



Professional Nursing Student Handbook

2026-2027 Program Handbook

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1. Introduction and Program Overview

The Nursing Division is committed to providing a quality Associate of Applied Science Nursing Degree in an academic setting. The nursing programs provide an environment conducive to learning that fosters intellectual inquiry, is supportive of the individual learner, values diversity, encourages commitment to lifelong learning, and provides for the development of the individual student.

Associate degree nursing education prepares the graduate to assume the roles of provider, manager, and member of the discipline. The associate degree nurse can select from a variety of nursing interventions to meet complex needs of clients who have common, recurrent problems with predictable outcomes. The graduates of the Associate of Applied Science Nursing Degree are provided with an educational foundation for a variety of healthcare settings and/or for further study at the baccalaureate or master's level.

1.1 Message from the Program Director

The Nursing Division is committed to providing a quality Associate of Applied Science Nursing Degree in an academic setting. The nursing programs provide an environment conducive to learning that fosters intellectual inquiry, is supportive of the individual learner, values diversity, encourages commitment to lifelong learning, and provides for the development of the individual student.

Nursing education integrates the science and art of nursing with knowledge from the humanities and the biological, physical, and behavioral sciences to provide the foundation for clinical application of nursing care. Utilization of basic core knowledge permits entry and exit at different points of the nursing education continuum.

1.2 Purpose of the Handbook

The purpose of the student handbook is to serve as a comprehensive guide that outlines nursing program's expectations, policies, resources, and procedures for students. It helps ensure that all students understand their rights, responsibilities, and standards of conduct expected within the institution.

1.3 Program Accreditation Information

The nursing program is fully accredited by the **Missouri State Board of Nursing (MSBN)** and is fully accredited by the **Accreditation Commission for Education in Nursing (ACEN)**. The MSBN can be contacted at 3605 Missouri Boulevard, P.O. Box 656, Jefferson City, MO 65102-0656; telephone 573-751-0681. ACEN can be contacted at 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; P – 404-975-5000; fax – 404-975-5020.

1.4 Description of the Program and Areas of Study

The environment is the realm in which the interaction between the nurse and the individual occurs. The environment is dynamic and ever changing. Nursing is cognizant of the environment and the impact it has on the relationship between the nurse and the individual.

Nursing utilizes the skills of critical thinking, the nursing process, and the knowledge of legal/ethical issues to deliver care to an individual in a professional manner. The link between the nurse and the individual is communication.

The individual brings basic needs to the relationship: biological, psychological, social, and spiritual. Nursing must individualize care to meet those basic needs, incorporating the individual's cultural background and developmental stage. Nursing, within the environment in which the relationship is operating, utilizes the individual's own knowledge, strength, and will to assist the individual to independence, restoration, maintenance, or peaceful death.

Internal and external forces are present in all aspects of the relationship, arising from the environment or being inherent in the nurse or the individual. These forces influence relationships and interactions with the environment.

Associate nursing education prepares the graduate to assume the roles of provider, manager and member of the discipline. The associate degree nurse can select from a variety of nursing interventions to meet complex needs of clients who have common, recurrent problems with predictable outcomes. The graduates of the Associate of Applied Science Nursing Degree are provided with an educational foundation for a variety of healthcare settings and/or for further study at the baccalaureate and beyond levels.

Course descriptions can be found at: [Link to Course Descriptions](#)

1.5 Program Learning Outcomes

The Nursing Program identifies nine (9) categories as a foundational guide to successful program outcomes. These categories include basic needs including biological, psychological, social, spiritual, legal, and ethical issues, cultural diversity, professionalism, the nursing process, environment, critical thinking, developmental stages, and communication.

The Nursing Program identifies the following as its program outcomes:

1. Analyze concepts and principles of growth and development when providing age-appropriate nursing care.
2. Integrate cultural and ethnic data when planning nursing care.
3. Prioritize client-centered care according to identified basic needs.

4. Analyze the impact of internal and external environmental factors on the provision of care throughout the wellness-illness continuum.
5. Demonstrate responsibility and accountability for continued development as a professional person.
6. Evaluate the effectiveness of the nursing process in the delivery of health care to clients/families throughout the life cycle.
7. Integrate principles from an expanding body of knowledge to assist individuals in promotion, maintenance and restoration of optimal health and independence whenever possible or a peaceful death.
8. Demonstrate therapeutic communication techniques to establish and maintain relationships with clients/families and the multidisciplinary health care team.
9. Integrate ethical and legal standards into the practice of nursing

1.6 Career Pathways

What Registered Nurses Do: Registered nurses (RNs) provide and coordinate patient care, educate patients and the public about various health conditions and provide advice and emotional support to patients and their family members.

Work Environment: Registered nurses assess patient health problems and needs, develop and implement nursing care plans and maintain medical records. Administer nursing care to ill, injured, convalescent or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration is required.

MCC Job Preparation Services:

[Student Employment Services](#)

[Career Central Job Bank](#)

Visit [Occupational Information Network \(O*NET\)](#) to view salary information, employment outlook, and personal characteristics needed for this career.

2. Admission and Enrollment

2.1 Program Eligibility Requirements

Admission: The following five (5) items must be completed and satisfied by the deadlines to be considered:

1. Apply to MCC. Fill out the general MCC application at www.mcckc.edu/apply-now.

2. Submit all non-MCCKC official transcripts. Send official transcripts from all institutions where you have earned college credits to: MCC Student Data Center, 3200 Broadway, Kansas City, MO 64111 OR electronically at transcripts@mcckc.edu.

Accuplacer, ACT, or SAT score submission. Applicants will either submit current (less than 3 years old) Accuplacer scores, take the Accuplacer test or submit ACT/SAT placement score at the time of application or have completed the required courses. All required scores must be obtained on either a first or second attempt when taking the test. Failure to meet the required scores on the second attempt will require the student to take the indicated required classes. Students will not be eligible to apply until the required course(s) listed (see table below) have been completed with a grade letter of "C" or higher. Please visit <https://mcckc.edu/testing/> to review practice links. These are the required scores and classes for each section:

3. Completion of prerequisite courses with a minimum of 3.0 GPA. Note: "B" letter grades or higher is ideal to reach the minimum 3.0 required GPA. The following must be completed with a grade letter of "C" or higher:

- Chem 105 Introduction to Chemistry for Health Professionals
 - ✓ Must be six (6) years or less by the deadline
 - ✓ Maximum of two attempts in the last six (6) years
- Biol 109 Anatomy & Physiology or Biol 110 Human Anatomy & Biol 210 Human Physiology
 - ✓ Must be six (6) years or less by the deadline
 - ✓ Maximum of two attempts in the last six (6) years
- Psych 243 General Psychology
 - ✓ Maximum of two attempts in the last six (6) years

Note: This course does not expire

Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP) is accepted for admission into the nursing program. See scale below to view grade for prerequisite GPA for AP, IB and CLEP credit:

AP	IB	CLEP
5 = A	7 – 8 = A	58 – 80 = A
4 = B	5 – 6 = B	51 – 57 = B
3 = C	4 = C	50 – 56 = C

4. Take the ATI TEAS exam. The ATI TEAS exam must be taken by the application deadline, and a minimum total adjusted score of 58.7% must be obtained on either a first or second attempt in a calendar year (January - December). Note: Failure to meet the required score on the second attempt will make you ineligible to be considered for the program during the calendar year in which you tested. For study materials and registration, visit www.atitesting.com.

5. The ATI TEAS exam is required to be eligible to obtain admission into MCC Nursing Programs. Go to atitesting.com and create an account if you do not already have one. For complete details, refer to the Professional Nursing Requirements Checklist. https://mcckc.edu/programs/professional-nursing/docs/Professional_Nursing_Requirements_Checklist.pdf

2.1.1: Admissions: Apply to MCC.

Submit all non-MCCKC official transcripts to MCC from all institutions where you have earned college credits.

Review your MCC Advising transcript to fill out the Requirements Evaluation Checklist. For further assistance with this checklist, please contact your academic advisor.

My plan is to apply: (September/March). Year:

Accuplacer test scores less than three years old by deadline? (Yes/No). Date(s) completed:

OR Equivalent Courses/ACT/SAT scores:

Fill out this table to confirmed scores and/or courses:

Section	Your Score	If not the required score, required class with at least C letter grade?	
		(Yes/No)	Minimum Course
Math			Math 95 or 110 (circle)
Reading			Read 100 (circle)
Writing			Engl 30 or 90 (circle)

Fill out this table to confirm the required minimum 3.0 GPA, age of science courses, and maximum of two attempts (must be completed with a grade letter of "C" or higher):

Prerequisite Course	Letter Grade	Max Attempts in the Last Six (6) Years?	Six (6) Years OR Less by Deadline?	
		(One or Two)	(Yes/No)	Semester Completed
Chem 105				
Biol 109 OR				
Biol 110 & 210				
*Psyc 140			*Psyc 140 does not expire	
3.0 Combined GPA =				

Take the ATI TEAS exam by the deadline? (Yes/No). ▪ Note: The minimum score required is 58.7% and a maximum of two attempts are allowed in a calendar year (January - December). " Are you ready to apply? (Yes/No). " If not, when will you be ready? August (Year) OR March (Year).

