Nursing Student Handbook
Manhattan Area Technical College

2018-2019
Associate Degree Completion Program
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DIVISION OF NURSING MISSION STATEMENT

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 (PN) and Associate Degree Nursing (ADN) levels by:

- Providing high quality education using both academic and clinical learning environments
- Promoting awareness of 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

Adopted by Nursing Faculty: 11/16/98
Reviewed 6/00, 5/04, 5/05, 6/06, 7/08, 1/10, 8/18
Revised 6/02, 5/03, 4/07, 1/10, 10/14,
DEPARTMENT OF NURSING PHILOSOPHY
ASSOCIATE DEGREE NURSING

We believe:

The Associate Degree Nursing program is designed to prepare individuals for entry level employment and advancement in professional nursing, consistent with the mission of Manhattan Area Technical College.

The consumer of nursing is an individual or group of individuals in need of assistance in maintaining life, coping with health problems, adapting to or recovering from the effects of disease or injury, promoting health or dying in comfort and dignity. The recipient of nursing care is unique and has varying capacity to function in society. Each has the right to determine his or her own systems of daily living and to reflect his or her own personal values, motives, and lifestyles. Each has the right of privacy in relation to the facts of his or her health and health care.

The goal of nursing is to promote an optimal state of health for the client. This goal is accomplished by developing and implementing planned nursing care based on nursing diagnosis and treatment of human responses to actual or potential health problems utilizing the American Nurses Association's Scope and Standards of Practice (3rd ed. 2015) and NLN Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master’s, Practice doctorate, and Research Doctorate Programs in Nursing (2010) as guidelines. Planned nursing care creates a safe physical and psychosocial environment to protect the client from injury, infection and harm. The domain of nursing exists along a continuum and is organized and defined by professional and legal parameters. Associate degree nursing is found on this continuum. The associate degree nurse generates data to provide knowledgeable care to individuals or groups of clients.

Associate degree nursing education promotes the development and utilization of relevant knowledge, skills and abilities necessary for an individual to enter the practice of professional nursing. Associate degree nursing education establishes a foundation with a variety of social and biological science courses. It is the responsibility of the nursing faculty to establish academic and clinical performance standards and to guide and evaluate student development to meet these standards. The faculty develops and maintains a curriculum that closely correlates theory with practice and is guided by the Kansas Associate Degree Nursing (ADN) curriculum alignment. Learning best occurs through the provision of sequential learning experiences and the use of current technology. It is the responsibility of the student to actively participate in the learning process in both classroom and clinical settings.

The major concepts embedded within the Associate Degree Nursing curriculum come from the Manhattan Area Technical College Division of Nursing Mission Statement, and from the student learning outcomes for the program. The model shown below displays those concepts.
Upon successfully completing the Associate Degree Nursing program at Manhattan Area Technical College, the graduate is eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN), and will demonstrate beginning competency as a professional nurse.

Adopted by Nursing Faculty: 11/16/98
Reviewed 6/00, 6/02, 6/03, 5/04, 5/05, 4/07, 7/08, 8/18
Revised 12/01, 6/06, 4/13, 5/2015,
1. Integrate caring behaviors in practicing the art and science of nursing within a diverse population.
2. Implement professional standards and scope of practice within legal, ethical, and regulatory frame works.
3. Collaborate with clients and members of the inter-professional health care team to optimize client outcomes.
4. Formulate safe and effective clinical judgments guided by the nursing process, clinical reasoning, and evidence-based practice.
5. Manage care and provide leadership to meet client needs using available resources and current technology.
6. Generate teaching and learning processes to promote and maintain health and reduce risks for a global population.
7. Demonstrate effective communication methods to manage client needs and to interact with other health care team members.
8. Seek learning opportunities to promote career development and continuing competence.

