



OZARKS TECHNICAL  
COMMUNITY COLLEGE

# PROGRAM HANDBOOK

Associate of Science in Nursing  
2026-2027

## **NON-DISCRIMINATION STATEMENT**

Ozarks Technical Community College is committed to a policy of non-discrimination and equal opportunities in its admissions, educational programs, activities, and employment regardless of race, color, religion, gender, national origin, age, marital status, sexual orientation, political affiliation, veteran status, and disabilities that include HIV and AIDS, and medical conditions.

It is the policy of Ozarks Technical Community College not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990.

Inquiries related to employment practices may be directed to Ozarks Technical Community College, Melissa Lloyd, Human Resources Director, 1001 E. Chestnut Expressway, Springfield, Missouri 65802; telephone number 417-447-2631. Inquiries related to student programs may be directed to the College Director of Equity and Compliance, Kevin Luebbering at the same address or phone 417-447-8188.

### **FOR CONCERNS REGARDING SEXUAL HARASMENT NOTIFY THE FOLLOWING:**

#### ***College Director of Equity and Compliance***

[Kevin Luebbering, Esq.](#)

Title IX and Section and College Director of Equity and Compliance  
1001 E. Chestnut Expressway  
Springfield, Missouri 65802  
417-447-8188

### **PROGRAM CONTACT INFORMATION**

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## **COLLEGE POLICY**

Students in the Associate of Science in Nursing program have the same rights, privileges and responsibilities afforded to other OTC College students. The OTC College Catalog and Student Handbook contain important information that should serve as valuable resources in addition to the Nursing Student Handbook. Careful reading and understanding of this information can avoid misunderstanding.

## **NURSE PRACTICE ACT**

Each ASN program applicant is required to read and sign the most recent version of the State of Missouri Nursing Practice Act (4CSR 200) and Missouri Statutes Chapter 335 for Nurses issued by Missouri State Board of Nursing.

## **LICENSURE PREPARATION**

Any applicant who has been convicted of a crime or found to have a history of substance abuse is counseled. The student may remain in the program, but pursuant to Missouri Revised Statutes 335.066, only the State Board of Nursing can make the decision if he/she will be allowed to take the National Licensure Examination for Registered Nursing.

A few months before program completion, students will be completing an online application to the Missouri State Board of Nursing through the Missouri Division of Professional Registration. This application will require payment for examination fees and possibly application fees.

**\*Information and policies are subject to change.**

***Greetings!***

Welcome to the OTC ASN program. The Nursing Program Handbook will outline vital information regarding your upcoming time in the nursing program. It also includes procedures for students to follow.

All students are responsible for the information contained in the handbook, so take some time to become familiar with its contents. The final page of the handbook is an acknowledgement that you have read, understand, and agree with the information presented. ***The acknowledgement is to be reviewed, signed, and uploaded into the onboarding assignment in Canvas.***

Unless otherwise stated, nursing students are subject to the same policies as are all students of Ozarks Technical Community College.

We look forward to working with you toward your goal of becoming a registered professional nurse.

Best wishes for your success!

*Charlotte Choate*

Charlotte Choate

*Stacy Bohn*

Stacy Bohn

*Susan Inman*

Susan Inman

ASN Program Directors

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- B. Occupational Exposure/Injury Protocol
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## **I. NURSING PROGRAM MISSION, PHILOSOPHY, AND OUTCOMES**

### **A. MISSION**

The mission of the Ozarks Tech Associate of Science in Nursing (ASN) program is guided by the mission and goals of [Ozarks Technical Community College](#). The ASN program's mission is to prepare students for a career in professional nursing and provide an accessible and transformative education that promotes further academic study. The purpose of the program is to graduate an entry level, professional nurse who can deliver nursing care and promote health for the people of Southwest Missouri.

### **B. PHILOSOPHY**

The practice of nursing and the nursing process has transitioned to reflect the scientific process to achieve the best possible outcomes for patients through effective clinical judgment. This practice involves a cognitive process which encompasses clinical reasoning and judgment through assessment, analysis, planning, implementation, and evaluation. The paradigms of Individual, Environment, and Professional Nurse are considered in this equation and how it affects the nursing process and ultimately the outcomes for a patient.

#### **Individual**

The individual is a complex, unique, and holistic individual. Each individual is subject to multiple stressors, and their ability to cope and adapt to or change the stressors affects them. Social, emotional, and mental well-being must be addressed to maximize patient health while respecting individual rights.

#### **Environment**

The environment is composed of individuals, families, groups, and communities with commonality in interests, goals, and purposes. The environment can bring challenges as well, often related to resources, risk, and complexity. Health status, potential and other individual factors must be calculated into the care of the patient to achieve desired patient outcomes.

#### **Professional Nurse**

The professional nurse possesses the skills of effective communication, effective collaboration, knowledge of legal, ethical, and regulatory frameworks, knowledge of the patient population and diseases, and assumes responsibility for learning, personal and professional growth. This person understands the limits of their knowledge and continually seeks to learn in order to provide better care for their patients. The professional nurse can integrate critical thinking by using the nursing process with evidence-based practice to arrive at safe and effective clinical judgment.

## D. END OF PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of the nursing program, the new graduate is expected to:

1. **Facilitate** achievement of client outcomes using clinical judgment and safe nursing practice to **analyze** health status, health potential, and environmental influences of individuals families and communities.
2. **Incorporate** the practice of health promotion and maintenance into the care of patients, families, and the community to maximize and support achievement of optimal health.
3. **Provide** and **direct** holistic nursing care that integrates and supports the social, emotional, and mental well-being of patients while respecting individual rights.
4. **Facilitate** physical health and reduction of risk potential by providing informed evidence-based care.
5. **Communicate professionally** to **collaborate effectively** with other health disciplines, individuals, and families in providing care.
6. **Engage** in the practice of professional nursing within the legal, ethical, and regulatory frameworks using principles of management and leadership in diverse settings.

## E. PROGRAM OUTCOMES

Guided by the ASN Program's mission, philosophy and end of program student learning outcomes, the OTC Associate of Science in Nursing Program provides a program which will prepare a nurse who will function competently as an entry level professional nurse. The program expected outcomes after graduation are:

1. The pass rate for the NCLEX-RN will be the most recent annual pass rate OR the mean pass rate for three most recent years must meet at least one of the following based on the total number of test-takers:
  - 80% or greater for all first-time test-takers
  - 80% or greater for all first-time test-takers and repeaters
  - At or above the national/territorial mean based
2. 90% of graduates from the program will be employed as registered nurses within 6 months of passing the NCLEX-RN.
3. 65% of the students in the ASN program will complete the ASN program within the 14-month time frame.

## **II. NURSING PROGRAM APPROVAL AND ACCREDITATION**

### **ASN COMPLETION OPTION HAS RECEIVED FULL APPROVAL BY:**

**Missouri State Board of Nursing**  
3605 Missouri Boulevard  
PO Box 656  
Jefferson City, Missouri 65102-0656  
(573) 751-0681

### **ASN DIRECT ENTRY OPTION HAS RECEIVED INITIAL APPROVAL BY:**

**Missouri State Board of Nursing**  
3605 Missouri Boulevard  
PO Box 656  
Jefferson City, Missouri 65102-0656  
(573) 751-0681

### **ASN PROGRAM IS ACCREDITED BY: Accreditation Commission for Education in Nursing Inc.**

3390 Peachtree Road NE, Suite 1400  
Atlanta, Georgia 30326  
[www.acenursing.org](http://www.acenursing.org)  
(404) 975-5000

## **III. ELIGIBILITY FOR LICENSURE (20 CSR 2200-2120 [3D])**

Completion of the Ozarks Tech Associate of Science in Nursing Program does not guarantee eligibility to take the licensure exam (NCLEX-RN). Specific NCLEX test information is available from the National Council of State Boards of Nursing (<http://www.ncsbn.org>). Eligibility for licensure as an RN is the responsibility of each student. Students are referred to the Board of Nursing in the state in which they plan to practice.

Further information from the Missouri State Board of Nursing outlining: [“Denial, revocation, or suspension of license, grounds for, civil immunity for providing information”](#) can be found by following the inserted hyperlink. You may access [“Frequently Asked Questions and Answers Regarding Prior Criminal History and Disciplinary Actions”](#) by following the hyperlink.