2.2 Program Eligibility Requirements

All applicants will be selected based on ranking points. A maximum of ten (10) possible ranking points can be obtained. Here is the example:

Prerequisite GPA: Up to a maximum of four (4) points based on prerequisite courses.

Biol Microbiology 208: Three (3) points for completion with a grade letter of "A" will be awarded. Two (2) points completed with a grade letter of "B" will be awarded. One (1) point for completed with a grade letter of "C" will be awarded. ▪ Note: This course must be six (6) years or less by the deadline, and a maximum of two attempts in the last six (6) years.

CNA or MA Certification: One (1) point for students who hold a current CNA Certification will be awarded. ▪ Note: Expired CAN or MA Certification will not be awarded the extra point.

ATI TEAS exam scores: Two (2) points for scores in the range from 90.7% and higher. One (1) point for scores in the range from 78% to 90.6%

2.2 Program Application Process

To make sure you are ready to apply, please review the Requirements Evaluation Checklist. The following three (3) steps must be completed (step #3 only if applicable): 1. Applicants must submit the online application through the link provided under "Apply" on our Professional Nursing webpage at www.mcckc.edu/programs/professionalnursing.

2. Attach all ATI TEAS scores to the online application before submitting.

3. Attach your current CAN or MA Certification to the online application before submitting if applicable. ▪ Note: Expired CAN or MA Certification will not be awarded the extra point.

Admission criteria to the program are subject to change without notice. If changes are made to the admission criteria, the applicant will need to meet all requirements that are in effect at the time of application. Successful completion of the requirements necessary for admission to the program does not guarantee acceptance to the program.

Note: Our A.A.S. Professional Nursing Degree gives you hands-on experience and excellent instruction in our state-of-the-art Health Science Institute. Our program prepares you to apply for the National Council Licensure Examination for Registered Nurses. ***Completing the program does**

not guarantee licensing from the State Board of Nursing. For additional information, go to www.moga.mo.gov.

3. Faculty and Staff Directory and other Key Offices

Program Faculty

Amy Abma -Office 408K amy.abma@mcckc.edu BSN, University of Memphis MSN, Webster University	816-604-4165
Kathy Alford -Office 408L kathy.alford@mcckc.edu BSN, Boston College MSN, University of Mary	816-604-4641
Kathryn Boles - Office 408E kathryn.boles@mcckc.edu BSN, University of Missouri-Kansas City MSN, Western Governors University	816-604-4506
Jennifer Charlton -Office 408H jennifer.charlton@mcckc.edu BSN, Research College of Nursing/Rockhurst University MSN, University of Kansas City, Missouri	816-604-4417
Christa Gulick -Office 408E christa.gulick@mcckc.edu Assoc., Penn Valley Community College MSN, University of Mary	816-604-4544
Brenda Kotar -Office 408D brenda.kotar@mcckc.edu Assoc., Penn Valley Community College MSN, University of Mary	816-604-4476
Kayla Owens -Office 408I kayla.owens@mcckc.edu BSN, Missouri Western State University MSN, Maryville University	816-604-4183
Loretta Rosson Rollings -Office 408F loretta.rossonrollings@mcckc.edu Assoc., Penn Valley Community College MSN, Rockhurst University	816-604-4474
Angela Pons-Sepsis -408S angela.Sepsis@mcckc.edu BSN, University of Kansas MSN, University of Mary MBA, University of Tulsa	816-604-4833

3.1 Instructor Contact Information, Office Hours, and Availability

See above faculty list

3.2 Staff Contact Information

Administrative Assistant for Nursing Division contact number: 816-604-4175

Office number 408

Email: pv.nursing@mcckc.edu

3.3 Contact Information for Key Offices

Contact mcckc.edu or contact the MCC Nursing Department at 816-604-4175

Email at pv.nursing@mcckc.edu

4. Student Support Services

Metropolitan Community College has an established procedure for students to request reasonable accommodation(s) based on disability to ensure equitable access pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended. The procedure for the provision of reasonable accommodations for MCC students is outlined below. For details, use the link below.

https://mcckc.edu/legal/docs/student-personnel/7.20100_OP_Disability_Support_Services.pdf#search=student%20support%20services

4.1 Advising

Academic advisors are available to assist students with selecting classes and developing schedules for each semester or term as needed. Advisors help students access MCC programs and services. Transfer requirements vary, so it is important to meet with an advisor early on to make sure you are enrolling in classes that will transfer. They are also familiar with the academic programs and transfer requirements of the colleges and universities to which MCC students transfer. They provide valuable assistance to students throughout their stay at MCC.

For those interested in transferring, the student services offices on each campus have four-year institutional resources and our website has lists of articulation agreements at www.mcckc.edu/transfers.

4.2 Career Services

MCC's Career Services offices provide a network of hundreds of students and alumni with skills targeted for your business's unique needs. Our dedicated team strives to provide personalized assistance and successful partnerships beneficial to our community and our college.

For additional information click the link: <https://mcckc.edu/career-center/employers.aspx>

4.3 Counseling Services

Faculty and staff are coming into the academic year with renewed fervor for student success. Whether it's the new student orientation program, expanded testing and **counseling services**, or free shipping of your online textbook orders, we are truly committed to your success.

4.4 Tutoring and Academic Support

Our mission is to provide academic support to students as they work to become independent learners. The SSC offers FREE tutoring for students enrolled in MCC courses. Our tutors offer assistance in a variety of subjects. Support for specific subjects may vary from semester to semester, depending on staffing.

SSC promotes student engagement in the learning process and is committed to maintaining high standards, encouraging student success, and creating lifelong learners. The full-time SSC staff offer help with study skills, test-taking strategies, organization, goal setting, and more.

For more information click the link: <https://mcckc.edu/tutoring/penn-valley.aspx>

4.5 Financial Aid and Scholarship Opportunities

One goal of Metropolitan Community College is to make higher education available and affordable to all area residents regardless of their personal finances. MCC students can take advantage of a variety of grants, loans, scholarships, and part-time employment programs to help pay for their education. The federal government and state of Missouri fund some of these programs, while others are supported by contributions made to the MCC Foundation, by private citizens and civic organizations. See www.mcckc.edu/financialaid/steps/

Information is available about student aid programs, their eligibility requirements, how to apply and the responsibilities recipients must meet. Visit the MCC website (www.mcckc.edu/financialaid) any of the campus financial aid offices or call the MCC Information Center at (816) 604-1000.

Students completing the Free Application for Federal Student Aid (FAFSA) should use the following number for all MCC campuses: **002484**. The FAFSA may be found on the web at www.fafsa.gov.

To receive financial aid, you are expected to attend all classes on which the financial aid award is based. Award funds may be delayed if you do not attend the first class.

If you stop attending all your classes before completing 60% of the semester, you will owe money back to the federal aid programs. www.mcckc.edu/financialaid/faqs/

4.5.1 Scholarships:

MCC has many scholarship opportunities available for students. MCC offers institutional grants, scholarships, and over 155 scholarships and endowments. General eligibility requirements for scholarships can be found on our website at mcckc.edu.

Check out the scholarships you may qualify for and apply online using MCC's [Scholarship Database](#). Complete your scholarship application early and be sure your application is complete. Many scholarship applications require additional documentation to complete the process, such as essays or recommendation letters. Your application is not considered complete without all required documents. Applications with missing documentation will not be reviewed by scholarship committees. Be sure to check your myMCCKC Student Center "TO DO" list to ensure all required documentation is complete and submitted.

You may apply for as many scholarships as you like, and you may be selected for more than one MCC Foundation scholarship.

Scholarship applications can be completed at any time throughout the year, but we encourage you to apply and complete your application and the "TO DO" list in the " MyMCCKC Student Center " by April 1st for priority consideration for the upcoming fall semester.

5. Academic Policies and Expectations

MCC, as an academic community, expects all administrators, faculty, staff and students to behave as responsible members of the college community and to be honest and ethical in their academic work. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education.

Students assume full responsibility for understanding and complying with MCC standards for academic integrity. If academic dishonesty is demonstrated, students may be subject to failure in an assignment, a course, or subject to even more severe consequences, including expulsion from MCC.

For more information, www.mcckc.edu/codeofconduct.

5.1 Academic Integrity and Code of Conduct

Please refer to the MCC Student Code of Conduct, www.mcckc.edu/codeofconduct.

