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NON-DISCRIMINATION STATEMENT

Mid-America Technology Center is in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitative Act of 1973, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act of 1990, and other Federal laws and regulations, and does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, disability, or status as a veteran in any of its practices, policies, or procedures. This includes, but is not limited to admissions, employment, financial aid, and educational services. Mike Eubank is the coordinator of Mid-America Technology Center's efforts to assure non-discrimination.
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Dear Practical Nursing Student:

Welcome to the Mid-America Technology Center, Practical Nursing Program. The administration and faculty appreciate your choice of our school to pursue your education. You are to be congratulated for selecting nursing as a career. There will be many challenges for you in this year and your future career. You will encounter many new situations and meet people who will provide you with opportunities to enrich your life; as well as to help you become a more confident individual. This will be one of the hardest but most meaningful years of your life. We hope to share enthusiasm for the profession of nursing and to recognize the growth of students as fellow professionals throughout the year.

The faculty’s primary concern is to assist each student in becoming a competent, compassionate nurse. During the course and career this will include fulfilling personal responsibilities to yourself, your family, and your community. It is our hope that you will utilize our knowledge, skills and concern for you to best meet your personal goals in nursing. As an adult student your learning experience will be maximized by self-awareness, personal responsibility and communication of needs. The faculty and administration will work to assist you in accessing the resources to best meet your educational needs.

This handbook was designed to guide you in becoming familiar with the standards necessary to help you meet the program expectations. The policies will guide the decisions within the program. It is essential for you to read and understand so that you can succeed and graduate. Please ask for clarification if needed.

Our congratulations and best regards for a great year in the Mid-America Technology Center’s Practical Nursing Class of 2014!

Administration:

Dusty Ricks, Superintendent School 405.449.3391

Tony Hancock, Assistant Superintendent

Nursing Faculty:

Lisa Musgrove, RN, MS, Coordinator/Instructor
Cell 405.238.0803
lmusgrove@matech.edu

Laryssa Couch, RN, BS, Instructor
Cell 405.659.7605
lcouch@matech.edu

Michael Carlton, RN, MS, MHA, Instructor
Cell 405.990.9514
mcarlton@matech.edu
Mid-America Practical Nursing

General Program Information
PHILOSOPHY OF MID-AMERICA TECHNOLOGY CENTER

Mid-America Technology Center is operated with the express purpose of providing each student every available opportunity to become a well-informed self-supporting citizen. It is believed that schools should give students the tools of learning and provide experiences pertinent to the program they are following, whether it be toward meaningful employment in the industrial/business world or in pursuit of a college degree.

We believe that each individual is a unique creation and should have the opportunity to develop his or her aptitude and skill to the fullest potential. The development of a technical skill, as well as moral character, citizenship, and self-pride will be the guiding philosophy of the faculty and administration of Mid-America Technology Center.

GENERAL AIMS

We believe that Mid-America Technology Center has the opportunity and privilege to provide the technical education necessary to prepare all students of our district with skills and know-how to be useful, productive, self-supporting citizens. Realizing that individual differences exist and that technology is constantly changing, we still believe that every student must have the opportunity to develop his or her aptitudes to the fullest potential. We will endeavor to include the following:

A. Placing emphasis on the importance of the American Free Enterprise System.
B. Expanding of skills and technical training will be concentrated in the area of greatest need.
C. Providing occupational orientation and exploratory experiences for all persons at all levels in order that reasonable, enlightened, and long range decisions may be made about career choice.
D. Improving the image of work in order that students, parents, and the public may know of the dignity, challenge, and satisfaction (intellectual and financial) of a skilled or technical occupation.
E. Facilitating access into occupational educational programs for those adults who have dropped out of the formal education program before graduating from high school.

Our aims reflect a firm philosophy that technical education should equip every individual, to the extent that ability permits, with the competence to attain economic, social, intellectual and spiritual goals in a democratic society.
MATC Mission Statement

Mid-America Technology Center enriches economic growth by providing quality education and training.

MATC Vision

Mid-America Technology Center
❖ Is recognized for quality education, training, leadership and service
❖ Provides a climate where all stakeholders can experience success
❖ Is recognized as a leader in economic development
❖ Provides an atmosphere where every individual is valued
❖ Continues to stay on the leading edge of technology, innovation and emerging workforce trends
❖ Continues to maximize return on investment

Our Core Values
❖ Integrity
❖ Quality
❖ Innovation
❖ Success
❖ Responsibility
MID-AMERICA TECHNOLOGY CENTER PRACTICAL NURSING PROGRAM

MISSION

Mid-America Technology Center Practical Nursing Program enriches economic stability and growth of individuals in the community and the health care industry by providing quality education to the individual student to become a competent and compassionate practical nurse, while meeting or exceeding all state and national accreditation standards.

VISION

The vision of Mid-America Technology Center’s Practical Nursing Program is to be known as a training and educational program of choice guided by commitment to building nursing competence through educational quality while promoting student success. Guided by human value, nursing standards of practice and the use of technology and innovation, program success measures (NCLEX-PN pass rates, attrition rates, program evaluations) will be at or above state and national standards.

PRACTICAL NURSING PROGRAM PURPOSE

Our purpose is to provide the training opportunity of a well-equipped facility, diversified clinical facilities and a qualified faculty to teach the fundamental skills, knowledge and concepts needed by the practical nurse for safe clinical practice. A graduate of this institution will be eligible to apply to take the National Council Licensure Examination (NCLEX-PN) that will entitle the individual to use the title, Licensed Practical Nurse, if the passing standard set by the Oklahoma Board of Nursing is met. The graduate will then be employable and capable of fulfilling the work role of a competent and compassionate practical nurse to build personal economic stability while improving the health care industry of the community.

PRACTICAL NURSING PROGRAM GOAL

Our overarching goal as a practical nursing program is to provide an education steeped in the nursing tradition, through use of up-to-date health care technology. For all education and training to be based on industry regulatory educational & safety guidance, professional core competencies and evidenced based research. To provide a training environment through facilities, equipment and technology that offers realistic, meaningful scenarios and prepares our graduates for competent nursing practice.
MID-AMERICA PRACTICAL NURSING PROGRAM
PHILOSOPHY

The faculty of the nursing program supports the philosophy of Mid-America Technology Center. We believe that education is a goal-directed, systematic, life-long process that enhances the student's ability to develop values and acquire knowledge through initiative and self-discipline. Through this process the student can be guided to think critically and analyze possible solutions to meaningful problems throughout life. It is our responsibility to prepare the adult learner with technical nursing competencies for employment. We believe that each individual is a unique creation and should be encouraged to reach their full potential. The following qualities are the core values of the nursing program and form the foundation for our conceptual framework.

**Educational Quality:**

We believe that nursing education can best be administered through an accredited educational institution. It is essential that students develop the knowledge, core competencies and values requisite to nursing. The methods used are goal-directed and systematic. It is essential to provide content and then to teach the student to think critically and analyze to meet the needs of unique situations. To assure that the process of education is optimal, the program provides adequate physical facilities, equipment, qualified faculty and diverse clinical experience. Students are given both controlled and real life experiences to develop skills and professional competencies. Student organization activities augment content and skills. Partnerships among school, program and community assure that educational content is timely and appropriate for the practical nurse.

**Human Value:**

The program supports the value of the individual human as a holistic being. Each person, such as a student or a client, is unique and worthy of respect. We believe that the practical nurse should be caring and compassionate towards those they serve. Compassion in providing nursing care is seen as recognition of value and is evidenced by good communication and meeting the needs of the client. We believe that client communications are therapeutic and thoughtful going beyond the “collection of information.” Society is comprised of individuals in interrelationship that are influenced by culture, environment, physical resources and human resources. Nurses must recognize the needs of the individual, the group and the individual within the group.

The program provides opportunities to build moral and ethical character in relating to others as recipients of health care as well as in cooperative settings. The “human element” offered as a student, originating from life experience is encouraged in academic forums and is considered a resource for acquiring skills and knowledge to enhance learning.
**Nursing Competence:**

Clinical skills and competence are built through demonstration, skills practice, high fidelity simulation and clinical experience in acute care, long term care facilities, home health care agencies and physician offices. This allows progress in implementing nursing care appropriate for the practical nurse. Students learn to work within the nursing process by incorporating various types of nursing skills to promote or maintain the health of clients. We believe the education is enhanced when the clinical facilities are located in the communities from which our students come.

We believe that practical nursing education is an integral component of the nursing profession. It encompasses providing care for clients whose needs are not critical with supervision under the direction of a registered nurse or physician. We believe that practical nursing education should prepare the student to function as part of the health care team in a safe, competent manner. A quality practical nursing program should provide the student with opportunities to develop skills and professional competencies necessary for the delivery of compassionate nursing care to clients of all ages.

Clinical experience with actual health care clients allow the student to recognize needs of the individual, group and individual within the group in the changing environment of the real health care setting. Competence is acquired to meet the unique physical, psychological, and social needs of individuals while becoming a safe, health care team member. The student learns to function as a practical nurse in promoting adaptation of the individual primarily to meet physiologic needs but with recognition of the health implications of adaptations of self-concept, role function and interdependence. Through the program the student progresses from dependent action toward self-direction in nursing action while adhering to legal and ethical standards of nursing practice.

We believe that practical nursing education should meet national competencies, such as quality and safety initiatives, to prepare graduates with the knowledge, skills and attitudes to safely and adequately care for clients.

**Student Success:**

We believe that practical nursing education should be available to all who meet the academic, physical, and personal qualifications and are motivated to become a practical nurse. Students who meet the criteria for admission are capable of success in the program. The school promotes educational success through quality instruction and student services.

Students within the program are supported through educational resources to succeed within the program and after completion. A commitment is made to assist students in adapting from student to employment role through quality instruction for career skills and specific competencies. This provides a clear behavioral outcome that can be measured for the individual and the program. To assist in achieving the desired outcome, the program implements educational methodologies appropriate for the individual needs of the student to increase success in the role of practical nurse. To maintain success in the work setting the student is taught to think critically toward solutions to problems. The student will become a member of society and must be able to adapt sufficiently to life and career changes. The expectation that each practical nursing student is capable of success in the
program affects program delivery. Each student is supported to achieve personal improvement as well as increased employability skills in the role of practical nurse.

Student organization activities within practical nursing education assist the student in development of moral and ethical character, citizenship and self-pride to function within society as well as career skills.

**Life Long Learning:**

We believe that learning is a process that will result in change in the individual’s behavior through study, instruction and experience. That adult learning is a self-initiated life-long process that can be stimulated through an atmosphere of creativity, a desire for knowledge and mutual respect. The education of a student practical nurse should progress from dependent responding toward an actionable self-direction.

To adapt to the changing demands of nursing and society the student will find a need to continually acquire new information and skills. As life events occur, both personally and professionally, the student will be better prepared to adapt by incorporating skills acquired in the program including teamwork and critical thinking. The student is capable of understanding, reasoning and acquiring knowledge to adapt positively to a constantly changing environment.
MID-AMERICA’S PRACTICAL NURSING PROGRAM’S CONCEPTUAL FRAMEWORK

CONCEPTUAL FRAMEWORK CENTRAL CONCEPTS
The Mid-America Technology Center Practical Nursing Program functions within the general parameters of the program philosophy. The primary concepts within the philosophy provide a conceptual framework foundation which the program is structured. The conceptual framework illustrates the primary elements within program’s philosophy. These concepts work together to fulfill the vision of the program.

Practical Nursing Definition (Oklahoma Board of Nursing (OBN), 2011) – “Licensed practical nursing” means the practice of nursing under the supervision or direction of a registered nurse, licensed physician or dentist. This directed scope of nursing practice includes, but is not limited to:

a. contributing to the assessment of the health status of individuals and groups,
b. participating in the development and modification of the plan of care,
c. implementing the appropriate aspects of the plan of care,
d. delegating such tasks as may safely be performed by others, consistent with educational preparation and that do not conflict with the Oklahoma Nursing Practice Act,
e. providing safe and effective nursing care rendered directly or indirectly,
f. participating in the evaluation of responses to interventions,
g. teaching basic nursing skills and related principles,
h. performing additional nursing procedures in accordance with knowledge and skills acquired through education beyond nursing preparation, and
i. delegating those nursing tasks as defined in the rules of the Board that may be performed by an advanced unlicensed assistive person;

Roles of the Practical Nurse- the following are the roles identified by the Oklahoma Board of Nursing for the practical nurse (OBN, 2011).

Caregiver- The ability to provide client centered care, including respecting their differences, values, preferences and needs, while performing nursing skills within the scope of the practical nurse and state and national guidelines.

Advocate- The role to function as a liaison to improve or maintain quality care for all clients.

Decision Maker- The ability to use problem-solving skills to make decisions and prioritize basic health care needs.

Collaborator- Maintains an interdependent role with health care team to improve client care.

Facilitator- Works as part of the healthcare team to provide nursing care.

Quality Improvement (QI) Team Member – Functions as a contributing member of the health care team to implement principles of quality and safety in carrying out client care.
Core Competencies
As identified by Quality and Safety Education for Nurses (QSEN)

The conceptual framework has six pillars to depict the professional core safety and quality core competencies. The integration of these core competencies builds upon the foundation of educational quality, human value, nursing competence, student success and life-long learning to help prepare the practical nursing graduate for the roles of the practical nurse.

(Reference: Brady, D.S, (2011), Using quality and safety education for nurses (QSEN) as a pedagogical structure for course redesign and content. International Journal of Nursing Education Scholarship 8(1). 1-18.)
Definitions below as identified by the QSEN initiative committee.

Teamwork and Collaboration- Function effectively within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality client care.

Safety- The ability to minimize risk of harm to patients both individually and via the healthcare system.

Patient Centered Care- Demonstrate the ability to recognize the patient as in control of healthcare decisions. Providing compassionate and coordinated care based on respect for the patient’s preferences, values and needs.

Evidenced-Based Practice (EBP)- Acquire the ability to integrate best current practice with clinical expertise and patient preferences and values for delivery or optimal health care.

Quality Improvement (QI) – Examine data to monitor patient outcomes and use improvement measures to improve the quality and safety of health care systems.

Informatics- Utilize information and technology to communicate, gain knowledge, decrease error and support decision-making in the health care environment.
The ANA Code of Ethics outlines principles of professional nursing behavior. At Mid-America Technology Center, the Practical Nursing Program has integrated the ANA Code of Ethics throughout the policies, procedures and programs with the goal to assist the student in integrating the ANA ethics into their professional and personal value.

