



# PRACTICAL NURSING PROGRAM

## 2025-2026 HANDBOOK

Manhattan Area Technical College  
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Manhattan, Kansas 66503

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## Nursing Program Mission

The Manhattan Area Technical College (MATC) Nursing Division supports the mission of the college with a commitment to prepare students for employment and advancement in technical careers.

The MATC Nursing Division prepares students to pursue nursing careers at the Practical Nursing (ADN) and Associate Degree Nursing (ADN) levels by:

- Providing high quality education using both academic and clinical learning environments
- Promoting awareness of the role in health resources within the community and diverse global environment.
- Creating and maintaining a civil working and learning environment.
- Contributing to the advance of the nursing profession through:
  - Emphasis on lifelong learning
  - Use of evidence-based practice
  - Encourage membership in professional organizations

## Manhattan Tech Mission Statement

Manhattan Area Technical College provides high quality technical, general, and adult education to prepare individuals to pursue technologically advanced careers and lead productive lives in a dynamic and diverse global environment.

## Our Philosophy

The faculty believes at the completion of the program the graduates will have the knowledge, skills, attitudes, and abilities needed to practice safely and effectively. As an entry level practical nurse, the graduate will be able to meet the client's basic needs throughout the lifespan requiring promotion, maintenance, and/or restoration of health.

Clients - The faculty believe clients (individuals, families and significant others), are finite beings with varying capacities to function in society. They are unique individuals who have defined systems of daily living that reflect their values, cultures, motives and lifestyles. Additionally, clients have the right to make decisions regarding their health care needs.

Health - The faculty believe health is defined within three areas: promotion, maintenance, and restoration. Health promotion and maintenance are defined as client care that incorporates knowledge of expected stages of growth and development, and prevention and/or early detection of health problems. Restoration is defined as assisting the client to achieve an optimal level of health.

Nursing – The faculty believe nursing is both an art and a science. We believe nurses provide care for clients' basic biological, cultural, spiritual and psychosocial needs throughout the lifespan. Nurses provide comfort in a caring environment. Critical thinking and the nursing process are the primary clinical problems solving tools of the nurse. The nurse is part of the interdisciplinary health care team who collaborates within the healthcare system and the community. Nurses are accountable for providing care within the scope of ethical and legal responsibilities.

Practical Nursing - The faculty believe practical nurses provide care of clients with commonly occurring health problems that have predictable outcomes. The practical nurse delivers care under the supervision of a registered nurse, or a person licensed to practice medicine and surgery or dentistry.

Education and learning - The faculty and students believe they are partners in the acquisition of knowledge, skills, attitudes, and abilities in a supportive adult learning environment. Promoting student success and instilling a value of lifelong learning is integral to success of the nursing discipline.

Environment- The faculty believes the environment is both external and internal. External environment is the set of circumstances, objects or external conditions that positively or negatively affect the well-being of clients. Internal environment includes biological, cultural, spiritual and psychosocial aspects.

## Conceptual Framework

(Definitions of Curriculum Concepts, KS PN Alignment)

Nursing Process- a scientific approach to clinical decision making which incorporates evidence-based practice and critical thinking. The steps of the process include assessment, planning, implementation and evaluation.

Professional Behavior- behaviors that demonstrate intellectual and personal integrity which include dedication to the client's welfare, commitment to the discipline of nursing, adherence to college, program, and agency policies. Professional behavior involves participation in lifelong self-development activities to enhance and maintain current knowledge and skills for continuing competency.

Collaboration/Communication- the verbal and non-verbal interaction among the practical nurse and members of the health care team with clients, families, and significant others. Events and activities associated with client care are validated in written and/or electronic records that reflect standards of practice and accountability in the provision of care.

Basic Needs- physiological, psychosocial and spiritual requirements necessary for optimal functioning. Physiological needs are basic needs related to the functioning of body systems essential to life: oxygenation, hydration, nutrition, bowel elimination, urinary elimination, activity/mobility, rest and sleep, hygiene, skin/tissue integrity, comfort and physiological safety.

Psychosocial and spiritual needs include sexuality, emotional security, communication and cognition, love and belonging, self-esteem and self-actualization. As physiological needs are sufficiently satisfied, psychosocial and spiritual needs emerge. When there is an interference with one's ability to meet basic needs, health problems may result.

Safety- a safe and effective care environment includes providing protection of clients and health care personnel from health and environmental hazards.

## PN Program Outcomes:

<b>Relationship-centered care</b>	Provide nursing care that is relationship-centered, caring, culturally sensitive and based on the physiological, psychosocial and spiritual needs of clients with commonly occurring health alterations that have predictable outcomes.
<b>Teamwork and Collaboration</b>	Collaborate with the client and members of the interprofessional health care team to promote continuity of client care and shared decision-making.
<b>Evidence based practice</b>	Use current evidence-based practice resources as a basis for nursing practice.
<b>Informatics</b>	Use information and client care technology in the provision of safe, quality client care.
<b>Quality Improvement</b>	Participate in quality improvement activities assessing their effect on client outcomes.
<b>Safety</b>	Provide an environment that is safe and reduces risk of harm for clients, self, and others.
<b>Professionalism</b>	Demonstrate accountability for client care that incorporates legal and ethical principles, regulatory guidelines, and standards of nursing practice.
<b>Leadership</b>	Use leadership skills that support the provision and coordination of client care.

## Course Descriptions

### **NUR 107 Foundations of Nursing 4 SCH**

This course provides an introduction to practical nursing and roles of the practical nurse as well as profession- and client-related care concepts. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. The theoretical foundation for basic data collection and nursing skills is presented and an introduction to the nursing process provides the student with a framework for decision making. Prerequisite(s): Admission to the PN program and concurrent enrollment in NUR 108.

### **NUR 108 Foundations of Nursing Clinical 2 SCH**

This course provides an introduction to the skills required to practice nursing. The theoretical foundation for basic data collection and nursing skills is presented and the student is given an opportunity to demonstrate these skills in a clinical laboratory setting. Students are also given an opportunity to practice application of the nursing. Prerequisite(s): Admission to the PN program and concurrent enrollment in NUR 107.

### **NUR 1112 Foundations of Pharmacology and Safe Medication Administration 2 SCH**

This course introduces the principles of pharmacology, drug classifications, and the effects of selected medications on the human body. The nursing process is used as the framework for ensuring safe and effective nursing care for clients across the lifespan.

Prerequisite(s): Admission into the PN program and concurrent enrollment in NUR 1175 and NUR 118.

### **NUR 1175 Nursing Care of Adults I 5 SCH**

This course focuses on the care of adult clients experiencing common medical/surgical health alterations with predictable outcomes. Emphasis is placed on the care of clients with alterations in cardiac output and tissue perfusion, oxygenation, regulation and metabolism, and integument. Principles of pre-and post-operative care and IV therapy are also addressed. Prerequisite(s) NUR 107 and NUR 108 with a "C" or higher; concurrent enrollment in NUR 118 and NUR 1112.

### **NUR 118 Nursing Care of Adults I Clinical 3 SCH**

This course focuses on the care of adult clients with common medical/surgical health alterations. The clinical laboratory experience provides the student an opportunity to apply the theoretical concepts from Nursing Care of Adults I and implement safe client care in selected settings. Prerequisite(s): NUR 107 and NUR 108 with a "C" or higher; concurrent enrollment in NUR 1175 and NUR 1112.



### **NUR 133 Leadership, Roles, and Issues 1 SCH**

This course provides orientation to leadership roles of the LPN and related responsibilities. It will introduce issues to the student they will encounter in the workplace.