5.1.1 Professional Nursing Code of Conduct

1. Should a student's behavior cause reason to suspect the use of any drugs/alcohol such behavior will be documented. It is the legal and ethical responsibility of the facility personnel to report the behavior to MCC faculty/staff and then for the faculty/staff to confront and report any students suspected of substance use and or abuse. Behaviors indicating the use and or abuse are irritability, mood swings, memory loss, deterioration of personal appearance, deterioration of work performance, difficulty meeting schedules and deadlines, frequent tardiness, excessive lethargy, frequent absenteeism without adequate explanation, repeated absenteeism following days off, deterioration of prepared assignments, the smell of alcohol on breath, disruptive or suspicious (at the instructor discretion) behavior.
2. As discussed below, clinical affiliation sites may require students to complete drug screening before they will be placed in the clinical setting, and some clinical sites may also require drug screening, with or without cause, during the course of the clinical placement. You may also be asked to complete a drug test in accordance with individual program requirements and/or MCC policy. MCCPV has adopted the Federal Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989. The policy is one of zero tolerance. The Code of Student Conduct imposes disciplinary sanctions for the use, possession, or distribution of alcoholic beverages and the illegal use, possession or distribution of drugs and controlled substances on MCC premises or at any MCC-sponsored activity. A positive drug test may result in dismissal from an Allied Health or Nursing program as well as from the College. Additionally, a positive drug test may cause you to be excluded from all clinical sites and may also preclude you from taking state licensure examinations.

Please refer to the MCC Student Code of Conduct, www.mcckc.edu/codeofconduct.

5.1.2 Nursing Process

Students are expected to abide by and be aware of the **Missouri Nursing Practice Act** and the **American Nurses Association Code of Ethics** throughout the entirety of the program. Students should understand that completion of the program does not guarantee eligibility to take the licensure examination.

For a complete copy of The Nursing Practice Act, contact the Academic Affairs Office or access the website of Missouri State Board of Nursing and the Missouri statutes website; the link is below.
<https://pr.mo.gov/nursing-rules-statutes.asp>

5.2 AI Usage

Artificial Intelligence (AI) may be used as a tool, not a replacement, for student learning and contribution. Academic honesty regarding AI use is expected. Failure to utilize AI in an academically honest manner will be subject to the academic dishonesty policy, which may include discipline up to and including program dismissal. MCC requires adherence to accurate attribution of sources and the transparent acknowledgement of the contribution of others to ideas, discoveries, interpretations, and conclusions. As such, all material included in assignment submissions must be properly attributed to sources (using quotations and citations as appropriate). Failure to attribute material to its source constitutes plagiarism. Students should be aware that generative AI tools often produce incorrect statements, fake sources, and/or fail to attribute material to proper sources. Students must acknowledge all instances in which generative AI tools were used in an assignment (such as in ideation, research, analysis, editing, debugging, etc.). All submitted work by a student must be original, unless otherwise stated by the instructor for the individual assignment. Students are responsible for the entirety of their final submission; any inaccuracies or other deficiencies cannot be excused as originating from an AI tool.

5.3 Student Attendance and Participation Expectations

All communication for attendance, class, simulation, clinical, or instruction must be conducted on your MCC email and not from Canvas. If a student emails or notifies an instructor from Canvas, a personal email, or any other means of communication, it will not be considered.

5.3.1 Classroom Absence:

Regular and punctual attendance is expected for all classroom activities. Students are responsible for attending class, arriving on time, and remaining for the duration of the scheduled class session. Classroom attendance is defined as being present for the whole scheduled class time. If an absence is necessary, the student must notify the instructor at least one (1) hour prior to the start of class using the student's MCC email. Students are responsible for obtaining missed course materials, lecture notes, announcements, and completing all assignments by the designated due date. Assignments submitted after the deadline stated or after the start of class, unless otherwise specified by the instructor, will be considered late and will receive a grade of zero. In-class activities, participation points, quizzes, and other graded classroom work may not be made up and may be forfeited due to absence or tardiness.

1. First classroom absence: verbal warning
2. Second classroom absence: written theory probation
3. Third classroom absence: course failure

Make-up assignments or alternate competency assessments may be assigned at the discretion of the instructor. Any required make-up work must be completed at the

scheduled date and time designated by the instructor. Failure to complete the assignment as scheduled will result in a grade of zero (0).

5.3.2 Clinical Attendance, Tardiness, and Absence:

Attendance and punctuality are required for all clinical activities, including clinical rotations, simulation, skills lab, orientations, and any activity classified as clinical hours. Students are expected to arrive on time, in complete uniform, prepared to safely participate, and remain for the entire scheduled experience. Students must notify the assigned faculty or adjunct instructor at least fifteen (15) minutes prior to the scheduled start time if they will be tardy or absent. Notification must be made directly to the instructor via MCC email or as instructed. Communication through classmates, a Canvas message, social media, or other indirect methods will not be accepted.

A **clinical tardy** is defined as arriving 1-14 minutes late to the assigned clinical start time.

- First tardy: verbal warning and documentation on weekly clinical evaluation.
- Second tardy: clinical probation.
- Third tardy: two previous tardies warrant a clinical failure in that course.

Students arriving 15 or more minutes late will not be permitted to attend clinical, and it will be counted as a clinical absence. Any clinical absence, regardless of reason, will result in clinical probation. An alternative assignment may be issued at the discretion of the instructor. All assignments must be completed in full by the designated deadline. No late work will be accepted. Each clinical day counts as an individual absence. Leaving clinical early, being dismissed for unsafe practice, incomplete preparation or paperwork, or inability to safely care for patients will be considered a clinical absence. A second clinical absence will result in a clinical failure in that course.

Simulation activities are considered mandatory clinical experiences. Due to the structure and time-sensitive nature of simulation, tardiness is not permitted. Students arriving after the scheduled start time will be denied entry and counted absent for the simulation activity. At the discretion of the instructor, a student absent from simulation may be required to complete make-up activities, which may include an alternative assignment and/or attendance in another simulation session. Completion of make-up activities does not remove the clinical absence or the associated clinical probation. A second simulation absence or tardy will result in clinical failure for that course.

There is no light duty accommodation in clinical settings. Students must be physically and mentally capable of meeting all clinical requirements as outlined in the Clinical Orientation Manual (COM). If a student is unable to fully participate, please contact the Program Coordinator to discuss progression options.

If the clinical instructor is absent, students will be notified through MCC email at least two (2) hours prior to the start of the scheduled start time and an alternative activity will be assigned.

5.3.3 Professional Conduct and Preparedness:

Students are expected to maintain professional conduct and prioritize adequate rest and preparedness prior to all academic and clinical obligations. Activities that may impair judgement, punctuality, participation, safety, or academic performance – including but not limited to excessive social activities, alcohol or substance abuse, or other late-night engagements including work – are strongly discouraged before lecture, clinical, simulation, lab activities, exams, or other scheduled nursing program events. Students are expected to arrive physically, mentally, and professionally prepared to fully participate in all required activities. Failure to do so may result in dismissal from the activity and/or disciplinary action in accordance with program policy.

5.3.4 Withdrawal and Failure Policy

Students are permitted only one (1) unsuccessful attempt in any course during the entirety of the nursing program. A second withdrawal or course of failure will constitute a second unsuccessful attempt and will result in dismissal from the program. Medical exemptions will be made based on MCC legal policy.

If a student does not pass the course (defined as less than 80%), the student must return the following semester and retake both the course itself and the clinical component. If the student does not pass the clinical component but does pass the course itself, the student must also return the next semester to retake both the clinical and course components of the course. Returning the next semester is pending course space availability.

If a student needs to take a semester off due to extenuating circumstances, the student may only take one (1) semester off for extenuating circumstances throughout the duration of the program. To take the semester off, the student must initiate a meeting with the Program Coordinator, Division Chair, and Dean for this to be allowed. If the student desires to take more than one semester off, the student must then reapply for the program and start at the freshman level, pending program reacceptance.

The student has one (1) semester to re-enroll in the program once they withdraw. If a student does not plan to enroll in nursing courses as scheduled in their curriculum plan, the student must notify the Program Coordinator as soon as possible, indicating (via email) the reason for interrupting their enrollment and their intent for continuation in the program. The letter should also request re-enrollment for the following semester if they wish to be considered for reinstatement. Students who fail to notify the Program Coordinator via email will be required to reapply for admission, and re-entry is not guaranteed. The deadline for notification to the Program Coordinator is March 31 for the upcoming summer and/or fall semester and October 31 for the upcoming spring semester.

If a student withdraws for health reasons, additional written documentation may be required and may be required to be submitted in-person, not electronically. Students in this category should seek guidance from the respective Program Coordinator.

5.3.5 Program Dismissal Appeal Process

Students who are dismissed from the program may appeal the dismissal decision in accordance with the Health Science Institute Program Dismissal Appeal Procedure. This procedure outlines the required steps, timelines, and levels of review.