#### **IV. STUDENT ADVISEMENT, ADMISSION, PROGRESSION, DISMISSAL AND READMISSION POLICIES & PROCEDURES**

##### **1. ADVISEMENT (20 CSR 2200-2.090 [2C])**

Student advisement is provided by the college through student services. Advisement is provided to all Health Sciences students by college navigators, staff, and faculty. Students may access resources provided by Academic Advising by following the link below:

[Academic Advising at OTC](#)

Financial Aid services are offered at Ozarks Technical Community College. The student may access financial aid resources and assistance through following the link below:

[Financial Aid Services](#)

Advisement in the ASN program is considered a part of the nursing program. Each student will be advised by the course leads for each course in which the student is enrolled throughout the ASN Program. If the student needs content advice or assistance, the student will make an appointment with the course lead or instructor responsible for that content. It is the student's responsibility to make an appointment with the course lead/instructor. The student should meet with the course leads regularly to discuss concerns or progress in the curriculum. Students should refer to the contact information in their course syllabus.

**For further information about [Academic Advising Resources](#) see the Advising Resources Section of the OTC Web Page**

*The ASN program has established the following policies for admission, progression, dismissal, and readmission. These policies apply to all students in the OTC*

*Associate of Science in Nursing program.*

##### **2. ADMISSION (20 CSR 22000-2.090 [1B])**

1. The OTC ASN Program has prerequisite courses. Students who have not successfully completed the prerequisite courses with a grade of "C" or better, will not be eligible for admission to the ASN program.
2. The OTC ASN Program requires that students whose primary language is not English must document their English language proficiency. This requires: Minimum TOEFL iBT passing score of 83, with a minimum speaking score of 26. Student must satisfy this requirement by submitting a current TOEFL iBT score (Test of English as a Foreign Language) by the application deadline. Testing is completed through the TOEFL website. The TOEFL report scores are valid for 5 years from the test date.
3. Admission to the ASN Completion program is based upon the following admission criteria: Grades in Anatomy and Physiology, Contemporary Mathematics, Chemistry,

and Microbiology; Cumulative GPA; passing score on the PN to ASN admission test, total number of co-requisite courses completed by the application deadline. Additionally, students scoring below the minimum acceptable total score for acceptance on the admission criteria will not be eligible for admission.

4. Admission to the ASN Direct Entry program is based upon the following admission criteria: Grades in Anatomy and Physiology, Contemporary Mathematics, Chemistry, and English Composition; Cumulative GPA; and Admission Exam completed by the application deadline. All science courses must have been taken within the past five years.
5. Current OTC PN students during the semester of the application deadline will be eligible to receive conditional admission based upon scores on a standardized Med/Surg exam given in the OTC PN program. To remain in the program, the student will need to pass the PN Program Standardized Exit Exam prior to the first day of the ASN program and the NCLEX-PN exam within 90 days of graduation from the PN program.
6. Students enrolled in prerequisite courses during the semester of the application deadline will be eligible to receive a conditional admission based upon midterm grades. If

admitted and the student fails to make a “C” or better in the prerequisite course, the student forfeits the right to be admitted to the ASN program for that cohort. The student who is not taking the course at OTC must present a copy of official mid-term grades to the Health Science office to be considered.

7. If the admitted student fails to attend orientation, they are still held accountable for the onboarding requirements and program information. Orientation will be recorded for later viewing, however the student must still complete onboarding requirements. If onboarding is not completed by the due date it will impact the student’s ability to start clinical and could affect progression in the program.

### 3. PROGRESSION (20 CSR 22000-2.090 [1B])

#### ASN-D

**Failure to follow the established policies may result in delayed curricular progression. Any requests for exceptions to the following policies must be submitted in accordance with Ozarks Tech’s Grievance and Appeal Procedure.**

1. Every course which is required to graduate must have a final grade of a “C” or higher. Grades less than a “C” will affect the student’s progression in the program. Nursing courses are graded on the Health Sciences department grading scale, therefore a “C” is at least 75% (grades are not rounded). Credits for courses repeated do not count toward the 65 semester credits required for graduation.

2. Students who fail any nursing course or have withdrawn from any nursing course due to a realistic mathematical impossibility to pass the course may return only once during their time in the program. Course failure can result from poor academic performance or poor clinical performance. When a course is repeated, both the didactic and clinical components must be repeated. A subsequent course failure or withdrawal from a course will result in dismissal from the program and the student will be ineligible to return to the program.
3. The student must pass the critical competencies on the summative clinical evaluation for each nursing course to progress in the program
4. Students who receive a course final grade of “incomplete” will need to resolve the incomplete prior to beginning of the next nursing course or they will not be allowed to progress in the program. The student may incur a professional behavior contract when an incomplete grade is submitted. Incomplete work submitted during college breaks will not be graded until the college is back in session. Students who do not progress to the next course and have not resolved their incomplete grade in the time allowed by the college will receive a failing grade for that course and must re-take that nursing course which is subject to Progression Policy #2. See the Ozarks Tech policy on incomplete grades: [Ozarks Tech Grading Policies and Procedures](#)
5. Students may request a ONE-TIME change to the program of study for any reason. The student should send the request to their ASN Program Director and approval is contingent on the availability of a seat in the requested program.
6. The student requesting this ONE-TIME change of study must return within 1 year from the time the student originally began the program. Re-admission is contingent on the availability of a seat. Students need to be aware other cohorts may have alternate formats, i.e. hybrid, day blended, or evening weekend. If the student does not return within that 1-year time frame by choice or if a seat is unavailable, the student will need to appeal to the ASN Program Director (see below).

## **PROGRESSION (20 CSR 22000-2.090 [1B])**

### **ASN-C**

**Failure to follow the established policies may result in delayed curricular progression. Any requests for exceptions to the following policies must be submitted in accordance with Ozarks Tech’s Grievance and Appeal Procedure.**

1. Every course which is required to graduate must have a final grade of a “C” or higher. Grades less than a “C” will affect the student’s progression in the program. Nursing courses are graded on the Health Sciences department grading scale, therefore a “C” is at least 75% (grades are not rounded). Credits for courses repeated do not count toward the 65 semester credits required for graduation.

2. A total of two unsuccessful attempts in the program to pass any nursing courses (D, F, or Withdrawal for any reason) results in a required exit from the nursing program. Withdrawing from two courses in one block counts as two attempts. Course failure can result from poor academic performance and/or poor clinical performance.
3. The student must pass the critical competencies on the summative clinical evaluation for each nursing course to progress in the program
4. Students who receive a course final grade of “incomplete” will need to resolve the incomplete prior to beginning of the next nursing course or they will not be allowed to progress in the program. The student may incur a professional behavior contract when an incomplete grade is submitted. Incomplete work submitted during college breaks will not be graded until the college is back in session. Students who do not progress to the next course and have not resolved their incomplete grade in the time allowed by the college will receive a failing grade for that course and must re-take that nursing course which is subject to Progression Policy #2. See the Ozarks Tech policy on incomplete grades: [Ozarks Tech Grading Policies and Procedures](#)
5. ASN-C students currently enrolled may request a change to their completion plan and should send their request to the ASN-C Program Director. The student requesting a change of plan for completion **must** adjust the plan to complete the program within (6) 8-week blocks from their original start date. The student who will be unable to complete the ASN-C program within (6) 8-week blocks will have to request readmission to the ASN program. See the Readmission Policy below.

#### 4. **GROUNDS FOR PROGRAM DISMISSAL (20 CSR 22000-2.090 [1B])**

The grounds for dismissal include but are not limited to:

1. Dishonesty in any part of the application process and throughout the student’s tenure in the program.
2. Any act which compromises patient safety or confidentiality.
3. Refusing a drug test or failing to complete a drug test when required.
4. Failure to achieve 75% or greater in each nursing class based on the Health Sciences grading scale. Grades are not rounded.
5. Failure to meet critical clinical competencies of any course.
6. Receiving a 3<sup>rd</sup> professional behavior contract.
7. ASN-C students must maintain an unencumbered and undisciplined LPN or active Paramedic license to stay in the program. Failure to disclose to the ASN program any actions taken on the student’s license will result in dismissal from the program.
8. A background check resulting in information which would exclude a student from attending clinical in accordance with site agreements with clinical partners.
9. Any communication, photos, text, email, social networking, etc., which can cause harm or injury to another, disrupts the teaching-learning process, or violates HIPAA or patient confidentiality, may be grounds for dismissal from the nursing program.
10. Violation of the ANA Code of Ethics or the Missouri State Board of Nursing Nurse Practice Act.

Documentation to support dismissal will include e-mails, documentation of meetings with faculty, any professional behavior contracts, and any other communication between the student and faculty.

## 5. READMISSION (20 CSR 22000-2.090 [1B])

**Readmission to the Ozarks Tech ASN Program is not guaranteed. It is based upon the number of available seats and qualified applicants. Readmission criteria below must be met to be considered for readmission, and the student cannot be deemed previously as ineligible to return.**

1. Students who have been exited from the program may reapply to the ASN program by submitting an application through the program's application process.
2. ASN-D students who have exited from the program a second time may be eligible to reapply after a period of two (2) years has passed from the date of program exit. Students who meet this criterion must submit a new application and will be considered for readmission through the standard admissions process. Students will be required to retake previously completed courses.
3. ASN-C students who have exited from the program may be eligible to reapply after a period of two (2) years has passed from the date of program exit. Students who meet this criterion must submit a new application and will be considered for readmission through the standard admissions process. Students will be required to retake previously completed courses.
4. ASN-C students requesting a change of completion plan who are unable to complete the program in (6) 8-week blocks from their original start date, must follow the readmission criteria below. These students' delay in their progression in the program should not be the result of an exit under the ASN-C Progression Policy #2 above. In that case, students exited from the ASN-C program should follow Readmission Policy #3.