Outcomes 1-7 are revised program outcomes from the Kansas ADN Curriculum Alignment process 2015. Adopted January 2011. Revised July 2014, 10/2015
ASSOCIATE DEGREE NURSING COURSE DESCRIPTIONS

NUR 201 RN Transition Course (2 SCH)
Prerequisites: Admission to the ADN program. 2 credit hours (1.5 didactic, .5 lab). Focus is on the role transition from LPN to RN. Emphasis is placed on the transition of the LPN to RN role, physical assessment skills, communication, and critical thinking skills. The student’s responsibility for learning, self-evaluation, and collaboration is also emphasized.

NUR 220 Nursing Across the Life Span (10 SCH)
Prerequisite: NUR 201. 10 credit hours (7 didactic, 3 clinical). This course focuses on IV therapy, health promotion, illness prevention, and maintenance of health in acute or chronic conditions for individuals experiencing psychological/psychiatric, maternal/child, and medical or surgical problems across the lifespan. Clinical experiences may be gained on the Obstetrical, Pediatric, Psychiatric, and Medical-surgical units. Nursing role emphasis is on organizing care for individuals using the nursing process. Critical thinking differentiates client needs based on age, health status, and acuity of condition, ethnic origins, and prognosis. The client’s role within the family, his/her occupation, and society are taken into account. Principles and practices of IV therapy are emphasized.

NUR 230 Management of Patient Care (12 SCH)
Prerequisite: NUR 220. 12 credit hours (8 didactic, 4 clinical). This course focuses on the management of patient care for larger groups. Health promotion and other treatment modalities are explored. Critical thinking is emphasized in the organization, coordination, and delegation of client care. Clinical experience is provided in the care of patients with more acute or complex conditions in areas such as medical, surgical, critical care, emergency room, and perioperative services. Leadership and management issues are explored as they relate to nursing practice.

Reviewed
6/02, 5/04, 5/05,7/08,8/18
Revised
5/03, 6/06, 4/07, 10/15
GENERAL INFORMATION

Personal Standards

1. Students are to model professional behavior in the classrooms, clinical facilities and any other area where they represent nursing.
2. Few designated areas are available for smoking. Hospitals and nursing homes do not allow smoking within their facilities. Smoking in uniform and the odor of smoke on one’s breath and clothing are examples of negative health teaching.
3. Neither the college nor clinical sites assume responsibility for lost or stolen articles, but will provide locker or storage space whenever possible. It is recommended that all books be prominently labeled with the student’s name and that only small amounts of cash be kept on hand.
4. Visitors, guests or children should be approved by faculty prior to expected visit.

Address and Telephone Changes
It is the student's responsibility to notify the nursing program office of changes in address or telephone number. At times it is critical for instructors to be able to contact students at short notice, so current contact information is essential.

Telephone Use, Cell Phones & Pagers

1. Use of cell phones or pagers must not interfere with classroom or clinical instruction. During the instructional day these devices must be set so they do not have an audible ring or alert. Clinical site policy may prohibit the use of cell phones. Failure to follow cell phone or pager guidelines is grounds for disciplinary action.
2. Texting in a classroom setting is distracting to all others in the classroom. It is expected that students will not text during class time.

Background check
Clinical contracts require that all students pass a background check. All clinical students will be asked to submit an approved background check at their expense. Background checks will be considered current for two years for students who transition directly from PN to the ADN program.

Healthcare Agency Contacts
Students may need a healthcare provider and a list of local agencies is provided on the nursing homepage online and in the nursing department / classrooms bulletin boards. These are updated annually.

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.

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

Counseling
As identified in the MATC Student Handbook, counseling services are available to all students.
**Faculty Advising**

At the beginning of the program year, students will be assigned a faculty advisor. Advising sessions can be made during office hours or by appointment. Mandatory advising sessions will be assigned at the beginning of each semester.

**Library**

Teaching and Learning Center (TLC) and MATC Library are 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 subject. Walk-in as well as sign up hours are available.

Electronic resources, computer software and unit modules may not be removed from the site where they are to be used in the Nursing Department or TLC. Please check with library staff, nursing faculty or Nursing Director if you have questions.

**Clinical Planning Attire**

The attire for clinical planning is the standard program uniform. Identifying nametag must also be worn. A student who does not present herself/himself at the clinical site as required is subject to disciplinary action.