The appeal process includes review by the course instructor, Program Coordinator, and Division Chair. The purpose of the appeal is to determine whether the dismissal decision was made in accordance with published program policies and procedures and was not arbitrary or capricious.

Students seeking to appeal a dismissal must follow the established procedure and adhere to all published deadlines. A copy of the Program Dismissal Appeal Procedure and appeal form is available from the program office or the Division of Nursing and Allied Health.

5.4 Student Complaint and Grievance Procedures

The following steps must be followed in order and not skipped for any grievance or communication.

First step – Instructor and/or faculty involved

Second step - Program Coordinator

Third step – HSI Division Chair

Fourth step – HSI Dean

Guidelines for submitting an appeal: Students have a right to appeal their grade. Guidelines for submitting an appeal can be found in the MCC Student Code of Conduct. See the link below.

https://mcckc.edu/legal/docs/curriculum-instruction/6.10012_DP_Grade_Change.pdf#search=student%20grade%20appeal

5.5 Grading Policies and Standards

1. The grading policy of the Nursing Program meets the expectations of the State Board of Nursing and is specific to the Nursing Program.

A = 93-100
B = 86-92
<u>C = 80-85</u>
D = 70-79
F = 69 or below

2. Grades will be computed using a point system as outlined in the course syllabus.
3. For courses with both a theory and clinical component, students must achieve a “C” average (80%) in the theory portion and complete the clinical portion of the course with a satisfactory evaluation.
4. Students must achieve an 80% cumulative course grade at the end of each semester to progress to the next semester. Failure to achieve an 80% average will result in a failing grade and the student will have to repeat the course, if eligible. If clarification is needed or you have questions regarding this requirement, please contact an instructor or the Program Coordinator. The final letter grade posted will be based on the student’s cumulative grade.
5. Clinical practicum is graded either “satisfactory” or “unsatisfactory.” The student MUST attain a satisfactory rating on all elements of the clinical evaluation tool. A satisfactory clinical performance shall be determined through a final evaluation process based on attendance, active participation in direct patient/client care, safe practice, professionalism, pre and/or post conference participation, clinical counseling notes, and overall evaluation indicating the degree to which the student has met the written clinical objectives of the course. If an unsatisfactory grade is received, the student will receive a failing grade for the course and will have to repeat the course (with clinical), if eligible.
6. When a student is unsuccessful (D/F grade) in a course, that course must be repeated before progression to other courses. Re-enrollment for a course being repeated will be on a space-available basis. The following semester, the student must complete the repeated course before being allowed to move to the next level of courses within the curriculum. The student will not be allowed to combine any different levels of nursing courses, whether a prerequisite is required or not.
7. The program may offer courses over the summer semester. If students sign up for courses over the summer and the course(s) are cancelled, students will be responsible for taking the course the next semester it is offered. The program will not allow any cancelled courses to be combined with the next level of courses.
8. No more than one (1) nursing course in the total nursing program may be repeated, whether it be withdrawal or failure.
9. A second failure of a nursing course (including a repeated course) will result in dismissal from the Nursing Program and the student will not be eligible for re-admission.

10. All grades are calculated and averaged. Grades will NOT be rounded. Only the whole number will be used. No extra credit will be offered. (Example: 79.9% does not equate to 80%).

11. No late work will be accepted, unless clearly identified and pre-arranged by the instructor. This includes make-up assignments. Make-up assignments for missed clinical time will be due at the same time as the rest of the class. Test

5.5.1 ATI Student Assessments

The ATI Policy Assessment Technologies Institute (ATI) offers an assessment-driven review program designed to enhance student learning and NCLEX-RN success.

Remediation is critical. Consistent remediation throughout the program will improve the student's "pulse" status. Remediation consists of two parts: listing 3 bulleted items for each topic missed and the post-practice test quiz. ATI generates the post-practice test quiz automatically. If there is no quiz that generates or the quiz is less than 10 questions, faculty may choose an alternative remediation method for this portion of the remediation.

Remediation is required and must be completed and submitted per the course calendar/syllabus/due date given by the instructor and at the beginning of class. If the student does not turn the remediation in on time, this will be considered incomplete. The student will still be required to complete the remediation prior to the scheduled proctored exam time. On the practice and proctored exams, students may not use any resources for exam completion. These exams maintain the same integrity as unit exams. Students may not access course-specific assessment material(s), including practice and proctored assessments/exams, prior to the exam being given in the respective course. If the student chooses to access assessment/exam materials early on ATI, the student will receive a 0/20 total on their ATI points. Students may still access non-exam/assessment related to ATI material prior to being enrolled in a course. For example, the quizzes, simulations, modules separate from assessments, etc. Testing policy regarding academic dishonesty will be applied to all exams, including ATI exams.

Students must have remediation completed prior to sitting for the proctored exam. If the student fails to do so, the student may not sit for the proctored exam at the same date/time as the class and will have a deduction of five (5) points from the overall ATI points earned.

If the student has not taken the two (2) required practice assessments and one (1) required proctored assessment by the date of the final, the student may not sit for the final exam and will be subject to a missed exam per the handbook policy. The ATI Policy Assessment Technologies Institute (ATI) offers an assessment-driven review program designed to enhance student learning and NCLEX-RN success.

In RNUR 115, 126, 131, 134, 138, 141, 230, 234, and 238, the following policies for practice and proctored exams apply:

ATI Proctored Assessments
15 points
15 points – Level 3 10 points – Level 2 5 points – Level 1 0 points—Below level 1 Students will have an option (not required) to take the proctored assessment if they do not achieve full points the first time. Students will only have one (1) opportunity to do so, and it must be taken in the testing center or other arrangement, per instructor for discretion. The retake must be completed within two (2) weeks of the proctored exam in the course or prior to the final, whichever comes first. No remediation will be required for the proctored assessment. No students will be allowed the option to retake the proctored assessment after the final has been given in the course.
Retake points: 10 points – Level 2 or greater on retake 0 points – Level 1 or below on retake
Remediation points: 1. ATI-provided quiz 2. 3-bulleted points per missed topic · Bulleted points must pertain to the missed topic and be relevant · Bulleted points must be of significant enough length to cover the topic

2.5 points will be associated with each Practice Assessments A and B with remediation for a total of 5 points. Remediation consisting of 3-bulleted points and the practice quiz must be complete prior to sitting for the proctored exam and per syllabus/course policy listed. Each course may have a different timeline for due dates regarding remediation, and this will be left up to the individual instructor. All ATI assessments/exams including practice/proctored, and remediation must be completed for the student to be allowed to sit for the final exam.

For RNUR 244, the following policies for practice and proctored exams apply:

ATI Proctored Assessment
20 points
20 points – Level 3 (71.3%-100%) 17 points – Level 2 (67.3%-71.2%) 0 points – Level 1 or below (67.2% and below)

Students who receive 67.2% or below on the proctored assessment must complete remediation and must sit for the comprehensive predictor retake. Students will only have one (1) opportunity to do so, and it must be taken in the testing center or other arrangement, per instructor's discretion. The retake must be completed within two (2) weeks of the proctored exam in the course or prior to the 3-day review course, whichever comes first.

Retake points possible out of the total 20:

15 points – Level 2 or greater on retake

0 points – Level 1 or below on retake

Remediation:

1. ATI-provided quiz

2. 3-bulleted points per missed topic

- Bulleted points must pertain to the missed topic and be relevant
- Bulleted points must be of significant enough length to cover the topic

No points will be associated with Practice Assessments A or B. No points will be associated with remediation. However, remediation consisting of 3-bulleted points and the practice quiz must be complete prior to sitting for the proctored exam and per syllabus/course policy listed. Each course may have a different timeline for due dates regarding remediation, and this will be left up to the individual instructor. All ATI assessments/exams including practice/proctored, and remediation must be completed for the student to be allowed to sit for the final exam.

5.6 Non-Discrimination and Accessibility Policies

Metropolitan Community College is committed to a policy of non-discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, age, birth, ancestry, national origin or disability in admissions, educational programs, services or activities and employment, as specified by federal laws Title VI; Title VII; Title IX, section 504; the Americans with Disabilities Act; and state laws and regulations.

Non-Discrimination and Demographics - Office of Civil Rights

Inquiries concerning compliance may be addressed to MCC's Title IX Coordinators:

MCC-Penn Valley Dean of Student Development,

3201 Southwest Trafficway, Kansas City, MO 64111-2764

Telephone: 816.604.4114

Inquiries may also be addressed to:

Title IX Coordinator

Civil Rights Administrator Administrative Center

3200 Broadway Kansas City, MO 64111 (816) 604-1353.

MCC Policies Non-Discrimination 7.30020 BP Student Discrimination and Harassment 7.30030 BP Student Discrimination and Harassment 7.30030 DP

6. Curriculum and Course Descriptions

6.1 Program and Course Requirements and Credit Hours

- MCC General education requirements: 16 credit hours
- Prerequisites: 19 credits hours
- Nursing credits: 37 credits hours
- Total Professional Nursing Program: 72 Credits hours
- *Total LPN Bridge Nursing Program: 76 total credits hours

6.2 Pre-requisite Courses

The following must be completed with a letter of “C” or higher grade.