### 5. Readmission criteria:

- i. All students must present a request to their ASN Program Director in writing via e-mail which must include the student's desire to re-enter the ASN Program.
- ii. The student must meet with the ASN Program Director to discuss their request for readmission.
  - i. The student's previous attempt will be reviewed.
  - ii. After this meeting, the student must complete the written plan for successful completion of the ASN Program including evidence that the student has corrected significant deficiencies or barriers that led to their previous unsuccessful performance. This plan must be submitted by the agreed deadline.

6. A student who is absent from required nursing course work for more than one year from the original program start date must appeal to their ASN Program Director for readmission.
7. If readmission is granted, this is the **final** attempt allowed to complete the program.
8. **Students Ineligible for Readmission**
  - a. **Students dismissed from the ASN Program for unsafe client care.**
  - b. **Students who are not in good standing with Ozarks Tech.**
  - c. **Students who have been previously dismissed due to [Ozarks Tech's disciplinary withdrawal policy](#).**
  - d. **Students who violate the ANA Code of Ethics or the Missouri State Board of Nursing Nurse Practice Act.**

## V. NURSING PROGRAM EXPECTATIONS (20 CSR 22000-2.100 [1-B])

In accordance with the Code of Ethics of Nursing endorsed by the American Nurses' Association, the expectation of a student in the Ozarks Technical Community College Associate of Science in Nursing program is that professional behavior is always expected **in all settings**. **Professional behavior is threaded throughout the curriculum of the ASN program and is assessed in each course.** Students may access the [ANA Code of Ethics](#) by following the included hyperlink.

Professional behavior as defined below are behaviors that meets the established norms for students of professional nursing. Professionalism is evaluated throughout the ASN program and is included in the clinical evaluations, course evaluations, and end of program student learning outcomes. The faculty considers student professional behavior an integral part of all clinical and classroom performances. In keeping with the core values of Ozarks Technical Community College and the established norms in nursing, students are expected to meet the required standards of professional behavior including:

1. **Caring attitude:** The student will demonstrate a caring attitude, promote health, and show concern, hope, and commitment to understanding others' needs.
2. **Integrity:** The student, who exhibits integrity commits to telling the truth, demonstrates humility, and practices open respectful communication in all interactions, whether at OTC, an OTC function, or at a clinical facility, always.
3. **Diversity:** The student, who accepts and supports a culture of diversity, demonstrates acceptance, respect, and inclusivity. While acknowledging that each person is unique, the student accepts individual differences without judgment. Those differences may include race, ethnicity, religion, gender, sexual orientation, socioeconomic status, age, physical abilities or disabilities, political beliefs, other beliefs, and principles.
4. **Quality:** The student, who exhibits a commitment to quality, demonstrates continuous growth, improvement, and understanding. This student welcomes transformation and commits to self-improvement and encouraging the improvement of others including patients, family members, and fellow students.

5. Learning: The student, who exhibits a commitment to learning, seeks opportunities to acquire the knowledge, training, and experience necessary to grow into an innovative member of the nursing profession.
6. Community: The student, who is committed to the community will interact, collaborate, and support the college, local community and society.
7. Respect: The student who demonstrates respect for others, maintains an attitude of consideration, appreciation, and regard for all individuals the student encounters.
8. Civility: The student, who demonstrates civility, follows the guidelines for civil behavior as outlined in the Civility Policy of the OTC ASN program.

Students who are on any OTC property, in OTC ASN program uniform or with program ID, or otherwise serving as a representative of the college must abide by standards of professional behavior.

Every Ozarks Tech ASN student must be in uniform while on any OTC campus, OTC education center and or clinical partner location and must abide by the standards of professional behavior.

A student who does not meet any of the above standards would be subject to disciplinary actions including a Professional Behavior Contract and/or dismissal from the program.

#### **A. PROFESSIONAL BEHAVIOR IN CLINICAL EXPERIENCES (20 CSR 22000-2.100 [1-C, D, E & 3B])**

Health Agencies in the community are used for clinical experiences in nursing on a contractual agreement. Nursing students are required to always display professional behavior. This may include but not be limited to:

- a. Observing all policies of the agency, including drug screening and background check.
- b. Maintaining strict confidentiality of records and information. Guard conversations in elevators, corridors, and dining areas.
- c. Giving a patient's status report before leaving the unit. This will include a status report to nursing students or nursing staff that will be monitoring your assigned client while you are off your nursing unit for break, lunch, end of shift, etc.
- d. Using your appropriate name and title
- e. Observing the ASN Dress Code.
- f. Using a moderate tone of voice and be aware of non-verbal communication.
- g. Refraining from socializing in the nursing station, corridors, and elevators. Socializing is permitted at lunch/break time only.
- h. Refrain from inappropriate public display of physical contact between students.
- i. Observe the regulations of the agency regarding parking and hospital/nursing procedures.
- j. Maintain professional attitude in class and clinical.
- k. Refrain from disorderly, lewd, indecent, obscene, or offensive conduct or expression.
- l. Refrain from using cell phones in patient areas for personal communication.
- m. Adhere to the [Ozarks Tech Student Code of Conduct](#) and [Classroom Conduct](#) provisions of the OTC ASN Program Professional Behavior and Civility Policies.

In addition to the required standards of professional behavior, students must follow all rules and regulations of their assigned clinical facility. Any behavior that is unethical or unsafe may result in immediate removal from the clinical site and/or course failure. Such behaviors include, but are not limited to:

1. Persistent errors in medication and/or intravenous administration.
2. Falsifying patient records.
3. Failure to report life-threatening changes in client's condition.
4. Inappropriate handling of clients, e.g., physical, or verbal abuse, neglect.
5. Threats to the safety of client/self/peers/instructor/staff.
6. Violation of client privacy and/or federal [HIPAA regulations](#) (follow hyperlink for more information).
7. Participation in clinical experiences under the influence of drugs and/or alcohol.
8. Consistent unpreparedness for clinical experiences. Clinical expectations for preparedness are outlined in every ASN course.
9. If a clinical agency refused to have a student return for any reason.

Professional conduct and attire are always expected, both in the classroom and in the clinical setting. Professional conduct in the clinical agency will be guided by and evaluated based upon the requirements of the clinical agency, the eight standards for professional behavior located in section VI of the OTC ASN Handbook, and the Civility Policy located in section VI-C of the OTC ASN. The student's professional behavior is a part of their clinical evaluation. Violation of any of the above will result in a professional behavior contract and may result in the student being suspended or dismissed from the Nursing Program.

- 1. Professional Dress Code:** Evidence has shown that perception of professionalism is enhanced when professional attire is worn. For this purpose, the OTC ASN program always requires professional dress in the learning and clinical environment. Whenever a student represents OTC, they must wear the required OTC ASN Program uniform or professional dress. When professional dress other than uniform is required, the student will follow the instructor's instructions regarding dressing for the experience.

**Clinical Policy:** Your conduct in uniform, in the classroom or clinical site, shall always reflect pride and dignity for the nursing profession and the Ozarks Technical Community College Department of Nursing. Certain floors or units within the clinical sites may have a specific dress code with requirements more stringent than those of the Ozarks Tech ASN Program. In this case, the student must adhere to the dress code set forth by the clinical facility which will be communicated to you ahead of time. The following guidelines have been established to meet the professional dress code and conduct requirements of the Nursing Program. Students are required to abide by the following dress code expectations set forth by the Nursing Program:

## **UNIFORM**

- a. The official Ozarks Technical Community College ASN Program uniform should be worn in all settings which the student is in clinical or on an OTC Campus, unless otherwise directed by ASN faculty or their clinical agency. Any jewelry, clothing, etc. brought with the student to a clinical or campus activity is their responsibility.
- b. Uniform scrubs must be purchased from the OTC bookstore. The requirement is for one pair of bottoms and one top. A jacket is optional. However, if a jacket is worn it must be the approved ASN jacket available through the OTC bookstore. No other jackets, sweaters, etc. are allowed.
- c. Uniforms must not be form-fitting (i.e. leggings) or have an excessively baggy fit. The student must look professional, using appropriate measures to eliminate stains or wrinkles in their uniform. Shirts and pants combined will always cover the midriff area. Undergarments should not be visible outside the uniform. Undershirts may be worn for additional coverage as needed for ill-fitting or low-cut scrub tops. Undershirts must be a matching color to the uniform.
- d. The uniform must be free from body odor, perfumes, or cigarette/cigar smoke. Tobacco or other vaping devices should not be used in the clinical uniform.
- e. Shoes and shoestrings should be clean, black in color (without colored stripes/markings), and impermeable to meet OSHA standards. Backless shoes are not permitted. Socks should be worn with all shoes and kept neat and clean, without offensive patterns.
- f. The uniform should include everything the student may use in clinical, such as stethoscopes, ID Badge, watch with a second hand, pen lights, etc.