Prerequisite(s): NUR 1112 with a grade of 90% or higher, NUR 107, NUR 108, NUR 1175, NUR 118, and NUR 134 with “C” or higher. Concurrent enrollment in NUR 136, NUR 1375, NUR 138.

### **NUR 134 Mental Health Nursing 2 SCH**

This course explores basic concepts and trends in mental health nursing. Therapeutic modalities and client behavior management are discussed. Emphasis is placed on using the nursing process and meeting the basic human needs of the mental health client. Prerequisite(s): NUR 1112 with a grade of 90% or higher, NUR 107, NUR 108, NUR 1175 and NUR 118 with “C” or higher. Concurrent enrollment in NUR 136, NUR 1375, and NUR 138.

### **NUR 136 Care of Aging Adults 2 SCH**

This course is designed to explore issues related to aging adults. Course content addresses the impact of ageism, alterations in physiological and psychosocial functioning, and the role of the practical nurse in caring for older adult clients across a continuum of care.

Prerequisite(s): NUR 1112, NUR 1175, and NUR 118 with a grade of “C” or better. Concurrent enrollment in NUR 134, NUR 1375, and NUR 138.

### **NUR 1375 Nursing Care of Adults II 5 SCH**

This course focuses on the care of adult clients experiencing common medical/surgical health alterations with predictable outcomes. Emphasis is placed on the care of clients with alterations in cognition and sensation, mobility, elimination, immunity and hematology, and reproduction. Principles related to emergency preparedness are also addressed.

Prerequisite(s): NUR 1112 with a grade of 90% or higher, NUR 107, NUR 108, NUR 1175, NUR 118 and NUR 134 with “C” or higher. Concurrent enrollment in NUR 136, NUR 1375 and NUR 138.

### **NUR 138 Nursing Care of Adults II Clinical 3 SCH**

This course focuses on the care of adult clients with common medical/surgical health problems. The clinical laboratory experience provides the student an opportunity to build on the theoretical concepts from Nursing Care of Adults I and II and implement safe client care in selected settings. Students are given the opportunity to practice leadership skills while managing a caseload of clients.

Prerequisite(s): NUR 1112 with a grade of 90% or higher, NUR 107, NUR 108, NUR 1175 and NUR 118 with “C” or higher. Concurrent enrollment in NUR 134, NUR 136, NUR 1375 and NUR 138.

### **NUR 170 Maternal Child Nursing 2 SCH**

This course provides an integrative, family-centered approach to the care of childbearing women, newborns, and children. Emphasis is placed on care of the pregnant woman and newborn, normal growth and development, and common pediatric disorders.

Prerequisite(s): NUR 1112 with a grade of 90% or higher; NUR 107, NUR 108, NUR 1175, NUR 118, NUR 133, NUR 134, NUR 136, NUR 1375, and NUR 138 with a grade of “C” or better. Concurrent enrollment in NUR 171.

### **NUR 171 Maternal Child Nursing Clinical 1 SCH**

This course provides an integrative, family-centered approach to the care of childbearing women, newborns, and children. Students are given the opportunity to observe the uncomplicated birth process and practice postpartum care as well as care of the newborn in the clinical laboratory setting. Common pediatric diseases and the growth and development process is the focus of child-related clinical laboratory experiences. Prerequisite(s): NUR 1112 with a grade of 90% or higher; NUR 107, NUR 108, NUR 1175, NUR 118, NUR 133, NUR 134, NUR 136, NUR 1375, and NUR 138 with a grade of “C” or better. Concurrent enrollment in NUR 170.

## **General Information**

### **Personal Standards**

- Students are to model professional behavior in the classrooms, clinical facilities and any other area where they represent nursing.
- Hospitals and long-term care facilities do not allow smoking within their facilities or on their premises.
- The college nor clinical sites assume responsibility for lost or stolen articles but provide storage space whenever possible.

### **Address and Cell Phone Changes**

It is the student's responsibility to notify the nursing administrative assistant and faculty of changes in address or cell phone number. At times it is critical for instructors to be able to contact students at short notice, so current contact information is essential. In addition, students must complete a change of address form at matc on-line for the college.

### **Nursing Essential Skills and Functional Abilities**

The Practical Nursing Program is a practice discipline with cognitive, sensory, affective and psychomotor performance requirements. Based on these requirements, the following list (see PN information packet), highlights the Nursing Essential Skills and Functional Abilities that have been developed. Each standard has an example of activities which a student will be required to perform, with or without an accommodation, while enrolled in the PN program at Manhattan Tech. The Nursing Essential Skills and Functional Abilities should be used as a guide to assist applicants in

determining whether accommodation or modifications are necessary in order to meet program participation requirements.

Applicants who identify potential difficulties with meeting Nursing Essential Skills and Functional Abilities should communicate their concerns to the Dean of Nursing Education & Health Programs. If the concern is related to a documented disability, applicants are responsible for contacting the Student Accommodations Department college. <https://manhattantech.edu/student-life/student-accommodations>. Determination of reasonable and appropriate accommodation will be made on an individual basis by the Accommodations Department. Additionally, applicants should assess their aptitude and ability to perform professional duties by reviewing the Nursing Essential Skills and Functional Abilities and discussing them with their healthcare provider.

### **Background Check – completed upon acceptance into the practical nursing program**

The completion of a criminal background check is one of the admission requirements to the practical nursing program. Specific requirements regarding the background check will be given at orientation. The background check is required to ascertain:

- 1) The ability of students to eventually become licensed in the profession AND
- 2) The ability of students to attend mandatory clinical rotations at external facilities in accordance with the requirements of the program.

Because a criminal history can have different effects at the educational, licensure, and employment levels, when a person is considering pursuing a nursing career, it is best to have as much information as possible prior to deciding to enroll in a nursing program. Manhattan Tech encourages individuals who have criminal histories and who are interested in pursuing a nursing career to:

- 1) Contact approved nursing education programs and ask about the programs' enrollment criteria with respect to criminal convictions.
- 2) Review the criminal history information available on KSBN's website  
<https://ksbn.kansas.gov/legal-background-info/>
- 3) Contact healthcare facilities and inquire about hiring criteria with respect to criminal convictions.

### **Convictions or Disciplinary Action**

Kansas laws governing nursing states that an individual may be denied licensure if that person has had certain criminal convictions:

“KSA 65-1120 Denial, revocation, limitation or suspension of license (a) (2) to have been guilty of a felony or to have been guilty of a misdemeanor involving an illegal drug offense unless the applicant or licensee establishes sufficient rehabilitation to warrant the public trust, no license, certificate of qualification or authorization to practice nursing as a licensed practical nurse shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 of chapter 21

of the Kansas Statutes Annotated and acts amendatory thereof or supplemental thereto.”

Licensure may also be denied because of past disciplinary action on a license or certificate. The Kansas State Board of Nursing (KSBN) staff can answer questions relating to licensure.

Students are asked to notify the Dean of Nursing Education and Health Programs if convicted of an offense as described above during the program year.

### **Pearson Vue Vouchers**

The cost of the Pearson Vue Voucher is collected in student fees. *Students need not purchase these individually.* Within thirty days of graduation, the nursing department will inform students on the process of Board of Nursing licensure application, fingerprinting and obtaining the Pearson Vue Voucher.

### **Health insurance**

Individual health insurance for each student is required to cover any illness or injury that may occur during clinical instruction. The student will provide a record of the above information to maintain a department record. This record will be requested before the first clinical rotation. Any change in health insurance needs to be given to the nursing program.