- Chem 105 Introduction to Chemistry for Health Professionals
- Biol 109 Anatomy & Physiology OR Biol 110 Human Anatomy & Biol 210 Human Physiology
- Psych 140 General Psychology
- Biol 208 Microbiology
- Human Lifespan Development

Completion of prerequisite courses with a minimum of 3.0 GPA. Note: “B” letter grades or higher is ideal to reach the minimum 3.0 required GPA.

For additional information click the link: https://mcckc.edu/pathways/docs/advising-guides/AAS_ADN_Bridge_PNUR_Full-Time.pdf

6.2.1 Take the ATI TEAS exam.

The ATI TEAS exam must be taken by the application deadline, and a minimum total adjusted score of 58.7% must be obtained on either a first or second attempt in a calendar year (January - December). Note: Failure to meet the required score on the second attempt will make you ineligible to be considered for the program during the calendar year when you tested. For study materials and to register visit www.atitesting.com

6.3 Required Core Courses

Professional Nursing Program

Course #	Title	Credit Hours
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RNUR 126	Fundamentals of Professional Nursing	6.0 credit hours
RNUR 131	Essential of Nursing Concepts	2.0 credit hours
RNUR 134	Mental Health Nursing	4.0 credit hours
RNUR 138	Nursing Care of Women and Neonates	4.0 credit hours
RNUR 141	Adult Nursing I	3.0 credit hours
RNUR 230	Leadership/Management/Trends	2.0 credit hours
RNUR 234	Child Centered Nursing	4.0 credit hours
RNUR 238	Adult Nursing II	5.0 credit hours
RNUR 244	Adult Nursing III	7.0 credit hours
TOTAL HOURS	ADN Nursing Credits	37 credit hours
	*LPN Bridge Students Only	
*RNUR 115	Professional Transitions	4.0 credit hours
	*Total Nursing Credit Hours	41 credit hours

For additional course information, click on the link below.

<https://mcckc.elumenapp.com/catalog/2025-2026/department/professional-nursing#mainContent>

6.4 Elective Options

There are no electives in the nursing program.

7. Work-Based Learning Requirements

7.1.1 Nursing Skills Laboratory

Experiences are planned to provide demonstration, practice, and evaluation of specific skills necessary to function in the hospital setting. Selected skills will be evaluated in the Nursing Skills Lab on a 1:1 basis after the student has had an opportunity to practice.

If the student is unsuccessful in demonstrating competency, the student will be referred by the faculty to the Skills Lab. The Nursing Education Coordinator will reach out to the student to schedule a time for remediation. The respective course faculty will be included in the email communication.

If a student needs/wanting additional practice for any clinical skill, students will sign up for individual practice sessions. "Open Laboratory" hours will be posted for practice sessions on Skills Lab doors.

All nursing students are expected to follow the guidelines set forth by this policy. All nursing students will:

- Conduct themselves professionally. Disruptive and inappropriate behaviors will not be tolerated.
- If a student is in the skills lab for a scheduled activity, MCC scrubs must be worn.
- Demonstrate appropriate use of equipment. The equipment is to facilitate student learning.
 - At no time is the equipment to be used for anything other than content/assignment of specific tasks.
 - Understanding personal protective equipment (PPE) for the assigned/practicing activity. Proper glove donning and removal are critical.
- Maintain the integrity of skills, laboratories, and equipment.
 - Skills laboratory equipment does not leave the skills laboratory.
 - Food and drink are not permitted in the skills laboratory, except for water in an enclosed (including lid) container. There is a commons area at each site for use by students.
 - The skills laboratory will be presented as if it were a health care facility, kept clean and neat.
 - Everyone in the lab should be aware of the location of all safety equipment (first aid kit, fire extinguishers, eyewash station, etc.).
 - All broken equipment must be reported, and all broken glass disposed of in sharps containers.
 - Sharps (needles, disposable razors, glucose lancets, etc.) must be disposed of in sharps containers.
- Occupy the skills laboratory only when assigned/scheduled AND supervised by faculty/skills laboratory supervisor.
 - Skills and clinical simulation of laboratory experiences will be scheduled and posted at the beginning of each semester.
 - Open skills laboratory times will be posted and/or individual appointments made with the skills laboratory supervisor/instructor.
- Nursing skills lab (excluding open skills lab hours) is considered clinical time, and all clinical rules/policies apply.
- Maintain a safe environment.
 - Follow standard precautions.
 - Being a nursing student requires the practice of selected technical procedural skills; therefore, there is an element of risk.
 - No children are allowed in the skills laboratory.
- Meet all assigned requirements prior to participation in the skills/simulation of laboratory experience.
- It is the student's responsibility to reschedule the missed assignment with the skills laboratory supervisor/instructor.
- Maintain confidentiality with simulation and skills of laboratory experience.

7.1.2 Simulation/Virtual Hospital

1. As a component of clinical experience, most clinical nursing courses have simulation experiences in the Virtual Hospital at HSI.

- Each course with simulation assigned schedules its own scenarios, as appropriate to the course.
- Participation in the Virtual Hospital is required, and the expectations for performance in the Virtual Hospital are the same as for all other clinical experiences, including but not limited to maintaining compliance with immunizations and other CNE requirements.
- Failure to meet expectations for the Virtual Hospital results in the same consequences as required for any other clinical experience. Feedback from the Virtual Hospital faculty may be included in the clinical evaluation for the course.
- Requirements and expectations for student participation in the Virtual Hospital:
 - a. Virtual Hospital experiences may require assignments to be completed prior to the learning activity. This is considered preparation for clinical and is necessary for the simulation to be a valuable learning experience.
 - b. Students arriving unprepared for the Virtual Hospital experience or with assignments incomplete will be sent home, placed on probation, and given a make-up assignment.
 - c. All students will be required to sign a Virtual Hospital confidentiality statement prior to participating in simulation scenarios.
 - d. A breach of confidentiality as defined in the statement will result in the student being placed on clinical probation; a second breach of the defined confidentiality will result in clinical failure.
 - e. All students participating in Virtual Hospital activities will follow the Student Dress Code as defined in the Nursing Programs Student Handbook.
 - f. Arriving for the activities in the Virtual Hospital without appropriate attire or without necessary patient care equipment will result in the student being sent home, being placed on probation, and subject to make-up activities as designated by the instructor.
 - g. Absence from a Virtual Hospital experience will result in the student being placed on probation and given a make-up assignment, as designated by the faculty. (See Attendance)
 - h. Simulation is a fully immersive experience; it is important that students are on time and present for all portions of a scheduled simulation activity. Failure to be on time will prevent the student from being allowed to participate in the simulation. This will result in a clinical absence for the student and issuance of clinical probation. The missed time simulation experience will be made up with a make-up assignment, based on the discretion of the instructor (See Attendance). **The clinical tardy policy does not apply to simulation. In simulation, 1 or more minutes (s) late is a clinical absence, and the clinical absence policy will be followed.**
 - j. Eating, drinking (except closed-topped water) and/or smoking is not permitted in the Virtual hospital.
 - k. Cell phones in the Virtual Hospital are allowed for Duo Security use only and must be placed on silent mode. Cell phone use is not allowed during any designated clinical time. Cells

phones and pagers are not to be accessed with the exception of Duo Security. Failure to comply will result in the student being placed on clinical probation.

- l. The Virtual Hospital is a clinical setting. Professional behavior is expected from the students participating in the Virtual Hospital. Failure to practice professional behavior during the simulation experience will result in the student being placed on clinical probation.
- m. The student is expected to provide patient care during the simulation as if they are a licensed professional caring for the patient.
- n. Standard precautions are used just as they would be in the health care facility.
- o. The Virtual Hospital has restricted access. Faculty or staff must accompany learners. Unauthorized personnel are not permitted.
- p. Hazardous waste: All sharps used within the Virtual Hospital are to be disposed of in the approved receptacle (sharps containers).
- q. Latex allergy: Learners, faculty, and staff need to be aware that some equipment may contain latex. Those with known allergies/sensitivity need to contact their faculty member who will notify the Virtual Hospital coordinator.
- r. The Virtual Hospital records simulation experiences for the use of Faculty and students involved in that scenario. The recording can be used to provide feedback (debriefing), assess achievement, and help evaluate course curriculum. Recordings shall not be used for promotional or public display unless specifically requested, and written permission is given by all participants.