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<th>ANA Code of Ethics</th>
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<tr>
<td>The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.</td>
<td>The nursing student will recognize the value of human life and treat all persons with dignity and respect, regardless of any circumstance.</td>
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<td>The nurse’s primary commitment is to the patient, whether an individual, family, group, or community.</td>
<td>The nursing student will perform all duties including academic, clinical, reporting and administration with a focus on patient centered care.</td>
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<td>The nurse promotes, advocates for, and strives to protect the health, safety and rights of the patient.</td>
<td>The nursing student will strive to identify environmental threats to the safety of clients and advocates on behalf of the patient when necessary to prevent harm.</td>
</tr>
<tr>
<td>The nurse promotes, advocates for, and strives to protect the health, safety and rights of the patient.</td>
<td>The nursing student uses technology and informatics for self-improvement, quality improvement and evidenced based practices for patient care.</td>
</tr>
<tr>
<td>The nurse promotes, advocates for, and strives to protect the health, safety and rights of the patient.</td>
<td>The nursing student will keep all client information confidential as defined under HIPAA Law.</td>
</tr>
<tr>
<td>The nurse promotes, advocates for, and strives to protect the health, safety and rights of the patient.</td>
<td>The nursing student will consider the use of technology as potential threats against violating HIPAA laws, including cell phones, cameras, computers (i.e. social networking sites, email, texting, tweeting, etc.).</td>
</tr>
<tr>
<td>The nurse promotes, advocates for, and strives to protect the health, safety and rights of the patient.</td>
<td>The nursing student will maintain patient relationships within the expected legal and professional boundaries.</td>
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| The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of task consistent with the nurse’s obligation to provide optimum patient care. | The nursing student will practice nursing within the limitations of their role as a practical nursing student.  
The nursing student seeks assistance in completing tasks which are beyond personal and/or professional training in providing patient care.  
The nursing student shall be reliable and deliberate in the performance and reporting of duties. |
|---|---|
| The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal professional growth. | The nursing student will promote health and well-being by personal example.  
The nursing student will maintain ethical behavior in all aspects of their life through the practice of honesty and integrity.  
The nursing student will communicate personal learning needs effectively.  
The nursing student will participate to the extent necessary to promote a patient centered care arising from evidenced based practices (EBP). |
| The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action. | The nursing student will respect the dignity of the uniform by wearing it only to meet clinical requirements.  
The nursing student will practice and adhere to employment expectations during all aspects and activities of the practical nursing program (i.e. arriving on time, appropriate dress, prepared for activity/duty, etc.)  
The nursing student will respect the appropriate authority and seek actions and/or recourse through the chain of command.  
The nursing student will abstain from chemical use which would interfere with performance of daily functions and patient care. |
| The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development. | The nursing student values the academic/educational process through assessment of personal strengths and weaknesses and respectful giving and receiving of critique and criticism.  
The nursing student will strive for excellence in quality of work both academically and in client care.  
The nursing student will be dependable in meeting educational requirements. |
The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

The nursing student will promote teamwork in both the academic and clinical settings to maximize the pursuit of knowledge, enhance patient care and life-long learning.

The nursing student will promote the patient care team approach by valuing all health professional disciplines as meaningful to the care of the patient.

The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

The nursing student will actively support student and health care associations through membership, participation and volunteerism,

The nursing student will adhere to high personal and professional moral standards in language, appearance and demeanor, and refrain and abstain from behavior that would bring discredit to themselves or Mid-America Technology Center.

The nursing student will practice good citizenship in all activities associated with the partners and communities of the practical nursing program.

Any violation of the code of ethics could be deemed as professional behavior and subject to dismissal policy.
Mid-America Practical Nursing Program – Organization Chart

Oklahoma Department of Career and Technology

Health Career Education Division

Oklahoma Board of Nursing

Affiliating Clinical Health Agencies

STUDENT SERVICES
- Financial Aid
- Adult Counselor
- Assessment Specialist
- Educational Enhancement Center

Practical Nursing Coordinator/Instructor
- Lisa Musgrove

PN Secretary
- Shelia Wilkey

Full-Time Instructor
- Michael Carlton

Full-Time Instructor
- Laryssa Couch

Practical Nursing Students

Accreditation Commission for Education in Nursing, Inc. formerly the National League for Nursing Accrediting Commission

Practical Nursing Advisory Committee

Mid-America Technology Center Board of Education

Superintendent
- Dusty Ricks

Assistant Superintendent
- Tony Hancock

Assistant Superintendent
- Larry Killebrew

Adult Education Director
- Wade Jarlsburg
Mid-America Practical Nursing

Program Policies
ADMISSION INFORMATION

SELECTION OF STUDENTS
Requirements for Application:
1. The applicant must submit a Practical Nursing Program application on or before the stated deadline.
2. The applicant must have an official transcript with graduation date or a GED (in English) certificate and scores.
3. The applicant must take the pre-entrance examination specific to nursing selected by the nursing faculty.
4. The applicant must be interviewed by the Admission Committee.
5. The applicant must attend the program orientation provided by the school.

The applicant will be rated in all of the following areas:
1. Application: completeness, legibility, quality of written answers
2. High school or college (if >24 hrs) grade point average OR level of achievement for each area of the GED
3. Pre entrance testing scores

The above items will be evaluated and ranked to determine competitive status as evidence of academic readiness to qualify for interview. Evidence of the following items will then provide additional points for each applicant:
1. References from employers, co-workers and fellow volunteers
2. Volunteer / community service activities
3. Personal interview with the Admissions Committee
4. Employment record
5. Documentation of additional educational preparation or health care certification

All application information must be accurate and complete. Any discrepancy is reason for non-admission to the program. **If no reference forms are received and in the applicants file by interview date, applicant will not be considered for admission into the program.**

Once selected, students must provide evidence of satisfactory health to participate in the program on the form provided by the school. Health status sufficient for safety of self and others, including immunizations, TB status and Healthcare Provider CPR certification, is a requirement for entry into the program. Criminal background checks are required to meet clinical requirements. Any felony in the last 5 years regardless of sentence eliminates the student from the clinical sites thus completion of the program. Program enrollment is not complete until documentation of all requirements is on file and tuition is paid.

Qualified in-district applicants will be accepted prior to consideration of out-of-district applicants. Proof of residency within the district will be required to establish in-district status. Students admitted to the program will be supported educationally by the practical nursing faculty with additional assistance of student services, including access to financial aid resources.
1. **Enrollment Fee**
   This payment includes tuition, textbooks, iPad, curriculum, professional organization dues, standardized assessment testing, malpractice/liability insurance, 3 uniform patches, laboratory supplies, name badges, nursing cap, sitting fee and picture for licensure application, graduation pin, nursing lamp and diploma.

   Program cost is $3000.00. Of this amount, $2032.00 is due on or before August 15, 2013. **No supplies, including iPad and textbooks, will be distributed until fee is paid.**
   The remaining $968.00 is due on or before January 6, 2014.

2. **Refund Policy**
   Students who withdraw on or before the 1\textsuperscript{st} day of class through the 15\textsuperscript{th} day of the period in which they were charged are eligible for a 100% refund of tuition only.
   
   1. After the 15\textsuperscript{th} day of the period in which they were charged, NO refund will be issued.
   2. Nonattendance of classes does not constitute official withdrawal. The student must complete an official withdrawal form in order to be eligible for a refund.
   3. A refund request will not be approved unless all financial obligations to the technology center have been met.

The following estimated costs are paid by the students as requirements for the program.

3. **Estimated costs prior to entry**
   
   a. Pre-entrance testing fee (TEAS) $35.00
   b. Required immunizations and titers $200.00 - 400.00
   c. Healthcare Provider CPR certification $50.00 – 100.00
   d. Physical Exam/Medical Release $50.00 – 150.00
   e. Certified Nationwide Background Check $40.00
   f. Immunization Tracker at Certified Background.com $20.00

4. **Estimated costs during the program**
   
   a. Transportation costs to class, clinical and required functions. **Variable**
   b. Specified school uniforms (includes 3 tops, 3 slacks, and one jacket (Payment due at order in August) $ 150.00
   c. White leather shoes for clinicals $50.00 – 100.00
d. Watch with second hand $25.00 – 75.00  

e. Stethoscope $25.00 – 200.00  

f. Miscellaneous supplies including: notebooks, Pens, paper, etc. $75.00 – 150.00  

g. Class dues- amount set by each class for class/graduation activities $15.00 – 20.00  

h. Meals during class, clinical and required functions. variable  

i. Personal expenses for child care, medical care, etc. variable  

j. Drug screen for clinical (as required) $50.00-100.00  

k. National Criminal Background Check (if required) $40.00–100.00  

5. Estimated expenses at program completion  

a. Graduation uniform and shoes $100.00- 150.00  

b. Oklahoma Board of Nursing Licensure Application Fee $85.00  

Due in April, online registration, credit or debit card  

c. NCLEX Examination Fee – to be mailed by student after graduation* $200.00  

d. Fingerprint-based background check $50.00-75.00  

e. Recommended (may be required) NCLEX-PN live review course $300.00-350.00  

*Prices in effect in July 2013, some increase could occur.  

FINANCIAL AID  

Financial assistance consists of grants, scholarships, and needs based payments. The student should contact the Coordinator of Financial Aid for assistance and information.
GENERAL INFORMATION CONCERNING ABILITIES NEEDED
FOR SUCCESSFUL PARTICIPATION AND COMPLETION OF
THE PRACTICAL NURSING PROGRAM

The student of practical nursing will be learning through direct participation utilizing the
nursing process (a way of thinking and acting, using the problem solving approach in client
care). This process follows a set sequence of nursing procedures, data collection, planning,
nursing interventions and client evaluation. As a student you will be required to utilize the
above process, to participate effectively and meet the requirements of the nursing program.
In order to do this, the student must have the following abilities.

VISION: Adequate to read very small print, diagrams or graphs and calibrations, such
as milliliter marks on a syringe and decimals like 0.1 mg. Also the student must be able to
visualize skin color changes and body fluids.

HEARING: Hear conversational tones; discriminate between different sounds made by the
body, such as breath sounds, heart sounds, fetal heart tones and emergency signals on
medical equipment and machinery. Nursing students will also need to be able to utilize a
stethoscope to assess certain body sounds in the lungs, heart and bowels.

SMELL: To detect and discriminate between normal and abnormal body odors.

TOUCH: Tactile sense is important to be able to identify areas of a person’s anatomy
for reference sites for various treatments, such as injections and for client hygiene. Also
certain areas of the body are required to be palpated for distention, warmth and edema
measurement.

SPEAKING: Clear communication is necessary utilizing the predominate language, which
is English, of the geographical area.

GENERAL PHYSICAL FITNESS:

Strength, balance and agility adequate to endure the following activities: several
consecutive hours of walking, standing, moving and lifting other persons; pushing,
pulling various types of medical equipment, such as wheelchairs, gurneys (stretchers),
client beds, IV equipment, bending and stooping. Fine motor skills are needed to
write, to manipulate small equipment such syringes, needles, surgical instruments,
tubing, etc and to maintain sterile fields. General physical fitness also includes
freedom from infectious diseases that pose a significant risk of communicability to
others in the work place.

GENERAL MENTAL & EMOTIONAL FITNESS:

Adequate to ensure informed judgment and individual competence on the part of the
student nurse in accepting responsibilities and delegating nursing activities to others.
Explosiveness in personality or excessive lack of interpersonal skills cannot be
allowed in the clinical area. Behavior must not be of harm to self or others.
BASIC ACADEMIC SKILLS:

**Reading:** Ability appropriate to complete curriculum requirements including text material at 12th grade level in English.

**Writing:** Legible writing, with word usage appropriate and correct within the sentence structure, words spelled correctly or the ability to utilize dictionary as resource to assure accuracy.

**Math:** Abilities should include applying fundamental facts about numbers, fractions, decimals, percents and ratios, since these skills are essential to the calculations of such things as IV fluid rates, preparation of medication dosages, applying various formulas to determine body mass, etc.

Notification: **It is the student's responsibility to notify the school and program in writing of accommodations necessary for special needs.** Please use the STUDENT REQUEST FOR SPECIAL ACCOMMODATION form in the Policy and Student Handbook.
STUDENT REQUEST FOR SPECIAL ACCOMMODATION
Mid-America Technology Center Practical Nursing Program

Student___________________________                                   Date____________________

Requested Special Accommodation:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Explanation of Need:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Faculty Response:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

__________________               ________                 _____________________        ________
Student Signature                              Date                              Faculty Signature                              Date
Advanced Standing Admission Policy

The Practical Nursing Program of Mid-America Technology Center is committed to life-long learning of adults. It is the intent of the program to promote educational efficiency by recognizing appropriate previous education that is duplicated in the practical nursing curriculum. The program also seeks to assure that knowledge and skills are current with present practice as applied within the workplace for the practical nurse. The following previous education will be reviewed individually to determine a specific plan for students entering the program. Please contact the Practical Nursing Coordinator prior to the start of the school year if interested in receiving advanced standing in any of the following.

Long-Term Care Nurse Aide (C.N.A.): Students enrolled in the program who have documentation of current certified nursing assistant status, one year total work experience in the last five years as a certified nursing assistant or 6 months experience as a certified nursing assistant in long term care will receive recognition for basic skills and two days of long-term care clinicals. Some class hours will be required to assure that the nursing assistant moves toward the standard of application of basic knowledge required of the practical nurse including some basic skills. Some topics that are from the long-term care such as infection control and safety are required of health care personnel annually to assure current practice and thus the program will also include these topics for the benefit of the student and to meet clinical standards. Grade for advanced standing students will be based on meeting passing standards on skills, tests of mandatory content, and the final exam for Long Term Care.

Anatomy & Physiology with Practical Nursing Applications: Students who have completed an anatomy and physiology course will require an individual review based on transcript evidence and review of personal experience. This is due to differences in colleges and programs. Students who have completed the two full semesters of college courses will generally be exempt from the basic anatomy portion of the presentation in the practical nursing program but need the sections that assist the student in specific application of the basic knowledge within nursing. Although many students have found benefit through repetition, efforts will be made to minimize any requirement for repetition of basic information. Students will be required to meet passing standards on all exams, including the final.

Note: Students who are certified medication aides (CMAs) will be allowed one day within the program to attend updates. Students should plan ahead and must both notify the PN Coordinator ahead of time and bring a verification of attendance at the completion of the CMA update class.