### **Computer System Requirements**

1. Bring laptops to class daily.
2. Please keep the following information in mind:
  - a. Laptop: Windows 10 or newer
  - b. No Chrome books or Tablets
  - c. Required - Microsoft Office - [Download from MATOnline](#)
3. At least 4 hours of battery life.
4. See [MATOnline for operating systems](#). *Windows operating system works best but Mac computer is acceptable. All assignments must be submitted in a Word document form.*
5. Students will need access to cable or fiber optic high speed internet or an internet “mobile hot spot” with 4G or higher from a reliable provider. This is provided on the wireless network on MATC’s campus but will need this at home when assignments or class work is completed at home or possible MATC shut down and students completing remote learning.

### **MATC Online and Learning Management System**

Tech Support via MATC helpdesk [Helpdesk@manhattantech.edu](mailto:Helpdesk@manhattantech.edu)

### **Netiquette:**

Netiquette, short for "Internet etiquette," refers to respectful and appropriate behavior in all forms of online communication. Following netiquette guidelines help create a positive and inclusive online learning environment.

While the online setting can feel impersonal or anonymous, it's important to remember that your messages are read by real people with diverse backgrounds and perspectives. Engaging respectfully and thoughtfully fosters collaboration and learning.

Avoid sarcasm, offensive language, or inappropriate humor. These can be easily misinterpreted without the context of facial expressions or tone of voice. Communication online lacks non-verbal cues, so always choose your words carefully and consider how they might be received.

Treat others with courtesy and professionalism. Never post anything about someone else that you wouldn't want to share publicly. Assume that anything you write could be forwarded or seen by the entire class.

Disrespectful behavior such as slander, discrimination, or sexual harassment will not be tolerated under any circumstances. Always strive to contribute to a respectful, safe, and supportive virtual classroom.

### **Guidelines for Accommodations for Students Enrolled in Nursing Programs**

Students requesting academic accommodation for their nursing courses should refer to the Manhattan Tech Office of Accommodations guidelines at <https://manhattantech.edu/accommodations>

### **Basic Life Support**

Basic Life Support (BLS) at the Healthcare Provider level is required prior to clinical experience. This certification is to remain current throughout the program.

### **Counseling**

As identified in the MATC Student Handbook, counseling services are available to all students. A counselor is available through the WellConnect system online or contact your faculty mentor for more assistance.

### **Faculty Mentoring**

At the beginning of the program year, students will be assigned a faculty mentor. Mentoring sessions can be held during office hours or by appointment. Mandatory sessions will be assigned at the beginning of each semester.

### **Teaching and Learning Center (TLC)**

The Teaching and Learning Center is staffed to assist students in locating and using resources to enhance learning. Peer tutors can also be found in this location to help students with most subjects. Walk-in as well as sign-up hours are available. Refer to the MATC TLC website for additional resources and services. <https://manhattantech.edu/tlc>

### **Dress Code for Clinical Experience**

The student must be neat, clean and appropriately dressed at all times. Contractual agreements with clinical sites require that students are dressed in a standard program uniform with an identifying name badge. All aspects of clinical attire (uniform, socks, shoes) should be clean, free of obvious stains and in good repair. Specific dress code policy from each clinical agency will also be considered as mandatory requirements for students (hair color, piercings, tattoos, etc.) MATC prepares graduates to be successful on the licensing exam and in practice; therefore, each clinical setting is considered paramount to achieve this. Clinical agencies may require students to wear specific facility attire in some areas (for example Operating Room, Labor and Delivery, etc.). Students are required to abide by these agency requirements. A student who does not present themselves at a clinical site as required by the contractual agreement/policy/handbook may be denied access to clinical for that day.

### **Clinical Uniform**

The standard program uniform consists of an identifying program color with required embroidery of MATC logo. Undershirts (either long or short sleeved) need to be one of the following colors: white, black, or gray. Information regarding clinical uniform was provided at PN orientation. It is required that students purchase two uniform sets so a clean and non-wrinkled garment can be worn each clinical day.

### **Test of English as a foreign language (TOEFL)**

Students who identify English as a foreign language may be required to take the TOEFL. These requirements are identified in the program application and all necessary documentation is completed prior to admission to the program.

### **Employment**

It is strongly advised not to work during the MATC nursing program. If a student must work, it is also strongly advised to work no more than 12-15 hours per week. Employment must not conflict with class or clinical time. Students must not work the night before a clinical day (see policy). Students are not to wear their school uniform to their place of employment. If students are employed at the same agency as a program designated clinical site, they are never to use their work login during their clinical time or vice versa. Individuals who plan to be employed as health care providers in hospitals, home health agencies, or nursing homes during the program may practice only as nurse's aides or technicians, according to any certification earned prior to beginning the PN program.

### **Student Representatives and Voice Council**

The students will be asked to volunteer, or the student body will select at least two individuals to serve as the Student Voice Representatives twice during the academic year.

The duties of the Student Voice Representative will include:

- Organize class activities such as celebrations, potlucks, service projects, response to illness or other activities.
- Serve as an advocate for student concerns.
- Maintain perspective of seeking clarification and referring student questions, rather than assuming a counseling function.
- Maintain confidentiality.
- Student Representatives will be invited and may attend the beginning portion of regular faculty meetings to facilitate communication of student concerns.

## Emergency Response & Management Plan

The MATC Emergency Response and Management Plan provides direction for faculty, staff and students in a crisis. A copy of the plan is in the main nursing office and classrooms as well as online. In addition, maps displaying exit routes, as well as safe areas for fire and weather emergencies are posted in each classroom, including nursing simulation lab areas and online. MATC utilizes a RAVE ALERT system as an early activation notification for any emergency for faculty and students. MATC utilizes SafeDefend as an alert system for any emergency within the campus. See safety tab on MATC online for details <https://matconline.matc.net/ICS/Safety/>

## Standards of Conduct

### Policy Statement:

To foster a professional, ethical, and respectful learning environment, the Manhattan Area Technical College nursing program has adopted these Standards of Conduct, which outline behavioral expectations for all nursing students in academic and clinical settings.

### Rationale:

These Standards of Conduct align with the values of the nursing profession and provide a framework for expected student behavior, procedures for addressing misconduct, and potential consequences for policy violations. They reflect the responsibilities outlined in the **ANA Code of Ethics** and promote integrity, accountability, and professionalism in nursing education.

### Supporting Resources

- American Nurses Association Code of Ethics for Nurses: [ANA Code of Ethics](#)
- Kansas Nurse Practice Act: [KSBN Regulations](#)
- MATC Policy 5.9.4 – Suspected Drug or Alcohol Misuse by Students

### Procedure:

Students agree to abide by the following principles:

#### 1. Professional Conduct

Students are expected to maintain professional behavior in all academic and clinical settings.

Expectations include:

- **Attendance and Punctuality:** Students must attend all required classes, clinicals, and assigned activities on time.
- **Respectful Communication:** Use of professional language is required in all interactions (in-person, written, and electronic). Profanity and disrespectful language are unacceptable.
- **Civility and Conflict Resolution:** Civility must be maintained in all professional relationships. Conflicts should be addressed respectfully and escalated to faculty when necessary.
- **Academic Integrity:** All academic work must be original or properly cited. Cheating, plagiarism, and sharing exam content are violations of institutional policy.
- **Facility and Equipment Use:** Students must treat all facilities, labs, and equipment with care and report any misuse or damage.

## 2. Use of Electronic Devices

- Electronic devices must not disrupt the learning environment.
- Permitted devices include laptops for academic use (notetaking, e-textbooks, or exams).
- Personal cell phone use (texting, calls, social media) during class is prohibited.
- All devices, including smartwatches and phones, must be stored in designated lockers during exams or exam reviews. Devices must not be stored in bags or backpacks during testing.
- Use of technology is subject to instructor discretion. If personal use is necessary, students must notify the instructor in advance.
- Non-academic use of devices may result in the student being asked to leave class.

