Licensed Practical Nursing
Nursing Student Handbook

2019-2020
Knowledge for Service

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Missouri State Board of Nursing
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Illinois State Board of Nursing
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Suite 9-300
Chicago, IL 60601
Phone: 312-814-2715

The practical nursing program has full Missouri State Board of Nursing approval.

Please refer to the Hannibal-LaGrange University Catalog for the Statements of Compliance.
Nursing Mission and Philosophy

Mission
The Hannibal-LaGrange University Practical Nursing Program strives to achieve excellence in nursing education by maintaining high academic standards in a distinctively Christian environment. Such an environment encourages the highest development of the student intellectually, physically, socially, and spiritually.

Philosophy
The philosophy of the Hannibal-LaGrange University Craigmiles School of Nursing is based on the shared values and beliefs of faculty, staff and students. The faculty believe that nursing education should be responsive to a diverse society, meeting the needs of both the individual student and the health care consumer. The nursing faculty are committed to excellence in the profession of nursing and quality education. The Hannibal-LaGrange Practical Nursing Program prepares its graduates to achieve success on the NCLEX-LPN and function as accountable, flexible generalists in diverse settings. The organizing framework of this program is based on the major concepts of Person, Health, Nursing, Environment, Teaching-Learning, and Nursing Education.

Person
We believe the Person is a unique, holistic being, created by and accountable to God. As a holistic being, the Person has basic needs arising from physiological, developmental, cognitive, psychosocial, cultural, and spiritual dimensions. The Person, throughout the lifespan, has the right to live with dignity, to be accepted for inherent worth as an individual, and to make decisions about life. Person is also defined as individuals, families, and communities.

Health
We believe Health to be a holistic and dynamic process in which the person adapts to internal and external environmental changes. Health is an ever-changing state, fluctuating on a wellness-illness continuum, in which continual alterations are made in order to maintain homeostasis. Meeting basic needs is essential to obtain optimal health. Health has objective and subjective components, varies with each person’s perception, and may be viewed differently by the health care provider. Health care encompasses health promotion, maintenance, restoration and end of life care designed to support an optimal state of Health throughout the lifespan.

Nursing
We believe the profession of Nursing is an art and a science that derives knowledge from the humanities, sciences, nursing theory, research and evidence-based practice. Nursing encompasses caring, compassion, and cultural awareness. The professional nurse as a provider of care assesses, communicates, educates, acts as an advocate, collaborates, and manages care, utilizing clinical decision making and holistic caring interventions, in an attempt to help the person maximize self-care abilities throughout the lifespan. The nurse uses current technology and delivers safe, competent, and cost efficient care. The nurse utilizes the nursing process in assisting the person to promote, maintain, and restore health, or provide end of life care. The nurse is legally and ethically accountable to self, individuals and society. Nursing is a commitment and a service to the person.
in a diverse, multi-cultural society regardless of age, sex, race, color, religious belief, disability, or type of health problem.

**Environment**

We believe the *Environment* is a complex, dynamic, and open system encompassing all internal and external factors affecting the person. Within this *Environment*, the person is constantly exposed to fluctuating internal and external factors and attempts to adapt while maintaining homeostasis. Responses by the person to the *Environment* result in health changes along the wellness-illness continuum. All interactions among the person, health, and nursing overlap and occur within the infinite boundaries of the environment.

**Teaching-Learning**

We believe *Teaching-Learning* to be a dynamic, continuous, and interactive process of education. *Teaching* involves effectively communicating knowledge in an innovative and creative manner. The teacher serves as the facilitator by actively engaging student involvement with regard to individual learning styles, prior experiences, needs and abilities. The teacher encourages the development of critical thinking, communication, creativity, and independence by guiding, directing, and evaluating planned learning experiences. *Learning* is a process of cognitive, affective, and psychomotor development in which the student acquires knowledge and skills from the simple to the complex. *Learning* is best achieved when it is based upon internal motivation and readiness to learn. The *Teaching-Learning* process is a shared responsibility and is enhanced by a caring teacher-student relationship. Such an atmosphere promotes student achievement and self-development.

