

**Director of Nursing**

Sandra Reed Wilson, MSN, RN, ACNS-BC

**Clinical Coordinator/Faculty**

*Cheryl Hedrick, MS, RN*

**Skills Coordinator/Faculty**

*Jessica Lee, MSN, RN*

**Cassville Nursing Program**

Program Coordinator/Faculty

*Kim Smith, MSN, RN*

Full-Time Faculty

*Molly Bryan, MSN, RN*

**McDonald County Nursing Program**

Program Coordinator/Faculty

*Darla Bearden, BSN, RN*

Full-Time Faculty

*Janet Ross, MSN, RN*

**Neosho Nursing Program**

Program Coordinator/Faculty

*Heather VanLue, MSN, RN*

Full-Time Faculty

*Leasa Evans, MSN, RN*

*John Ezell, MSN, RN, MA*

*Kristian Vinson, BSN, RN*

**Nevada Nursing Program**

Program Coordinator/Faculty

Maryanna Perry, MSN, FNP, RN

Full-Time Faculty

Becky Harry, MEd, RN

## *Clinical Adjunct Faculty*

Kelsey Akin, BSN, RN

Caitlin Allen-Randolph, BSN, RN

Kerri Collinsworth, MSN-PNP

Kelsey Hallford, BSN, RN

Kristy Jones, MSN, RN

Scott McKenzie, BSN, RN

Megan Gaches, BSN, RN

Amanda Chapman, BSN, RN

Darleen Moore, BSN, RN

Courtney Morgan, BSN, RN

Germaine Mounce, BSN, RN

Joy Nelson, MSN, RN

Brittany Reed, BSN, RN

Sara Shields, BSN, RN

# Crowder College

## Associate of Science In Nursing

### Student Handbook

**T**his handbook is designed to serve as a guide for student understanding of the Associate of Science in Nursing Program. The rules and regulations of the program are outlined and the duties and responsibilities of the students are defined.

The purposes of this program are to prepare graduates to demonstrate entry level competencies as registered nurses, provide a foundation for continued learning, and to provide career mobility in nursing for licensed practical nurses. The Crowder College Nursing Program is nationally accredited by ACEN (Accreditation Commission for Education in Nursing) and fully approved by the Missouri State Board of Nursing.

Crowder College and its associated clinical facilities congratulate you on your decision to accept the challenge for further education and welcome you into the program. We wish you every success as you prepare to become a registered professional nurse.

## **Crowder College Mission Statement**

Building a civil, serving, literate, learning community of responsible citizens.

## **Crowder College Nursing Mission**

The nursing program of Crowder College aims to provide a quality nursing education which will enrich and inspire personal growth of citizens in the four state area and beyond.

## **Crowder College Nursing Philosophy**

### **Definition of a Nurse**

A nurse is a professional who subscribes to high ethical standards to provide quality, safe, and patient-centered care. The nurse uses clinical judgment which is built on evidence-based practice. A nurse serves as an advocate for individuals, families, and communities. A nurse is a lifelong learner, seeking excellence in autonomous and collaborative practice.

### **Role of the Associate Degree Nurse**

At the completion of the associate degree program, the nurse is able to provide safe and competent care based on a firm foundation in current evidence based practice. A generalist nurse provides compassionate and collaborative care to individuals, families, and communities in a variety of settings. The roles of the nurse include client advocacy, health promotion, disease prevention and care of the sick. Nurses also participate as leaders in shaping health care policy and quality of care.

### **Nursing Education Philosophy**

Nursing education provides the setting for learners to acquire knowledge, skills, and attitudes with a theoretical base in the physical, biological, and behavioral sciences. A systems framework integrating the nursing process will be utilized to teach patient centered care that is evidence based with a focus on safety and quality. The Crowder nursing faculty ascribe to adult learning theory. The adult learner:

- is self-directed and autonomous
- utilizes knowledge and life experiences
- is goal directed
- is relevancy-oriented
- is practical
- encourages collaboration

In addition, our nursing graduates will have the option of pursuing a baccalaureate degree in nursing through a seamless transition into other educational programs and the department assumes the responsibility for facilitating the educational advancement of nurses in an orderly fashion with minimal repetition of previous learning experiences and acquired skills.