Medical Terminology: Is required as part of the career major and must be taken for college credit. A college transcript with a grade demonstrating a C or above must be submitted by January 6, 2014.
Program Transfer Admission Policy

The Practical Nursing Program of Mid-America Technology Center is committed to life-long learning of adult learners. To assist in the learning process students with present or previous enrollment in a different practical nursing program will be considered for admission. The following criteria must be met for consideration of admission:

1. An opening must exist in the practical nursing class. Maximum enrollment is determined by clinical facilities, instructor availability, and physical resources. In-district applicants will be given priority consideration.

2. The applicant for transfer must submit a letter of formal request for transfer and reasons for requesting transfer.

3. The applicant must complete an application and meet the same standards as the class that is being or has been admitted. This will include:
   a. Application which should include, employment record, statement of volunteer activities, employment record, transcripts from colleges/universities, documentation of health care certification.
   b. High School Transcript with graduation date or GED (taken in English)
   c. A minimum of two personal references from co-workers, teachers or employers
   d. A TEAS V examination score sufficient to be admitted with present class.
   e. Be interviewed by the Admission Committee.
   f. Evidence of admission requirements needed for enrollment.

4. The applicant must submit the following from the nursing program attended:
   a. A copy of the TEAS V scores.
   b. A transcript from a state approved and/or ACEN (formerly the NLNAC) accredited nursing program that documents that the student was in good standing at present or at withdrawal from the program. The transcript should indicate a score of 76 or above in all nursing courses with completion of all courses and content equal to current class at Mid-America.
   c. A letter of recommendation from nursing director.
   d. Evidence that the student was in the program within the last 12 months.
5. Prior to admission the faculty will review the file and may require the following:
   a. Passing of theory based testing on content with a 76% passing score. Content of test will be determined by transcript to assure similarity with expectation of Mid-America Practical Nursing program content.
   b. Performance of selected skills for assurance of competency prior to clinical experience.
6. Acceptance will be based on submission of documentation of evidence indicating completion of all material comparable to current class.

The nursing faculty will decide specific required areas within the program and the placement decision will be based on all the information. To further assist faculty in determining appropriate placement upon admission the student may need to submit the following:

1. A syllabus or curriculum list from the previous program will be used to determine the appropriate entry-point for the student. Oklahoma students may list modules of curriculum completed.
2. Documentation of health care certifications or skill demonstration critiques that indicate competency in specific skills.
3. National competency testing in nursing content areas. Program cost will be determined by supplies required for program completion and the portion of the program attended.
GUIDANCE/COUNSELING

The personnel of the Practical Nursing Program work to assist students toward success in the program. The adult learner in the program is responsible for being an active participant in the learning process. Assistance is readily available through multiple sources.

1. A full time Adult Counselor is available through student services, for appointments. This person can be a great resource to you for a wide variety of needs.
2. Students should feel free to request counseling. Students should actively seek counseling resources for educational and personal needs in the program. The nursing faculty and the adult counselor are available.
3. Faculty members will be available for scheduled conferences with students during the school day and following class. Students are expected to schedule appointments with specific faculty members. Counseling/consultation with any faculty member is to occur outside of class time.
4. Concerns over policy and procedure within the program should be addressed through the chain of command using the organizational chart. It is essential for the student to communicate learning needs to faculty.
5. Faculty members will arrange conferences as needed to discuss the student's work and any problems that have been noted.
6. The Academic Center is available to assist you in meeting learning needs. Feel free to make an appointment independently at ext. 234 or through the faculty.
7. Educational diagnostic testing to help with guidance counseling is available through the Assessment Specialist, Debbie Doty. Appointment should be made through faculty.

Students with attendance or academic challenges may be instructed to see the counselor. Students who are instructed by the nursing faculty to see the counselor must present written evidence to the coordinator within one (1) complete class day. Please use Guidance/Counseling Form.
Guidance/Counseling Appointment Form
Mid-America Technology Center
Practical Nursing Program

Student________________________________ Date________________

Appointment Date and Time________________________________________________________

Counseling Services regarding:______________________________________________________

____________________________________________________________________________

Follow-up recommended:________________________________________________________________

____________________________________________________________________________

______________________________
Counselor

______________________________
Practical Nursing Coordinator
CHANGE OF NAME AND INFORMATION

Legal names must be used throughout the program. Names must be verified by government issued identification. Students who have a name change during the school year must notify the Coordinator in writing. The student must present written evidence of a public record indicating the official change. The student is responsible for assuring current phone number(s) and address is known by the school. This is essential for a change of name on the school's records and for notification of Oklahoma Board of Nursing.

LEAVE OF ABSENCE

There will be no leave of absence, except for those in reserve military programs. Documentation is required. An individual plan will be made to complete the program.

INCOMPLETE

Due to circumstances beyond the student's control and which are unrelated to the educational process, an appeal for an incomplete may be filed in writing by the student with the coordinator. An incomplete related to late work or absence must be made up within two (2) weeks of the end of the course. An incomplete on clinical will require make-up clinical experience after graduation of the class. The student will make-up on campus or at the clinical site equal to the amount of time missed beyond 10 days or 5 days clinical. To meet Board of Nursing requirements, the student may be scheduled for time with clinical supervisor by an instructor. All requirements to graduate must be completed prior to July 20 or the student forfeits the program for the year.

EXTENSION

An extension would necessitate returning the following year based on availability. A student who has an extenuating health circumstance during the last 10% of the program will be considered for retention. The student must be in good standing academically with no probation or warning for grades in either theory or clinical. The student must submit a written request along with written evidence from a health care provider of the inability to complete clinical or class for a specified length of time. The faculty and administration will consider each circumstance on an individual basis. The faculty will make a plan to assure the student meets program objectives and requirements for both theory and clinical. All theory hours must be completed at the school but may be through individualized learning activities as planned by the faculty. Clinical time will be planned in conjunction with available sites and adequate clinical supervision by instructors. Students on academic warning will not be allowed to have an extension but may be provided an opportunity to return the following year. Consideration will be based upon:

1. Reason for the request
2. Student's past attendance
3. Student's grades in previous/current level
4. Availability of clinical resources/faculty for extension
5. Students attitude and commitment
6. Evidence of clinical competence

IMMIGRANT STATUS

All students must meet requirements of clinical facilities regarding status of Green card/ INS, BCIS regulations. National website may be used by the program to confirm status.
CRITERIA FOR COURSE COMPLETION

Passing each course and graduation is dependent upon:
1. A 76 (C) average minimum in each course.
2. An attendance record in accordance with the attendance policy.
3. Desirable behavior as stated in the Student Handbook in the Code of Ethics for Student Practical Nurses.
4. The ability to give safe nursing care at appropriate competence level as indicated by passing clinical evaluations.
5. Course grades will be utilized to determine the attainment of objectives.

DISMISSAL

The student will be dismissed from the program for any of the following reasons:

Academic
1. Attendance not in accordance with the Attendance Policy including “no call, no show” and over 10 absences with no documentation of medical exceptions and written plan for improvement. The student will be considered for dismissal with the second occurrence of “no call, no show”.
2. Grade average below 76 at the end of any course.
3. Clinical performance that does not reflect clinical competence for safe client care. This includes any infringement of the Oklahoma Nurse Practice Act such as gross negligence in clinical performance as defined by OBN or as measured by 2 clinical performance evaluations indicating failure to meet nursing practice guidelines appropriate for level of training. Clinical grade deductions related to attendance only will be considered on the basis of average rather than as 2 failing evaluations.
4. Inability to demonstrate competence in nursing skill performance in lab setting. Written plan of improvement must be initiated by the student after 2 failed attempts. 3rd and final attempt must be successful or dismissal will occur.

Non-academic (immediate dismissal)
1. Repeated disruptive behavior in class/clinical as defined in the rules of Mid-America Technology Center including Internet access guidelines.
2. Noncompliance with Student Policies of Mid-America Technology Center and the Practical Nursing Program.
4. Violation of a state or federal law impacting health care practice such as HIPAA, Medicare/Medicaid fraud, etc.
5. Incapacitating physical or emotional condition, with the results of excessive absences, or inability to perform assigned duties.
6. Cheating (see policy under Classroom Conduct)
7. The use of alcohol or drugs as defined by Mid-America Technology Center policy.
8. Conviction of a felony or court ordered admission to a mental institution during the program.
9. Failure to provide written notification to the coordinator of any arrest or legal action occurring during the program. Notification must occur within 3 class days or prior to any clinical attendance
WITHDRAWAL

If the student needs to withdraw from the program, the student should discuss the matter with the Coordinator. The student will be asked to submit a formal letter of withdrawal stating the reason for withdrawal. The student needs to notify the Coordinator when this is seen as a possibility. It is the intent of the school to assist the student to succeed. This can best be done by letting us know problems as they arise.

READMISSION

1. Any student who withdraws from the program due to personal circumstances beyond their control may be readmitted during the next school year (based on availability and faculty review). Course requirements up to time of withdrawal must have been met satisfactorily to be considered for readmission. Placement will be determined by content which the student completed satisfactorily.

2. The student must reapply by written letter within the first school year after withdrawal in order to be considered for readmission. Readmission will be based on openings within the class. If there are no openings in the first year following, readmission at the beginning of the program is recommended to assure currency and competence in nursing practice. Individualized education plans will be made with each student.

3. Students who are asked to withdraw for academic reasons (attendance, clinical deficiency and/or grades) may reapply to the program with selection based on current admission criteria for all applicants. Placement will be determined by content which the student completed satisfactorily.

4. Students who were requested by facilities to be removed or to not return based on clinical standards of nursing practice for a facility will require notification and approval by all primary clinical facilities for return to clinical areas.

5. The student will not be considered for readmission if dismissal or withdrawal was for any of the following reasons:
   a. Cheating
   b. Use of alcohol or drugs as defined by Mid-America Technology Center policy.
   d. Violation of a state or federal law impacting health care practice such as HIPAA.
   e. Violation of Mid-America Technology Center student rules including disruptive behavior in class/clinical.
   f. Unprofessional behavior in the clinical area as defined in Code of Ethics.
   g. Impersonating a Mid-America practical nursing student in a health related capacity after school hours.
   h. Failure to submit a formal letter of withdrawal from the nursing program.
GRADUATION

1. All classroom and clinical assignments must be completed prior to graduation. Completed transcripts represent official graduation. Participation in graduation ceremony does not imply that the person has completed program requirements satisfactorily. Transcripts will not be sent to the Oklahoma Board of Nursing until program requirements are met. A diploma does not indicate graduation, only a complete transcript.

2. Tuition and other expenses must be paid-in-full prior to graduation.

3. The school will have a graduation exercise. Appearance will be consistent with the standards of nursing and the program. Each graduate will receive a diploma. All students must attend the graduation ceremony unless there are extenuating circumstances that are discussed with the Coordinator ahead of time.

LICENSURE

1. Each student must make application to the Oklahoma Board of Nursing to take the National Council Licensure Examination (NCLEX-PN). If the student passes the examination, a license will be issued and the student may use the title, Licensed Practical Nurse. Completion of the program does not entitle the person to work as a practical nurse, only passing NCLEX-PN and approval by the Oklahoma Board of Nursing allows the person to be employed in this capacity.

2. Each student must meet the requirements of the Oklahoma Board of Nursing. Complete requirements are stated in the OBN statements included in this handbook. The student can obtain the most recent requirements at www.youroklahoma.com/nursing.

3. Background Check: Each applicant to the OBN must provide fingerprint images to be used for the purpose of permitting a state and national criminal history records search through the OSBI and FBI. The criminal history records search must be conducted through the Board’s vendor, L-1 (MorphoTrust) within ninety (90) days of receipt of the application in the Board office. The results of the search are provided directly to the Board office by the Oklahoma State Bureau of Investigation (OSBI) usually within one to two weeks. You will need to go to an L-1 (MorphoTrust) site located within the state to provide fingerprints electronically. These sites are available by appointment only. You must visit the following website to schedule an appointment: www.L1enrollment.com, or you must call (877) 219-0197 to make an appointment. Payment can be made during your appointment or online when scheduling. Please note that your fingerprints must be obtained electronically only at an L-1 (MorphoTrust) site.

4. The registration to take NCLEX-PN is the responsibility of the student. The forms are available online at http://www.pearsonvue.com/nclex/ ($200.00) must be paid with the application form when submitted. This may be sent after May 15th or later as preferred by the student. The faculty recommends testing no later than August. Transcripts will be provided to the Oklahoma Board of Nursing within one week after all program requirements have been met.
PROCEDURE FOR STUDENT APPEAL

Refer to the Mid-America Technology Center Student Information Bulletin for general grievance procedure.

“Any student, employee, or patron of Mid-America Technology Center, who believes there exists a violation, misinterpretation, or inequitable application of the Policies and Administrative Regulations, or discrimination or harassment in programs/services, on the basis of race, color, national origin, gender, disability, age, or status as a veteran, may seek resolution of the situation.

It is the desire of Mid-America Technology Center that any grievance might be resolved in an informal manner. This would include discussing the problem or grievance with an instructor, a counselor, or administrator. However, in situations where a solution cannot be reached in this informal manner, steps for a formal hearing of the problem are detailed in the grievance procedures available in the Student Services Office, or from any administrator.”

For students in the Practical Nursing Program, the procedure for appeal of a grievance is as follows:

1. Any decision made by the nursing department will be considered final, unless the appeal procedure is implemented within five (5) school days of the original decision.
2. If written notice is not received at the designated time, the decision of the specified level will be considered final.
3. The student will first submit a written appeal of the decision to the Practical Nursing Coordinator. The coordinator will notify the members of the Grievance Committee and a meeting will be held within five (5) days of receipt of written notice. Said Grievance Committee will be comprised of the following membership:
   - Practical Nursing Coordinator
   - Full-Time Practical Nursing Instructor
   - Counselor
   - Practical Nursing Class - one representative
   - Vice President or one non-office holding class member

Notification to the student of the decision of the Grievance Committee will be given in written form in three (3) school days.
4. If the student remains dissatisfied, the student may then appeal to the Assistant Superintendent in writing within three (3) working days of notice of the Committee decision. A response will be given within five (5) working days.
5. If the student still remains dissatisfied, the student may appeal to the Superintendent in writing within three (3) working days of the response of the Assistant Superintendent. A response will be given within five (5) working days.
6. In the event that the student desires a final appeal concerning property rights (such as retention) to the Board of Education, the student must give the Superintendent written notice stating this intention within three (3) days of the student's meeting with the Superintendent. The student may present their appeal at the next regular meeting of the Board of Education. Notice must be sufficient to be placed on the posted agenda within the guidelines of Oklahoma school law. The decision of the Board of Education is final.
GRADING SYSTEM

1. The grading system for the practical nursing division is as follows:
   - OUTSTANDING . . .   A = 92-100
   - ABOVE AVERAGE . . . B = 84-91
   - AVERAGE . . .   C = 76-83
   - FAILURE . . . F = 75 and below

2. Students must attain a C in each course to continue in the program. Students with less than 80 in any course should be aware of risk for a lower success rate on NCLEX-PN.