**Nursing Education**

We believe *Nursing Education* is a collaborative endeavor of faculty and students to achieve the knowledge, skills, and attitudes required to practice professional nursing. *Nursing Education* is accessible to individuals with diverse cultural, experiential, and academic backgrounds. *Nursing Education* takes place in an institution of higher learning where students have the opportunity to interact with students in other curricula. The student is exposed to a variety of learning opportunities in academic and clinical settings to gain basic knowledge and skills necessary to practice across the lifespan as a nurse generalist in diverse settings. The nursing student acquires knowledge of trends, issues, technology, and forces that shape and influence the practice of nursing. Student self-assessment and evaluation is encouraged to prepare for continuing personal and professional development after graduation. Lifelong learning is an integral component of the nursing profession and commitment by the individual.
FACULTY

Lois Damron, BSN, RN
ASN – Hannibal LaGrange University, Hannibal, MO.
BSN – Hannibal LaGrange University, Hannibal, MO.

Lynn Ogle, BSN, RN - Instructor
ASN – John Wood Community College, Quincy, IL
BSN – Chamberlain College, St. Louis, MO

Anna Nelson, ASN, RN – Instructor
ASN – Hannibal LaGrange University, Hannibal, MO

ADJUNCT FACULTY

Laura Davis-Maas, MSN, RN
Amanda St. Juliana, MSN-Ed, RN
Amelia Seiler, MSN, RN
Janet Stuckman, MSN, RN
Michelle Wallace, MSN, RN
Cheryl Stuckman, BSN, RN
Cheryl Stuckman, BSN, RN

CLINICAL SITES

Beth Haven Nursing Home
Hannibal, Missouri

Willow Care
Hannibal, Missouri

Luther Manor
Hannibal, Missouri

Maple Lawn Nursing Home
Palmyra, Missouri

Hannibal Clinic
Hannibal, Missouri

Hannibal Regional Hospital
Hannibal, Missouri

Hannibal Regional Medical Group
Hannibal, Missouri
Mark Twain Behavioral
Health Hannibal, Missouri

Ralls County Public
Health New London,
Missouri

Community Care Hospice
Bowling Green, Missouri

Hannibal Public Schools
Hannibal, Missouri
Conceptual Framework

The concepts and descriptors found in the philosophy of the Hannibal-LaGrange University Practical Nursing Program form the foundation of the conceptual framework and curriculum. The major concepts building this framework are person, health, nursing, environment, teaching-learning, and nursing education. Concepts from various nursing and non-nursing theorists have been blended to develop our conceptual framework and model (See Figure A).

The conceptual framework is designed to guide faculty and students in their professional nursing education endeavor. The definition of self-care and basic nursing systems utilized in this framework are derived from the concepts and theory of Dorothea Orem. The eight core components of nursing practice described by the National League for Nursing (NLN) Educational Competencies for Practical Nursing Programs were utilized in the development of this program’s philosophy, conceptual framework, and for organizing program outcomes of our graduates.

The conceptual framework model depicts the person and nursing on a balanced scale within the environment. Both the Person and Nursing are functioning within the Environment. Understanding how the person interacts with their environment is essential for nursing. The environment is a complex, dynamic, and open system encompassing all internal and external factors affecting the person. The external environment includes all physical surroundings, cultural influences, conditions, and people affecting the life and development of the person. The internal environment includes all physiological, developmental, cognitive, psychosocial, and spiritual components interacting within the person.

Health is an ever-changing state of being, fluctuating on a wellness-illness continuum, in which continual alterations are made in order to maintain homeostasis. Wellness is a highly personalized dynamic state which occurs when basic needs are met through self-care activities. In this state, the person functions at their fullest potential. Self-care is the adaptive process used, whereby the person functions on his own behalf, to establish and maintain an optimal health state, enabling function at the fullest potential. Illness is a highly personalized state of actual or perceived reduction in ability to meet basic needs through self-care activities.

The person's Health state is depicted along the wellness-illness continuum by the circles surrounding the person. Placement on the continuum includes both a person's perceived level of wellness and how others see them in terms of health and illness. There are no distinct boundaries and the person moves back and forth between optimal health and illness. All persons on the continuum need health promotion and health maintenance. Their present placement on the continuum will dictate the type of health promotion and maintenance and the need for health restoration or end of life care. Wellness interventions can be initiated at any point on the continuum. They can be offered to all clients regardless of their health and illness status or age. The person is an active collaborator in health care, and is responsible for individual life choices affecting health and health care issues.

As the person moves away from optimal health it indicates the person’s inability to fulfill basic needs through self-care. At this point the person moves away from a balanced state and starts moving toward the illness end of the continuum, away from the center of the concentric circles. When the person begins to exhibit signs and symptoms of illness, disability, and possibly death, they move away from an optimal level of wellness. The farther the person moves away from the center of the circles, the closer he/she approaches death.
Nursing care to the person is organized into three basic nursing systems developed by Orem depicted by the concentric circles surrounding the nurse. The center circle represents the Supportive-Educative system. The middle circle represents the Partly Compensatory system. The outer circle represents the Wholly Compensatory system. As the person's level of health fluctuates on the continuum so does the level of nursing care provided. In providing care to the person, nurses function as a member of an interdisciplinary team.