## STUDENT LEARNING OUTCOMES

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Upon completion of the Associate of Science in Nursing Program, the graduate will demonstrate the ability to:

1. Utilize current nursing knowledge as a basis for evidenced based practice.

2. Apply the nursing process in the assessment, planning, implementation, and evaluation of nursing care.
3. Plan nursing care recognizing the developmental, cultural & spiritual needs of the client, prioritizing actions accordingly.
4. Synthesize knowledge from nursing and the physical, biological, and behavioral sciences as a foundation for clinical judgment.
5. Demonstrate competency in the performance of clinical nursing techniques and functions by providing safe & effective care.
6. Develop effective interpersonal relationships with the client, their significant others, and extended families.
7. Utilize principles of learning to provide health instruction which will meet the needs of the client.
8. Utilize community resources to promote continuity of care.
9. Develop effective interpersonal relationships and communicate effectively with members of the health care team.
10. The ASN graduate demonstrates the ability to accurately communicate in the verbal, written, and electronic formats.
11. Assume accountability for his/her own standard of care, acts, and clinical judgments.
12. Assume responsibility for self-direction and continuing personal and professional growth.

13. Practice within the ethical and legal framework of the registered nurse as outlined in the ANA Code of Ethics, the Standards of Practice, and the Missouri Nursing Practice Act.

## FACILITIES AND SERVICES

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### **Facilities**

The Neosho Nursing Department classrooms and faculty offices are located in the Davidson Health Sciences Building on the Crowder College Neosho campus. Cassville classrooms are in the Academic Building with computer lab and offices located in the Administrative Building. Nevada classrooms are on the 3rd floor of the Moss Building and the McDonald County classrooms are located in the James P. Tatum Hall at the Crowder College McDonald County Center in Jane, MO. Within the nursing department, the following facilities are available:

1. Reference materials
2. Skills lab/Simulation Lab
3. Computer Lab
4. Content-related DVDs
5. Computer assisted instructional materials
6. Refrigerator, microwave, and vending machines are available for student use

All general college facilities are available to nursing students including:

1. Learning Resources Center
2. Academic Resource Center
3. Computer Labs
4. Cafeteria @ Neosho Campus
5. Student organizations
6. Residence halls @ Neosho Campus
7. Career Services
8. Financial Aid Office
9. Migrant Programs
10. Freeman Family Y at specially priced membership

## **Services**

1. Financial assistance programs
2. Scholarships
3. Guidance and counseling - Trained counselors will assist students with educational and vocational goals. Conferences with nursing faculty are encouraged.
4. Full service library
5. Academic advisement
6. Job placement
7. Tutoring



# PROGRAM POLICIES

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## **Student Responsibilities**

Students enrolled in the nursing program are responsible for:

1. Personal learning and growth.
2. Understanding of the Nursing Student Handbook and College Catalog.
3. Awareness and understanding of personal academic and clinical status.
4. Behaving in a respectful and supportive manner.
5. Active participation in SNA. Mandatory attendance of 2 meetings per semester required.
6. Access to computer with high-speed internet.
7. Providing updated vaccination records and current AHA CPR certification.
8. Communicating with faculty by phone or email. Students are expected to read their Crowder email several times a week.

## **Functional Abilities**

In order to complete the Crowder College Nursing Program, the student must be able to demonstrate the following:

1. Fine and gross motor skills:

Sufficient to move freely, maintain balance. Manipulate small objects, lift 25 lbs, move 50 lbs, and demonstrate appropriate body strength.

2. Visual Acuity:

Sufficient to accurately see close objects within 20 inches away and distant objects up to 20 feet.