## 3. Substance Use

- The possession, use, or distribution of illegal substances or the misuse of prescription drugs is strictly prohibited and subject to institutional policy and disciplinary action.
- The use of alcohol or being under the influence of alcohol is strictly prohibited on school property or during any clinical experience.

## 4. Classroom and Clinical Expectations

- Maintain respectful behavior in class and clinicals. Disruptive conversations, distractions, or unprofessional behavior will not be tolerated.
- Technology should support, not hinder, the learning environment.
- Class time should be viewed as a professional space dedicated to learning and development.

## 5. Violation and Disciplinary Process

Failure to comply with the Standards of Conduct will result in a progressive disciplinary process:

- a. **First Notification:**
  - Verbal warning issued by faculty.
  - Event is documented in student's file with instructors' signature(s).
- b. **Second Notification:**
  - Meeting with nursing faculty and Dean of Nursing Education & Health Programs.
  - Documentation signed by all present and filed in student's record.
- c. **Final Notification:**



- Meeting with Vice President of Student Success and Dean of Nursing.
- All documentation reviewed; this may result in dismissal from the nursing program.
- d. **Additional Considerations:**
  - Misconduct may be reported to the Kansas State Board of Nursing.
  - Violations of law may be reported to law enforcement.
  - MATC-wide policies and grievance procedures remain applicable and in full effect.

## 6. Acknowledgment

- All students are required to review, understand, and sign this policy annually.
- Adherence to these standards ensures a safe, ethical, and professional learning environment for all.

# Code of Ethics

## Policy Statement:

This policy outlines the standards of ethical and professional conduct expected of nursing students. It is grounded in the principles set forth in the *American Nurses Association (ANA) Code of Ethics for Nurses* and serves to promote integrity, respect, accountability, and excellence in all academic and clinical environments.

## Rationale:

The nursing profession demands the highest standards of ethical and professional conduct, as nurses are entrusted with the care and well-being of individuals, families, and communities. The Nursing Student Code of Ethics Policy serves as a critical framework to instill these standards in students as they transition into professional roles. This policy, grounded in the *American Nurses Association (ANA) Code of Ethics*, ensures that students develop a strong ethical foundation that guides both academic and clinical practice.

## Procedure:

This policy applies to all nursing students in all settings, classroom, laboratory, clinical, simulation, and community environments and is designed to uphold the values and ethical commitments of the nursing profession. Students will agree to this policy as verified by their signature annually.

## 1. Respect for Human Dignity

- Nursing students must treat all individual patients, faculty, staff, peers, and others with dignity, respect, and compassion. Discrimination or harassment of any kind is prohibited.  
*Corresponds with ANA Provision 1.*

## 2. Commitment to Patients and Public

- Students are expected to prioritize patient safety, rights, and confidentiality. In all interactions, they must advocate for the health, well-being, and informed choices of those in their care.  
*Corresponds with ANA Provision 2.*

### **3. Accountability and Professional Responsibility**

- Nursing students must take responsibility for their actions, decisions, and learning. They are expected to comply with academic and clinical site policies, complete assigned duties accurately, and admit errors honestly.

*Corresponds with ANA Provision 3.*

### **4. Duty to Self and Personal Integrity**

- Students should strive to maintain physical, emotional, and mental health and seek assistance if impaired. Academic honesty is always required. Cheating, plagiarism, falsification of records, and misrepresentation of facts are considered serious violations.

*Corresponds with ANA Provision 5.*

### **5. Continuous Learning and Competence**

- Nursing students must actively engage in professional development and demonstrate clinical competence. They are expected to prepare for and participate fully in all educational and clinical activities.

*Corresponds with ANA Provision 6.*

### **6. Ethical Obligation in Clinical Practice**

- Students must uphold ethical principles in clinical settings, respect institutional policies, and report unsafe practices. They are expected to demonstrate confidentiality, patient-centered care, and sound judgment.

*Corresponds with ANA Provision 7.*

### **7. Advocacy and Social Justice**

- Students should be aware of social determinants of health and advocate for equity, inclusion, and access to care. Disparities or injustices encountered during academic or clinical experiences must be addressed professionally.

*Corresponds with ANA Provision 8.*

### **8. Professionalism in Relationships**

- Nursing students are expected to maintain professional boundaries in all relationships, including with patients, instructors, staff, and peers. Communication should be respectful and professional, both in person and online.

*Corresponds with ANA Provision 9.*

### **Violations and Consequences**

Violations of this Code of Conduct will be investigated by the faculty and Dean of Nursing Education and Health Programs. Depending on the severity of the violation, it may result in disciplinary action, including but not limited to:

- Verbal or written warnings
- Remediation or counseling

- Probation or dismissal from the program
- Referral to academic integrity boards or licensing boards as applicable.

## Social Media

### Policy Statement:

Students who have enrolled in the nursing programs at Manhattan Area Technical College (MATC) are expected to maintain high standards of professionalism. The following facts are noted:

- Each student made a choice to pursue the profession of nursing.
- The nursing profession provides services to the public and is overseen by state boards of nursing that exist to protect the public.
- High standards of behavior are expected by the public, and by regulatory agencies (including Kansas State Board of Nursing).

### Rationale:

Social media platforms serve as valuable tools for communication and networking. However, content shared on these sites is often publicly accessible and can be traced back to the individual.

### Procedure:

1. The faculty members of the nursing division believe that the high standards needed from nursing professionals should begin on day one of the nursing education program.
2. The Health Insurance Portability and Accountability Act (HIPAA) sets standards for privacy and security of patient information and records, and each student nurse is required to comply with those standards.
3. In addition, students must consider their use of social media forums. The following standards are expected by the college regarding social media:
  - a. Confidential information related to individuals or agencies must not be disclosed.
  - b. Information concerning clients or clinical rotations (for example photos, stories, discussions) must not be posted on any online forum, webpage, or social media platforms.
  - c. The student must not disclose confidential information about the College, its employees, or its students. Posting of any derogatory nature regarding could result in dismissal from the program.
  - d. No materials provided by the instructor for classroom use, including lectures, lecture notes, and handouts may be posted in any social networking site, online forum, or webpage.
  - e. The student must not state personal opinions as being endorsed by the College.
  - f. MATC does not tolerate content from students that is defamatory, harassing,

libelous or inhospitable to a reasonable academic environment.

4. The student is notified that:
  - a. Social media may be used to investigate student behavior.
  - b. Students are legally responsible for anything that is posted in social media forums.
  - c. Postings on social media sites that do not meet the standards outlined above will result in disciplinary action including suspension or dismissal from the program
5. The social media policy will be included in the nursing student handbooks.
6. The policy will be reviewed at the beginning of each program.

## Attendance

### Policy Statement:

Students are expected to attend class, lab and clinicals to enhance the ability to successfully complete the nursing program(s).

### Rationale:

- Student participation in learning activities is vital to attainment of knowledge and skills.
- Behaviors demonstrating the responsibility inherent in the nursing role include promptness and reliability.
- Curriculum content and time allocation are approved by the Kansas State Board of Nursing. For these reasons, Manhattan Area Technical College's nursing programs have been established.
- A policy and procedure related to appropriate attendance during class or clinical learning experiences.