## **Jewelry**

Jewelry should be limited for infection control and safety purposes. The following policies apply for all ASN students, however, some units may have more strict requirements that will supersede the following:

- a. Rings - Style must be small, plain, and not present a hazard in the clinical setting (without high prongs and multiple stones). Only one ring may be present and must be located on the ring finger. In some clinical settings, rings may not be allowed.
- b. No necklaces, bracelets or anklets may be worn except for medical alert reasons.
- c. Earrings - one pair of small stud earrings only. If you have gauges, you must have a flesh-toned spacer in place.
- d. No facial jewelry or tongue rings allowed. No other body piercings should be visible.
- e. Jewelry may be assessed for safety by ASN faculty, and the students may be asked to remove any item of jewelry if it poses a risk to patients or themselves.

## HYGIENE

- a. Hair should be kept neat, clean, out of the face, and should not touch the shoulders. Hair should be secured to prevent interference with patient care. Hair color should be natural appearing. Hair colors such as pastels or highlights are permitted when they are subtle and not overly vibrant. Extreme hair colors such as neon or fluorescent hues are not permitted, as they can be distracting to patients or interdisciplinary team members. Hair should be clean, neat, and professional in appearance. Natural hair colors are preferred. Subtle highlights or non-natural tones may be acceptable if they are not overly bright or distracting. Extreme or highly vibrant colors (e.g., neon or fluorescent shades) are not permitted, as they may be distracting in the clinical environment. Any hair accessories worn must be conservative and match the uniform colors. Any large hair accessories or colors not matching the uniform will not be allowed.
- b. Facial hair such as beards, goatees, etc. cannot be longer than one inch in length and must be clean, neat, and trimmed. The facial hair should not impede the fit of droplet precaution masking.
- c. Headwear required for religious or cultural practices is permitted but must not contain offensive content. Color of headwear must be neutral or match the ASN Uniform.
- d. Nails should be trimmed, clean, and well groomed, not extending  $\frac{1}{4}$  inch beyond the fingertip. Nail polish may be worn without chips, cracks, or peeling areas. Nail ornaments, acrylic, dipped, shellac, or artificial nails of any kind are not permitted.
- e. If fake eyelashes are worn, eye shields must be worn during any sterile procedure to protect the field from contamination.
- f. Makeup should only be used in moderation and should be professional at all times.
- g. Body hygiene must be maintained through regular bathing and/or showering and the use of an effective body deodorant and breath freshener.
- h. Perfumes and/or scented lotions are not allowed in patient care areas.
- i. Tattoos may be visible so long as the images or words do not convey violence, discrimination, profanity, sexually explicit content, gang or other group affiliation, extremist philosophy, or depict illegal activities. Tattoos containing any of the aforementioned criteria must always be covered. Tattoos on the face, neck, head, and scalp must also be covered. Students may be requested to wear their clinical jacket in the event that a staff member or patient finds their tattoos offensive.

**Violation of Policy and Procedure for Clinical Dress Code:** Failure to abide by the Dress Code may result in being sent home, a professional behavior contract and/or the grade of (F) Fail for the day. If a student is sent home, they will accrue absence hours and a clinical make-up will be required.

## **B. PROFESSIONAL BEHAVIOR ONLINE, IN THE CLASSROOM OR ON CAMPUS (20 CSR 22000-2.100 [3-B])**

Professional conduct and attire are always expected. Professional conduct online and in the classroom will be guided by and evaluated based upon the eight standards for professional behavior located in section V of the OTC ASN Handbook, and the Civility Policy located in section V-C of the OTC ASN Handbook.

### **1. Professional Dress Code: Classroom and Campus Policy**

The official Ozarks Technical Community College ASN Program uniform should be worn in all settings which the student is in clinical or on an OTC Campus, unless otherwise directed by ASN faculty or their clinical agency.

- 2. Violation of Policy and Procedure:** Failure to abide by the Professional Dress Code Policy will be addressed directly with the student the first time the policy is violated with consequences of a professional behavior contract for future violations.

## **C. CIVILITY**

Incivility issues affect both the practice of nursing and nursing education. The culture

of incivility can potentially lead to threatening and unsafe behaviors that could negatively impact patient care and nursing education. Therefore, to foster a culture of civility and professionalism, the Ozarks Tech ASN programs follows [2.25 – Classroom Expectations and Disciplinary Withdrawal](#). This is a code of conduct to promote civility in the classroom, clinical and in any student, faculty and patient interactions including the online environment, the following guidelines have been developed.

Uncivil behavior will not be tolerated in the Ozarks Technical Community College ASN program in any interaction either online, on campus or in a clinical agency.

Violations of policy can result in disciplinary action including any of the following: verbal warning, professional behavior contract, withdrawal from the course, and dismissal from the nursing program.

## **D. CONSEQUENCES FOR VIOLATION OF PROFESSIONAL BEHAVIOR EXPECTATIONS**

Based on the judgment of the OTC Faculty, the faculty will discuss the situation with the student, or the student will receive a Professional Behavior Contract.

If there is a question regarding any violation of the OTC ASN Program Policies and Procedures, the incident will be discussed with the student immediately. An OTC faculty or staff member will send an e-mail to the student notifying them of the investigation of unprofessional behavior and/or incivility. Upon completion of a review of the instance, the findings will be compared to

the policies and procedures of the OTC ASN Program (and clinical site if appropriate) to determine the next course of action.

A Professional Behavior Contract will be warranted in any instance in which the student demonstrates a serious or repetitive violation of any of the policies of the ASN Handbook.

**Students are only allowed two violations of policy that warrant a professional behavior contract. The third violation of policy warranting a professional behavior contract will result in dismissal from the program.**

*Exceptions to the above policy include:*

- 1. Any behavior that is physically harmful or threatens physical harm to another student, faculty member, or any other person on campus or at a clinical agency, will be grounds for immediate dismissal.*
- 2. A second violation of the Academic Integrity policy will result in failure of the course in which the infraction took place and therefore immediate dismissal from the nursing program.*

## **E. STANDARDIZED TESTING**

All Nursing students will participate in the **HESI** standardized testing program. Program statistics have shown in the past that if a student has a standardized exam score that is less than predicted average levels throughout the program, they are at risk of failure on the NCLEX-RN. The student will be charged a testing fee each semester. Note: Students who are repeating nursing courses will also repeat testing and be charged the testing fee. There is no refund for the testing fee as it is a requirement of the Nursing Program that all students must take each **HESI** subject-specific and exit exam. This requirement includes all students who may be repeating a course. Nursing students must achieve the required target score on all **HESI** subject-specific and **HESI** Exit exams. If the student receives a score below the required target score (900) on any subject specific exam, the student is required to participate in remediation activities (as outlined by the ASN Program Chair and/or Course Lead) then retake the subject specific exam within 2 weeks of the first exam date. Exception: if the college is closed following the original exam date for longer than 2 weeks, the retake will be given upon the college reopening.

1. Remediation is recommended within the HESI system for any area in which the student did not meet the recommended score. The number of remediation packets assigned will be at the discretion of the Course Lead for subject specific exams and will be assigned within the HESI website. Any student not completing required remediation prior to the scheduled exam retake, will not be allowed to take the HESI exam a second time until remediation is completed.
2. Dates for HESI retake will be scheduled by the assigned HESI instructor proctoring the retakes and will be based upon proctoring availability. The student must take the HESI exam on the date(s) scheduled.

3. HESI exams converted scores will be included as a test grade(s) in each course with assigned HESI Exam(s).
4. All nursing students must complete the HESI Standardized Exit Exam, per program policy, to meet the OTC ASN 250 course requirements. The testing fee for this exam is included in the testing fee assessed each semester. The Standardized Exit exam serves as a predictor of student's NCLEX success, assists to identify group and individual specific areas of strengths and weaknesses, thus helping students maximize study time.
5. If the student is unsuccessful on the HESI Standardized Exit Exam, the student must complete the remediation provided for the exam and test a second time. If the student is unsuccessful the second time, the student will meet with the ASN 250 Course Lead to complete a plan of study to prepare for the NCLEX-RN.
6. Every student is **required** to attend a HESI NCLEX-RN Review Course that will be offered at the end of the program and before taking the HESI RN Exit Exam. This review course is included in the student's Test Fees.