7.1.3 Clinical Experiences

1. As a component of clinical experience, most clinical nursing courses have simulation experiences in the Virtual Hospital at HSI.
 - Participation in the Virtual Hospital is required, and the expectations for performance in the Virtual Hospital are the same as for all other clinical experiences, including but not limited to maintaining compliance with immunizations and other CNE requirements.
 - Failure to meet expectations for the Virtual Hospital results in the same consequences as required for any other clinical experience. Feedback from the Virtual Hospital faculty may be included in the clinical evaluation for the course.
 - Clinical experience is an essential learning component of the nursing education program.
 - Specific information regarding the clinical experiences within the program will be outlined within the specific course syllabus with additional information on Canvas.
 - Punctual attendance is required for all scheduled clinical experiences.
 - Students are expected to arrive at their assigned clinical experience on time and in complete

uniform. In the event a student will be tardy for the clinical experience, the student must notify the instructor at least 15 minutes prior to the scheduled start time for the clinical activity.

- Clinical tardy is defined as arriving late to the clinical experience.
- If the student fails to notify the instructor prior to the tardy and/or arrives more than fifteen (15) minutes after the designated start time for the clinical experience, the student will be sent home and will be counted as a clinical absence for the day. The clinical absence policy will be followed.

7.2 Eligibility and Application Process

Students who want to enroll in Metropolitan Community College have several avenues that lead to admission: a high school diploma, a high school equivalency test (HiSet)/GED that certifies the equivalency of high school graduation or home-school graduation. International students are also welcome on the MCC campuses. In some cases, those who haven't graduated from high school or obtained a HiSet/GED may be admitted as special students, including the college's concurrent enrollment programs.

Application Process: To make sure you are ready to apply, please review the Requirements Evaluation Checklist. The following three (3) steps must be completed (step #3 only if applicable):

1. Applicants must submit the application through the link provided under "Apply" on our Professional Nursing webpage at www.mcckc.edu/programs/professionalnursing.
 2. Attach all ATI TEAS scores to the online application before submitting.
 3. Attach your current CNA or MA Certification (or equivalent) to the application before submitting it if applicable. ▪ Note: Expired CNA or MA Certification will not be awarded the extra point.
- Admission criteria to the program are subject to change without notice.

If changes are made to the admission criteria, the applicant will need to meet all requirements that are in effect at the time of application. Successful completion of the requirements necessary for admission to the program does not guarantee acceptance to the program.

7.3 Expectations and Responsibilities of Students

To make sure you are ready to apply, please review the **Requirements Evaluation Checklist**.

For the checklist click on the link: https://mcckc.edu/programs/professional-nursing/docs/Professional_Nursing_Requirements_Checklist.pdf

Note: In compliance with clinical contracts between MCC-PV and the hospitals, clinics, and other clinical sites and facilities at which MCC-PV places its students for clinical rotations mandate that

MCC-PV ADN students complete and **pass** a background check prior to being admitted into the facility for clinical rotations.

It is the student's responsibility to meet all deadlines and application periods. Note: This includes those students with degrees and previous college coursework. **(If you are an LPN please review the LPN-ADN BRIDGE NURSING REQUIREMENTS CHECKLIST.)** See the checklist link below.

[https://mcckc.edu/programs/lpn-adn-bridge/docs/LPN ADN Bridge Requirements Checklist.pdf](https://mcckc.edu/programs/lpn-adn-bridge/docs/LPN_ADN_Bridge_Requirements_Checklist.pdf)

7.4 Evaluation Process of Work-Based Learning Sites

Experiences are planned to provide demonstration, practice, and evaluation of specific skills necessary to function in the hospital setting. Selected skills will be evaluated in the Nursing Skills Lab on a 1:1 basis after the student has had an opportunity to practice.

Failure to meet expectations for the Virtual Hospital results in the same consequences as required for any other clinical experience. Feedback from the Virtual Hospital faculty may be included in the clinical evaluation for the course.

Testing is a virtual component of the formative evaluation process. Exams will be given in each course on a scheduled basis. Course exams may be given in the computer lab, the classroom, MCC-PV testing center, through the testing platform on Canvas or online per ATI.

For the nursing Grading Policy, see **5.5 Grading Policies and Standards in this document.**

8. Industry Specific Expectations

Metropolitan Community College Associate of Applied Science Nursing Degree education requires assimilation of knowledge, the ability to make appropriate judgement in healthcare settings, and acquisition of substantial specialized skills and development. The practice of a nurse emphasizes collaboration among a diverse multidisciplinary healthcare team, the client, and the client's family.

The curriculum requires students to engage in diverse, complex, and specific experiences essential to the acquisition and practice of essential nursing skills and function. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. In addition to being essential to the successful completion of the requirements of the Associate of Applied Science Nursing Degree, these functions are necessary to ensure the health and safety of clients, peers, faculty, staff, and other healthcare providers.

8.1 Rules and Ethics

Students are expected to abide by and be aware of the Missouri Nursing Practice Act and the American Nurses Association Code of Ethics throughout the entirety of the program. Students

should understand that completion of the program does not guarantee eligibility to take the licensure examination.

For a complete copy of The Nursing Practice Act, contact the Academic Affairs Office or access the [website of Missouri State Board of Nursing](#) or the [Missouri statutes website](#).

8.1.1 National Patient Safety Goals

Most clinical agencies are under the authority for safe practice as set forth by their accrediting body, The Joint Commission (TJC), previously known as the Joint Commission of the Accreditation of Hospital Organizations (JCAHO). JCAHO has identified national patient safety goals. It is the student's responsibility to understand how these recommendations are being implemented in clinical settings, as they relate to his or her role as a student. Please see [Joint Commission site](#) for the most up to date list of goals.

8.2 HIPAA Confidentiality

Students will have access to client protected health information during clinical experiences and are legally and ethically obligated to treat this information in the strictest of confidence. The Health Insurance Portability and Accountability Act (HIPAA) of 1996 is designed to protect an individual's right to privacy in relation to his/her health care status. Any information you receive that is of a personal nature and has no direct bearing on the client's treatment or well-being should be considered confidential. Unless the information you have received may cause harm to the person or others, it should be withheld and considered private.

As a student preparing for a career in health care, you will have access to and use client records to gather information that will assist you in planning and implementing care during clinical and virtual hospital experiences. It is the responsibility of the student to safeguard client privacy. This includes:

- Do not put any identifiable data on assignments, reports, or discussion that you use for professional education
- Do not make copies or duplicate client records
- Do not communicate client information in any format unless the information is pertinent to the client care needs and is within HIPAA privacy guidelines of the clinical facility
- Never use the name of a client, family member, healthcare provider, individual's title, or healthcare entity
- Do not use any type of identifier with connection to the client or facility. Do not use titles of hospital staff/administration.
- Do not communicate clinical or facility information via social media or other forms of information sharing.
- Information put inside student packets/folders, stapled or individual papers is the responsibility of the student. If this patient information falls out of a student's pocket or off a desk, it is the

responsibility of the student. The student must make every reasonable attempt to protect the patient's HIPAA-protected information in a clinical setting.

The above-mentioned list is not all inclusive. If you are in doubt as to whether it is appropriate to utilize a reference or title, ask your instructor or the Program Coordinator.

8.4 Legal Standards

1. Should a student's behavior cause reason to suspect the use of any drugs/alcohol such behavior will be documented. It is the legal and ethical responsibility of the facility personnel to report the behavior to MCC faculty/staff and then for the faculty/staff to confront and report any students suspected of substance use and or abuse. Behaviors indicating the use and or abuse are irritability, mood swings, memory loss, deterioration of personal appearance, deterioration of work performance, difficulty meeting schedules and deadlines, frequent tardiness, excessive lethargy, frequent absenteeism without adequate explanation, repeated absenteeism following days off, deterioration of prepared assignments, the smell of alcohol on breath, disruptive or suspicious (at the instructor discretion) behavior.
2. As discussed below, clinical affiliation sites may require students to complete drug screening before they will be placed in the clinical setting, and some clinical sites may also require drug screening, with or without cause, during the clinical placement. As provided below, you may also be asked to complete a drug test according to individual program requirements and/or MCC policy. MCC-PV has adopted the Federal Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989. The policy is one of zero tolerance. The Code of Student Conduct imposes disciplinary sanctions for the use, possession, or distribution of alcoholic beverages and the illegal use, possession or distribution of drugs and controlled substances on MCC premises or at any MCC sponsored activity. A positive drug test may be the cause of dismissal from an Allied Health or Nursing program as well as from the College. Additionally, a positive drug test may cause you to be excluded from all clinical sites and may also preclude you from taking state licensure examinations.

8.5 Professional Standards

Students are expected to abide by and be aware of the Missouri Nursing Practice Act and the American Nurses Association Code of Ethics throughout the entirety of the program. Students should understand that completion of the program does not guarantee eligibility to take the licensure examination.

For a complete copy of The Nursing Practice Act, contact the Academic Affairs Office or access the [website of Missouri State Board of Nursing](#) or the [Missouri statutes website](#).