3. Auditory abilities:

Sufficient to hear faint sounds of various pitches and tones.

4. Physical Stamina:

Sufficient to perform nursing care for 8-12 hours.

5. Intact:

Sensory functions necessary for physical assessment.

6. Reading:

Ability to read at 10<sup>th</sup> grade level or above and demonstrate math abilities sufficient to perform dosage calculations.

7. Demonstrate empathy:

Emotional stability sufficient to handle stress. Demonstrate accountability and responsibility for actions and judgments and provide emotional support to clients.

8. Analytical Thinking:

Purposeful outcome directed thinking that aims to make decisions based on sound evidence or critical thinking and analytical skills in the use of nursing process.

9. Therapeutic Relations:

Establish therapeutic relationships with clients, peers and interdisciplinary team members.

10. Communicate effectively:

In oral and written modes.

## **Social Networking Policy**

Faculty cannot accept current students (exceptions for immediate family) as friends on personal social networking sites.

Students are not to use commentary deemed to be defamatory, obscene, or libelous when discussing the Crowder College Nursing Program. Exercise caution with regards to exaggeration, colorful language, guesswork, obscenity and derogatory remarks, which may be considered unprofessional. Do not discuss other students or publicly criticize school policies or personnel. Do not post images that include other students and/or patients. Violation of this policy could result in immediate dismissal from the Nursing Program.

## **Registration**

Preregistration for each semester is recommended. Permits to enroll in nursing courses must be obtained from nursing faculty prior to registration.

## **Activity/Assignments**

Attendance and participation in classroom sessions is expected. Course activities/assignments are included in each course and clinical syllabus outline.

## **Grading and Testing**

Grades are based on the quality of work completed. Grades showing the standing of students will be displayed under “My grades” on Blackboard. Exams will allow 1.3 minutes per question on all exams as per policy. Once exams are administered, grading action will be taken based on statistical analysis. Students not present at the start of an exam will have to take a late deduction and test at a later time. Students are allowed to take late exams with an automatic deduction from the grade. Deductions will be as follows: 10% deduction for the first late exam, 25% deduction for any further late exam. A late test may be an alternate exam or different style of test and will be administered at a time determined by the instructor. Students are responsible to notify an instructor prior to missing a test. Any alternative style testing (*i.e. group testing, take home, open book, etc.*) exams count as an assignment, not an exam. Students who do not score 80.0% or higher on an exam are highly recommended to meet with a faculty or

coordinator to review exam and complete the recommended remediation before the next exam. Students are required to purchase the Exam Soft program for testing. Nursing students are required to take final exams. If school is cancelled on the day a final is schedule, the students will be notified by their instructor on an alternative date the final will be administered.

Kaplan integrated testing and remediation is a requirement of the program. These exams may need to be administered out of class time.

Assignments turned in late will be addressed in the course syllabi.

A grade may be challenged for a period of three weeks after the grade is issued. After three weeks, acceptance of the grade by the student is understood.

All students are required to complete two approved NCLEX reviews and successfully complete NCLEX Prep online requirements to graduate.

## **Grading System**

The nursing program requires a grade of “C” or above for continuance in the program.

Grade	Score	Grade	Score
A	91.5-100	D (non-passing)	74.0-79.99
B	86.0-91.49	F (non-passing)	0-73.99
C	80.0-85.99		

A grade of less than 80.0% in the exam average or overall grade average of less than 80.0% at the end of the semester will result in a non-passing grade and the student will be dismissed from the program.

### **Academic Integrity**

Crowder College is built on a foundation of academic integrity. The Crowder College Board of Trustees, faculty and staff have developed nine Student Abilities that are advanced across the curriculum. One of these Student Abilities is “Ethical Decision Making.” Ethical Decision Making is “the selection of courses of action in accordance with principles or standards of right or good conduct.” An academic community assumes the standards of right or good conduct also apply to school work.