## **F. STUDENT REFLECTIVE SELF-EVALUATION**

To enhance each student's chances for successful completion of the OTC ASN program and the NCLEX-RN, the faculty have developed a success policy. The student is ultimately responsible for their personal success. As such each student will participate in reflective evaluation.

Reflective evaluation will include remediation and reflective self-evaluation. The student will begin reflective self-evaluation in the first 8-week block of the program.

Reflective self-evaluation will be added to each course which may include any of the following:

- n. reflection on student learning of concepts within the course
- o. reflection on clinical performance and reflection on attainment of course objective
- p. reflection on progressive attainment of end of program student learning outcomes

Remediation will be required and addressed on the reflective self-evaluation for:

- a. Any score in the course that is below 78%. The student is required to attend or complete remediation for any exam on which they score below 78. Reflective self-evaluation will be updated to reflect remediation.
- b. Any HESI exam with a score below 900. Students will be required to update their reflective self-evaluation and complete HESI remediation requirements prior to retaking the exam.

## **G. CELLPHONE OR COMPUTER USE**

The ASN Program prohibits the use of smart phones, texting, messaging, use of social media, cell phones, or any other electronic device, that may be deemed a distraction to the learning process, during class lecture time or lab activities. All such devices must be turned off or put in a silent mode and cannot be taken out during class or during testing. At the discretion of the instructor, an exception to this policy is possible in special circumstances. Lap top computers,

IPADs, or tablets will be allowed in the classroom as long as they are being used for learning purposes.

In testing situations, use of cell phones or similar communication devices, or any other electronic or data storage device, may lead to a charge of academic dishonesty and additional sanctions under the [\*Policies and Procedures – Academic Integrity\*](#).

**Cell phone use for personal purposes is not permitted in the clinical setting except during student lunch/break time. The use of computers, tablets, IPADs, or smart phones may be used in the clinical setting according to HIPAA and confidentiality guidelines and used only to promote clinical learning.**

## **H. SOCIAL MEDIA EXPECTATIONS**

As a student, you will encounter confidential information within the patient care environment during clinical. It is your responsibility to refrain from any of the following:

- Using of patient's name (any identifier including initials, hospital name, type of procedure, etc.) and personal health information in any way
- Disclosing confidential information about the College, its employees, or its students
- Stating personal opinions as being endorsed by the College
- Using information and conducting activities that may violate OTC academic policies, or may violate local, state, or federal laws, and regulations.

Any posting of information regarding patient(s), patient's families or clinical assignment on social networking sites will result in immediate course failure or dismissal from the nursing program. Posting information of this nature is considered a breach of patient confidentiality and violation of the Health Insurance Portability and Accountability Act (HIPAA).

The OTC Nursing Programs adhere to the Privacy Policies and Procedures of the Clinical agency where the student is assigned. If a breach of HIPAA has occurred, the student may not be allowed to return to the clinical agency. If the student is not allowed to return to the clinical agency, this will result in automatic dismissal from the nursing program.

Laptops, cell phones, and other devices employed for social media may only be used as authorized by faculty, while in the classroom or clinical setting. Be aware of your association with Ozarks Technical Community College in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Any violation of the professional behavior policies on social media will be addressed and the consequences for failure to follow the standards of professional behavior will be invoked.

OTC does not tolerate content from students that is defamatory, harassing, libelous or inhospitable to a reasonable academic/work environment. Social media may be used to investigate student behavior.

## **I. STUDENT ORGANIZATIONS**

### **Student Clubs and Organizations**

Many clubs and organizations are active on the OTC campus. Through participation in programs of their special interests, students may explore and extend the development of their skills and abilities by working with fellow students. Membership is open to all students who meet the qualifications for the respective clubs. For more information, contact the Student Services department on the OTC campus.

### **Phi Theta Kappa**

Established by Missouri two-year college presidents in 1918, Phi Theta Kappa International Honor Society serves to recognize and encourage the academic achievement of two-year college students and provide opportunities for individual growth and development through honors, leadership, and service programming. In 1929, the American Association of Community Colleges recognized Phi Theta Kappa as the official honor society for two-year colleges. For more information contact the Phi Theta Kappa sponsors on the OTC campus.

## **VI. ACADEMIC EXPECTATIONS/CURRICULUM**

### **A. PRACTICAL NURSE AND PARAMEDIC LICENSURE REQUIREMENT FOR ASN-C**

**(20 CSR 22000-2.010 [8V])**

#### **Policy:**

Ozarks Technical Community College Associate of Science in Nursing program requires all licensed practical nurses and paramedics enrolled in the ASN completion program to maintain active, undisciplined/unencumbered Missouri license or an undisciplined/unencumbered license from a compact state. If an LPN does not have IV certification, it is the responsibility of the applicant to reach out to the ASN-C Program Director to discuss this. The OTC ASN program does not teach basic IV therapy.

Licensed Practical Nurses applying to the ASN program must submit a copy of their license from Nursys of their current undisciplined/unencumbered LPN licensure along with their application to the program. Any encumbered status or disciplined actions on the applicant's license will make them ineligible to be admitted into the ASN Program.

Paramedics applying to the ASN program must submit a copy of their active license along with their application to the ASN Program. Applicants who do not have an active Paramedic License will be ineligible to be admitted into the ASN Program.

For recent graduates of the Ozarks Technical Community College Licensed Practical Nursing Program, the student will need to provide proof of a scheduled National Council Licensure Exam

(NCLEX) by the end of the first full month in the program. In addition, the student will need to have taken the NCLEX exam within 90 days of completion of the LPN program.

**Violation of Policy and Procedure:**

Failure to present or maintain an active Paramedic license or a current, unencumbered and undisciplined Practical Nurse license (from Missouri or a compact state) violates the Licensure Validation policy. If a student becomes aware of any action that could affect their license, they must immediately notify the ASN Program Director. The student will be dismissed from the nursing program until an active, undisciplined and unencumbered license is provided. Readmission is not guaranteed.

For the recent graduate of the OTC LPN Program, failure to schedule the NCLEX before the end of the first full month in the program, failure to take the licensure exam within 90 days of completing the LPN program or failing the NCLEX-PN exam will result in dismissal from the ASN program.

**B. ACADEMIC INTEGRITY POLICY**

**Policy:**

The College expects students to honor the principles of truth and honesty. Nursing faculty urge all students to promote among themselves the highest standards of ethical conduct. Students in the Nursing Program are expected to demonstrate integrity in the online, classroom, and clinical setting. Students in the ASN program must be compliant with the [OTC Policy 5.22 Academic Integrity](#) the student can find resources that explain their responsibilities related to Academic Integrity in the OTC Academic Catalog and Student Handbook in the [General Information Section](#) under [Academic Integrity](#).

**C. GRADING SCALES**

**Ozarks Tech’s Health Sciences Grading Scale:**

100%-90%	A
89%-80%	B
79%-75%	C
74%-65%	D
Below 65%	F

**OTC ASN Clinical Grading Scale:**

The clinical competencies of each course result in a final clinical grade of Pass or Fail. See the Completion and Progression Policies in the handbook for more information on eligibility to repeat courses.

**Grading Policies**

- A. Students must comply with all of Ozarks Technical Community College's policies and procedures.
- B. Submission of assignments should follow the instructions and should meet the required deadline.
- C. Exam testing from an off campus location utilizing online proctoring is a privilege and can be revoked at any time should the faculty have any suspicion for academic dishonesty.
- D. A student who has special accommodation documented with Disability Support Services for test taking is responsible for contacting the Nursing Program Director to discuss the accommodations. The student who has special accommodations is also responsible for sending a copy of the accommodation letter to their course instructor(s).
- E. Students must fulfill the requirements for didactic and clinical components of the nursing program, demonstrate academic integrity and ethical conduct and maintain a level of health which contributes to their meeting course objectives. Once students are enrolled in the nursing program, students must maintain continuous enrollment in nursing courses and progress sequentially through the program.
- F. After unit exams, remediation/exam reflection will be provided. The student may not write down, tape record, or copy and paste exam questions for any reason during remediation. Remediation is provided to promote additional learning and mastery of the skills and information. If a student requests reconsideration of an answer, the student must follow the following steps to have the concern considered by faculty:
- The student must submit, in writing, to the instructor of the course and the specific test question of concern. **The student should not copy and paste the exam question into any correspondence with the instructor. This would give the student a copy of the exam question that could be shared and will be considered cheating.**
  - The student must submit in writing documentation 3 reference materials that defend the student's "thoughts" on the question and why they believe another answer may be more appropriate. (Must be in APA format)
  - Faculty will respond to the students' concern within 5-7 business days concerning their decision or remediate with students on why the reference materials did or did not substantiate their challenge.
- G. Any time faculty determines that a student is an academic risk, he/she may be required to meet with the course lead(s) for the course(s). Students identified at risk must follow the remediation policy of this handbook.
- H. Guidelines for Grading Assignments