3. Attendance influences opportunity to learn. Clinical time is critical. Absences from clinical will result in a lowering of the weekly evaluation grade. Each 8 hour clinical day absent will result in 33% deduction and a percentage will also be taken for tardy: 3% for each portion of 5 minutes late up to 30 minutes, at 30 minutes 1/2 day absence will be deducted. A 12 hour clinical day absence will result in a 50% deduction.

4. Students will be required to write specific measures and time frame for self improvement to contribute to an individual plan of improvement within 2 school days of notification of any of the following.
   a. average below 76 in any course (see number 6 below)
   b. excessive absences or tardiness
   c. failure to demonstrate skills at competence after 2 attempts
   d. one clinical performance evaluation indicating failure to meet nursing practice guidelines appropriate for level of training

   Faculty will be available for assistance in identification of specific learning needs. Faculty will review the individual plan with each student.

5. The adult counselor may be utilized as a resource to support the plan. Measures are available to assist students in achieving or maintaining academic success. An individualized plan of improvement will be completed for students not meeting minimum program expectations. The resources available to students and faculty for this purpose include but are not limited to:
   a. adult counselor
   b. academic center
   c. assessment specialist (to perform educational diagnostic assessments )
   d. financial aid counselor

6. Students are expected to check Power School grades after each exam or at least weekly. Any student who has below a 76 average in any course must submit a written plan of improvement to the program coordinator.
GRADING WEIGHTS

THEORY:

85% Exams and Final
Unit Exams will be scheduled at least one week prior to date given. All exam grades will be used to calculate the grade. Pop quizzes and ATI exams may be added at the instructor’s discretion. Final exams will be comprehensive because the nursing licensure exam is comprehensive.

10% Written Assignments/Activities (15% if no ATI proctored test avail).
Instructors will make appropriate assignments that will help reinforce information or gain applied experience with information. Written assignments are to be complete and turned in before class to the secretary on the morning assigned. Participation grade for each student may be given for lab experience. Skill competency tests will be given a percentage grade for the skill.

5% ATI Proctored Exams
In courses that an ATI proctored exam exists, this test will be given and the student will be given a score equal to the ATI ranking.
Level 3 = 100%
Level 2= 92%
Level 1= 76%
Below level 1= 70%

CLINICAL I-III:

65% Clinical Performance Evaluation
The weekly clinical performance evaluation will be completed by the clinical instructor. The clinical objectives for the level set the expected criteria. Time sheets will be used to assure attendance in some clinical sites and will be utilized to contribute to grade. Attendance will directly influence grade with 33.3% deducted for each day absent for 8 hour clinical, 50% for 12 hour clinical.

35% Clinical Written Assignments
A written clinical assignment is due each week during clinical experience. Large assignment specific to an area may also be required. Each instructor will grade the written work for students assigned to the facility that the instructor supervises. Written assignments are to be complete and turned in the morning assigned to the secretary. Assignment may be given to the instructor in the clinical area if the work is for that instructor. Assignment corrections must also be submitted when due..

CLINICAL IV:

60% Clinical Performance Evaluation
30% Clinical Written Assignments
10% Self Evaluation
During the last level students will submit weekly self-evaluations as part of the written requirements for the clinical grade.
HOMEWORK / ASSIGNMENTS

Each written assignment is allocated a number of points by the instructor assigning the work. Criteria are set or percentage grades given depending on the type of work required. Written assignments support ability to meet the objectives of the lesson outlined in the syllabus. Written work is used to build thinking skills with content material. It is necessary for students to demonstrate thinking through writing in many work settings. Thoroughness, completeness, and accuracy are keys to implementing knowledge in both written work and hand-on applications. Standard American English grammar is needed to communicate with a variety of health care clients. To promote legibility and nursing standards blue or black ink (red ink used only for allergy documentation on clinical assignments) must be used on written assignments or must be submitted via email as instructor specified. Students are encouraged to submit all assignments electronically. Professional level language is expected in oral and written communication in health care.

Written assignments support the acquisition of content and building of critical thinking skills. It is necessary to have some written assignments within an educational setting.

1. Students may be given verbal or written directions for assignments. This is similar to tasks found in the work setting. The instructors work to be clear but it is the student’s responsibility to assure understanding of requirements.

2. Students are expected to submit completed assignments. Faculty will deduct double the assigned value for areas of missing or incomplete work.

3. Inclusion of patient identifiers on any written work can result in a failure and consideration of dismissal from the program as a HIPAA violation.

4. Assignments will be made by the instructor responsible for that class/clinical. Students must do all required assignments made by the instructor and must turn in the assignment(s) before class on the morning of the day specified by that instructor. Written assignments will be given to the program secretary and time and date placed on each assignment. Assignment should be given to the instructor in the clinical area if the work is for that instructor. Deductions for lateness will apply for each day in class or with instructor in clinical. Assignments that are due the day of an absence must be submitted to the secretary immediately upon return.

5. Students may submit assignments to each instructor by e-mail to the addresses given in the front of this handbook. Format should match the assignment and the assignment must be in Word Format. Students desiring to receive a Word version of the clinical forms may request one be sent from the coordinator. It is the responsibility of the student to check that the assignment has been received by the instructor.

6. If a student is absent when an assignment is made, the student is responsible for getting the assignment from the instructor on the first day they return. Failure of the student to make request during the first two (2) class days of return will result in forfeiture of opportunity to make-up assignments. The instructor will determine when the assignment is due. Assignments during class are not the norm but the student must take responsibility for checking with the instructor(s) who taught during the absence to determine assignments and content required.

7. All assignments have a due date. Work submitted after the due date and time will have 5% deducted for each ½ day or portion of a half day after class begins on the day assigned. Late assignments must be given directly to the program secretary. If more than five (5) class days late a zero will be given. A plan of action may be considered by the faculty for students who are failing due to incomplete written assignments.
CLINICAL EVALUATION

Each week the student is in clinical, performance will be graded based on the stated clinical objectives for the course. The instructor will evaluate each objective and determine whether the objective has been met. Each category will be rated based on a point total. Completely meeting or showing satisfactory progress toward all the objectives of the clinical course will result in a grade of 95%. The final 5% of the grade is available to give value added points based on performance above and beyond the stated standard. Most quality health care facilities recognize that value added care is essential to perception of quality by the consumer and continued utilization of the services of a health care provider.

Clinical evaluations are used by the instructor to guide the student to improvement. Scores of less than maximum are based on observation of performance and should be used by the student for improvement. Areas of particular concern by the instructor are noted in the anecdotal section of the evaluation. Anecdotal notes are used as feedback to the student to guide improvement as well as to praise successes. Expectations will progressively increase within each clinical course and through the program. This is consistent with industry standards of greater expectations with increased experience. Students should work to reflect on personal practice to also recognize areas for improvement each week. Students are encouraged to write comments in response to the instructor's evaluation.

LABORATORY / SKILL GRADES

All students are expected to practice skills in the laboratory to gain skill mastery. A participation grade that is all or none may be given by the instructor in the laboratory for any skill practice. Groups may be assigned for practice and exams. Group members may also be required to each perform a different skill and the group will be given the average score. This method reflects the health care industry concept of the team approach to nursing, since all members of the team are judged by the experience of the client from possibly only one member's actions. Other skills will require each student to perform the skill. Students must show proficiency in performance of skills appropriate for the clinical performance criteria to be able to attend the clinical setting. Students who require repeat demonstration to obtain proficiency will have a retest score of 76%. To perform a skill in the clinical setting, the student must have received instruction on the skill and shown competency if tested. The student is responsible throughout the year for competent skill performance. The student may have the opportunity to perform a skill in clinical at any time. There may also be random testing of any nursing skill which has been covered in class and/or previously performed in the clinical laboratory. Inability to demonstrate competence in nursing skill performance in lab setting may result in dismissal. Written plan of improvement must be initiated by the student after 2 failed attempts. 3rd and final attempt must be successful or dismissal will occur.
TESTS

The format of written tests will be predominately multiple-choice with some other formats such as completion, matching, and ranking. On the following pages are samples of each level of testing. Tests usually cover 3 – 6 days of classroom material with varying numbers of items from each course. Each course will have a separate test and scantron and will be graded individually to obtain course grades. Testing includes all stated lesson objectives. Some objectives may be covered by written assignment, reading, group projects and other methods that are not included in lecture. The student is responsible for reviewing the objectives and should clarify if no resource is found in reading, lecture, or activities. Exams will be scheduled at least one week prior to date given. All exam grades will be used to calculate the grade. Final exams for each course will be comprehensive. Because the nursing licensure exam is comprehensive, the student will need comprehensive tests to be better prepared. Pop quizzes may be added at the instructor’s discretion. There will be a final exam for each theory course.

Tests will have a time limit in order to prepare students for the timed NCLEX-PN examination. Time length will be 1 minute per question, if special consideration is needed please request so in writing to the coordinator prior to each test.

Tests not taken at the scheduled time must be scheduled with the faculty on the day the student returns. Delay in scheduling make-up tests will result in the loss of 10% per day. The examination may be different from the original test. Extra points on tests are available only on tests taken during the first administration and not on make-up times. Make-up time must be scheduled with the coordinator or instructor. Make-up tests will be given after class if an instructor is available. After the third make-up test date required for a student, 10% will be deducted from each test not taken at the scheduled time.

The faculty work to have test grades available on the next class day following testing. Answers to tests will be discussed when all students have taken the test. Students needing assistance to improve test skills should consult with faculty members.

On May 30, 2014 the students will be required to take the ATI NCLEX-PN predictor examination. Students who score below 90% on “probability of passing on the first attempt” will be required to complete a personalized plan of remediation as assigned by the faculty. The first NCLEX-PN predictor is included in the cost of tuition. The student who needs remediation will be required to retake the predictor up to 2 additional times at their own expense. Possible remediation activities might include but not limited to: purchase of comprehensive review for NCLEX-PN book, additional ATI focused review and practice exams, documentation of additional NCLEX-PN questions and/or live NCLEX-PN review course. Any costs associated with remediation are at the expense of the student, estimated costs could be up to $300-$400 if live review is required.
TESTING METHODS

Most students are concerned about “tests”. It is helpful for the student to understand what will be tested and how the test is constructed. The following is to help the student to know how this is accomplished in the practical nursing program.

What is tested?

Each lesson will give objectives for that content area. The content is supported through teaching methods that include lecture, group work, independent study as well as the assigned reading for that area. All of these may be sources of testable information. Adult learners are responsible for more than just the information presented verbatim from class. Most tests questions are from text based question banks or constructed by the individual instructor. Instructors work to assess the student’s abilities to meet the stated objectives. Some objectives are broad and may reflect a large amount of content.

The faculty works to make each test reflect a balance of the material taught in the time period covered by the test. Each test is predominately multiple-choice as this is the most frequent format used by NCLEX-PN. There may also be multiple answer, fill-in-the-blank, short essay, true-false and or matching may also be used in class as they now appear on NCLEX-PN. The number of items usually ranges from 50 – 80 covering 3 – 6 days of information. To prepare the student for the time limits of NCLEX-PN each item will be allotted 1 minute of testing time. The test plan is devised from the time spent on each topic and the specific lesson objectives. This makes each half day of content will usually contribute 10 – 15 items to a test. Tests are samples of knowledge about a topic. It will neither cover every topic nor only require general information. Student participation and preparation is the best method for assuring test success. The syllabus is a valuable tool in this preparation process.

Test results require evaluation by the faculty. Test results will be given the day following the test. Grades will only be given to the individual student.

How test items are selected

Nursing is a complex content area. The faculty works to build the student’s theory base to be able to make more decisions with the information given. Test items are selected by content area described in lesson objectives and appropriate difficulty level by Bloom’s Taxonomy. Tests in the beginning of the program will be comprised of lower level items but will progress to have an increased percentage of items at higher levels throughout the program. It is important to note that application and higher levels are the goal for program graduates in all major content areas. The following is an explanation and an example of a multiple-choice item at each level.

Knowledge – Recall of facts such as dates, events and major ideas

What is the normal pH of urine?

a. 1.0 – 3.0
b. 4.0 – 7.0
c. 7.5 – 9.0
d. 10.0 – 13.0

Comprehension – Interpret facts, compare, contrast, understand information, organize or predict consequences.

Decreased oxygen in renal blood triggers the secretion of what substance?

a. aldosterone
b. antidiuretic hormone
c. epinephrine
d. erythropoietin

**Application – Use the information in new situations or to solve problems**

A client reports an average daily fluid intake of 1200 ml per day. This may contribute to development of which disorder?

a. renal calculi  
b. renal shock  
c. renal oliguria  
d. chronic renal failure

**Analysis – See patterns of information, recognize hidden meanings, identify components**

In an 82 years old client, what intervention does the nurse implement based on an understanding of age-related changes of the urinary system?

a. have Mr. K use a urinal so that all urine can be measured  
b. limit fluids to 1500 ml/day  
c. leave a light on in the bathroom at night  
d. provide disposable padding to absorb overflow incontinence and dribbling

**Synthesis – Generalize from given facts, form conclusions, use old ideas to create new ones**

The dietitian and the nurse are reviewing a client’s diet plan with her. She becomes very angry, shouting that with her diabetes and now the kidney failure, there is just nothing she can eat. She says she might as well eat what she wants, because these diseases will kill her anyway. Based on the client’s response, which nursing diagnosis is most significant at this time?

a. Risk for noncompliance related to feelings of anger  
b. Risk for altered health maintenance related to complexity of therapeutic regimen  
c. Anticipatory grieving related to actual and perceived losses  
d. Ineffective individual coping related to emotional instability.

**Evaluation – Make choices based on reasoned argument, verify value of evidence, recognize subjectivity, and compare ideas.**

The nurse has selected to maintain a strict intake and output record on a client who has a diagnosis of acute renal failure. What is the primary rationale for this intervention?

a. maintain record to meet standard protocol for urinary care  
b. assess the glomerular filtration rate is maintained  
c. assure general hydration status  
d. determine need for additional fluid each day  
(Note: in this item all options are correct but the best would be selected)

**Alternative Format Items**

**True/False**

Indicate True (A) or False (B) for the following item:

______ Within HIPAA guidelines the nurse may discuss client status with family members who are present in the client’s room. (Comprehension)
Matching

Match the definition on the left to the abbreviation on the right.