### Procedure:

1. Students have electronic access to the MATC Student Handbook and Nursing program specific Student handbooks.
2. Students are required to attend all classes and clinical to promote optimal learning. Failure to notify instructor of absence or tardy is seen as a poor employability indicator.
3. For absences from the classroom and/or clinical experience, the student must notify the instructor prior to the start of class. If absence occurs on the day of an exam or quiz, refer to the late testing policy.
  - For clinical absences, the student must notify the instructor at least 30 minutes prior to scheduled attendance time to allow the instructor to assign patients accordingly.
4. Unexcused absences, as outlined in the Late Test/Assignment Policy, exceeding two consecutive days of didactic class will result in the student being placed on an Academic Success Plan. Additionally, missing more than two clinical days of a clinical rotation will lead to placement on a Clinical Success Plan. Overall attendance will be closely monitored throughout each semester and across the entire program. Prolonged absence of more than three consecutive days will require the student to meet with the Dean of Nursing Education.
5. Tardiness is defined as arriving more than 10 minutes late to the beginning of class or after any break (except on test days). A student is not to interrupt/ disrupt class while in session, the student will wait until the next 'break' to join class. If a student is tardy 3 or more times,

the student will be placed on a success plan. Failure to improve attendance will require the student to meet with the Dean of Nursing Education.

6. The instructor may ask a student to leave either class or clinical if, in the judgment of the instructor, the student is unable to perform expected responsibilities, is unsafe in any way, and/or the student is a health hazard or a disruption to others. The student will be considered absent.
7. Failure to comply with or show improvement may result in failure and/or dismissal from the program.

## Access to Clinical Sites

### Policy Statement:

Students applying for entry into the nursing programs at Manhattan Area Technical College must have access to the clinical sites used by the program. A prospective student who will be denied access to a clinical site because of a prior relationship with the clinical site will be in jeopardy of dismissal from the program.

### Rationale:

The clinical component of nursing courses is an essential part of the nursing curriculum. The Kansas State Board of Nursing requires that all candidates for an initial licensure have a clinical curricular component and as stated in the Kansas Nurse Practice Act 60-2-105 (j). “a sufficient number and variety of patients representing all age groups shall be utilized to provide learning experiences that meet curriculum objectives or outcomes”.

The nursing program may not be able to find an adequate substitute for a clinical site that is not available to a student, nor supply an instructor at a site for one student.

### Procedure:

1. During the program, a clinical site may elect to refuse access to a student based upon actions or behavior that is not consistent with their mission/values/goals. A student denied access as a result of his/her actions during the program will also be in jeopardy of dismissal from the program.
2. Because the nature of the clinical experience at the site that bans the students may vary in length and importance, the following factors will be considered during decision making.
  - a. The reason the student is banned from the site.
  - b. The length or the required clinical rotation.
  - c. Possibility for alternative clinical sites.
3. Identify that a student is banned from a clinical site. This may come from
  - a. Background check information
  - b. Clinical site report
  - c. Student self-report
4. The Dean of Nursing Education and Health Programs will verify with the nursing administration of the clinical site that access is denied for the student. If a background check is the source of the information, the Dean will discuss the issue with the student, and the

designated contact person at the clinical site. The clinical site will decide whether to admit the student.

5. If the report comes from a faculty member or student, the issue will be reported to the Dean.
6. The Dean and the program faculty will evaluate whether arrangements can be made to avoid that particular clinical site while still providing the student with a sufficient number and variety of clinical experiences.
7. The student will be notified of the outcome by the Dean.

## Working Before Clinical

### **Policy Statement:**

To provide patient/client safety during nursing student clinical experiences.

### **Rationale:**

Working within eight hours prior to the start of a morning clinical can lead to mental as well as physical exhaustion and severely impact patient/client safety and care.

### **Procedure:**

1. Students' night-time employment outside of the nursing program must allow a minimum of an eight-hour rest period prior to a clinical experience to promote safe patient/client care.
2. If the faculty believes the student is in violation of or is in any manner jeopardizing patient/client safety, the student will be relieved of their assignment and the Dean of Nursing Education and Health Programs will be notified immediately.
3. A conference between the Dean of Nursing Education and Health Programs, the faculty member, and the student will occur before student may be allowed to return to clinical.
4. Violations of this policy will result in disciplinary action and/or dismissal from the nursing program.

## Nursing Skills Laboratory

### **Policy Statement:**

Skills lab (SL) is a critical component of health care education. Experiences in the lab setting provides the opportunity to learn, practice and improve skills and techniques that are essential in the development of safe practice standards.

### **Rationale:**

Lab space is utilized by many different groups, necessitating the area to be ready, clean and safe.

### **Procedure:**

**General:**

1. No food or drink (not used during the particular skills) is allowed in the lab areas.
2. Students may be required to wear their clinical attire and name badge while in lab, as directed by faculty.
3. Students may be required to log in and out of lab as directed by their instructor.
4. Personal items must be stored away from the skills lab area.
5. No betadine, lubricant, ink pens or markers near manikins. If staining of manikin occurs, students must notify Faculty immediately.
6. Faculty must report any damage or malfunction of equipment to the Dean of Nursing Education and Health Programs immediately to complete repairs.
7. No cell phones shall be with students during skills lab.
8. Students are to bring their supplies (if applicable) and use their supplies whenever feasible.
9. Lab doors are to be locked when not in use.
10. Visitors are allowed in lab areas with consent of faculty only.
11. No sitting on bed unless assuming the role of the patient.
12. Shoes will be removed before lying on the bed as the patient.
13. Simulations are treated as live patient events.

**Confidentiality:**

1. All simulation scenarios are considered confidential.
2. Scenario information should be treated as real patient information and is subject to the Nursing Department's privacy practices.
3. Discussion of scenarios or simulation information is considered a violation of the privacy practice.
4. Violators of the privacy policy/practices may be subject to disciplinary action.

**Scheduling:**

1. A master lab schedule will be developed at the beginning of the semester. The faculty is responsible for providing the requested scheduling details to the Nursing Administrative Assistant (AA) who coordinates the schedule. Any late additions or changes must be given to the AA to keep the schedule current and prevent conflicts.

**Clean Up:**

1. Students/faculty that use the lab are responsible for cleaning up at the end of their session.
2. Straighten or change linen as needed.
3. Return bed to low position with side rails elevated if mannikin is in bed.
4. Discard trash and disposable items.
5. Clean and put away non-disposable items.
6. Return furniture to original position.
7. Place over-the-bed tables at foot of bed.
8. Disinfect all hard surfaces with acceptable disinfectant per college approval (over-the-

bed tables, nightstands, table, equipment, etc.) upon completion of the lab session. This should be done by either students or faculty.

9. Each bed should have no more than one manikin. Do not “stack” manikins on top of each other.
10. Simulation and static manikins/models will be cleaned per manufacture recommendation.
11. Plug and infusion pumps and NIBP machine and store them in.
12. Housekeeping is responsible for collecting trash, cleaning floors, and collection and disposal of properly contained biohazard materials.

**Safety:**

1. All supplies are to remain in the lab.
2. Fingernails are to be short and clean to prevent damage to manikin’s skin.
3. Sharps are to be placed in designated sharps containers. Any “bucket-type” sharps container will be secured in a locked location upon completion of the lab session.
4. Safety needles and needless IV systems will be always used.
5. Do not recap, bend, break, or remove needles.
6. Do not over fill sharps containers. Replace sharps containers when they are 2/3 full. Full sharps containers will be disposed of per facility procedure.
7. Use good body mechanics when handling manikins. For best practice, two people should move each manikin. Avoid pulling on manikin arms, legs or head.

**Infection Control:**

1. Wash hands with soap and water or alcohol hand sanitizer in the same manner and at appropriate times as in real life clinical setting.
2. Be aware of and utilize Standard Precautions and Transmission Based Precautions (Droplet, airborne, Contact) as indicated by the scenario.
3. Students are to report the presence of open skin lesions and infections to Faculty immediately.
4. Alcohol hand sanitizer dispensers will be maintained by facilities. Complete a facility request through the ticket system when service is needed.