- **Late Assignments** – Late assignments of any kind are not conducive to learning. All assignments turned in late that have points will result in a grade of zero (0) recorded in the gradebook. Students must complete and submit all assigned work by the end date of the course. Any missing or incomplete assignments past the last date of the course will result in an incomplete grade in the course and may affect the student’s progression in the program. See the progression policies above. See OTC Policy on incomplete grades at: <https://about.otc.edu/policies/2-70-grading-system/>
- **Clinical Assignments** – In order to advance through the program critical competencies in nursing courses **must** be met. These critical competencies are progressive, reflect nursing standards and are indicative of safe nursing practice. Essential competencies are very important and are helpful in building your skills towards safe nursing practice. Essential competencies cannot result in clinical failure unless the actions of the student violate the ASN Student Handbook. If you receive two formative failures within any single critical competency subobjective, this results in a summative failure of that subobjective and subsequent clinical failure. If you receive a grade of “fail” in an essential competency it must be reviewed by the ASN faculty for any potential violations of the ASN Student Handbook. Any “emerging” or “fail” grade in competencies must be reflected upon for improvement prior to your next clinical day.
- **Late Clinical Assignments** –Students are responsible for completing and submitting all clinical assignments by the stated deadlines. This expectation applies to all clinical work, including in-person, independent, and online activities.
  1. Students must meet all clinical objectives, as outlined in the clinical evaluation tool, to successfully complete the clinical component of the course.
  2. Clinical assignments not submitted by the due date and time are considered late.
  3. Students who submit late clinical assignments must contact their course and/or clinical instructor.
  4. Feedback is not guaranteed for late submissions. Late submissions will affect the opportunity for instructor feedback prior to the student’s subsequent clinical experiences. Students are expected to demonstrate required clinical competencies regardless of whether feedback is provided.
  5. Late clinical assignments can result in a failing grade for the associated clinical day. A failing clinical day may jeopardize successful completion of the clinical component of the course.
- **Student Portfolio** – Each student will be required to complete a student portfolio throughout the nursing program that will include the required items, as deemed necessary by the nursing program faculty, to validate improvement and competency in the major concepts and sub-concepts of the Associate of Science in Nursing program at Ozarks Technical Community College:
  - \* Person, environment, health, nursing, and nursing education

- \* Nursing process, human needs theory, growth and development, stress adaptation, communication, critical thinking, cultural diversity, and health promotion, protection, and disease prevention.

### **C. CURRICULUM PLAN (20 CSR 22000-2.100 [2])**

The ASN Completion option Curriculum Plan may be accessed by accessing the link below:

[ASN Program Details](#)

The ASN Direct Entry option Curriculum Plan may be accessed by accessing the link below:

[Direct Entry ASN Program Details](#)

## **VII. CLINICAL/LAB EXPECTATIONS (20 CSR 22000-2.010 [3B])**

### **A. GENERAL EXPECTATIONS REGARDING CLINICAL EXPERIENCES**

#### **1. Clinical Evaluations**

Clinical evaluation is an on-going process, and the student or faculty member can at any time request an evaluation conference. Each student will have access to the clinical evaluation form at the beginning of each clinical course. It is the student's responsibility to keep an account of examples of his/her own clinical performance that are included on the clinical evaluation form as reflective self-evaluation.

#### **Formative Evaluations**

1. A formative evaluation of the student will be conducted on both essential and critical competencies. The student is required to meet the criteria selected on the clinical evaluation tool. A student who does not meet the required grade on a clinical evaluation tool will be required to document the competency not met in the reflective self-evaluation section of the clinical evaluation and include a plan to meet the competency.
2. The student must demonstrate that they have addressed the need along with applying faculty feedback.

#### **Summative Evaluations**

1. Students must obtain a summative pass on the clinical evaluation tool to pass the clinical experience. Grading rubric and explanation of a summative pass is on each clinical evaluation tool.
2. The student is required to upload their final clinical evaluations to their portfolio.

#### **Clinical Requirements for OTC ASN Students**

Students admitted to the Ozarks Technical Community College Associate of Science in Nursing program participate in clinical experiences at local healthcare facilities. The nursing program and the clinical agencies have affiliation agreements to outline the responsibilities of each agency. Follow the links below to access information about clinical requirements:

## Vaccination Requirements

CPR is required for Clinical attendance, and it must be turned in to the Health Sciences Office prior to beginning ASN courses. **There are no exceptions.** Completion of the American Heart Association (AHA) **Healthcare Provider CPR** course or the American Red Cross **Basic Life Support Course in CPR** is the required training for nursing students and is taken at the student's expense. If a student's CPR card expires during the school year, **it is the responsibility of the student** to ensure current valid CPR status. Expired cards will result in dismissal from the clinical agencies and could result in dismissal from the ASN program.

## CPR Certification Information

In addition, the student must meet the following:

1. Be responsible for personal meals during clinical hours.
2. Abide by existing policies, rules and regulations of Facility and School.
3. Assume responsibility for personal illness/treatment/costs incurred during clinical hours.
4. Be responsible for personal transportation to and from the clinical area and during the clinical hours.
5. Wear attire acceptable to Ozarks Technical Community College and the clinical facility during clinical hours. Wear OTC "student nurse" name tag at all times during clinical experiences at Clinical Facility.
6. Be aware that because of HIPAA, any breach of patient confidentiality will result in immediate termination from their clinical rotation at Facility and possible disciplinary action by the Nursing Program.
7. Be aware that only those records of patients who have agreed to participate in the students' clinical rotation may be reviewed by the nursing students and all other patient information and records are to be considered confidential and therefore privileged information. Photographs of or printed materials from the patient chart is prohibited.
8. Be aware that Ozarks Technical Community College Nursing students will hold harmless the College and the clinical facility any and all claims, demands, actions, costs, damages, liabilities and expenses, arising out of participation in the clinical experience.
9. Not have been convicted of a crime involving health care nor excluded from participation in any federally funded health care program.
10. Completing clinical experiences develop professional skills in order to demonstrate specific entry-level competencies, the student understand that he/she (1) is not an employee of the institution or of the health care facility; (2) is not expecting and will not receive compensation for participation in the clinical course from either the institution or the health care facility; and (3) has not been promised and not expected to be offered a job at the health care facility as a result of participation in the clinical course.

11. Students shall not represent themselves as nursing students or engage in patient/client care as nursing students except as part of an assigned, planned learning activity in a practice setting integral to the curriculum. Moreover, students shall NOT wear the OTC ASN Nursing uniform, name tag and/or lab coat with emblems, except as part of an assigned, planned learning activity.
12. Understand that all students participating in the ASN Program will be required to complete a pre-clinical drug screen. Drug screens may be repeated at any time in the program should it be warranted.
13. Understand that all students participating in the Nursing program will be required to complete a pre-clinical criminal background check.
14. Students will not work a shift directly prior to a clinical shift.
15. Capstone clinical experiences for ASN 250 outside of the Springfield or Branson area must be requested prior to the student's completion of ASN 220. The request must be conducive to meeting the end of program student learning outcomes. The student is not guaranteed placement at the requested site and the final decision on placement of the student will be based on the student's clinical and academic performance.

## **B. LAB EXPECTATIONS AND PROCEDURES (20 CSR 22000-2.070 [5A])**

For any student who feels that they need practice or if an instructor feels that a student needs extra practice with a skill, the lab will be made available, and the student will be provided with the opportunity to make an appointment with the instructor and schedule a time to practice the skill.

## **C. SIMULATION LAB EXPECTATIONS**

The students must also follow all clinical, classroom, and campus behavioral, professional, and civility policies of the ASN program when participating in simulation experiences.

1. **Dress Code:** In order to create a professional environment and enhance realism of the clinical simulation, appropriate clinical attire and patient care supplies, as required in the Associate of Science in Nursing Program clinical experiences, will be required.

## **D. CLINICAL SAFETY EXPECTATIONS**

In addition to the required standards of professional behavior, students must abide by the rules and regulations posted at their assigned clinical facility. Any action or inaction on the part of the student which threatens a patient's physical and/or emotional well-being will be considered a violation of that patient's safety. This also includes situations in which an instructor intervenes in prevention of the error. When possible, the instructor will give the student an opportunity to identify and correct any errors prior to intervention from the instructor. Student behaviors that

are unethical or unsafe, warrant student removal from clinical experiences and/or course failure. These behaviors include but are not limited to:

1. Persistent errors in medication and/or intravenous administration.
2. Falsification of patient records.
3. Failure to report life-threatening changes in client's condition.
4. Inappropriate handling of clients, e.g. physical or verbal abuse, neglect.
5. Threats to the safety of client/self/peers/instructor/staff.
6. Violation of client privacy and/or federal HIPAA regulations (see [www.hhs.gov/ocr/hipaa](http://www.hhs.gov/ocr/hipaa)).
7. Participation in clinical experiences under the influence of drugs and/or alcohol.
8. Consistent unpreparedness for clinical experience.
9. If a clinical agency refused to have a student return for any reason.