**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 identifying name badge. All aspects of clinical attire (uniform, stockings/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.) A student who does not present himself/herself 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 for Practical and Associate Degree Nursing consists of an identifying program color with the sewn-on program badge. It is strongly recommended that students purchase two uniform sets so that a clean garment can be worn each clinical day.

**Seminars/Off-Campus Scheduled Activities and Attire**

The attire for these activities is business casual or clinical uniform. Business casual consists of slacks, dress shirt, etc., No revealing necklines. Shoes, hose or socks should be appropriate for attire worn. A lab coat or jacket with identifying MATC Nursing Student Program patch must be worn over street clothes. Identifying name tag must be worn. A student who does not present herself/himself with the appropriate attire at the activity is subject to disciplinary action.

**Test of English as a Foreign Language (TOEFL)**

Test of English as a Foreign Language (TOEFL) may be required for applicants if English is not their primary language. Nursing applicants whose primary language is not English must demonstrate English language proficiency before being accepted into the Practical Nursing program. The test used to measure English proficiency as set by Manhattan Tech, is the Test of English as a Foreign Language (TOEFL):

- Writing: 20
- Speaking: 20
- Reading: 19
- Listening: 20

Each area must meet the minimum requirements in the categories listed above. Registration forms for testing may be obtained from the Office of Testing of Programs and Services (Room 101) of Holton Hall on the campus of Kansas State University. A student can reach their office at 785-532-6492 or email them at testing@k-state.edu.
Employment

PN: Individuals who plan to be employed as care providers in hospitals, home health agencies, or nursing homes during the program year may practice only as nurse's aides or technicians, according to any certification earned prior to beginning the PN program. Practical nursing student uniforms or nametags are not to be worn. The employing agency is responsible for supervision of work performance. Because of the heavy study load, students will find it necessary to limit the hours of employment.

Convictions or Disciplinary Action

Kansas laws governing nursing state 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 Director of Nursing if convicted of an offense as described above during the program year. An individual must maintain a Kansas LPN license in good standing, with no disciplinary action pending.

Student Representatives (Student Government Organization-SGO)

Goals:
Provide leadership for student body activities
Serve as communication link with faculty
Participate in MATC student government activities

Composition/ Selection:

The student body will select at least two individuals to serve as the Student Representative Committee twice during the academic year.

The duties of the Student Representative Committee will include:
1. Organize class activities such as celebrations, pot-lucks, service projects, response to illness or other activities.
2. Serve as an advocate for student concerns:
3. Have access to division chair and faculty.
4. Maintain perspective of seeking clarification and referring student questions, rather than assuming a counseling function.
5. Maintain confidentiality.
6. Provide representation in MATC Student Government Organization.
7. Chairperson of the Student Representative Committee may attend beginning portion of regular faculty meetings to facilitate communication of student concerns.
National Technical Honor Society

As one way to recognize performance which exceeds program requirements, individuals may be nominated by the nursing faculty for membership in the National Technical Honor Society. Some of the attributes which are criteria for nomination include classroom grades, the ability to integrate knowledge and skills effectively in the clinical setting, positive attitude, dependability, and personal responsibility. Attendance is also a consideration for nomination. Individuals are inducted into the Honor Society at the end of the program year.

Phi Theta Kappa

This scholastic honor society is open to any MATC student who qualifies. Individuals who are interested in joining should contact the MATC chapter’s sponsor (information available in the nursing office).

MATC Online and Learning Management System

1. Tech Support via MATC helpdesk Helpdesk@manhattantech.edu
2. Netiquette:
   Netiquette is a combination of Internet and Network etiquette. Netiquette guidelines are recommended guidelines for personal conduct that apply to all online communications. Good online manners are vital to a productive and supportive online learning environment.
   a. It can be tempting to let yourself go in an environment that feels anonymous, but remember that there are real people reading your messages.
   b. Your online classroom may well be bringing you together with a diverse group of people. Keep in mind that you probably have something to gain from exposure to views and backgrounds different than your own.
   c. Be careful when using sarcasm and humor, and don’t include any obscenities in your messages. Without face-to-face communications, people may take your humor personally, and you never know who may be offended by expressions that are commonplace to you. Keep in mind that online forms of communication are absent of any emotion. Many times the instructor cannot determine how a particular comment should be taken. Be sure to word your communications carefully.
   d. Think carefully about what you write about others. Always assume that your electronic messages will be forwarded. Do not write anything that you do not want broadcast to the entire class.