_____ 1. Right eye  
a. OD

_____ 2. Left eye  
b. OS

_____ 3. Oral (by mouth)  
c. OU  
d. PO

Multiple Options

Place an x by all interventions that would have been performed if the nurse has reported completion of a.m. care on an assigned client.

_____ bath  
_____ range of motion exercises

_____ oral care  
_____ back rub

_____ nail care  
_____ apply lotion as needed

_____ shaving  
_____ head-to-toe assessment

Completion Item

A nurse should report to the physician anytime the urinary output from a catheter is less than _______ mL. in 8 hours.

Short Answer

Write a nursing response illustrating the therapeutic concept clarifying for the client who has stated “I have not slept very well the last few nights.”
CALENDAR FOR SCHOOL YEAR 2013-2014

This nursing program is structured according to the requirements of the Oklahoma Board of Nursing and the Oklahoma Department of Career and Technology Education. The school week will at no time exceed forty hours, including both theory and clinical courses.

Program Start Date: Full enrollment August 15, 2013
Program End Date: June 19, 2014

2013-2014 HOLIDAY/BREAK SCHEDULE:

August 15, 2013 – Practical Nursing Class Begins

September 2, 2013 - Labor Day Holiday

October 17-18, 2013- Fall Break

November 27-29, 2013 - Thanksgiving Holiday


January 6, 2014 - Classes Resume

January 20, 2014- Martin L. King, Jr., Holiday

February 17, 2014 - Professional Day

March 17-21, 2014 - Spring Break

May 26, 2014 - Memorial Day Holiday

June 19, 2014 – GRADUATION (last class day)

Dates may vary to meet stated hours of instruction should unplanned situations such as weather necessitate a change.
CLASS AND CLINICAL TIME SCHEDULE

Classroom Hours:

Morning - 8:15-11:45 a.m.  1 Break - 15 minutes
Afternoon – 12:45- 3:45 p.m.  1 Break -15 minutes

A cafeteria is available for students in the practical nursing program with food at breaks and during lunch. A lunch count will be taken in the morning at the beginning of class. Accuracy of the count will keep costs low. The menu is on the weekly calendar posted on the door. Lunch costs $4.00 (subject to change). No checks for daily meals, lunch ticket for $30.00 is available. No ATM available on campus.

Clinical Hours:

Clinical hours will vary depending upon facility and clinical course. Most clinical time will be from 6:30 a.m. – 3:00 p.m. or 6:30 am to 6:30 pm or until clinical assignments are complete. Clinical days in acute care facilities are to be 8 or 12 complete hours regardless of whether a.m. or p.m. rotation. Students are not allowed to leave the hospital during clinical time. In team leading and clinical transition a full standard 8 – 8 ½ hour shift may be expected which includes added time for report. There may be clinical time from 2:00 p.m.-10:00 p.m. as well as varied schedules for special areas included in the program. Some facilities may require 12 hour shifts from 7 a.m. – 7 p.m. Some facilities such as clinics, offices and home health agencies have unique schedules that require flexibility. The student is expected to document and attend 8 hours each day of scheduled clinical unless prior arrangements and notification of the faculty has been completed. Students who have half days in particular clinical sites are expected to come to the school for the remainder of that clinical day. Lunch periods over 30 minutes are not included in the 8 – 8 ½ hours. This provides the student a better understanding of staff expectations in the clinical areas.
ATTENDANCE POLICY

Students are expected to attend all classes. It is the opinion of the nursing faculty and staff of Mid-America that regular classroom & clinical attendance will be self-rewarding. Past experience indicates the student who is always present will have the information needed to do well on exams and in clinical situations. The program expectations are similar to health care employers to prepare the student for the work place.

1. Students are expected to call in for all absences. The student must call the Coordinator before class at 405-449-3391 ext. 292 to notify faculty of absence. Leaving a portion of the day also requires notification of faculty. The first "no call, no show" the student will be placed on probation for the remainder of the year. The student will be considered for dismissal with the second occurrence.

2. When it is necessary for the student to be absent from clinical the student must notify the assigned instructor at least 1 hour before clinical. If the student will be absent from independent clinical, she/he must also call the assigned nurse within 15 minutes of the facility opening or the charge nurse not less than 30 minutes prior to the scheduled time. Notification of absence must be made by the student. A clinical absence results in loss of points for the day (i.e. in 3 days of clinical, 1 day absence decreases grade by 33.3 % on 2 day clinical it’s 50%). Avoid scheduling medical / dental appointments during class/clinical time. A clinical absence of a 12 hr day will count as a 1 ½ days missed.

3. A student absent for illness requiring hospitalization or three or more consecutive days must obtain a release from their physician and notification of diagnosed illness to return to school. The release will be given to the Coordinator or instructor if in clinical on the first returning day. This assures health for the student and the clients in the clinical area.

4. It is the student's responsibility to make arrangements with the instructor to make-up missed assignments/tests on the first class day the student returns to school. All testing and/or assignments must be completed or arranged within 2 class days after returning to school. Failure to request make-up work &/or tests and assignments will result in forfeiture of opportunity to make-up assignments &/or tests.

5. Tardiness is recorded. Tardiness to class occurs at the 8:15 bell. Three (3) tardies (less than 30 minutes) are treated as 1/2 day absence toward the total number of absences. Missing 30 minutes or more, whether through late arrival, early departure or extended break time, will result in 1/2 day absence. In clinical, student arrival time will be determined by checking in with clinical instructor. Clinical tardiness results in grade deduction based on amount of time missed.

6. Allowable absences accrue at the rate of one per month. The student who exceeds this will be placed on attendance probation with written notification. Students are allowed a maximum of 10 absences during the school year. A maximum of 5 absences may be clinical (any over 5 will be made up after graduation) Court subpoena, in which the student is neither defendant or plaintiff, and military service are the only absences which do not contribute to the total. Extended military service will require special consideration. Exceeding 10 absences shall be cause for dismissal from the program. Students re-entering or with advanced standing will be allowed absences proportionate to remaining program time.
7. When 11 absences accrue the student will be given written notification of dismissal. The student who desires to remain in the program must then file a written appeal for retention including a written plan for improved attendance within 3 days. The faculty will provide written notification of the decision within 3 days of receipt of all documents for appeal consideration. The student who files a written appeal may attend the program pending faculty decision on retention/dismissal. The faculty will evaluate the validity of absences based on written documentation (i.e. doctor’s notes, court records) provided by the student along with adherence to attendance policy. Extenuating circumstances, i.e. hospitalization or other emergency situations, must be documented by the student with supporting evidence and will be considered by the faculty. If extenuating circumstances are found and the student is allowed to remain in the program, an attendance plan will be made. All time beyond 10 days must be made up in the area where the absence occurred with faculty supervision available. No student may work double shifts in making up time. All time must be made up by June 30, 2014.

Note: In case of bad weather, the student will be expected to be present if school is being held. If school is not held, it will be broadcast on radio or television channels 4, 5, or 9. Alert Now is the MATC emergency notification system and it will notify students via phone &/or text message of school closing. It is the student’s responsibility to keep phone numbers on record up to date.
HEALTH POLICY

1. See policy on attendance.

2. Student health should be consistent with the expectation of health employers for nursing staff. Policies of facilities such as no lift policy are implemented to safeguard students.

3. Immunizations, TB status verification, and serum titers are at the expense of the student. If the student does not obtain hepatitis vaccination, a signed waiver is necessary. However, students may be refused by a clinical facility.

4. All cases of communicable disease must be reported in writing to Coordinator. Any wounds must be covered during client care for the safety of student and client. Certain communicable diseases may prevent attendance at clinical and/or class. Examples include but are not limited to conjunctivitis, shingles and scabies. These absences count toward the 10 maximum.

5. The Coordinator may request a verification of doctor's permission for the student to return to school. All absences for 3 or more days require a doctor's release and notification of diagnosed illness for return to class and clinical to protect the student and clients.

6. Students must report any illness promptly so that adjustments can be made in their rotation. Adjustments are made only for the protection of the client and/or the student. Written documentation from a physician is necessary to specify needs for major accommodation.

7. Should a student become ill while on clinical duty, they should report immediately to his/her instructor. Instructor may require student to leave clinical facility which will be an absence.

8. Students are responsible for their own medical expenses, for illnesses or accidents including those occurring at school or in the clinical facilities. It is suggested each student have hospitalization insurance. The school does not have a physician assigned to the care of the students. In case of illness/emergency, each student must be able to call upon her/his own physician.

9. Students will take only those medications prescribed by a physician. The Coordinator will be notified by the student of any medication that has been prescribed. Written notification of prescriptions should be given to the Coordinator. Random drug testing may be performed by a clinical facility at any time. Students must meet facility standards to continue attending any clinical area.

10. A student who is chronically or habitually ill will be requested to have a re-evaluation of their health status. Refer to the Policy on attendance.
11. Students are urged to seek health counseling for any reason that is indicated.

12. Students are not to present themselves to a physician in the clinical facility concerning medical problems relating to themselves or their families. Students who do this will be dismissed from clinical with a minimum of ½ day absence given to care for illness.

13. Female students who are or become pregnant should notify the coordinator so clinical assignments can be made in an effort to protect the developing fetus. Pregnant students will participate in all assignments; no exceptions will be made except possibly avoiding clients with a contagious disease that could harm the fetus. Pregnant students should consider possible unknown risks and plan accordingly. Pregnancy is a state of health in which normal functions of nursing can be maintained unless illness is present.

14. A student who has a needle stick or any blood borne pathogen exposure must notify the faculty and follow the reporting procedure for the specific clinical facility. Facility protocols must be followed. Testing is recommended for all health care workers who have needle sticks with a contaminated needle. The student is responsible for the cost of testing and any subsequent related care. See Blood Borne Pathogen Policy on next page.
I. Purpose and Policy

The purpose of these guidelines is to reduce the risk of student exposure to blood borne pathogens such as, but not limited to, Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and the Human Immunodeficiency Virus (HIV).

Universal Precautions is an approach to infection control that requires precautions to prevent contact with blood or any other potentially infectious materials regardless of patient diagnosis. Universal Precautions will be the minimum standard of practice throughout the program. All human blood and body fluids will be handled as if they are infectious.

II. Prevention of Blood Borne Pathogen Exposure

Education and Training in Standard Precautions and Body Substance Isolation Procedures:

Students will be required to receive training on blood borne pathogen exposure prevention prior to attending clinicals. The student must also have satisfactorily demonstrated skill in using personal protective equipment and procedures before receiving a patient care assignment. Clinical facilities will receive verification of completed training prior to student being in facility.

Hepatitis B Vaccine:

Students will be required to have completed at least the first two injections of the hepatitis B vaccine series, have documentation of titer immunity, or to have signed a declination prior to going to clinical sites. Clinical facilities reserve the right to refuse to allow a student to receive training with proof of immunization or titer positive.

Procedures:

Students who have the risk of coming into contact with blood or body fluids in the course of their work or practice must implement Universal Precautions and wear the appropriate personal protective equipment (PPE).

1. Hands must be washed before donning and after removing gloves or any other PPE.
2. Gloves must be used whenever the possibility exists of hand contact with blood or other potentially infectious material.
3. The re-use of disposable (single-use) gloves is prohibited.
4. Disposable (single-use) gloves must be replaced as soon as they are contaminated, torn, punctured or cease to function as a barrier.
5. Hands or any other skin area must be washed with soap and water after contact with blood or other potentially infectious materials.

6. Students must employ the wear of masks and eye protection devices whenever splashes or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated.

7. PPE must be worn when performing tasks with the likelihood of generating splashes or droplets of blood or potentially infectious material.

8. PPE that has been penetrated by blood or any other potentially infectious material should be removed immediately.

9. PPE must be removed before leaving the infected or work area.

10. After removing PPE, it must be placed in a designated area or container storage, washing, decontamination or disposal.

11. Gowns, aprons, lab jackets/coats, or other similar garments must be worn whenever exposure to blood or other potentially infectious materials is anticipated.

12. It is prohibited to eat, drink, smoke, apply cosmetics, and handle contact lenses in work areas where the potential exists for exposure to blood borne pathogens.

13. Specimens of blood or other potentially infectious materials must be placed in the appropriate container that prevents leaking during collection, handling, disposal, etc…

14. Students must NOT bend, recap, or remove contaminated needles or sharps.

15. Sharps should be disposed of by the person who used them, immediately after use into a container at the site of use.

16. Sharps should not be carried from an area of use to a different area for disposal. Any waste materials contaminated with body fluids should be disposed of in a sharps container.

III. Methods of Compliance
Students are responsibility to become familiar and comply with the blood borne pathogen exposure policy of the clinical sites to which they are assigned. Students are also responsible to follow blood borne pathogen policy while in the laboratory at Mid-America Technology Center.

IV. General Screening
Mid-America Technology Center Practical Nursing Program will not screen faculty or students for antibody to HIV. Any student or faculty wishing to be tested will be referred to his/her private physician or the county health department.
V. Accidental Exposure Incidents

A student in the school of nursing who has blood or body fluid exposure while in a clinical agency is treated in a similar manner to any type of accident occurring within the agency. The student should immediately notify the clinical faculty who will then immediately notify the supervisor within the health care facility where the accident occurred. As much information as possible about the source patient should be collected (i.e. HBV antigen, HCV and HIV antibody status). The clinical agency will require the completion of an incident/occurrence report and will usually ask for permission from the client to test for blood borne pathogens.

The student should report to a health care provider within two hours to discuss post-exposure prophylaxis treatment. The student should be aware that post-exposure testing and post-exposure prophylaxis treatment cost is the responsibility of the student. The student will be required to pay for these services at the time of treatment. In the event of a blood borne pathogen exposure, it is imperative that the student know where and how to seek evaluation and care, as post exposure prophylaxis must be initiated within two hours. Should the student have a private insurance policy (yourself, your employment, or through your parents); it is still necessary for students to determine if exposure to a blood borne pathogen is a “covered service” of their policy.

The cost of personal health care, including care required as the result of blood borne pathogen exposure in clinical practicum experiences, is not covered by Mid-America Technology Center, the Practical Nursing program, or the clinical agencies.

The exposed student will be encouraged to have testing for HIV at baseline, 6 weeks, 12 weeks and 6 months. The decision to have testing or not, however, is the choice of the individual exposed.