The most common forms of academic dishonesty are cheating and plagiarism. Examples of cheating and

plagiarism are provided in this policy as a means of helping to define expectations. The examples are not exhaustive and should be viewed as such.

Cheating may include using any unauthorized information, such as a copy of an examination before it is given, or personal electronic devices not allowed by the instructor. Inappropriate behavior could consist of collaborating with others on assignments without the consent of the instructor or collaborating with others to enable cheating. Other forms of dishonest behavior may include having another person take an exam for you, fabricating information such as data for a lab report, submitting material that is not yours as part of your course performance, or communicating with anyone other than a proctor or instructor during an exam.

Plagiarism is the use of another person's words or ideas without giving that person appropriate credit. Academic work is evaluated on the assumption that the work presented is the student's own. Plagiarism may include directly quoting the words of others without proper credit given to them and/or without using quotation marks or other accepted notations to identify the borrowed words. An additional example of plagiarism includes representing

an idea or strategy as a student's own when it comes from someone else. Plagiarism can also be simply using any prior work produced by the student for another course without prior approval from the current instructor.

Penalties for cheating in a class may include a failing grade on the assignment, a failing grade in the course, or any other course/school-related sanction the Instructor and administration determine to be appropriate for the cheating incident such as suspension from Crowder College. Penalties for Plagiarism are as follows: first offense, failing grade on assignment; second offense, failing grade in the class; third offense, suspension from Crowder College.

### **Civility Policy**

The student demonstrates behaviors that are congruent with the ANA Code of Ethics and the ANA Position Statement on Incivility, Bullying, and Workplace Violence in all class related interactions.

### **Testing policy**

**Students will be expected to follow the computer testing policy listed below.**

1. NO FOOD OR DRINK ALLOWED IN LAB.
2. Computers may be randomly assigned during testing.



3. No hats, caps, no hoodies, no head coverings, and no coats allowed during testing.
4. No notes, books, or personal calculators allowed in lab; all study materials must be removed from the testing lab prior to the test starting.
5. No phones/pagers/cameras/electronic devices/ watches of any kind allowed in lab during testing and they may not be utilized during breaks while a test is in session.
6. You may not utilize resources (peers/telephone/text/email) at any time during testing. You cannot utilize any electronic resources other than the computer's calculator during testing. Leave the lab area as soon as testing is complete; do not read emails, look at grades in the testing lab.
7. Tests are monitored by faculty.
8. **CLEAN NOTE BOARD AND MARKER (Dry erase board):** will be distributed by the instructor. You may not write notes until the password for the test has been released and the test has been initiated. Note board must be turned in to the instructor at the end of the examination prior to student leaving the testing center.
9. If you experience hardware or software problems during the examination, notify the instructor by raising your hand. Each of these issues will be handled individually.
10. Be respectful of your peers and quietly exit the testing lab; disruptive behavior will not be allowed. Do not talk during testing.
  - a. Do not discuss test questions/information/answers that you view during the test with anyone other than faculty.
11. The college is not responsible for lost, stolen, or misplaced personal items.

12.
  - a. For Kaplan Testing: Utilize Mozilla Firefox or Google Chrome as your browser for best results.
  - b. Exam Soft Testing: Utilize the SoftTest link. Students are expected to upload your exam results to ExamSoft then log off computer as soon as testing is completed and leave the testing area.
13. Also for best results, prior to testing do a shutdown/restart on your computer to allow for updates to complete.
- 14. Any violation of this policy will result in a probation committee meeting.**

### **Extra Credit Policy**

Once a student has achieved the required minimum of a grade of 'C' or better, an 80.0% average on exams, and an 80.0% average in the overall course grade they are eligible for extra credit.

Credit for participation in an approved instructional seminar or participation in an approved activity will be granted as follows:

One bonus point per contact hour may be applied to the course during the current semester. 1/2 bonus point (1/2 hour) will be

applied for every student who completes a course evaluation. A maximum 1.5% bonus will be added to the theory course grade if the maximum bonus points are achieved in that course. The grade cannot be raised more than one letter and bonus points cannot be used to raise a non- passing grade to a passing grade.