Emergency Response & Management Plan

The MATC Emergency Response and Management Plan provide direction for faculty, staff and students in a crisis situation. A copy of the plan is located in each office and classroom. 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.

Guidelines for Accommodations for Students Enrolled in Nursing Programs

The Nursing Programs at Manhattan Area Technical College follow the guidelines outlined by the Kansas State Board of Nursing for NCLEX testing. Students requesting an accommodation for a disability should refer to those guidelines on the Kansas State Board of Nursing website.

Adopted by nursing faculty: 03/13/99
Revised: 8/01, 6/02, 5/04, 5/05, 6/06, 11/06, 5/07, 7/08, 1/09, 1/10, 4/14
Reviewed: 6/03, 5/07, 1/10, 5/18, 8/18
Student Standards of Conduct

Policy statement: To ensure a dynamic and respectful learning environment in the school of nursing community for students and for faculty. The faculty have adopted these Standards of Conduct which outlines student expectations.

Rationale: The MATC school of nursing Standards of Student Conduct set specific expectations for MATC nursing student behavior, the process for addressing allegations of student misconduct, and the possible consequences for students who violate the policy.

Resources and Related Documents:
- American Nurses Association, Code of Ethics for Nurses
- Kansas State Board of Nursing: Nurse Practice Act Statutes & Administration Regulations
  http://www.ksbn.org/npa/npa.pdf
- MATC Policy: Suspected Drug or Alcohol Misuse by Students. Policy No. 5.9.4

Policy: It is expected that every student adheres to these guidelines and maintains professional conduct in all academic and clinical settings. Specific behaviors include but are not limited to:

General:
- **Use of Electronic Devices:** Use of electronic devices should not be disruptive to others. Electronic devices include but not limited to mobile phones, laptop computers, tablets, laser pointers, Bluetooth devices, smart watches, and recording devices.
- **Substance Abuse:** The possession, production, distribution, and/or use of illegal substances is prohibited at MATC and within the nursing profession. The misuse of controlled substances will not be tolerated.
- **Time and Attendance:** Students are expected to be on time and to attend all school of nursing functions: class, clinical, and other agreed upon commitments.
- **Professional Language/Respectful Communication:** It is important to use respectful and professional language when interacting with faculty, staff, peers, patients, and others. Profanity and other disrespectful language will not be tolerated in the professional environment or via electronic communication including social media.
- **Civility in Professional Relationships/Bullying:** Civility is to be exercised in all professional, academic, electronic, and therapeutic relationships and communications. Disagreements should be handled directly with the other party and reported to nursing faculty and/or director of nursing if mediation is necessary.
- **Treatment of Nursing Facilities and Equipment:** Students are expected to be respectful of all nursing facilities and property. It is the responsibility of all in the community to ensure that facilities are well-maintained and that property is not abused or stolen.
• **Academic Integrity:** All students are expected to adhere to the MATC academic integrity policy. All work is expected to be original or properly attributed. Cheating or sharing of any information appearing on exam is a violation of the academic integrity policy.

**In Class**

**Utilization of Electronic Devices:** Electronic devices should only be used for academic purposes.

**In-Class Behavior:** While in class, students are expected to be respectful of the faculty and fellow students. Distractions caused by private conversations, electronic devices, etc. take away from the learning experience of others.

**Failure to comply with the Student Standards of Conduct:**

1. **First notification,** there shall be a verbal warning, noted to the student’s negative behavior that violates the Student Standards of Conduct. This verbal warning will be documented and noted in the student’s file with the student’s signature and the signature of two nursing instructors.

