with any subpoena or subpoena duces tecum from the board or an order of the board;
- (j) Failure to timely pay license renewal fees specified in this chapter;
- (k) Violating a probation agreement, order, or other settlement agreement with this board or any other licensing agency;
- (l) Failing to inform the board of the nurse's current residence within thirty days of changing residence;
- (m) Any other conduct that is unethical or unprofessional involving a minor;
- (n) A departure from or failure to conform to nursing standards;
- (o) Failure to establish, maintain, or communicate professional boundaries with the patient. A nurse may provide health care services to a person with whom the nurse has a personal relationship as long as the nurse otherwise meets the standards of the profession;
- (p) Violating the confidentiality or privacy rights of the patient, resident, or client;
- (q) Failing to assess, accurately document, or report the status of a patient, resident, or client, or falsely assessing, documenting, or reporting the status of a patient, resident, or client;
- (r) Intentionally or negligently causing physical or emotional harm to a patient, resident, or client;
- (s) Failing to furnish appropriate details of a patient's, client's, or resident's nursing needs to succeeding nurses legally qualified to provide continuing nursing services to a patient, client, or resident;
- (7) Violation of, or assisting or enabling any person to violate, any provision of sections [335.011 to 335.096](#), or of any lawful rule or regulation adopted pursuant to sections [335.011 to 335.096](#);
- (8) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;
- (9) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections [335.011 to 335.096](#) granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;
- (10) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;
- (11) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections [335.011 to 335.096](#) who is not registered and currently eligible to practice pursuant to sections [335.011 to 335.096](#);
- (12) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
- (13) Violation of any professional trust or confidence;
- (14) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;
- (15) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*Words "[chapter 335](#)" appear in original rolls.

**Section [335.259](#) was repealed by S.B. 52, 1993.