The clinical instructor and/or student must notify the Practical Nursing Coordinator when a student has been accidentally exposed.
SAFE PATIENT HANDLING POLICY

Mid-America Technology Center Practical Nursing Program wants to ensure that patients/clients are cared for safely, while maintaining a safe learning environment for students and instructor(s). To accomplish this, students will undergo training in proper body mechanics for bending, lifting, and moving. Additionally, training will be provided to the students related to mechanical lifting equipment and/or other approved patient handling aids that may be used to prevent the lifting and handling of patients/residents.

Patient Handling and Movement Requirements:
1. Avoid hazardous patient handling and movement tasks whenever possible. If unavoidable, assess them carefully prior to completion.
2. Use mechanical lifting devices and other approved patient handling aids for high-risk patient handling and movement tasks except when absolutely necessary, such as in a medical emergency.
3. Use mechanical lifting devices and other approved patient handling aids in accordance with instructions and training.

Training:
Students will receive training on the mechanical lifting equipment and/or other approved patient handling aids. Further, return demonstrations of proper use of these lifting equipment/aids shall be performed by the students. Training of lifting equipment/aids should include:
1. Lateral Sliding/Transfer Aids (Mechanized and Non-mechanized)
2. Gait Belts/Transfer Belts
3. Stand Assist Lifts
4. Other devices per facility policies

Definitions:
1. High Risk Patient Handling Tasks: Patient handling tasks that have a high risk of musculoskeletal injury for individuals performing the tasks. These include but are not limited to transferring tasks, lifting tasks, repositioning tasks, bathing patients in bed, making occupied beds, dressing patients, turning patients in bed, and tasks with long durations.
2. Mechanical Patient Lifting Equipment: Equipment used to lift, transfer, reposition, and move patients. Examples include portable base and ceiling track mounted full body sling lifts, stand assist lifts, and mechanized lateral transfer aids.
3. Patient Handling Aids: Equipment used to assist in the lift or transfer process. Examples include gait belts with handles, stand assist aids, sliding boards, and surface friction-reducing devices.
CLASSROOM CONDUCT

The practical nursing student is an adult student. As such adult behaviors are expected including:

1. While at school, the student is expected to be courteous of the other classes in progress and the learning environment of other students.

2. Active participation in learning is encouraged. The student is expected to be courteous at all times in the classroom. The instructor reserves the right to remove any student from the classroom who they feel is disruptive.

3. The student is expected to come prepared for class. Students should bring a pen, notebook paper, syllabus, and assignments for the day's class as well as the texts, workbooks and school issued iPad, assigned in the syllabus for required and suggested learning. No exceptions!

4. The student is expected to do all assignments made by the teacher for a class before that class starts. After class has begun, a grade deduction will be taken. Time and date will be placed on all assignments by the program secretary. Assignments being worked on during class will be taken by the instructor that is teaching and given to the appropriate instructor regardless of completion status.

5. Policy on Cheating:
   a. Cheating is considered to include copying from a test or during a test, theft of a test, copying from a paper (including those of fellow students), magazine, or book on an assignment without giving appropriate credit to the author or verbal exchange of information. Cheating also includes changing of answers after a test has been graded. Evidence of cheating will result in dismissal from the program.
   b. Cheating will be determined by evidence. Written assignments will always reference sources utilized and all material copied directly must be in quotes. Answers should be rephrased to be unique such as on workbooks and for disease summaries. The written assignment with answers copied directly from text will result in a zero on the assignment. A second incident of cheating during the length of the program on a written assignment will result in dismissal from the program.
   c. On the first occurrence, students will share the number of points received on a document if duplication is noted on individual written assignments. Further duplication on written assignments will be treated as cheating.

6. No tobacco use is allowed in any building at Mid-America Technology Center, this includes e-cigarettes and vaporized smoking. Practical Nursing students are not allowed any tobacco usage during clinical, which includes e-cigarettes and/or vapor.

7. Cell phone usage is allowed only in the break area during lunch and break time. Cell phones are to be turned completely off, not on silent, at all other times. Cell phones that ring or are used in any way in class, or in areas other than the break area, will be taken and held by the instructor until the end of the day. Repeated occurrence will implement school discipline measures for failure to follow policy as well as retaining the cell phone. See The Tech Student Handbook, page 17 for MATC’s complete policy. Please have family members call the secretary at 405-449-3391 ext. 290 as needed.

8. Use of technological devices to support education is encouraged. Any use during class time for non-educational purposes will result in the loss of the privilege of using the device and can be sent home and day charged as absence.
CLASSROOM DRESS CODE

Students in the Practical Nursing Program are expected to comply with the expectations of all students at Mid-America Technology Center. The policy is as follows:

“I. STUDENT DRESS

Student dress has become a matter of significant concern to educators, for a number of reasons: safety, behavior, and the general appearance of the student body. Occupational training is also involved with the dress requirements of potential employers and career areas. Some students will be expected to conform to the individual clothing requirements of the training program in which they are enrolled. This includes caps which may be worn in some Lab or Shop areas. All students are expected to dress in social good taste and in compliance with the general dress requirements which promote modesty, require pants to be worn at the top of the hip bones, prohibit items or styles which interfere with the educational process such as pajamas, house shoes and blankets, etc. (see your instructor for specific requirements). The wearing of apparel which promotes or is associated with alcohol, tobacco, drugs, gangs, sexual activity, death, is prohibited on campus, on buses, or on school sponsored activities. Sunglasses may not be worn while inside.

For safety reasons, there will be no walking in bare feet in the school.

Specific requirements enforced for all students include that there is to be no visible midriff during normal class activities, no spaghetti straps, loose tank tops with bra showing and no hats. Skirts or shorts should reach at least fingertips when arms are hanging loosely at the side. Students with questionable attire will be sent to the counselors or the principal. This does include adult students.

Students who fail to comply with the dress code will be counseled. Reoccurrence of dress code problems will result in counseling, probation or possible dismissal. Dress code requirements directly correlate with dress codes enforced in clinical facilities within the Mid-America district. If appearance interferes with ability to function or meet the dress code of a facility the student will be sent home.

Business attire will be expected at activities through the year.

Some student organization meetings require very narrowly defined business attire. Faculty will try to inform students of specific requirements of the meeting being attended.
CLINICAL CONDUCT

Practical Nursing students work under an implied license in the state of Oklahoma. Behavior is to be consistent with that of the profession of nursing. A copy of the Oklahoma Nurse Practice Act is available on-line. Students should consider themselves as representatives of the school and nursing. The goal of behavior is to act as the best nurse you can be. Required standards of clinical behavior within the program are:

1. The student is expected to come to the clinical area well prepared to carry out their assigned tasks. Disease summaries/written pre-clinical assignments should be completed on each assigned client prior to beginning care on assigned clients so that care may be appropriate to client needs. When an instructor is present, the written assignment should be submitted upon the student’s arrival. Equipment required for clinicals includes stethoscope, watch, penlight, scissors, black pen, and notebook &/or iPad.

2. The student should focus on the client as first priority. Written assignments are not to be completed during clinical time, except to obtain information from the client and the chart.

3. The student must let the instructor know anytime she/he is going to be away from the assigned area including assigned lunch times. Students may not leave the facility during clinical.

4. While on duty, the student is to remain in the assigned area except when on break or on necessary errands. Visiting in other areas is not allowed.

5. The purpose for the student's presence is to provide care to the assigned client and gain learning experiences. Hospital visits to friends and/or relatives are not to be made while in the student's uniform.

6. Eating is allowed only during break times and in designated areas. No gum is allowed, use of mints is permitted.

7. Two 15 minute break and one 30 minute break for a meal are allowed during a full clinical day. Students are to plan to meet needs of clients as first priority in planning breaks and meal time. Nurses who never take time off the floor decrease the quality of the care they give and indicate poor time management skills.

8. The student must wear full uniform while in any clinical (see clinical dress code). If they fail to do so, they will be sent home and it will be considered as an absence.

9. Tobacco free policies of all clinical facilities must be observed by all students in the clinical area. Students cannot use tobacco at any facility, including e-cigarettes and/or vapor smoking. A noticeable smell of smoke or presence of tobacco will be cause for sending home from clinical. Failure to observe these policies will be just cause for removal of the student from the clinical facility and will count as an absence for that day. NO EXCEPTIONS!

10. Students are expected to meet specific facility policies. This includes but is not limited to prohibition of cell phones. No cell phones are to be in the clinical area. Students will be allowed to go to their car during the lunch break only to check cell phone messages. Cell phones will be held by instructor if found. Students may not use cell phones in any facility for making or receiving personal calls. Clinical facilities set individual policies and in some facilities this may endanger client care. Students through repeated offenses of cell phones can be dismissed from the program for disruptive behavior. In emergencies, instructions are to be given to family to notify the instructor first when in clinical facilities. It is the student’s responsibility to keep the school current on phone numbers for possible notification if an emergency occurs with the student.
PRACTICAL NURSING CLINICAL DRESS CODE

Clinical Appearance Requirements for All Nursing Students

The student nurse represents a health care professional and serves as a representative of the school. Students not meeting these guidelines can be sent home with the day as an absence or given a failing grade for the clinical day. To assure a positive image the student will have the following characteristics:

1. Good personal hygiene.

2. Fingernails should be short & clean. No artificial nails are to be worn. Clear nail polish may be worn if desired. Chipped polish harbors bacteria and should be avoided. Use is against the policy of some facilities for safety reasons.

3. Hair must be clean. Hair should be secured to prevent any hair falling in front of shoulders or obstructing vision. No unnatural hair color.

4. Shoes & shoelaces must be clean & white. No canvas shoes are allowed.

5. Designated school uniform must be clean & wrinkle free. Uniform should provide adequate coverage with no visible skin on trunk even during movement. Students must assure that sleeves can be raised to mid-level to prevent spread of infection. Any shirt worn under uniform must be close fitting and white in color. Student Practical Nurse patch should be worn on left upper sleeve.

6. Uniforms including lab coat are to be worn only for clinical functions. Wearing in public may place the student at risk of liability or others at risk of infection.

7. A nametag, stethoscope, black pen, scissors, notebook, penlight and a watch with a second hand are necessary equipment when in uniform.

8. No perfume, cologne, or strong after-shave may be worn.

9. Excessive make-up is not allowed.

10. Only wedding rings may be worn with uniform. Rings with large stones should not be worn. No necklaces or lanyards are allowed for safety purposes.

11. Only one pair of small plain, neutral color post earrings may be worn. Earrings will only be worn in the earlobes. Hair accessories must be neutral colored (brown, black, or white).

12. Body piercing other than ear lobes should not be visible. Piercing of the tongue interferes with communication with clients and will not be allowed to be worn in any clinical facility.

13. Facial hair such as beards and mustaches must be neatly groomed.

14. Tattoos must be covered with clothing.

15. Students making clinical assignments are expected to wear lab coat, name tag, and attire appropriate for a health care facility.
MID-AMERICA TECHNOLOGY CENTER: PRACTICAL NURSING
CODE OF ETHICS FOR THE STUDENT PRACTICAL NURSE

The Mid-America Practical Nursing student shall act:

1. To promote health by action and example.
2. To treat all persons with dignity.
3. To adhere to high personal moral standards in language, appearance and demeanor.
4. To maintain ethical behavior in all aspects of life through practice of honesty and integrity.
5. To practice good citizenship.
6. To practice nursing within the limitations of training and role.
7. To be reliable in performance and reporting of duties, abstaining from chemical use which would interfere with performance as student or nurse.
8. To consider no duty too menial if it contributes to the welfare or comfort of the client.
9. To regard all client information as confidential as defined under HIPPA Law. The use of technology in violating HIPPA laws, including cell phones, cameras, computers (on social networking sites, email, etc) is strictly prohibited.
10. To refrain from conversation regarding own personal health with clients, physicians or staff members.
11. To respect the dignity of the uniform by wearing it only to meet clinical requirements.
12. To treat all others as you wish to be treated.
13. To maintain patient relationship within professional boundaries.
14. To respect authority with recourse through the chain of command.
15. To value the educational process including constructive criticism.
16. To seek assistance in completing tasks which are beyond personal and/or professional training to benefit client care.
17. To value all members of the health care team and facilities utilized for clinical training. Student concerns or criticism should be addressed with school staff.
18. To strive for excellence in quality of work both educationally and in client care.
19. To communicate personal learning needs effectively.
20. To be dependable in meeting educational requirements.

Any violation of the code of ethics could be deemed as unprofessional behavior and subject to dismissal policy.
LIBRARY POLICY

A variety of resources are available in the Health Career Center library. The student is encouraged to use these resources but limited numbers makes it necessary to consider others in their use. The following policies are in effect:

1. Books may be checked out by signing the card and giving to the program secretary.

2. All books and magazines must be returned within 2 weeks. It is the responsibility of the student to recheck the book at the end of the 2 weeks. If the book is a "one of a kind", it may not be re-checked. Students who do not return a book may be required to pay for the book. The student who signs for a book will be expected to make financial reimbursement for the book if it is lost or not returned. All books must be returned 2 weeks prior to graduation.

3. Any book lost/damaged in any manner will be charged to the student using it last. The full list price will be paid. It is to your advantage to check the book in personally to the secretary or in her absence, one of the instructors.

4. The library is to be kept clean and in order. No food or drinks allowed.

5. "Reference Only" books, including NCLEX Review, must remain in the library and cannot be checked out by students.

6. A student needing references not available should inform the faculty of the specific reference needed.
COMPUTER & ELECTRONIC DEVICE USAGE

Computer resources can only be used in the Health Careers Center Library and must be checked out and returned to the secretary the same day.

Disks from outside sources or home use must be submitted for scanning by the information service staff. Disks must then only be used in the school computers.

Use of the Internet should be for school learning purposes. Each student must read and sign an Internet use agreement prior to utilizing this service. Students may lose usage privileges or be dismissed from the program for inappropriate Internet usage.

ALL ELECTRONIC EQUIPMENT IS THE RESPONSIBILITY OF THE STUDENT. DO NOT LEAVE THE EQUIPMENT UNATTENDED! CLASSROOMS ARE FREQUENTLY LEFT UNLOCKED. LOCKERS ARE PROVIDED FOR STUDENTS IN WHICH BELONGINGS MAY BE SECURED.

Students must sign in and out with name, time and computer utilized every time the computers in the library are utilized whether on free time or as part of a class assignment. Please be considerate of others in use of the printer. Be conservative with paper usage. Note the number of pages prior to printing and use discretion for longer articles. Printing should be limited to school related material.