2. **Second notification,** there will be a meeting with nursing faculty and the director of nursing. The negative behavior that violates the Student Standards of Conduct will be documented and noted in the student’s file with the student’s signature and all nursing faculty and Director of Nursing that were present at the meeting.

3. **Final notification,** there will be a meeting with the Vice President of Student Success and the Director of Nursing. The negative behavior that violates the Student Standards of Conduct will be documented and noted in the student’s file with the student’s signature. All documentation that reflects negative behavior will be submitted at the meeting. This meeting may be grounds for dismissal from the nursing program.

A report of student misconduct or infringement with regard to the Code may initiate a grievance process that could lead to dismissal, if appropriate, may be reported to the Kansas State Board of Nursing. Violation of federal, state, and local laws may be applicable and as appropriate, would be reported to law enforcement officers. These standards of conduct shall not diminish or remove the applicability of MATC–wide policies and procedures.
ATTENDANCE

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 established a policy and procedure related to appropriate attendance during class or clinical learning experiences.

Many students decide to be employed while being enrolled in our program. It is strongly advised not to work during their time in the MATC nursing program. If they must work it is also strongly advised to work no more than 12 hours per week. Employment must not conflict with class or clinical time. Students must not work the night before a clinical day. Also, students are not to wear their school uniform or patch to their place of employment. If students are employed at the same agency as their clinical site, they are never to use their work login during their clinical time or vice versa.

Policy:
Classroom
Students are expected to attend classes. For class days, the student is responsible for notifying the program faculty prior to the beginning of the scheduled day. Probationary counseling for low academic performance will trigger a review of the attendance record. Students will have access to electronic copies of the MATC Student Handbook and Nursing Student handbook.

Clinical
A student is also expected to have very little clinical absence. While nothing can duplicate the concurrent clinical experience, students will be expected to make up any clinical absence beyond 2 days of clinical per semester. 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 a clinical rotation can result in probation clinical failure.

For specialty areas, clinical make-up may be required when more than 50% of the clinical hours are missed. The amount of clinical make-up will be determined by the clinical instructor and the director of nursing. Students are expected to be at the clinical site, prepared to deliver care at the scheduled time. A student is expected to notify the clinical site when tardy or absent. If a student is absent, the student needs to notify the clinical site prior to the start of the clinical shift. Current phone numbers for the clinical sites are provided in the LMS clinical courses module. It is imperative the student communicate directly with the clinical site and/or faculty member and not relay messages through a 3rd party.

Overall attendance status will be monitored on an ongoing basis. Clinical absences will be monitored for each rotation, course and for the total program. Clinical attendance is expected. Clinical makeup may include any or all of the following: vSimulation(vSim), DocuCare Assignments, a nursing journal article evaluation, clinical at the site with a preceptor or any assignment deemed appropriate by the clinical instructor.

Additional Information:
1. A student who needs to make up clinical time to fulfill requirements will complete the requirements after the end of the semester.
2. 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 or the student is a health hazard to others. The student will be considered absent.
3. A graduate’s attendance will be shared with potential employers who call requesting reference information.

Created: August 2011
Adopted: 01/06/12;
Revised May 19, 2014,
4/25/16, 8/18, 10/18/19
I. Grade reports will be given to students following each term.

   A. Written examinations and final grades will be graded according to the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100%</td>
</tr>
<tr>
<td>B</td>
<td>86-93%</td>
</tr>
<tr>
<td>C</td>
<td>78-85%</td>
</tr>
<tr>
<td>D</td>
<td>70-77%</td>
</tr>
<tr>
<td>F</td>
<td>Below 70%</td>
</tr>
</tbody>
</table>

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

   B. Satisfactory progress, academic courses:

   1. A grade of “C” is required to pass each course and progress to the next semester.
   2. The medication math exams in the ADN program are graded on a pass or fail basis, with a minimum of 100% required to demonstrate math proficiency.
   3. If a student’s cumulative score drops below passing levels during a course, the student will be placed on academic probation and placed on a student success plan. (see student success plan policy).