**Latex:**

1. Exposure to latex is minimal but may be present.
2. Every effort will be made to have latex-free equipment available, but it is not entirely latex free.
3. The student must inform the instructor immediately if they have a known sensitivity/allergy to latex.
4. All exam gloves will be latex-free.
5. Venipuncture arms and Chester Chest may contain latex.



# Grading, Progression, and Completion of Standards

## Grading

Grade reports will be given to students following each term.

The following demonstrates the nursing program grading scale:

*NOTE: Rounding will ONLY occur for the final course grade.*

<b>A</b>	94-100%
<b>B</b>	86-93%
<b>C</b>	78-85%
<b>D</b>	70-77%
<b>F</b>	Below 70%

## Satisfactory progress, academic courses:

- A grade of “C” is required to pass each course and progress through the program, unless otherwise stated in the syllabus (NUR 1112 requires a passing grade of 90% or higher).
- If a student’s cumulative score drops below passing levels during a course, the student will be placed on a student academic success plan. (*see student success plan policy*).

## Satisfactory progress, clinical courses:

- A passing grade with no clinical probation is required for successful completion of a clinical course, or clinical component of the course in both PN and ADN programs.
- For PN, successful completion will also include passing practicum skills testing. These skills are evaluated through student performance in the presence of an instructor with a pass/fail given.
- Student attendance during each clinical rotation should be adequate to allow for effective evaluation of the student’s ability to meet clinical performance standards. Inadequate attendance during clinical rotations can result in probation or clinical failure.
- Clinical failure may occur according to clinical rubric guidelines.

## Progression and Completion

- Courses are to be completed in sequence, as identified in the college catalog.
- A course grade of “D” requires that a course must be repeated.
- To ensure students have a comprehensive understanding of both theoretical (didactic) and its practical application (clinical), students who fail a didactic course are required to take both the didactic and paired clinical course before progressing in the program.
- Practical Nursing graduates are awarded a certificate.

- Graduates of the program are eligible to take the National Council Licensure Exam (NCLEX) for Practical Nursing.
- If the student fails to comply with established academic or clinical performance standards or at the discretion of the instructor, the student may be placed on a student clinical success plan or considered for failure. (*See Student Success Plan*)

### **Testing Procedure:**

1. Administer test on scheduled day and time specified, unless extenuating circumstances occur at the discretion of the instructor and Dean of Nursing Education and Health Programs.
2. Students must have their exam downloaded 30 minutes prior to the start date and time for the exam. If the student has failed to download prior to this time, the “Late Test Policy” will go into effect. (Instructors will check for downloaded exam prior to start of exam).
3. Personal belongings will be removed from the student’s immediate area (outside classroom or front of classroom) during testing. No caps or hats will be allowed. Calculators will be provided online within the test management system. (See Nursing Student Handbook-Testing Procedure).
4. Cell phones and other electronic devices (including smart watches) using WiFi will be placed on airplane mode or turned off and placed in assigned cell phone locker.
5. No food will be allowed on tables during testing.
6. Accommodation in any form will not be allowed without prior arrangements from the Accommodation Department. This includes testing in an area other than the assigned classroom.
7. A randomized password will be provided directly before the start of the exam by the instructor.
8. Students must submit the exam prior to leaving the testing area, including ATI exams.
9. Scratch paper provided by the instructor will be distributed directly before start of the exam and must be turned into the instructor at the end of the test period labeled with the student name and accounted for prior to the student’s leaving the classroom.
10. The late test policy/procedure will be followed for students who are late or absent from a test. (See grading and completion standards in program handbooks.)

### **Exam Review**

1. Test scores will be posted on the online grade book after grades are finalized.
2. Test scores will be posted no later than one week after test administration.
3. After all students have taken the exam, an exam review may be provided at the discretion of the faculty. The review must be password protected and no electronic devices, writing instruments or discussion will take place during the review. The review will be timed. Those students who are not present for the review may request a review per appointment at a later date with the faculty member in charge of the exam. All rules applied to test review will apply to 1:1 review by appointment with faculty member. This means no discussion of questions, no writing instruments, time limit for review etc.
4. Guidelines for test review include:
  - a. No discussion of questions will be allowed while reviewing tests.

- b. Notes will not be taken during test review.
  - c. Students must review on the same device in which they took the exam unless completing an independent review with an instructor.
  - d. Nothing is allowed on the desk during review except a laptop. All electronic devices including cell phones and other electronic devices will be secured in their bags or designated cell phone locker.
  - e. Students questioning an item should make an appointment with the instructor responsible for the material, and submit, in writing, a citation supporting the student's rationale for an alternate correct answer.
    - i. Materials will be reviewed by faculty and compared to tools and texts used in instruction.
    - ii. The faculty member responsible for the test content will respond to the student in writing within three classroom days of citation submission.
5. Final exams are not reviewed.

## **Late Assignments**

### **Policy Statement:**

Assignments are an integral part of the nursing education program. Assignments assist students to learn and apply the required knowledge to promote student success in the course of study.

### **Rationale:**

Faculty value the benefit of learning from a variety of methods, including assignments. This value and benefit are reduced when assignments are missing or turned in late.

### **Procedure:**

- 1. All assignments given within a course are required to be completed regardless of the point value.
- 2. Assignments must be submitted by the last scheduled day of the course before grades are submitted to the MATC registrar.
- 3. Assignments submitted after the submission deadline will lose 5% of the assignment points per day late.
- 4. If the assignment is submitted after five calendar days, no points will be awarded.

## **Late Exam/Quiz and Exemption**

### **Policy Statement:**

The student is expected to take examinations and quizzes as scheduled in the syllabus and avoid any conflicts with course requirements.

### **Rationale:**

To provide timely exam and exam review and maintain a testing environment free from disruptions to promote learning without undue advantage for any student.

To discourage a pattern of consistent absences on scheduled exam/quiz day.

**Procedure:**

1. Taking an exam or quiz later than the scheduled time will result in a reduction in the student's exam/quiz score, unless this testing absence is excused.
2. If a student misses an examination/quiz due to lateness or unexcused absence they will receive a 5% reduction of their test score.
3. A student is considered late when they arrive after the start of a scheduled test/quiz, who failed to download their exam/quiz by the download deadline, does not bring their device to take the exam/quiz, or does not have a device to take the exam/quiz prior to the start time. Each of these instances will be considered unexcused, will require the exam/quiz to be rescheduled, and will result in a reduction of 5% of the student's quiz or exam score.
4. Missed exams must be taken on the first day of return to class.
5. If a student has a testing absence that is excused, the student will complete the examination/quiz on the 1<sup>st</sup> day returning to class, or the 5% late policy deduction (see #7) will be applied.
6. Excused absences for testing are defined as:
  - a. Illness/injury of self or child *accompanied by a release note from a medical provider.*
  - b. Birth of a child.
  - c. Bereavement of immediate (1<sup>st</sup> degree) family. For all other types of bereavement, see Item d.
  - d. Any additional absence that meets special or extenuating circumstances as determined by the Dean of Nursing Education or a panel of nursing faculty, on a case-by-case basis.
  - e. If a testing absence is reviewed by the Dean of Nursing Education or nursing faculty panel and found to be unexcused, the late test deduction will apply.
7. Failure to take the exam on the first return to class date will result in a 5% per day deduction. If the exam has not been completed by the third class day, the exam score is a zero.
8. Exam rescheduling occurs through the TLC and is the responsibility of the student. If a TLC proctor is not available and the student is unable to take the exam the next day, the student must communicate this to the instructor. Proctoring may be provided by a nursing department faculty/staff member.
9. It is the responsibility of the student to notify the faculty member when the exam is rescheduled.
10. Rescheduling of exams must not interfere with scheduled class, lab, or clinical.
11. At the instructor's discretion, rescheduled exams may follow a different format and/or question bank than the original. The plan shall be approved by the program faculty members.
12. In the case of a prolonged absence, when the student has missed several exams, faculty will work with the student to develop a written plan for becoming current with coursework and testing.