The computer area is a workplace and should be well lit anytime students are present.

No food or drink will be in the computer/library area at any time.

Ipads should be charged completely prior to coming to class, extension cords are not allowed.

NURSING SECRETARY OFFICE

No students are allowed in front office. Please stand at counter to submit assignments or if assistance is needed.

COPIER USE

Students are allowed to make copies for school as needed and with the approval of an instructor. Students are responsible for replacing any lost texts or workbooks. The copier may not be used for personal copies.
STUDENT OFFENSES & RULE ENFORCEMENT POLICIES

Students in the practical nursing program must abide by all policies of Mid-America Technology Center. Under the supervision of each instructor, every student is to become familiar with and be held responsible for knowing and following these policies. A complete copy of these policies is given to each student in the Student Handbook. A few of the rules of major importance listed in the Mid-America Student Policies are repeated here.

A. A student shall not by use of violence, force, noise, profanity, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school. ...

B. A student shall not intentionally cause or attempt to cause substantial damage to valuable school property or steal or attempt to steal school property of substantial value...

C. A student shall not intentionally cause or attempt to cause substantial damage to valuable private property or steal or attempt to steal valuable private property either on the grounds or during a school activity, function, or event off school grounds...

D. A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to a school employee...

E. A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any other student/person.

F. A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a dangerous weapon...

G. A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher’s aides, bus drivers, principals, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.

H. Attendance policy is separate for practical nursing.

I. A student shall make satisfactory advancement toward accomplishing the prescribed goals and objectives for the course in which he/she is enrolled.

J. Mid-America maintains a tobacco-free campus for full time programs and activities.

K. All students and staff must wear an I.D. badge on a school-approved lanyard or badge holder. The badge must be visible at the chest level or higher from the front.
ALCOHOL & DRUG USE

Adult students in nursing are expected to be examples of optimum health. The following policies apply to practical nursing students.

1. Students will be given drug screens at various times of the year. Students must meet the standards for employees of all clinical facilities to continue to attend the clinical area. It will not be possible to complete the program without the clinical component.

2. The use of alcohol or any illegal or prescription drug that has not been prescribed specifically by a physician for the student before or while in the school, a school sponsored activity, or clinical area, is grounds for immediate dismissal. Inappropriate use of prescription drugs that interfere with competence will also be grounds for dismissal. **All prescriptions must be on file with the Coordinator.**

3. Any student suspected of drug use can be required to take blood & urine tests at his/her own expense. Should transportation be necessary, provision will be made by the faculty. Refusal to take such a test is grounds for immediate dismissal.

4. Faculty will document observed behavior.

5. Prior notification of prescription medications given to Coordinator will be utilized in evaluation of drug testing results.

6. A positive drug screen will result in immediate dismissal. The Oklahoma Board of Nursing will be notified of positive results.

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**Mid-America Policy**

The technology center board adopts requirements addressing drug and alcohol use by students and employees, to comply with Section 22(b)(1) of the Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. § 3224a).

See The Tech Student Handbook, page 24 for MATC’s policy on Drug Free Schools & Communities.
STUDENT ORGANIZATION/CLASS ORGANIZATION

All students in the Mid-America Practical Nursing Program are expected to participate in leadership activities. HOSA (Health Occupations Students of America) is provided and a professional practical nursing organization is available as preparation for professional organizations. The practical nursing program has a post-secondary chapter of HOSA. Focus of activities is to provide every student with opportunities for enriching leadership experience which are best realized at the local level and in the surrounding community. Each year the chapter sets an annual proposed program of work to provide opportunities for personal and professional growth. Students benefit from both HOSA through building leadership skills, refinement of health knowledge and skill in competitions, opportunity for community service and group involvement. Students are encouraged to take advantage of leadership opportunities beyond the local level if so desired; one opportunity through HOSA is applying to serve as a State or National officer. A continuing opportunity for leadership is to continue HOSA membership after graduation by becoming an alumni member; more information is available from faculty or on the HOSA website at www.HOSA.org.

The class is structured to have officers. The purpose of officers is to provide leadership/organizational experience for all members. The class nominates and elects officers who are responsible for guiding the class in activities. Each class should develop a plan to provide activities that help the class function better together as a group through fun as well as professional and community service activities. All activities must be communicated to the nursing faculty prior to finalization and must receive administrative approval. All votes for activities and specific people assigned responsibility must be documented in the minutes.

The class is responsible for planning and providing funds for graduation. Some classes choose to have dues while others elect to incorporate fund raising activities which must only occur on the Technology Center Campus. All money deposited to the class fund must be used for mutual benefit of a class activity and cannot be used for an individual or returned after being deposited. Class monies may be used for charities, HOSA supplies, class activities and the graduation ceremony as indicated by the minutes of class meetings. When utilized, all funds require a written estimate to the coordinator prior to the expense. It is then necessary to obtain administrative approval. After approval, the purchase can be made, with a copy of the purchase order (not the original) to the supplier and an itemized, signed receipt will be required to be submitted with the original for payment. Early planning improves graduation for the class and the guests. This differs from other classes at the Technology Center due to the full-time adult status of the program.

To assist in identifying the officers’ role, the following brief descriptions are given.

President: Presides over all meetings using parliamentary procedure, coordinates and supervises the efforts of the class officers and committees, works with others especially the class secretary in forming the agenda for each meeting, and communicates all class plans and activities to the coordinator or faculty prior to meetings so that adequate
information can be provided to facilitate action within the meeting. Works with secretary to plan meeting agenda.

**Vice-President:** Assists the president, serves as presiding officer or other roles in the president’s absence or failure to perform duties, responsible for forming an annual plan of activities.

**Secretary:** Works with president to prepare the agenda for meetings, keeps written minutes for all meetings and reads/distributes these at meetings and to faculty, maintains membership list, performs all correspondence duties for the class, counts and records all votes, reads all communications at meetings. Submit copies of meeting minutes to the coordinator within 1 week of the meeting.

**Treasurer:** Keeps financial records of the class in accordance with local administrative policy, presents written requests for using class funds along with confirmation of use approved in minutes of a meeting, presents financial reports at business meeting, and serves on the graduation committee. Submit written financial report to the class and coordinator on a regular basis.

**Historian:** Gathers materials and prepares class scrapbook of all class activities, obtains materials for class graduations video with approval from faculty, and maintains past class records.

**Reporter:** Reports class news to local media through school personnel and prepares the class newsletter.

**Parliamentarian:** Advises members on correct parliamentary procedure

**Sentinel:** Sets up or makes arrangements for meeting rooms, greets visitors, assures comfort during meeting, ensures that meetings proceed without outside interruption

**Chaplain:** Presents motivation/spiritual activities during meetings and graduation, takes charge of all inspirational activities for the chapter.

**Faculty Committee Liaison:** Each class shall nominate representatives to the faculty committee for meetings. 3 to 4 students will be elected and at least two representatives will attend faculty meetings.

Not all class members are officers but active participation through committees and in activities voted by class are expectations of the program. Officers who do not fulfill duties may be removed from office by a vote of the membership. These prepare the student for professional organizations which are available to enrich the work experience throughout a nursing career.
NATIONAL TECHNICAL HONOR SOCIETY

Guidelines for
National Technical Honor Society
Mid-America Technology Center

1. Selection shall be related to success in each individual student’s career tech program only.
2. The career tech teacher must recommend the student.
3. The student will have no more than five (5) absences per semester. This includes any combination of absences, tardies, or early checkouts.
4. The student will maintain a 93 average in course work each semester in his or her technology program and not have less than 90 on any final grade for a 9 weeks grading period.
5. The student must perform at least five (5) hours of community service per semester on his or her own time. This does not include community service done with the local school or a school organization.
6. The student will uphold the conditions of the NTHS pledge, which includes the following:
   As a member of the National Technical Honor Society, I pledge to:
   ➢ Maintain the highest standard of personal and professional conduct at all times;
   ➢ Strive for excellence in all aspects of my education and employment;
   ➢ Refuse to engage in or condone activities for personal gain at the expense of my fellow students, my school, or my employer;
   ➢ Support the mission and purposes of NTHS while working to achieve objectives and goals of the Society; and
   ➢ Fulfill my obligations as a citizen of my community and of my country.
7. The student must be a member in good standing of a Student Organization (BPA, HOSA, Skills USA).
8. If any of the requirements are broken, the student may be placed on probation or removed from the NTHS.
9. No award or recognition under the auspices of NTHS will be given to members on probation.
10. A member is allowed only one (1) warning during his or her membership for failing to meet the required criteria. Failure to meet mandated requirements within the semester following a warning will result in a dismissal from NTHS.
11. There will be a mandatory induction ceremony. Anyone not attending this ceremony will forfeit their membership in NTHS.
Mail or Fax Request to:
Mid-America Technology Center
Attn: Practical Nursing Program
P.O. Box H
Wayne, OK 73095
405-449-3391 or 1-800-232-5580
FAX 405-449-7321

====================================================================================================
__________________________________________________________________________________________________________________

Last Name                                             Previous Name(s)                           First                                             Middle

Address

SSN____________________________ DOB_____________________________ Dates Attended___________________________________

Number of Transcripts Requested__________

Mail to: _________________________________________________________

Fax to: _________________________________________________________
(Note: If official transcript required it must be mailed or picked up)

Student Signature ____________________________________________ Date

For MATC use only
Date Received_____________________
Date Mailed_______________________
Completed by______________________
Mid-America Practical Nursing

Curriculum Components
PROGRAM OBJECTIVES

At the completion of this program, the graduate will be expected to:

1. Function in the roles of a Licensed Practical Nurse in the health care system as designated in the Nurse Practice Act by the Oklahoma Board of Nursing.

2. Adhere to the ethical, moral and legal standards of the practice of nursing.

3. Deliver compassionate nursing care focusing on the client’s preferences, values and needs.

4. Utilize effective communication in establishing therapeutic relationships with health care clients.

5. Establish effective interpersonal relationships with the interdisciplinary team in the health care setting to collaborate client care.

6. Implement knowledge of normal and abnormal adaptations of body systems in application of the nursing process as a practical nurse.

7. Apply knowledge of quality and safety competencies in the health care setting.

8. Demonstrate nursing skills competently with attention to safety in various settings to maintain the health of the individual.

9. Utilize best current evidence within practice to provide competent nursing care.

10. Document client status appropriately utilizing information and technology to follow safety standards in health care facilities.

11. Teach health care clients effective measures to promote optimum health.

12. Perform self-evaluation to recognize strengths and weaknesses to maintain professional competence in nursing.

13. Identify opportunities for professional growth through further education and participation in professional organizations.

14. Demonstrate sufficient career skills in the work role to sustain desired employment in the health care field.
The Mid-America Practical Nursing program provides theory and didactic education that prepares the student to initiate nursing practice. Course sequence is determined to progress from simple to complex as illustrated by coverage of normal structure and function of the human body within Anatomy & Physiology with Application in Practical Nursing prior to the complex disorders within Medical Surgical Nursing I & II for Practical Nursing. Courses are integrated across time to provide content to support critical thinking in application of skills and within clinical settings. Particular emphasis is placed on quality and safety measures as they apply to client care as provided by practical nurses. Laboratory practice of skills to acquire competence for clinical practice is provided. The curriculum is planned to assure adequate knowledge, skill and attitudes necessary for quality and safety competencies prior to clinical training.

The first course in the program is medical terminology as a prerequisite. Students are required to submit a college transcript showing completion with a C or above. As the full time program begins Concepts of Practical Nursing, Long Term Care Assistant, Anatomy and Physiology with Practical Nursing Applications, and, Fundamentals of Practical Nursing are the initial courses. The course Fundamentals of Practical Nursing focuses the student on building a competent skill base with focus on quality and safety in practice. Here the student should acquire the knowledge, skills and attitude necessary for safe practical nursing practice. The first clinical course, Clinical I-Basic Long-Term Care Nursing, occurs in long-term care to build basic personal care skills along with data collection. The second clinical course, Clinical II-Basic Acute Medical Surgical Nursing for Practical Nurses, provides clinical practice in medical-surgical areas of hospitals with increasing application of skills. Students rotate through several hospitals to build flexibility and diversity of settings for care provision. The first section of Pharmacology and Intravenous Therapy for Practical Nurses prepares the students to safely administer routine oral and injectable medications and opportunity is given in the hospital under direct supervision of the instructor. The student begins study of Medical Surgical Nursing I for Practical Nurses which is followed by Medical Surgical Nursing II for Practical Nurses. These courses occur concurrently with Clinical II-Medical Surgical Nursing for Practical Nurses. These courses provide the student theory content along with application in the various clinical settings including hospitals, long-term care, home health, and doctor’s office. To provide the student preparation for specific populations the courses of Pediatric Nursing for Practical Nurses, Maternal-Newborn Nursing for Practical Nurses and Mental Health Nursing for Practical Nurses are taught. Clinical opportunities for application are planned in clinics, obstetrical units, and with patients having mental health diagnoses in the general client population within Clinical IV- Maternal/Newborn, Pediatric and Mental Health for Practical Nurses. The final preparation for graduation and employment as a practical nurse is within Transition to Practice for Practical Nurses. In Clinical V-Transition to Practice Clinical for Practical Nurses the student has an opportunity to experience a work setting in a more independent role working with a supervising preceptor in a desired work environment that has potential for employment.

Throughout the total program of study, various teaching methods are utilized such as lectures, demonstrations, laboratory practice with supervision, high fidelity simulation, group activities, unfolding case studies, guest presenters, client-centered conferences, reflective journaling and technology assisted instruction. Opportunities for leadership within the community and organizations are provided. Nursing content and the correlated clinical instruction are given concurrently whenever possible within available local medical facilities.
Core Medical Terminology (Pre-requisite)  45 hours
Medical Terminology is designed to develop in the students a working knowledge of the language of medicine. Students acquire word building skills by learning prefixes, suffixes, roots, words, and abbreviations. By relating terms to body systems, students identify proper uses of words in a medical environment. Knowledge of medical terminology enhances students’ ability to successfully secure employment or pursue advanced education in healthcare.

Long Term Care Assistant  91.5 hours
This course meets requirements set by the Oklahoma State Department of Health (OSDH) for Long Term Care Nurse Aide Curriculum. Upon completion of this course, the student will be eligible to petition the OSDH for training by exception in order to be able to test for certified nurse aide if desired.