   C. Satisfactory progress, clinical courses:

   A student cannot be on clinical probation or in the process of a student success plan for clinical at the end of a course if they are to progress to the succeeding course.

   D. Readmission: see Readmission Policy.

Progression and Completion

   E. Courses are to be completed in sequence, as identified in the college catalog.

   F. A course grade of “D” requires that a course must be repeated.

   G. A student cannot be on clinical probation or in the process of a student success plan for clinical at the end of a course if they are to progress to the succeeding course.

   H. Associate Degree Nursing graduates are awarded an Associates of Applied Science Degree (A.A.S.).

   I. Graduates of the programs are eligible to take the National Council Licensure Exam (NCLEX) for the registered nurse.

   II. 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 success plan or considered for failure. (See Student Success Plan).
Late test and written assignment policy

1. Taking an exam or quiz later than the scheduled time will result in a reduction in the student’s exam score. For the first day, 5% will be deducted from the student’s exam score.
2. A student who has failed to download their exam, does not bring their device to take the exam or does not have a device to take the exam—prior to the start time will be considered being “late” for the exam and 5% will be deducted from their exam score.
3. Rescheduling is the responsibility of the student. If the proctor is unavailable and the student is unable to take the exam the next day, the student must communicate this to the instructor via email.
4. 5% will be deducted for each of the next two days that the exam is not taken, for a total of 15%.
5. The maximum deduction will be 20%.

Example:

<table>
<thead>
<tr>
<th>Original Score</th>
<th>10 minutes to 1 day late</th>
<th>2 days late</th>
<th>3 days late</th>
<th>4 days late</th>
</tr>
</thead>
<tbody>
<tr>
<td>90%</td>
<td>85%</td>
<td>80%</td>
<td>75%</td>
<td>70%</td>
</tr>
</tbody>
</table>

a. The student should contact the faculty member responsible for the exam on the first day following the absence.
b. In the case of a prolonged absence when the student has missed several exams, the student will work with the faculty to develop a written plan for becoming current with coursework and testing.
c. Rescheduled exams may be taken before or after a classroom or clinical day.
d. Rescheduling will be done by the student and with the Teaching and Learning Center (TLC). This is done in an online format.
e. At the instructor’s discretion, rescheduled exams may follow a different format than the original. The plan shall be approved by the program faculty members.
f. All exam retakes will be arranged in coordination with the faculty member and the LTC coordinator.

Late assignment

All written assignments will be word processed. The software in the nursing program is Microsoft Office. No assignments throughout the semester are optional. All assignments for the course must be submitted by the last scheduled day of class before grades will be submitted to the MATC registrar. All assignments handed in late will lose one point per day (24 hours) late after assignment time for completion. (Ex. Assignment due Monday at 0900 and is handed in on Thursday after 0900-4 points will be deducted. Even if an assignment is only worth 10 points, and is over 10 days late, the assignment is still required to be adequately completed per instructor discretion and handed in to the instructor.)

Testing Procedure:

1. Students must have their exam downloaded 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).

2. Students not present during the exam must have their downloaded exam deleted prior to the start of the exam by the instructor.

3. If a student must “borrow a laptop” from MATC, the “Late Test Policy” will go into effect regardless of the reason for borrowing the device.

4. Personal belongings including cell phones, watches, and any electronic devices 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.

5. Cell phones and other electronic devices using WiFi will be placed on airplane mode or turned off.

6. No drinks or food will be allowed on tables during testing.

7. Accommodations in any form will not be allowed without prior permission from the Director of Nursing. This includes testing in an area other than the assigned classroom.

8. A randomized password will be provided directly before the start of the exam by the instructor.

9. Students must show the instructor their “green screen”, meaning the test has been submitted prior to leaving the testing area.

10. Scratch paper, will be provided by the instructor directly before the start of the exam and must be turned in to the instructor at the end of the test period and accounted for prior to the student’s leaving the classroom.