These actions or inaction will be dealt with as follows:

1. If warranted a Professional Behavior Contract.
2. An incident report may be filled out, if required, by hospital policy.
3. Following (within 7 days) the first error, the nursing instructor will schedule a conference with the student/s, regarding the incident. Other individuals may be asked to be present if necessary.
4. A second error with the same student will necessitate a conference between the Nursing Program Director, the student, and necessary faculty members.
5. Any error that is considered life threatening to the patient could result in dismissal of the student from the Nursing Program.
6. A student who wishes to appeal disciplinary action taken by the nursing faculty may request due process. (See Student Grievance Procedures).

Professional conduct and attire are always expected, both in the classroom and in the clinical setting. Professional conduct in the clinical agency will be guided by and evaluated based upon the requirements of the clinical agency, the eight standards for professional behavior and the civility standards located in the OTC ASN Handbook. The student's professional behavior is a part of their clinical evaluation.

Violation of any of the above will result in a professional behavior contract and may result in the student being suspended or dismissed from the Nursing Program.

## **VIII. ATTENDANCE REQUIREMENTS**

Students are expected to attend class both online and on campus, clinical and scheduled exam dates. As part of the professional role, students are expected to arrive at all learning experiences on time. There will be a reasonable attempt to notify students of any cancellations of class, laboratory, or clinical experience. To be able to reasonably notify students of cancellations, the instructors must have the most current contact information. It is the student's responsibility to

update the information in ASN Central and notify the program director, course instructors, and clinical instructors of the changes made to personal contact information.

Failure to meet the requirements of active participation in the online course (OTC Attendance and Administrative Withdrawal Policy) for 14 days will result in the student being administratively withdrawn from the course and dismissal from the Associate of Science in Nursing Program. Please see OTC Policies by following the links below. OTC Attendance Requirements OTC Administrative Withdrawal from a Course

## 1. Exam Attendance Policy

The Exam Attendance Policy applies to all on campus and proctored online exams. Students are required to complete all exams within the scheduled time frame, failure to complete an exam will result in a grade of “0”. The student is required to schedule a time to complete the exam for assessment of attainment of course objectives, but not for points.

### Unit Exams

A proctored online unit exam is defined as any exam that is proctored by a proctoring service and may be taken at any time within the time frame allotted. These exams are scheduled and will be listed in the course syllabus and course guide. For online unit exams (via Canvas with Proctorio), students are given a minimum of 72 hours to take each exam. Consequently, the student must take the exam within the allotted time.

### Standardized HESI Exams and Retakes

HESI exams are scheduled prior to the beginning of each 8-week block. The student must take the exam within the time frame scheduled for the exam. Due to proctoring requirements, instructors may offer more than one opportunity to take the exam. The student must take the exam during the time assigned to or chosen for them. The initial exam score will be recorded in the grade book and will count as an exam in the course with which it is aligned. Students may be required to remediate and take HESI exams a second time for assessment and attainment of course objectives. HESI exam re-takes are given in the first week of each 8-week block.

### Final Exams

All students are required to take final course exams at the scheduled time, during finals week. Failure to complete the final exam within the scheduled time will result in a grade of “0”.

## 2. Attendance Policy Online

Attendance is extremely important to success in nursing school. The OTC ASN Program is an accelerated program. A student's poor attendance/participation may result in insufficient academic and/or clinical experience and lowering of course grade. Frequent poor attendance or participation for any reason is almost certain to adversely affect a student's work and attainment of course objectives and program outcomes.

<https://students.otc.edu/registrar/administrative-withdrawal/>

### 3. Clinical Attendance

Students should read the [Health Sciences Clinical Attendance policy](#) and will be held to the expectations outlined in this policy.

1. **Mandatory Attendance:** Regular attendance is crucial for success in clinical education courses. Faculty will maintain accurate records of attendance as per program policy.
2. **Allowed Absence:** Students are permitted one clinical absence per rotation without a grade penalty. A make-up clinical day or assignment may still be required, and if not completed it would result in a penalty. The make-up procedures for the clinical absence will be detailed in each designated program student handbook or syllabus. Additionally, to avoid penalties, students must also follow proper notification procedures for notifying their absence. Extended absences will be handled on a case-by-case basis and must be arranged with the program faculty in advance. If the student does not or is not able to complete the makeup clinical experience, the student will not be able to progress in the program as the student has not met the clinical objectives and will receive a failing grade for the clinical experience and the course in which the clinical experience is scheduled.
3. Attendance policy applies to all clinical experiences including self-scheduled, simulations, virtual and scheduled.
4. **Additional Absences:** Any additional absences, not related to approved extended absences, can be subject to disciplinary action. These disciplinary actions may include point deductions, required makeup, dismissal from the clinical experience, failure of the course, or from the program itself. Disciplinary actions for clinical education will be detailed in each designated program student handbook or course syllabus.
5. **Notification Procedure:** If a student must miss a clinical session, they are responsible for contacting both the clinical instructor/institution and program faculty via official

Ozarks Tech communication methods. The amount of time required for notification prior to the start of the clinical event will be detailed in the program handbook or syllabus.

6. No Call, No Show: Failure to notify the program faculty and clinical instructor in the required notification period will result in a "no call, no show" and automatic disciplinary action will occur. After the first offense, a meeting with the program faculty will be held and a written warning issued. A second offense may result in point deductions, required makeup, dismissal from the clinical experience, failure of the course, or from the program itself. The student must notify the clinical instructor and the course lead of the clinical absence. Call or email the clinical instructor at least 60 minutes before time to report for the clinical experience per procedure requested by clinical/lab instructor. The student must call, text, or e-mail the course lead at the same time following the instructions of the course lead for appropriate method of contact. See the Health Sciences Clinical Absence Policy for more information.
7. Tardiness: The timeframe for tardiness will be detailed in the program handbook or course syllabus. Repeated tardiness may result in point deductions, required makeup, dismissal from the clinical experience, failure of the course, or from the program itself. Students are expected to arrive for clinical experiences at the time provided within the clinical expectations document provided at the beginning of the course. Students who arrive after the start of the report will be sent home and clinical absence policy will apply.
8. Requesting Time Off: A student shall not request time off from a clinical instructor without prior approval from the program faculty. Any absence of clinical hours must be communicated in advance to the program faculty.
9. Make-Up Procedures: Make-up procedures for missed clinical hours will be outlined in the program handbook or syllabus.
10. The student must complete all the assigned clinical hours before grades are due for that 8-week block in which the time was missed.

#### **IX. STUDENT APPEAL/GRIEVANCE PROCEDURE (20 CSR 22000-2.090 [3])**

Ozarks Technical Community College provides students with appeals policies and procedures that include a process for both academic and non-academic appeals and grievances. The nursing program follows the appeals, discipline, and grievances policies and procedures of the college.

The student may access these policies and procedures following the links below.

[Academic and Course Grade Appeal](#)

[Non-Academic Grievance Procedure](#)

[Student Discipline-Grievance-and-Appeals Process](#)

### **Continued Participation in Classes, Labs and Clinical during a Pending Grievance Process**

1. If the student is filing a grievance under Policy 5.17 to be reviewed by the Dean of Students, the student:
  - i. Will be allowed to continue in the course if the grievance is related to an academic grade grievance. Until the grievance process is completed with a final decision, the student may not continue to progress in the program by taking any additional courses. See the Progression Policies above for information on repeating courses.
  - ii. Will not be permitted to continue participating in clinical if the grievance filed is due to a clinical failure grade. Until the grievance process is completed with a final decision, the student may not continue to progress in the program by taking any additional courses. See the Progression Policies above for information on repeating courses.

## **X. ACADEMIC CALENDAR**

**The OTC Academic calendars can be located following the link below:**

[\*\*OTC ACADEMIC CALENDARS\*\*](#)

## **XI. BACKGROUND CHECK AND DRUG SCREENING**

The OTC Associate of Science in Nursing program contracts with multiple clinical agencies for clinical education experiences, which are an essential component of the nursing curriculum and required to meet the requirements for graduation. Many clinical agencies require all students participating in activities involving direct client care to complete criminal background checks and drug screenings.

Refusal to complete or failing a drug screen is subject to the Ozarks Tech Policy for [Health Sciences Drug Testing](#). The student will be dismissed from the program for a period of one year, then must reapply to return to the program. Readmission is not guaranteed.