### **Late Test Deduction Exemption:**

Faculty understand the rigor of the nursing program and life outside of nursing school. Therefore, students have the opportunity for one late exam/quiz consequence exemption per semester.

1. The student will notify the faculty member responsible for the exam/quiz prior to the exam/quiz via email their desire to utilize the exemption.
2. When entering the student exam score in the Learning Management System, faculty will note the use of the exemption policy.
3. Faculty will communicate the use of the exemption for that student to any co-faculty teaching in that semester.
4. The exemption policy can be utilized on any course exam/quiz excluding final and ATI exams.

## **Reinstatement**

### **Policy Statement:**

A student who has academically been dismissed or who has withdrawn from the nursing program may apply for reinstatement. Students whose dismissal was caused by unsafe clinical practice, unprofessional behaviors, or violating Academic Dishonesty Policy & Code of Conduct will not be readmitted.

### **Rationale:**

To allow students who qualify an additional attempt to meet program objectives and competencies.

### **Procedure:**

1. A student may only be reinstated into Manhattan Area Technical College's Nursing program one time at the PN level and one time at the ADN level.
2. A student's application for reinstatement may be reviewed by the Nursing Admissions & Progression Committee no more than two (2) times. If Reinstatement is not granted after the second application, the student becomes ineligible for Reinstatement.
3. If health concerns are a factor for the student leaving the College, then documentation for ability to continue in the program must be provided with Reinstatement paperwork.
4. Students must adhere to nursing curriculum and program policies and procedures in effect at the time of reinstatement.
5. Meet acceptable criteria for placement at clinical agencies for clinical experiences.
6. Reinstatement into the Manhattan Tech Nursing program will be dependent on the clinical space available to accommodate additional students.
7. A student repeating a clinical nursing course must repeat both the theory and clinical components of the course.
8. No more than two calendar years can elapse between withdraw and Reinstatement.

9. As per college policy, students must meet graduation requirements.
10. The Admission Committee must approve any exceptions to the above policies.

### Steps for Reinstatement

A student who has been academically dismissed or who has withdrawn from the Nursing program and would like to seek reinstatement must submit items listed below online according to the following schedule:

- Reinstatement for the next semester
  - E.g. a student is dismissed from the fall semester and would like to be reinstated for the spring semester
  - 10 business days from the last day of the semester in which the student was dismissed
- Reinstatement for a future semester
  - E.g. a student is dismissed from the spring semester and plans to sit out the summer semester and return for the fall semester
    - Associate Degree of Nursing
      - Spring Semester (January) – October 1<sup>st</sup>
      - Fall Semester (July) – February 1<sup>st</sup>
    - Practical Nursing
      - Fall Semester – March 1<sup>st</sup>

The following items will be required:

1. A completed Reinstatement Application Form requesting reinstatement into (semester, year). Within the application the applicant will be asked to develop an action plan for success consisting of:
  - a. Description of the reason(s) leaving the program
  - b. Analysis of factors that led to this outcome
  - c. Goals to be accomplished during your remaining time at Manhattan Tech's Nursing program
  - d. Plan of action to meet your goal(s); be specific.
2. The Nursing Admissions & Progression Committee (NAPC) will review the student request, determine the reinstatement status, and notify the student of their status.
3. The decision may include reinstatement (dependent of space availability), a directive to complete remedial coursework and reinstatement, or denial of reinstatement.
4. If openings occur after this notification, students will be contacted immediately, and be required to pay the necessary seat deposit.
5. It is not uncommon for students to be notified just prior to the start of a semester due to sudden unexpected openings.
6. Available seat openings do not guarantee reinstatement.
7. Consideration of extenuating and unusual student circumstances is at the discretion of the NAPC. The committee decision will be based on the review of the following documentation:
  - a. Student's Reinstatement application
  - b. Student's clinical evaluations for all courses completed and attempted

- c. Student's updated transcripts and prior academic performance (GPA, exams)
  - d. Student's compliance with current health requirements
  - e. Test scores
  - f. Other pertinent data
8. Reinstated students may be subject to repeating nursing and/or other selected general education courses, successfully pass competency exams in theory and/or clinical skills, subject to meeting the requirements of an academic progression plan, or any other factors as determined by the NAPC. The committee will make the determination of these possible requirements on an individual basis.
  9. Students cannot bypass the NAPC and go directly to any member of the Department of Nursing, College Administration, or the Board of Directors to request reinstatement.
  10. Any grievance of the NAPC's decision must be filed in writing following the Grievance Procedure published in the college catalog.

### **Absences**

1. If a student is reinstated under the NAPC, pays a seat deposit and is registered, and then fails to attend class, the student forfeits their seat deposit for that semester.
2. This absence will be considered an attempt.

### **Withdrawals**

1. If a student leaves for medical reasons, they must provide a letter from their medical provider upon exiting the program stating that they are unable to continue in the program until medically cleared to return. For refund information refer to the medical refund policy located within the college handbook.
2. The student upon seeking reinstatement must then complete the reinstatement application and provide medical clearance prior to the start of the semester for reinstatement.
3. A medical withdrawal, per college policy, does not count as a failed attempt and the student will be allowed to re-apply when medically cleared.
4. If a student withdraws from the nursing program, the student must notify the instructor immediately. If the student does not attend per the attendance policy this is considered a failure of the course.
5. If a student withdraws from the course, the student forfeits their seat deposit for that semester and will only be allowed one reinstatement into the program.

## **Student Success Plans**

### **A. Student Success Plans**

1. The student success plan is a period during which student activity is directed toward improvement and/or correction of identified deficiencies in academic or clinical performance.
2. Length of Plan

- a. Academic – until the student’s cumulative average in a course is raised to a passing level (minimum of 4 weeks).
- b. Clinical
  - i. Patient care areas – the subsequent rotation, or the remaining part of the last rotation of a course.
  - ii. Resolution of clinical probation – the outcome of the plan will be pass, extension of the plan, or failure, with final clinical course grades identified as pass or fail.

B. Failure

- 1. Reasons for failure include, but are not limited to:
- 2. Inability to change identified negative behavior(s) during the success plan period.
- 3. Inability to comply with existing college, program, or agency policies.
- 4. Any behavior which significantly compromises patient or staff safety. This could include, but is not limited to:
  - a. leaving the assigned patient unprotected.
  - b. lack of preparation for patient care.
  - c. leaving assignment without proper notification.
  - d. physical or verbal abuse of individuals.
  - e. substance abuse.
  - f. working immediately preceding a scheduled clinical rotation.
- 5. Academic dishonesty or falsification of records, including plagiarism.
- 6. Failure to successfully demonstrate competency with core skills.
- 7. Failure to maintain confidentiality of patient records or information.
- 8. Individual faculty members may recommend failure, but the full faculty must concur with the final decision.

C. Procedures to be Followed for the Success Plan and Failure

- 1. Notification: A statement of the success plan will be dated and signed by the student and the faculty advisor when the student is notified of academic or clinical issues. The student will receive a copy of this plan.

D. Academic Success Plan

- 1. The student will be informed when the cumulative course grade is below 78%.
- 2. The student in conjunction with the faculty mentor will create an action plan for improvement, which is recorded on the success plan form.
- 3. The student will sign the plan during a conference with the faculty mentor.
- 4. Classroom work will be closely monitored during the success plan period.
- 5. The student will remain on the success plan for the identified period (at least four weeks).