Credit will be granted upon presentation of a CEU certificate or other appropriate documentation. Seminars or activities, included during class or clinical time, are exempt. It is the responsibility of the student to submit extra credit points to the appropriate instructor. Bonus point activities must be approved by the instructor.

### **Dosage Calculation Policy**

Dosage calculation exams appropriate to the student's educational level are a required part of the clinical experience. A student with a math score below college-level on ACT exams is required to successfully complete the Dosage I course.

*Specific requirements include:*

**Level I: *Clinical I & Clinical II:*** Maintain a 90.0% or higher

average on an entry, mid-term, and final dosage exam. Failure to meet the dosage calculation requirement will require taking an additional comprehensive dosage exam. A score of 90.0% or higher is required to continue in the program. Dosage tutoring will be available.

**Level II: Clinical III & Clinical IV:** Maintain a 90.0% or higher average on an entry, mid-term, and final dosage exam. Failure to meet the dosage calculation requirement will require taking an additional comprehensive dosage exam. A score of 90% or higher is required to continue in the program. Dosage tutoring will be available.

### **Medical Terminology:**

Medical terminology is introduced in Nursing Interventions I. Quizzes are given and student must achieve a 90.0% average or higher on these quizzes. Failure to do so requires enrollment and successfully passing a medical terminology course prior to graduation. Additional remediation may be required. Students who have completed a Medical terminology course and do not achieve a 90.0% average or higher on terminology quizzes will have additional requirements.

### **Pharmacology:**

Students must achieve the Kaplan national benchmark or

higher on the Kaplan Pharmacology Test. Students scoring less than the national benchmark will be required to complete an Advanced Pharmacology Course with a grade of "C" or better prior to graduation.

### **Probation Committee**

The probation committee may consist of the program administrator or program coordinator, clinical coordinator, the instructor(s), the student and an optional student peer. The probation committee will establish conditions for probation and strategies to correct the deficiency by the end of the semester. A student can be placed on probation for any unsatisfactory behavior.

### **Transfer Policy**

*The transfer student will be required to:*

1. Complete an application for admission.
2. Submit a \$40 application fee, \$50 if applying to multiple sites.
3. Submit official copies of his/her college transcripts.
4. Submit an official copy of ACT scores.
5. Submit an official copy of his/her high school diploma or GED.

6. Submit three references that can be contacted.
7. Submit a letter from the Nursing Program Coordinator of the program they attended indicating their status at the time of withdrawal.
8. Student will be provided with a study guide and a testing schedule for the pre-requisite nursing courses including dosage calculations. Students will be required to achieve an 80.0% or higher score on the exam.

Once a student has completed the above requirements, they will meet with an admission board and may be admitted on a space available basis. The transfer student's admission will be pending a drug screen and criminal background screen.

### **Readmission Policy**

A student who has resigned or been dismissed from the nursing program may reapply to the original campus of admission. The following process shall be utilized:

1. The student shall submit a written request for readmission to the coordinator of the Nursing Program by April 15 for fall semester consideration and by October 15 for spring semester consideration. The letter shall state the reason for resignation, the reason readmission is being sought and

updated contact Information to include email, mailing address, and phone. A readmission fee of \$40.00 should accompany the letter.

2. Students will be provided with a study guide and a testing schedule for the last successful semester. Students will be required to achieve an 80% or higher score on an exam of the previous semester classes. A Kaplan exam maybe given.
3. Students that are successful with readmission testing will be scheduled an interview with the readmission committee. The committee may consist of the Director of Nursing, program coordinator, nursing faculty members, a general faculty member, advisory council member and, if desired, a student peer. Each member has one (1) vote. The Vice President of Academic Affairs or Campus Director may be part of this committee.
4. Information which will be considered for reentry will include, but not be limited to: student records, student interview, course records, GPA, clinical evaluations, testing scores and dosage exam scores.
5. Readmission criteria that must be met includes, but is not limited to:
  - a. The student does not owe money to Crowder College
  - b. The student satisfactorily completes testing requirements by the specified deadline.
  - c. Students who failed to progress academically must sit

out one full semester (Spring/Fall) before reapplication.