9. Facilities, Equipment, and Safety Guidelines

MCC Penn Valley Associate of Applied Science Nursing program follows the Standard Precaution policies of the institutions where laboratory and clinical experiences occur. Standard Precautions, as outlined by the Centers for Disease Control and Prevention (CDC), were developed to protect healthcare workers from blood-borne pathogens. All clients must be considered having the potential to transmit infectious diseases. Students must take measures to protect themselves, their coworkers, and the community at large from exposure to blood-borne pathogens. We strongly recommend that you receive the Hepatitis B vaccine, which would be at your own expense.

MCC Nursing students will abide by the following expectations:

1. No procedures will be performed during a clinical rotation without the presence, permission, or knowledge of the instructor.
2. The driver in a carpool is responsible for carrying adequate liability insurance to protect him/herself in the event of a car accident. The college is not liable for accidents or injuries when using personal vehicles.
3. All students will acquaint themselves with the operation of and location of fire extinguishers and exits in the school building and on clinical rotations. Orientation to the clinical facilities is provided.
4. Students will practice appropriate body mechanics.
5. Understand that being a student in the nursing education program requires the practice of selected technical procedural skills, and there is an element of risk involved.
6. Adhere to all safety requirements of the school and clinical facilities. This includes utilizing personal protective equipment (PPE) as necessary when caring for clients.
7. If emergency mouth-to-mouth resuscitation is warranted, mouthpieces, resuscitation bags or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.
8. Any student who has exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.
9. Protecting an individual's, clients', clinical facilities, or peers' privacy through strictly adhering to the rules of confidentiality is fundamental to nursing practice.

Personal protective equipment is available in health care facilities where students are assigned for clinical experiences. It is the student's responsibility to know the location of the equipment.

Should a needle stick or other exposure to blood-borne pathogens occur:

Wash the area well with soap and water for 1-2 minutes.

For mucous membrane exposure, rinse the area thoroughly with water or normal saline for 2 minutes.

If a skin cut, puncture or lesion is exposed to blood or other potentially infectious material, immediately wash the area with soap and water until excess blood is visibly removed.

Report the incident immediately to the instructor.

The instructor will then follow the post-exposure plan as set by the institution where the incident occurs. The incident will be evaluated to determine if it is a true exposure. If the incident is found to be a true exposure, the source of client must be evaluated for known or suspected HIV infection, hepatitis, or other infective agents preferably within one-half hours of the exposure report.

The instructor will notify the Program Coordinator within 24 hours. The Program Coordinator will follow college policy for such incidences.

9.1 Lab and Classroom Expectations

9.1.1 Requirements for Students in a Clinical Setting

All CNE requirements must be completed prior to the start of the nursing program and maintained/updated throughout the duration of the program. If a student remains out of compliance prior to the first clinical activity, they will receive a second clinical probation and thus a clinical failure for the course. MCC due dates regarding compliance overrides the given dates by Clinical Student. All Nursing students are required to provide up-to-date official documentation of the following. Students must maintain complete and current health information on file with Clinical Student. Clinical Student must approve this documentation for it to be accepted. Additionally, students are required to keep paper copies of their documents in folders and keep them on their person.

- Chickenpox (varicella) – positive IgG titer or two (2) immunizations
- TB screening on admission and annual TB testing, per clinical orientation manual · Series of three (3) Hepatitis B vaccinations and positive antibody titer or signed waiver
- Tetanus-Diphtheria acellular– Pertussis; cannot be over ten (10) years old
- Measles, Mumps, Rubella – positive IgG titer/s or two (2) immunizations · Copy of health insurance card or waiver
- Color blindness screening
- Clinical sites that are required in the nursing program do not allow or accept exemptions.

Students who fail to complete/maintain compliance will not be permitted to attend clinical(s) (including participation in virtual Hospital, and other clinical related activities such as health fairs,

flu clinics, etc.) and will be placed on clinical probation for noncompliance. If a student remains out of compliance prior to the first clinical day, the student will receive a clinical failure. If a student has a flagged background check and/or a flagged drug screen, MCC Penn Valley Clinical Compliance Officer and the respective Program Coordinator will determine a plan of action. This may result in revocation or immediate dismissal from the nursing program. Since most organizations have an organizational compliance plan and are required to adhere to all federal, state, local laws and regulations, students are responsible for maintaining compliance via Clinical Student throughout the duration of the program.

Hospital Competency Exam The student must complete the KCANE Hospital Competency Exam each calendar year in August with a minimum score of 90%, posted on Clinical Student. This is to be completed before the start of the semester.

Basic Life Support (BLS) Certification Students must obtain Basic Life Support Certification in a course for Health Care Providers from the American Heart Association, to include adult (one- and two-person), infant (one-person), and child (one- and two-person) with AED. Students must remain BLS certified throughout the duration of the nursing program. Evidence of current certification for professional/health care providers must be provided at the beginning of each clinical lab course and must be valid. If the student's graduation date changes, the student is responsible for obtaining and uploading to Clinical Student for the BLS certification as listed above to be dated through the new graduation date.

Clinical Equipment The following equipment is needed and considered part of the uniform during any clinical-related activity:

Watch with second hand

Stethoscope

Pen light

Bandage Scissors

Non-erasable black ink pens for documentation

9.1.2 Student Dress Code

The following guidelines are consistent with standards of professionalism. To ensure a professional appearance is maintained, students will be instructed in additional dress policies relevant to specific settings. The following guidelines must be adhered to during any clinical related activity (skills lab activities, Virtual Hospital activities, and hospital/clinic/community

Category	Requirement
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HYGIENE	Good hygiene such as bathing, use of deodorant, and brushing teeth is expected. Perfumes, colognes, essential oils, and scented toiletries should be avoided, as individuals may have adverse reactions to the scents. Make-up should be conservative and in taste good. False eyelashes are NOT allowed.
UNIFORM	The student uniform is an embroidered Royal blue scrub top and black uniform scrub pants. Students can choose to wear a black skirt. The specific style numbers are given during orientation. Jogger style scrub pants are allowed. Plain, solid color white, gray, or black short sleeved or long-sleeved t-shirts may be worn under the scrub top. Solid black traditional scrub jackets are allowed. The student uniform is to be clean, wrinkle free, and in good repair with an appropriate fit. Uniforms with school insignia must not be worn outside of the educational setting.
NAME BADGE	Students are required to wear their MCC-issued photo ID badge. The badge is to be worn above the waist on the right front of the uniform. The badge is not to be worn outside school or any clinical sponsored activities. Lost name badges must be replaced immediately at the expense of the student.
UNDERGARMENTS	Undergarments are required to be worn but not visible with the student uniform.
HOSE	Clean white or black socks must be worn. Female students will wear neutral colored hose with the dress uniform.
SHOES	All white or all black leather (including soles) nurse's shoes of choice will be worn. No swish, stripes or patterns of any kind allowed. Shoes must be clean and polished and have clean shoestrings. Shoes must be repair. Closed toed and heel are required. No crocs are allowed. No mesh tennis shoes or boots are allowed.
HAIR	Hair should be neat and clean without extreme colors (acceptable colors are only those that naturally exist). Hair should be controlled so that it does not fall over the eyes, and in the immediate work area or on clients. Low ponytails must be secured, kept off the face, and from swinging into the work area when providing care. Bangs that extend beyond the eyebrows and long dangling side curls are not acceptable). Headbands can be worn but must be-solid in colors of white, gray, or black. No visible chest hair. Facial hair should be short, clean, and well-groomed and must in no way interfere with the technical and professional requirements of a nursing student's work assignment. Some settings, such as the operating room,

	may require covering over a beard. All facial hair must be removed prior to N95 fit testing, if applicable. Head covering worn for religious reasons or protection must be appropriate and secured to prevent any cross-contamination.
NAILS	Nails must be kept clean, well-groomed, and no longer than ¼ inch from tip of finger to tip of nail. Artificial nails include bonding tips; wrappings, acrylic, and gel finishes are not allowed. In other words, any fingernails with which you were not born are considered artificial and may not be worn. Nail polish may NOT be worn.
JEWELRY	Only a plain wedding band (simple with no raised stones) or silicone band may be worn while in uniform. Only one set of simple post earrings is allowed. Flesh or clear spacers must be worn in other piercings or gauges. If wearing a post piercing in the ear for alleviating migraines (Daith piercing), the sum of ear piercings may NOT exceed three. A doctor's note for wearing a Daith Piercing may be requested. No facial piercings or gauges are allowed. A watch with a second hand is to be worn with the student's uniform. Ornamental and Smart watches are NOT allowed. Soldered jewelry is NOT allowed in the clinical environment.
OTHER DRESS	No head coverings can be worn in the clinical facility unless it is part of religious/cultural practice. No hooded sweatshirts or hooded jackets are allowed in the clinical setting. Tattoos and body art must be covered while in the clinical setting.