E. Clinical Success Plan



1. The student will be informed verbally by the clinical instructor whenever unsatisfactory or unsafe nursing care is noted.
2. At the completion of each clinical rotation, a scheduled conference will be held by the student and instructor to review the student's progress in meeting clinical performance standards. The conference includes the giving of a grade and the signing of the evaluation form by both the student and the instructor. A student may be placed on a success plan during a rotation if the instructor judges the student's performance to be consistently below established level objectives or clinical absence that results in failure to meet the objectives for the clinical rotation.
3. The student placed on a success plan will have a conference with the faculty mentor or clinical instructor, will create an action plan for improvement, and sign the success plan form.
4. Clinical work will be closely monitored during the next rotation or the remaining weeks of the current rotation, consistent with the time determined.
5. If the performance standards have been met satisfactorily at the end of the next clinical rotation, the student is informed and removed from the success plan by the instructor.
6. If the negative behavior that caused the issue is still being shown or progress utilizing new learning is not evident, the clinical instructor may recommend failure. This recommendation must be acted upon by the full program faculty. If the faculty decision is to support the instructor's recommendation of failure, the student will be notified of the decision in a conference.
7. If a student is grossly negligent concerning patient or staff safety, the clinical instructor may recommend failure for the student to the faculty without the student's having been on a success plan. The student will be notified of the decision in a conference.

### **Clinical Failure**

- Any behavior which significantly compromises patient or staff safety. This could include, but is not limited to:
  1. leaving the assigned patient unprotected.
  2. lack of preparation for patient care.
  3. leaving assignment without proper notification.
  4. Physical, verbal, and/or substance abuse has a zero-tolerance policy at MATC.
  5. working immediately preceding a scheduled clinical rotation.
  6. Breach of patient confidentiality.

## **Student Health**

### **Healthcare Agency Contacts**

Students may need a healthcare provider, and a list of local agencies is provided on the nursing homepage in the learning management system and in the classrooms. These are updated annually

## Immunizations

These requirements are in place for the health and safety of Manhattan Tech ADN students and their patients. By contract with the academic institution, all students participating in patient care must meet the following health and safety requirements.

All documentation must always meet requirements during a clinical course.

The requirements outlined below must be current to apply to the PN program and participate in clinical hours.

1. MMR Documentation
  - a. Two (2) doses or proof of immunity by titer
2. Chickenpox (Varicella)
  - a. Two (2) doses or proof of immunity by titer
  - b. ***Will not accept a history of chickenpox.*** Chickenpox is an immunization that is often incomplete. Only proof of vaccination or a titer is accepted. Paperwork for a low titer will not be accepted.
3. Tetanus (TDAP)
  - a. One (1) dose less than 10 years ago.
4. Hepatitis B (Hep B)
  - a. Three (3) doses or proof of immunity by titer - Hepatitis B is required by vaccine or titer. If the titer is low, a vaccine is required. Paperwork for a low titer will not be accepted. As the Application Information and Instructions state, get the Hepatitis B early, as it takes 6 months to complete the series.
5. Covid-19 immunization required as recommended by the Center for Disease Control.

## Pregnant Nursing Student

If a student becomes pregnant during the nursing program, they should immediately notify in writing their faculty mentor and Dean of Nursing Education. The following procedure is required.

1. The student must obtain 100% medical clearance from their medical healthcare provider to continue their didactic, clinical rotation and lab sessions. The required documents must be presented to the Dean of Nursing prior to starting or continuing in all nursing didactic/clinical/lab courses and sessions. A copy of this document will be maintained in the student's file.
2. The student will be permitted to continue in the clinical rotation provided the ability to perform the necessary activities and is approved by the healthcare professional. If a student

develops complications, they must present a note from their healthcare professional to support the ability to continue with the clinical experience. If the student is unable to complete the clinical rotation, they can apply for a medical withdrawal from course(s), concurrent didactic/clinical.

3. If a student completes 75% of the clinical experience, faculty's discretion will determine if the student is able to fulfill the remaining required clinical time through simulation to meet state/accreditation requirements.
4. After delivery, the student may return to the clinical experience with written authorization by the healthcare provider that states that they can participate 100% without restrictions in their courses (didactic, clinical, lab).

## Infectious Disease Policy

Students showing signs of infectious disease processes including but not limited to influenza and gastrointestinal infections will be expected to remain at home until the illness is no longer infectious. The faculty within the Division of Nursing will work with ill students as possible to reschedule exams, and review information presented in class. Extended class or clinical absences will be handled on an individual basis. The faculty reserves the right to request a physician statement before the student returns to class/clinical.

### **Rationale:**

The spread of infection is minimized when persons exhibiting signs of an infectious disease are isolated until they are no longer infectious.

### **Procedure:**

1. Students showing signs of an infectious disease to include but not limited to: fever, aching, coughing, diarrhea, vomiting, will not attend class or clinical.
2. The student will notify instructors via email (or instructor specified method) prior to the beginning of class and/or clinical.
3. Ill students will not be allowed to return to class or clinical until no longer infectious.
  - a. Fever free for 24 hours without use of fever-reducing medications
  - b. Absence of nausea, vomiting or diarrhea for 24 hours.
  - c. If on antibiotic therapy, must have completed a full 24 hours of doses and meet criteria stated in a and b.
4. Are required to contact their advisor and/or clinical instructor within 24 hours of absence with illness to receive direction for missed content or make-up assignments.
5. If absence occurs on exam or test date, refer to handbook for late testing policy.

# Bloodborne Pathogen Exposure

## **Policy Statement:**

Students in health care clinical settings will follow a predictable and appropriate management procedure following accidental percutaneous, mucous membrane, or skin exposure to blood or body fluids that could transmit a bloodborne pathogen.

## **Rationale:**

Immediate action should follow a bloodborne pathogen exposure. Identification of the steps to take post-exposure expedites action.

## **Procedure:**

1. All students enrolled in the nursing programs will read and sign the MATC Blood Borne Pathogen Exposure Statement of Understanding as part of the course of instruction.
2. Any student who has experienced blood or body fluid exposure reports the event immediately to the clinical instructor.
3. The student follows the clinical facility protocol for immediate management of exposure.
4. The student completes appropriate exposure management or occurrence forms for the facility and MATC.
5. The student initiates and participates in post-exposure counseling from the appropriate clinical facility representative and/or Riley County Manhattan Health Department or Junction City Geary County Health Department, or other local health departments.
6. The student schedules an appointment with the Dean of Nursing Education and Health Programs for follow-up counseling.
7. The student obtains information about MATC's student accident insurance policy from Student Services.

# Substance Abuse

## **Policy Statement:**

College policy 5.9.4 will be followed if there is reasonable suspicion of student substance abuse (which includes the clinical setting).

## **Rationale:**

The Kansas Nurse Practice Act addresses the issue of chemical dependency in KSA 65-1120 (a), Grounds for Disciplinary Action. Priority is placed on patient and student safety.

## **Procedure:**

1. If there is reasonable suspicion of student substance abuse, college policy 5.9.4 will be utilized.
2. If the event occurs at the clinical setting, the student is immediately removed from the clinical assignment and the Dean of Nursing Education and Health Programs is notified

immediately.

3. Students with any violations during the academic year will meet with the Dean of Nursing Education and Health Programs to determine an action plan based on Kansas State Board of Nursing regulation K.S.A. 65-1120.

## **Policies and Procedures**

**Please review the policies found online in the Nursing Homepage on Learning Management System (LMS) and the college website. By agreeing to abide by the PN student Handbook, you are also agreeing to abide by the Nursing Program and college-wide policies.**