6. Once eligibility for readmission is established, students will be readmitted **on a space available basis**.
7. Students who are readmitted will be on probation and will be required to repeat all courses they did not successfully complete, be currently enrolled, and satisfactorily pass clinical. The Readmission board may contract with the student for additional requirements.
8. No student shall be readmitted more than one time to any Crowder College nursing program.
9. If student is not selected for readmission within one year of leaving the program, the student will then be required to apply to restart the program as a readmission student to their original program.
10. The Readmission Committee is tasked with assessing individuals to help a student be successful in their readmission to the program and may outline additional requirements as part of readmission approval (such as attending Life Skills course, documentation of a meeting with Financial Aid, etc.)

The student will be notified by letter of the board's decision. The decision reached by the readmission board is subject to due process.



## **Immunization Policy and Health Screenings**

All students enrolled in the Crowder College Nursing Program are required to have up to date vaccinations, TB testing and American Heart BLS CPR and required health screens. Written verification of the vaccination series must be on file by the start of the first semester or as they become due. Annual mandatory flu vaccine is due to the nursing office on or before Oct. 31 of current year. Failure to comply will prevent participation in the clinical setting and will result in probation

## **Substance Abuse Policy**

Unannounced selection of students for substance abuse testing performed by an outside third party, will be conducted. The selection will result in an equal probability that any/each student will be tested. The testing process may not be tampered with or altered in any manner. A positive substance screen, blood test, tampering with the process, or refusal to test will result in immediate dismissal from the program. Additional testing may be required at the student's expense.

## **Emergency Care/Medical Care Policy**

If a student becomes ill or is injured while in class or in

the clinical facility, appropriate medical care will be sought. If warranted by the student's condition, the local Emergency Medical Services system will be activated.

While performing duties in class or in the clinical facility, the student is not considered an employee or agent of the college or the clinical facility. As such, neither Crowder College or the clinical facility will be responsible for the costs incurred for medical treatment necessitated by, or loss of earnings resulting from, any injury or illness suffered by the student during class or in the clinical facility. All such costs and losses are the sole responsibility of the student. Short-term medical insurance policies are available for students to purchase.

### **Retention and Promotion Criteria**

Continuation in the nursing program is contingent on the student:

1. Maintaining a minimum 2.0 overall grade point average.
2. Achieving a grade of "C" or better in all courses.
3. Maintaining a minimum 80.0% average on exams only (excludes all bonus work and projects) for each nursing course.
4. Maintaining a minimum 80.0% overall average for each nursing course.

5. Maintaining satisfactory evaluations in the clinical areas as defined in clinical course outlines.
6. Abiding by the rules and regulations of Crowder College, the Nursing Department, and the cooperating clinical facilities.
7. Exhibiting professional, ethical, and legal behavior. Any arrest or charges for illegal behavior must be reported within 48 hours of occurrence.
8. Exhibiting behaviors that enhance the health and safety of clients and peers, as evidenced by satisfactory clinical evaluation and adherence to regulations and behavioral objectives established by the nursing program.
9. A level 1 (non LPN) student is expected to complete the program within 3 consecutive years, and an LPN bridge student must be able to complete the program within 2 consecutive years. Program must be completed within 150% of time from admission into the program.

## **Clinical**

The designated school uniform will be worn in clinical facilities. Each student will purchase at least one complete uniform and one lab coat. Students are responsible for keeping their uniforms cleaned, pressed, repaired, and/or replaced. Students are to be personally well-groomed. Students must follow the dress code provided in the clinical packet.