A single criminal background check must be done prior to beginning ASN courses. This requirement will suffice for the entire nursing program unless clinical agencies alter their requirements. Information about the criminal background check is provided to students upon admission to the ASN program and is included in the acceptance packet sent after the student has accepted the offered placement in the ASN program.

All students entering the ASN program will adhere to the [Health Sciences Drug Testing Procedures](#) as established by the Health Sciences Division of Ozarks Technical Community College.

## **XII. ADDITIONAL REQUIREMENTS**

### **A. HEALTH REQUIREMENTS**

1. The nursing program will include clinical work performed in hospitals and other facilities and will include direct care or exposure to clients with a variety of illness and diseases and will include the handling of and/or contact with human body fluids. Therefore, students should understand that they may or will be exposed to disease carrying bacteria and microorganisms and encounter patient situations that could be hazardous. The student health procedure is designed to safeguard the health of the student nurse and the clients assigned to his/her care.

After an illness or injury, a medical release may be required before the student is permitted to return to class and/or clinical. Students with an altered health status must have written approval from their physician allowing them to attend/participate in clinical with no restrictions. All necessary exams are at the student's expense. Pregnant students should notify the Chair of the ASN Program or the ASN Program Director immediately of their pregnancy so proper safeguards, to include the avoidance of known teratogens, may be implemented.

A student unable to render safe nursing care because of prescribed medication and/or other drug usage may be asked to leave the clinical area until such condition is alleviated. (See OTC Student Handbook for additional information.)

In addition to the vaccines required prior to entry in the program, supplementary vaccines may be required during the program (e.g. flu vaccine, Covid vaccine/boosters). The ASN Program is bound to the mandates of the clinical agencies regarding vaccine requirements and students must comply with those mandates. Further, it is the student's responsibility to continue to receive additional doses of vaccines that require a series (Hepatitis B). Students who do not obtain all required immunizations will be unable to complete the clinical component, which would result in dismissal from the ASN program.

In case of emergencies in the clinical or hospital setting, students will be transported to that facility's emergency room unless otherwise directed by the facility. All health care provided to students will be at the student's expense.

Clinical sites reserve the right to screen students in the clinical area according to their own infection control policy. Students may be required to leave the clinical setting if deemed necessary by the facility's infection control policy.

OTC and all participating clinical agencies are not responsible for any exposures/hazards encountered during clinical experiences to include, but not limited to, infections,

communicable diseases, and injuries. Students are responsible for their own health care and health insurance throughout the nursing program.

Medications- Students who are prescribed or are taking any medication that may alter the student's mood and/or thought process must disclose this information to the ASN Program Director before class and/or clinical. This allows staff to identify any potential safety problems for the student and/or patient. Failure to disclose this information would indicate a lack of basic nursing judgment skills and result in disciplinary intervention to determine the student's ability to continue in the program.

- 2. To participate in the clinical or laboratory experiences, required health/immunization records must be complete.**

## **B. ACCIDENT AND HEALTH INSURANCE**

All students are **highly encouraged** to carry health insurance. All students are responsible for their own health care coverage while a student in the OTC Associate of Science in Nursing program.

## **C. STUDENT EVALUATIONS OF FACULTY and NURSING PROGRAM**

Students are expected to objectively and professionally complete evaluations of faculty performance after each period of didactic and clinical instruction. College course evaluations are emailed to the student prior to the end of the course. The evaluations are important to promote continuous improvement of nursing instruction and the Nursing Program. The instructor will receive a compiled summary of the student evaluation and will never see the individual evaluations.

Students are expected to objectively and professionally complete evaluations of the Nursing Program at the end of the nursing course requirements prior to graduation, and post-graduation during the follow-up evaluation. These evaluations are important to promote continuous improvement of the Nursing Program.

## **D. TOBACCO-FREE CAMPUS POLICY**

OTC is a Tobacco-Free institution and is committed to providing its students and employees with a safe and healthy environment. No consumption of tobacco or tobacco products is allowed on any college property or in any college facility; this includes all buildings, grounds, sidewalks, and streets within the campus proper. The institution displays notices of the tobacco-free policy at all college locations. See: [Tobacco Free Campus](#) and [Tobacco Free Campus Policy](#).

## **E. NURSING PROGRAM TUITION, FEES, and PROGRAM COSTS (20 CSR 2200- 2.120 [3H])**

OTC ASN Program Fees and Costs may be found following the link below:

[ASN Program Costs and Fees](#)



ASN 110/120 Instructor

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Sydney Park, MSN, RN, CPHON ASN 235/236 Course Lead ASN Lab Coordinator	<a href="mailto:parksy@otc.edu">parksy@otc.edu</a>	417-447-7898
Abigayle Ponsar, MSN, RN ASN Direct-Entry Instructor	<a href="mailto:ponsara@otc.edu">ponsara@otc.edu</a>	417-512-6589
Lindsey Steiro, MSN, RN, CEN ASN 210 Course Lead	<a href="mailto:steirol@otc.edu">steirol@otc.edu</a>	417-447-7867
Connie Stellwagen, BSN, RN Lab and Clinical Coordinator	<a href="mailto:stellwac@otc.edu">stellwac@otc.edu</a>	417-447-7627
Teresa Terry, MSN, RN, TNCC ASN 250 Course Lead	<a href="mailto:terryt@otc.edu">terryt@otc.edu</a>	417-447-7489

## APPENDIX B

### Occupational Exposure/Injury Protocol

Students are advised that working in a health profession does expose them to the risk of encountering hazardous substances and the potential for injury. The college complies with all standards, rules, and regulations issued by the Occupational Safety & Health Administration (OSHA) and the recommendations of the Center for Disease Control (CDC). Students are required to consistently follow all safe workplace practices. The following practices are designed to reduce your exposure to blood borne pathogens, hazardous material, and other injuries.

1. Students are required to either obtain the Hepatitis B vaccination series or provide a titer for Hepatitis B.
2. Students will be required to use universal and standard precautions for dealing with blood and other potentially infectious material (OPIM).
3. Personal Protective Equipment (PPE) must be worn when engaged in all activities where exposure is possible.
4. Material Safety Data Sheets (MSDS) are maintained in all areas where potentially hazardous chemicals are utilized.
5. Sharps containers and biohazard disposal containers are in laboratory and clinical areas.
6. First aid stations are available in each laboratory.

Any Health Science student who sustains a needle stick or other occupational injury resulting in exposure to blood, bodily fluids, or other hazardous substance should follow the following protocol:

1. Immediately wash the affected area with soap and water, if applicable.
2. Cover the area with a dressing, if possible.
3. For ocular exposure, flush thoroughly with water or the eye wash that is available in the first aid station.
4. Inform the instructor immediately.
5. Complete an incident report to be forwarded to the Health Science Department.
6. It is highly recommended that the student sees a healthcare provider who is trained in assessing the risk of exposure immediately, but certainly within 48 hours.

Any Health Science student who sustains any other type of occupational injury, including, but not limited to, back injuries, slip & fall injuries, sprains, strains etc. should:

1. Follow basic first aid for the injury sustained.
2. Inform the instructor as soon as possible.
3. Complete an incident report to be forwarded to the Health Science Department.
4. It is highly recommended that the student seeks medical attention & treatment.

Information on locating appropriate healthcare providers can be obtained from the Health Science Department. **All expenses** related to testing and treatment incurred because of a needle stick, or other occupational exposures or injuries will be the responsibility of the student. Therefore, it is highly recommended that the student acquires and/or maintain a health insurance policy to help cover these expenses. My signature below affirms that I have read this protocol and have been presented with this information prior to entering the clinical/laboratory setting.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**APPENDIX C**  
**OZARKS TECHNICAL COMMUNITY COLLEGE**  
**ASSOCIATE OF SCIENCE IN NURSING PROGRAM**  
**ASN STUDENT HANDBOOK ACKNOWLEDGMENT STATEMENT**  
**(Completed in ASN Central)**

I, \_\_\_\_\_, have received a copy of the Student Handbook for Academic Year 2026-2027. I have reviewed this handbook and understand that I am responsible for abiding by the requirements and policies mentioned in this handbook.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Revised and Reviewed Dates

July 19, 2010 ST  
June 13, 2011 ST  
July 12, 2012 ST  
June 3, 2013 TW  
July 7, 2014 TW  
November 1, 2014 TW  
July 10, 2015 TW  
December 8, 2015 TW  
June 30, 2016  
December 18, 2016  
July 25, 2017  
November 28, 2017 TW  
June 15, 2019 TW  
March 1, 2019 TW  
September 6, 2019 TW  
May 1, 2020 TW  
May 14, 2021 TW  
April 29, 2022 TW  
July 25, 2022 CC  
June 13, 2023 TW  
April 30, 2024 SI, TW  
May 08, 2025 CC, SB, SI  
April 29, 2026 CC, SB, SI