9.2 Equipment Usage and Maintenance

- Adhere to all safety requirements of the school and clinical facilities. This includes utilizing personal protective equipment (PPE) as necessary when caring for clients.
- Personal protective equipment is available in health care facilities where students are assigned for clinical experiences. It is the student's responsibility to know the location of the equipment.

9.3 Safety Policies and Emergency Procedures

MCC Penn Valley Associate of Applied Science Nursing program follows the Standard Precaution policies of the institutions where laboratory and clinical experiences occur. Standard Precautions, as outlined by the Centers for Disease Control and Prevention (CDC), were developed to protect healthcare workers from blood-borne pathogens. All clients must be considered having the potential to transmit infectious diseases. Students must take measures to protect themselves, their coworkers, and the community at large from exposure to blood-borne pathogens.

We strongly recommend that you receive the Hepatitis B vaccine, which would be at your own expense.

MCC Nursing students will abide by the following expectations:

1. No procedures will be performed during a clinical rotation without the presence, permission, or knowledge of the instructor.
2. The driver in a carpool is responsible for carrying adequate liability insurance to protect him/herself in the event of a car accident. The college is not liable for accidents or injuries when using personal vehicles.
3. All students will acquaint themselves with the operation of and location of fire extinguishers and exits in the school building and on clinical rotations. Orientation to the clinical facilities is provided.
4. Students will practice appropriate body mechanics.
5. Understand that being a student in the nursing education program requires the practice of selected technical procedural skills, and there is an element of risk involved.
6. Adhere to all safety requirements of the school and clinical facilities. This includes utilizing personal protective equipment (PPE) as necessary when caring for clients.
7. If emergency mouth-to-mouth resuscitation is warranted, mouthpieces, resuscitation bags or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.
8. Any student who has exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.
9. Protecting an individual's, clients', clinical facilities, or peers' privacy through strictly adhering to the rules of confidentiality is fundamental to nursing practice.

Personal protective equipment is available in health care facilities where students are assigned for clinical experiences. It is the student's responsibility to know the location of the equipment.

Should a needle stick or other exposure to blood-borne pathogens occur:

1. Wash the area well with soap and water for 1-2 minutes.
2. For mucous membrane exposure, rinse the area thoroughly with water or normal saline for 2 minutes.
3. If a skin cut, puncture or lesion is exposed to blood or other potentially infectious material, immediately wash the area with soap and water until excess blood is visibly removed.
4. Report the incident immediately to the instructor.

5. The instructor will then follow the post-exposure plan as set by the institution where the incident occurs.
6. The incident will be evaluated to determine if it is a true exposure. If the incident is found to be a true exposure, the source of the client must be evaluated for known or suspected HIV infection, hepatitis, or other infective agents preferably within one-half hours of the exposure report.
7. The instructor will notify the Program Coordinator within 24 hours. The Program Coordinator will follow college policy for such incidences.

10. Industry Certifications and Licensure

The State Board of Nursing has the legal duty of determining that each applicant who will practice as a professional nurse has good moral character as required under the Missouri Nurse Practice Act.

While a conviction or criminal record is not conclusive of the standard of good moral character, it is a factor that must be considered by the State Board of Nursing when applying for the licensure exam following completion of the educational curriculum. Any candidate for licensure who has ever been charged or convicted of a misdemeanor or a felony will be required to submit documentation of the court proceedings for that charge or conviction to the State Board of Nursing in which licensure is sought.

The reasons that may result in a denial, or revocation, of a professional nursing license can be found in The Nursing Practice Act.

If the student has had a criminal conviction in the past, please contact the respective Program Coordinator for assistance with your application. A conviction may delay or prevent the issuance of a license. The Missouri State Board of Nursing will make the decision whether to allow an individual to take the licensure examination. (Questions may be directed to the Missouri State Board of Nursing, 3605 Missouri Boulevard, Jefferson City, Missouri 65102.

Instructions for completing the Missouri State Board of Nursing's "Application for License as a Registered Professional Nurse by Examination" will be given during the last semester of the respective program. Please refer to the **Missouri State Board of Nursing website** for this application. **Please wait for instructions in your senior semester before completing this application.**

Information about the Pinning ceremony, the Dress code for Pinning, and Graduation details will be explained at the beginning of the senior semester.

Successful completion of the nursing program does not guarantee the graduate will be allowed to take the licensing exam.

Note: No alcohol or drugs/controlled substances are allowed on college premises or at any college sponsored activities.

10.1 Available Certifications through the Program

No certifications are available in the nursing program.

10.2 State Licensing Requirements

Questions may be directed to:

The Missouri State Board of Nursing

3605 Missouri Boulevard

Jefferson City, Missouri 65102.

<https://mopro.mo.gov/license/s/>

10.3 Certification Exam Preparation Resources

The ATI Policy Assessment Technologies Institute (ATI) offers an assessment-driven review program designed to enhance student learning and NCLEX-RN success.

Remediation is critical. Consistent remediation throughout the program will improve the student's "pulse" status. Remediation consists of two parts: listing 3 bulleted items for each topic missed and the post-practice test quiz. ATI generates the post-practice test quiz automatically. If there is no quiz that generates or the quiz is less than 10 questions, faculty may choose an alternative remediation method for this portion of the remediation.

Remediation is required and must be completed and submitted per the course calendar/syllabus/due date given by the instructor and at the beginning of class. If the student does not turn the remediation in on time, this will be considered incomplete. The student will still be required to complete the remediation prior to the scheduled proctored exam time. On the practice and proctored exams, students may not use any resources for exam completion. These exams maintain the same integrity as unit exams. Students may not access course-specific assessment material(s), including practice and proctored assessments/exams, prior to the exam being given in the respective course. If the student chooses to access assessment/exam materials early on ATI, the student will receive a 0/20 total on their ATI points. Students may still access non-exam/assessment related to ATI material prior to being enrolled in a course. For example, the quizzes, simulations, modules separate from assessments, etc. Testing policy regarding academic dishonesty will be applied to all exams, including ATI exams.

Students must have remediation completed prior to sitting for the proctored exam. If the student fails to do so, the student may not sit for the proctored exam at the same date/time as the class and will have a deduction of five (5) points from the overall ATI points earned.

If the student has not taken the two (2) required practice assessments and one (1) required proctored assessment by the date of the final, the student may not sit for the final exam and will be subject to a missed exam per the handbook policy.

The ATI Policy Assessment Technologies Institute (ATI) offers an assessment-driven review program designed to enhance student learning and NCLEX-RN success.

For RNUR 115, 126, 131, 134, 138, 141, and 238, twenty (20) points of the overall course grades will be assigned. Two practice assessments will be made available prior to each proctored exam. Points are rewarded as described in the table below.

11. Graduation and Program Completion Requirements

Successful completion of the nursing program does not guarantee the graduate will be allowed to take the licensing exam.

The State Board of Nursing has the legal duty of determining that each applicant who will practice as a professional nurse has good moral character as required under the **Missouri Nurse Practice Act**.

While a conviction or criminal record is not conclusive of the standard of good moral character, it is a factor that must be considered by the State Board of Nursing when applying for the licensure exam following completion of the educational curriculum. Any candidate for licensure who has ever been charged or convicted of a misdemeanor or a felony will be required to submit documentation of the court proceedings for that charge or conviction to the **State Board of Nursing** in which licensure is sought.

The reasons that may result in a denial, or revocation, of a professional nursing license can be found in **The Nursing Practice Act**.

If the student has had a criminal conviction in the past, please contact the respective Program Coordinator for assistance with your application. A conviction may delay or prevent the issuance of a license. The Missouri State Board of Nursing will make the decision whether to allow an individual to take the licensure examination. (Questions may be directed to the **Missouri State Board of Nursing**, 3605 Missouri Boulevard, Jefferson City, Missouri 65102.

Instructions for completing the Missouri State Board of Nursing's "Application for License as a Registered Professional Nurse by Examination" will be given during the last semester of the respective program. Please refer to the **Missouri State Board of Nursing** website for this application. Please wait for instructions in your senior semester before completing this application.

Information about the Pinning ceremony, the Dress code for Pinning, and Graduation details will be explained at the beginning of the senior semester.

Note: No alcohol or drugs/controlled substances are allowed on college premises or at any college sponsored activities. ***Completing the program does not guarantee licensing from the State Board of Nursing. For additional information, go to www.moga.mo.gov.**

11.1 Graduation Checklist

n/a

11.2 Capstone Projects or Final Assessments

n/a

12. Appendix & Additional Resources

12.1 Forms and Templates

n/a

12.2 Academic Calendars

To view the academic calendar, click on the link below.

<https://mcckc.edu/calendar/academic.aspx>

12.3 Frequently Asked Questions (FAQs)

Click link <https://mcckc.edu/programs/professional-nursing/index.aspx>