Participation is required at all clinical orientation sessions, clinical sessions, simulations, and all other clinical related activities. Students will be expected to provide their own transportation to the clinical sites. Clinicals are chosen based on clinical experiences provided. On clinical days in which the student is absent the student must verbally contact their clinical instructor or facility prior to the beginning of their clinical session. Failure to do so is considered a no-call, no-show and will result in an unsatisfactory clinical evaluation. Clinical absence that is not made up by the end of the semester will result in an unsatisfactory (U) in the clinical evaluation and will require a probation committee meeting. All clinical absences must be made up at the convenience of the nursing instructional staff by the end of the semester. A \$75.00 fee will be charged to the student for each make-up clinical, or clinical related activity such as simulations. A \$25 fee will be charged for any clinical schedule change. Sites are assigned based on learning opportunities. Students are required to attend the clinical site and shift assigned. Electronic devices may only be used in approved areas within a clinical setting. Cell phones prohibited in patient care areas.

## **Tardy and Absence Policy:**

Tardy is defined as arriving at the clinical setting after the clinical start time and up to 60 minutes late. When a student is tardy 60 minutes or more or is away from the clinical setting for 60 minutes or more, it is considered an absence. An absence requires a \$75 clinical make-up fee and rescheduling of an entire clinical day. Two times being tardy or two clinical absences in Clinical I and three times being tardy or three clinical absences in Clinicals II, III, or IV will result in an unsatisfactory clinical evaluation and will require a probation committee meeting.

The student must submit a completed physical exam, current immunization record and current American Heart BLS CPR certification to the nursing secretary prior to entering the clinical area. **Failure to submit these required records will result in the student NOT being allowed to participate in clinical and will result in probation.**

## **CLINICAL DRESS, HYGIENE, AND BEHAVIOR CODE**

Students must follow these guidelines plus the guidelines at the clinical facility.

### Body:

Bathe daily, use non-scented deodorant

No perfumes, colognes or after shave

All tattoos must be covered and not visible,

tattoos on hands must be removed. Dermablend or tattoo tape can

be purchased to cover any tattoos except on hands.

NO visible piercings except small studs in ears (limited to one pair)

Subtle make-up, no false eye lashes

Hair:

Clean; shoulder length or longer must be gathered so that it is not able to move freely.

NO decorative hair ornaments such as bows, large barrettes, etc. may use clips, cloth covered pony tail covers, etc.

NO foos tails or radical hairstyles or colors

Black, white or grey headbands allowed

Beards must be neatly trimmed and short

Nails:

Clean, short, well groomed

NO nail polish, clear polish acceptable

NO acrylics, fake, gel or shellac

Teeth:

Brushed and clean/good dental hygiene

Visible defects or decay must be addressed

NO visible jewels on teeth

Uniform:

Clean and pressed

White lab coat with patch on left sleeve

Name tag must be visible worn chest level or above

White socks or socks to match uniform color only

NO stripes, patterns etc. on socks

Shoes need to be solid color black, White or Grey (or mostly white), non-penetrable walking tennis shoes (No Mesh), clean with white shoestrings (no metallic shoestrings) or clogs *without holes* (black, white or grey solid color)

Black, white or Grey undershirts only

NO smoke smell on uniform

NO hoodies

Jewelry:

Allowed: watch with second hand, one pair small earrings-non dangling

NO apple or smart phone watch

NO more than one band type ring without prongs

NO necklaces or other jewelry

NO tongue rings, NO lip rings, NO eyebrow rings. If using spacers they must be clear or flesh colored

Gauges must be filled

Professional Etiquette:

NO loud laughter or joking in public places

NO loud talking

NO talking about patients in public places

NO inappropriate language

NO gum chewing

NO smoking during clinical day

**NO CELL PHONES ALLOWED IN PATIENT CARE AREAS**

**MUST** show respect to the patients, staff, instructors, fellow students and institutions

Clinical Supplies:

Should be with you at all times: electronic device such as an IPAD with download of clinical books, or hard copy books, Stethoscope (Littman Classic SE or better), Watch with second hand, Penlight, Bandage scissors, 2 black ink pens, and breath mints in pocket

Dress Code for Seminars:

Crowder lab coat (white) pressed with name tag on left side.