Concepts of Practical Nursing  43 hours
This course focuses on the use of nursing related concepts by practical nurses as providers of care and members of the discipline in collaboration with health team members. Emphasis is placed on the concepts of learning, teamwork, communication in nursing, human development, professionalism, health and wellness, nursing ethics and law, and health care delivery systems. The quality and safety competencies that will be focused on for this course are: patient centered care within therapeutic communication, teamwork and collaboration, safety and informatics within legal and ethical nursing practice.

Anatomy and Physiology with Practical Nursing Applications  111 hours
Anatomy and Physiology is the study of structural complexity of the human body and its intricate functional mechanisms. This course is taught as an applied science in nursing. Applications and examples within nursing will be incorporated to enable them to make educated conclusions based on higher-level critical thinking and problem solving skills. The areas studied will be an integration of biology and chemistry and will include, but are not limited to: organization of the body, chemical basis for life, cells & tissues, microbiology, integumentary system, skeletal system, muscular system, nervous system, endocrine system, blood, sensory system, cardiovascular system, lymphatic & immune systems, respiratory systems, digestive system & metabolism, urinary system, and reproductive system. An emphasis is placed on real-world applications in nursing and active learning exercises are included.
Fundamentals of Practical Nursing  
133 hours
This course is an introduction to nursing care. Topics include utilizing the nursing process, performing assessment/data collection, implementing standards of care in nursing skills, and providing patient education. Principles and skills of nursing practice, documentation, and an introduction to physical assessment/data collection are taught. High fidelity simulation and laboratory practice will be utilized to provide learning opportunities and skill practice to begin developing clinical reasoning needed for nursing practice. Special topics covering the care of the geriatric patient, the dying patient, the oncology patient, the pre/post operative patient, and the management of pain are included in the course. Emphasis will be placed on developing critical thinking skills, the role of the practical nurse, demonstrating professionalism by maintaining confidentiality, recognizing legal/ethical responsibilities, acting as a patient advocate, maintaining positive patient/colleague relationships, and by implementing appropriate standards of care. Quality and safety competencies will be taught with emphasis on patient-centered care, evidence-based practice, quality improvement, safety and accurate use of technology and informatics.

Clinical I Basic Long-Term Care Nursing  
72 hours
The practical nursing student will provide comfort and assistance in performing of activities of daily living for patients with common non-complicated disorders residing in a long term care facility. Data collection skills will be practiced. Students will utilize Maslow’s Hierarchy of Needs to identify deviations from normal, identify and implement ordered and appropriate nursing interventions to nursing care to residents in extended care facilities. The appropriate use of knowledge, skills and attitude should demonstrate understanding of patient-centered care, teamwork and safety while providing nursing care in this course.

Pharmacology and Intravenous Therapy for Practical Nurses  
45.5 hours
This course provides instruction in basic pharmacology that is needed for safe and effective medication administration. An introduction to pharmacologic classes and nursing implications will be included. Skills include medication administration as well as IV therapy. The influence of IV therapy on fluid and electrolyte balance will be included. Content includes components of medication preparation and administration including the essential knowledge needed to adequately contribute to the assessment and evaluation of the effect of medication on clients throughout the lifespan. The core competencies content focus for this course will be quality improvement, safety and informatics in relation to medication and intravenous administration.
Clinical II – Basic Acute Medical Surgical Nursing for Practical Nurses  168 hours

Medical Surgical Clinical focuses on the utilization of the nursing process in caring for acute care patients. The student will assist the client and significant others during the normal expected stages of growth and development from birth through old age. The emphasis will be on implementation of nursing process through prioritization, decision making, time management and critical thinking appropriate to the LPN’s scope of practice and identified roles. As the student progresses, more complex patient situations will be presented and they will begin to function collaboratively with the health care team. Rotations include nursing care for patients with medical surgical problems in the acute care setting. In this course, continued incorporation of core competency skills will required, with focus on patient-centered care, teamwork and collaboration, evidence-based practice and safety. The initial use of core competency skills related to quality improvement and informatics will be demonstrated.

Medical Surgical Nursing I for Practical Nurses  68 hours

Building on concepts from previous courses, this course focuses on health management, maintenance and prevention of illness; nursing care of the individual as a whole and deviations from the normal state of health. The administration of patient care includes using the nursing process, performing focused assessments, implementation of nursing interventions, using critical thinking, and assisting with patient education. The systems included are integumentary, musculoskeletal, respiratory, cardiac, vascular and hematology as well as home health nursing. The concepts of patient care; treatments, pharmacology, and diet therapy are included within each system. Content is presented from a patient-centered approach based on Maslow’s Hierarchy of Needs. Patient care includes consideration of physiologic, cognitive, psychosocial, and spiritual needs.

Medical Surgical Nursing II for Practical Nurses  65 hours

Building on concepts from previous courses, this course focuses on health management, maintenance and prevention of illness; nursing care for the individual as a whole and deviations from the normal state of health. Administering patient care includes use of the nursing process while performing focused assessments, implementation of nursing interventions, using critical thinking, and providing patient education. The systems included are immunology, sensory, neurology, digestive, endocrine, urinary, and reproductive as well as oncology and emergency nursing. The concepts of patient care; treatments, pharmacology, and diet therapy are included within each system. Content is presented from a patient-centered approach based on Maslow’s Hierarchy of Needs. Patient care involves consideration of physiologic, cognitive, psychosocial, and spiritual needs within a cultural framework.
Clinical III – Medical Surgical Nursing for Practical Nurses  216 hours
Medical Surgical Clinical is a continuation of the utilization of the nursing process in caring for medical surgical patients. The student will care for multiple patients during this clinical rotation. The emphasis will be on implementation of nursing process through prioritization, decision making, time management and critical thinking appropriate to the LPN’s scope of practice. As the student progresses, more complex patient situations will be presented and they will begin to function in a role more independent of the instructor and increase in collaboration as a member of the health care team. Rotations include nursing care for patients with medical surgical problems, home health needs, geriatric nursing needs and conditions that require visits to the medical office. Quality and safety core competencies will continue to be developed in the areas of patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety and informatics.

Pediatric Nursing for Practical Nurses  39 hours
At the completion of the course, the student will be able to relate normal growth and development, as well as, the physical, emotional and social needs of the pediatric patient; apply fundamental nursing skills and principles in the care of the pediatric patient and family; and describe nursing responsibilities for common pediatric disorders. Safety related to the nursing care of pediatric patients will be a required core competency.

Maternal-Newborn Nursing for Practical Nurses  42.5 hours
Maternal Newborn Nursing is designed to familiarize the student with the holistic approach to care for the antepartum, intrapartum, postpartum client and the neonate. The normal processes of conception, fetal development, labor and delivery, postpartum period, and family involvement will be included. The course includes the care of the normal obstetrical client and newborn as well as those with complications.

Mental Health Nursing for Practical Nurses  42 hours
This course presents and introduction to mental health nursing with a focus on the role of the practical nurse. The course begins with nursing roles and responsibilities needed in the care of clients experiencing a mental health alteration. An understanding of the health care needs of clients experiencing common mental health alterations is then built upon this foundation. The course concludes with mental health disorders, as well as care needs, which frequently occur through the life span.
Clinical IV – Med Surgical Nursing with Maternal/Child, Peds, Mental Health and leadership focus 192 hours

This clinical course is a continuation of the utilization of the nursing process in caring for maternal/newborn, pediatric and mental health patients. The emphasis will be on implementation of nursing process through prioritization, decision making, time management and critical thinking appropriate to the LPN’s scope of practice. As the student progresses, more complex patient situations will be presented and they will begin to function in a role more independent of the instructor and increase in collaboration as a member of the health care team. Rotations include nursing care for patients requiring maternal/neonatal care, pediatric care, and mental health care within acute care, home health, long-term care, and medical office settings. Leadership and delegation skills are enhanced as the student functions in the role of team leader.

Transition to Practice for Practical Nurses 25.5 hours

This course is designed to provide concepts to be discussed in relation to the transition from student to Licensed Practical Nurse including the legal and ethical implications of licensure. Beginning organization and management skills are included. The student will participate in job readiness skills, as well as, preparation for NCLEX-PN.

Clinical V- Transition to Practice Clinical for Practical Nurses 64 hours

The course will prepare the student to independently assume the role of the LPN in professional practice including as a health team member. Final preceptor rotations assist in the completion of this transition. The quality and safety core competencies should be clearly demonstrated with the practical nursing role, including patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety and informatics.
PRACTICAL NURSING TEXTBOOKS AND CURRICULUM

eText, Downloads & Online Resources:


Nursing Central Application for iPad, includes Taber’s Medical Dictionary, Davis’s Drug Guide, Laboratory & Diagnostic Tests and Diseases and Disorders

www.atitesting.com PN Comprehensive Assessment & Review Program (CARP)

SimChart from Elsevier

CURRICULUM resources from CIMC Oklahoma Dept. of Career Tech
(Available on kno.com)

Nursing Concepts: Practical Nursing,

Fundamentals of Nursing

Pharmacology & IV

Maternal/Newborn Nursing

Med Surg I

Med Surg II
Oklahoma Board of Nursing  
Links to Information & Selected Policies

The Oklahoma Board of Nursing Website:  
www.ok.gov/nursing/index.html

The Oklahoma Nurse Practice Act, which is enforced by the Oklahoma Board of Nursing:  
www.ok.gov/nursing/actwp.pdf

Licensure by Examination Instructions and Application:  
www.ok.gov/nursing/rnlpnnclex07.pdf

To apply online:  
www.ok.gov/nursing/licensing/app/index.php

Requirements for Verification of Citizenship or Qualified Alien Status:  
www.ok.gov/nursing/verifystatus07.pdf

Evidence of Status Form:  
www.ok.gov/nursing/evidstatus.pdf

Information for Applicants for Licensure or AUA Certification with History of Arrests, Convictions, or Prior Disciplinary Action  

NCLEX or AUA Certification Candidates with History of Arrest/Deferred Sentence/Conviction Policy:  
www.ok.gov/nursing/nclexarrestpol.pdf

Employment of Nursing Students or Non-Licensed Graduates Guidelines:  

Delegation of Nursing Functions to Unlicensed Persons:  
www.ok.gov/nursing/delegation.pdf

Licensure Verification and Photocopying of Nursing Licenses  
www.ok.gov/nursing/photocopy.pdf

Policy on Names  
www.ok.gov/nursing/namepol.pdf

Decision-Making Model for Scope of Nursing Practice Decisions: Determining RN/LPN Scope of Practice Guidelines:  
www.ok.gov/nursing/prac-decmak.pdf
SIGNATURE PAGES

PLEASE READ CAREFULLY AND SIGN AS INDICATED

TURN IN 1ST DAY OF CLASS
STATEMENT

I have read and understand the policies in this handbook, regarding my role as a student in the Mid-America Technology Center, Practical Nursing Program. My signature below indicates that I have read and agree to abide by all the stated policies and procedures.

I also understand that in the event of my withdrawal or dismissal the supplies that have been issued to me are non-returnable and I will only receive the refund stated in the policy.

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize officials of Mid-America Technology Center to release information in the records and files of:

Print Student's Full Name
Social Security Number

upon request by clinical facilities, prospective/current employers, military agencies, other educational institutions, and/or educationally related financial or sponsoring agencies. This authorization shall remain in effect while I am a student and thereafter until I give written notice withdrawing authorization.

MEDICAL RELEASE

I give permission for myself to receive necessary first-aid treatment at Mid-America Technology Center or at the nearest hospital or clinic. I understand that I will assume financial responsibility for that treatment.

Signature of Student

AUTHORIZATION TO RELEASE DRUG TESTING / SCREENING RESULTS

I hereby authorize officials of any clinical facility or drug testing company utilized by the school that obtains a drug screen on me related to my role as student practical nurse to release the results to Mid-America Technology Center. I understand that the information obtained will be used to determine eligibility to participate in any clinical experience:

Print Student's Full Name
Social Security Number

Signature of Student
Date
I understand that as a nursing student I am a member of a profession which places me in a position of confidence requiring the utmost discretion and professionalism to protect those with and for whom I work. I acknowledge that as a member of the nursing profession I have a responsibility to act in a manner consistent with essential attributes of the profession. In this regard:

I agree to protect the privacy of patients, family members of patients, faculty and peers by not inappropriately disclosing confidential information that is disclosed to me in my capacity as a MATC nursing student. In addition, I agree not to inappropriately disclose confidential information about any agency or institution. I will adhere to HIPAA guidelines.

I have read the program handbooks and I have been informed of the criteria established for passing each course. I understand that my course average must be 76 or higher in each in order to attain a passing grade and continue in the program.

I agree that I will conduct myself in a manner that exhibits professional values and in accordance with the MATC Practical Nursing Code of Ethics.

I will maintain and uphold high academic integrity and will not condone or participate in any activities of academic dishonesty including, but not limited to, plagiarism, cheating, stealing or copying another’s assigned work, or lying about any situation.

I will not recreate any items or portions of any exam for my own use, or for use by others during my enrollment in the practical nursing program. I will not accept or access any unauthorized information related to any exam administered during my enrollment.

I will not allow any student access to any of my paperwork for the purposes of copying.

I will not discuss or post any information about faculty, peers, patients, family members of patients or any clinical facility on any electronic venue (i.e. Facebook, Twitter, Instagram, cell phones, etc.)

I understand that any violation of the above will result in disciplinary action which may include dismissal from the program.

__________________________  _______________________
Student’s Printed Name  Date

__________________________  _______________________
Student’s Signature
The next two sections are optional. Please read carefully before signing.

HEPATITIS WAIVER

I have been given the facts and information concerning the Hepatitis vaccine and fully understand that if I choose not to be vaccinated at my own expense, that I will not hold Mid-America Technology Center, the Practical Nursing instructors, or the clinical facility responsible should I become infected with Hepatitis B. I also understand that Mid-America Technology Center does not provide this vaccine. I also understand that I may be denied the opportunity to attend clinical facilities that require this vaccine.

______________________________  __________________________
Signature of Student                        Date

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NOTIFICATION OF DISABILITY

The Practical Nursing Program will make reasonable accommodations for handicaps and disabilities. Notification is required and the accommodations must be those consistent with the performance of the role of the practical nurse.

I, __________________________ have a recognized disability which requires accommodation to successfully complete the Practical Nursing Program. I will provide the documentation necessary for the program to be informed to best provide for this need. At this time the accommodations necessary are:

____________________________________________________________________________

It is my responsibility to provide documentation and information on accommodation to the appropriate personnel in the school.

______________________________  __________________________
Signature of Student                        Date