11. 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. Guidelines for test review include:
   a. No discussion of questions will be allowed while viewing tests in class.
   b. Notes will not be taken during test review.
   c. Students questioning an item should make an appointment with the instructor responsible for the material, and submit, in writing, three separate citations supporting student’s viewpoint for alternate correct answer.
   d. Materials will be reviewed by faculty and compared to tools and texts used in classroom.
   e. Faculty member responsible for test content will respond to the student, in writing, within three classroom days.

4. Final exams are not reviewed.

**Readmission**

When an individual who has not completed a nursing program desires to be readmitted, the individual must follow any procedures required for readmission for Manhattan Area Technical College. These in addition, the following steps must be completed within the Nursing Department. may be found in the MATC Student Policies and Procedures Handbook.
An individual who has been out of a program from 6 months to 2 years will be required to successfully complete:

1. Form requesting readmission to the nursing program (available from the Director of Nursing) including evaluation of their reason for leaving the program, and completion of a nursing care plan for themselves which shows a detailed plan for success.
2. Update BLS, TB skin test, flu shot, background check and physical exam as needed.
3. A student is allowed one readmission to the program.
4. Students dismissed because of clinical safety issues will not be readmitted.
5. Students who believe they had extenuating circumstances justifying a second readmission may address a letter to the Chair of Nursing and Allied health stating the nature of the circumstances for which consideration should be given.

An individual who has been out of a nursing program for over two years will be required to enter the program at the beginning.

Approved by nursing faculty: 03/13/99; Revised 6/00, 6/02, 6/03, 5/05, 6/06, 11/06, 5/07, 7/08, 8/17/17, 01/02/18, 8/18 Reviewed 5/04, 5/2016; 8/17/17, 11/08/17, 8/18
STUDENT HEALTH

Available Healthcare:
A list of healthcare agencies available to the students is posted on MATC Online.

Immunizations
These requirements are in place for the health and safety of Manhattan Tech PN students and their patients. By contract with your academic institution, all students participating in patient care in this institution must meet the following health and safety requirements. All documentation must meet requirements at all times 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 HISTORY OF CHICKENPOX - Chickenpox is an immunization that is often incomplete.
   We can only accept proof of vaccination or a titer. We cannot take anyone’s testimony that you had chickenpox, not even a physician’s. Make sure that you have either vaccines or a titer. Paperwork for a low titer will not be accepted.
3) Tetanus (TDAP)
   a. One (1) dose taken less than 10 years ago - Current practice is to give TDAP has resurfaced recently. Some clinical sites are indicating that they are going to require it for our students. So, please ask your healthcare provider to give you that vaccine.
4) Hepatitis B (Hep B)
   a. Three (3) doses or proof of immunity by titer - Hepatitis B is required by vaccine or titer. If your titer is low, you should get the vaccine. Paperwork for a low titer will not be accepted. As the Application Information and Instructions state, you should get the Hepatitis B early, as it takes 6 months to complete the series as required.
   Students will also need proof that the student does not have active TB. (For more details-See TB screening process and Unique Situations document on Nursing Home Page).

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 or not accommodations or modifications are necessary in order to meet program participation requirements.

Applicants who identify potential difficulties with meeting the Nursing Essential Skills and Functional Abilities should communicate their concerns to the Director of Nursing. If the concern is related to a documented disability, applicants are responsible for contacting the Student Retention Specialist. Determination of reasonable and appropriate accommodation will be made on an individual basis in consultation with the Student Retention Specialist. 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 in regards to 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/wpcontent/uploads/NPA/65-1120.pdf);
3) Contact healthcare facilities and inquire about hiring criteria with respect to criminal convictions.

Reviewed: 5/96, 5/97, 5/98, 6/02, 6/03, 6/06, 7/08, 8/18

List of Policies/Procedures

Please review the policies found online in the Learning Management System (LMS) then complete online confirmation form:

- Bloodborne Pathogen Exposure
- Computer Requirements
- Influenza/Infectious Disease Policy
- Nursing Skills Laboratory
- Social Media Policy
- Substance Abuse
- Student Access to Clinical Sites
- Student Test Item Protest Form
- TB Screening Process
- Testing and Assessment Policy (ATI)