Nice clothing (dresses, dress slacks)

NO jeans or shorts

Dress Code for Volunteer Services/Bonus Points Activities, Etc.:

Crowder T-Shirt with jeans, slacks or skirt, no shorts

Name tag must be visible at all times

## Clinical shoes

*Additionally, instructors may dictate dress code for other activities. At all times when you are representing Crowder College Nursing Program remember that your appearance makes a statement about our program.*

*Check with faculty for clarification if you have any questions.*

## Regulations

1. No smoking in classrooms or labs.
2. Cell phones, beepers, and other electronic equipment should be turned off during class. Cell phones are prohibited in the patient care areas and public areas in the health care setting.
3. Disruptive behavior or inappropriate behavior in the classroom, lab, or clinical setting may result in dismissal of the student or students from the classroom or clinical setting and may result in a probation committee meeting and possible dismissal from the program.
4. No children or significant others or students not enrolled in that particular class are allowed in the classrooms, labs or clinical premises, unless permitted by the instructor.
5. No student will be allowed to participate in the clinical setting with an oral temperature of 100.4° or higher.
6. Other regulations may be added as needed.
7. Instructor must be notified verbally by phone if tardy or unable to attend clinical.



## Reasons for Dismissal

*May include but are not limited to:*

1. Lack of competence in the clinical area.
2. Failure to achieve an 80.0% average in exams or overall grade in nursing courses as outlined in retention policies.
3. Failure to complete Kaplan testing and/or required remediation.
4. Failure to maintain an overall 2.0 GPA.
5. Unethical or illegal behavior, or failure to follow the standard of student conduct as outlined in the Crowder College Student Handbook (i.e. plagiarism).
6. Failure to maintain eligibility for licensure in the State of Missouri as set forth in the Missouri Nursing Practice Act.
7. Failure to meet dosage calculation requirements.
8. Failure to abide by the rules and regulations set forth in this handbook and the Crowder College Student Handbook.
9. Failure to participate actively with client care in a clinical rotation.
10. Refusal of client assignment or to perform a skill in the clinical setting.
11. Failure to attend all sessions of a live NCLEX review and completion of online components of NCLEX review.
12. Failure to meet expectations for completion of the program in the required 3 consecutive years for generic students, 2

consecutive years for LPN bridge students.

13. The need for a third probation may result in dismissal.
14. Failure to attend a probation meeting.

## **Withdrawal**

A student who withdraws from the program is expected to report to the program coordinator for an exit interview at which time available options will be discussed. Failure to officially withdraw may result in a grade of "F". Students who withdraw from the Nursing Program will have tuition refunded according to college policy.

## **SNA Funds policy**

Money raised from Crowder College Student Nurses Association members can only be used within the organization of Crowder College. Examples would be funding students to attend conferences, purchasing necessary items needed on the campus, gifting Crowder employees for services provided, paying for services or items needed by members such as the nursing pin. All allocation of funds must be voted on by the SNA members with majority vote required. All voting should be supervised by an SNA advisor.

## **Grievance Procedure**

The Crowder College Due Process or Academic Appeals Committee Procedure may be utilized by nursing students. The procedure is described in the college catalog and the student handbook, these procedures may also be accessed on the Crowder College web site: [www.crowder.edu](http://www.crowder.edu).

Procedure for Due Process regarding non-academic or non-grade related grievances are located in the student handbook and on the Crowder College web site: [www.crowder.edu](http://www.crowder.edu).

The Student Grievance Appeal Procedure for academic or grade related grievances are located in the student handbook and on the Crowder College web site: [www.crowder.edu](http://www.crowder.edu).

Rev. 01/04/2018