When the scale is balanced the person is at a high level of wellness. This is achieved through health promotion and health maintenance. Health promotion encourages and educates the person to increase well-being and to move toward an optimal health state. Health maintenance encompasses early detection of disease, decreasing the probability of injury, and limiting disability by delaying the consequences of chronic disease. At this level the person accomplishes self-care and the focus of nursing is the supportive-educative system.

As the person fluctuates from wellness to illness on the continuum, while still having health promotion and maintenance needs, they also have health restoration needs. Health restoration occurs when a person has a chronic defect or disease and health care activities are focused on minimizing the effects of the disability, preventing complications, and rehabilitation. The nursing system at this level, while continuing to include the supportive-educative system, may also include the partly compensatory or wholly compensatory system depending on the person's needs. End of life care is focused on support and care of the dying person, providing quality of life to the fullest extent possible until death. This point on the continuum may include all levels of the nursing system.

The Hannibal-LaGrange University Practical Nursing Program teaches the art and science of nursing in order to prepare the graduate to function as accountable, flexible nurse generalists. Nursing Education and the Teaching-Learning process are central components of the program to prepare the student to utilize the nursing process in providing safe, effective, and quality nursing care. Nursing Education is the beginning of lifelong learning for the professional nurse.
Core Values

* Caring * Integrity * Respect * Service

Program Outcomes

Graduates will be prepared as professional nurse generalists who will:

1. Practice safe, competent, and cost efficient nursing care to diverse individuals, families, and communities.
2. Provide caring and holistic nursing interventions in an attempt to help the person maximize self-care abilities throughout the lifespan while promoting, maintaining, and restoring health or providing end of life care.
3. Communicate and collaborate effectively with individuals, families, communities, and other members of the health care team.
4. Demonstrate critical thinking in clinical decision making through utilization of the nursing process and research from nursing and related disciplines.
5. Utilize principles of management and leadership in diverse settings.
6. Exhibit competence with current technology.
7. Engage in the practice of professional nursing within the legal, ethical, and regulatory frameworks.
8. Assume responsibility for lifelong learning, personal, and professional growth.

Outcome Measures

1. At least 95% of students will score at least 80% on course exams including courses that incorporate the biological and physical sciences.
2. At least 95% of students will score at least 80% on course exams. 95% of students will score satisfactory on all Clinical experiences.
3. At least 95% of students will score at least 80% on course exams. 95% of students will complete ATI exams successfully and will score at least a Mastery Level of 5 on PassPoint assessments.
4. Students are required to successfully complete all outcomes assigned. Success will be evidenced using data collected and analyzed through ATI reports, grades, and Clinical evaluations showing successful completion in each area. At least 95% of the PN students will complete the ATI assignments with score at least a Mastery Level of 5 on the PassPoint assessments.
5. The PN program will have at least a 95% retention rate. The PN program will work closely with all students requesting re-admission or transition from another program.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Hours</th>
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<tr>
<td>PNE-001</td>
<td>A&amp;P online</td>
<td>6</td>
<td>96</td>
</tr>
<tr>
<td>PNE-002</td>
<td>Human Growth and Development Online</td>
<td>2</td>
<td>32</td>
</tr>
<tr>
<td>PNE-014</td>
<td>PVC I</td>
<td>1</td>
<td>16</td>
</tr>
<tr>
<td>PNE-010</td>
<td>Fundamentals of Nursing</td>
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<tr>
<td>PNE-015</td>
<td>Pharmacology</td>
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<td>NUR 102</td>
<td>Clinical Calculations</td>
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<td>32</td>
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<tr>
<td>PNE-012</td>
<td>Nursing of Adults I</td>
<td>6</td>
<td>96</td>
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<tr>
<td>PNE-013</td>
<td>Clinical I</td>
<td>2</td>
<td>96</td>
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<tr>
<td>PNE 011</td>
<td>Skills Lab (includes IV therapy)</td>
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<td>560</td>
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<td>PNE-019</td>
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<tr>
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<td>PVC II</td>
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<td>16</td>
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<td>PNE-022</td>
<td>Nursing of Adults II</td>
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<td>96</td>
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<tr>
<td>PNE-027</td>
<td>Maternal &amp; Newborn Nursing</td>
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<td>32</td>
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<td>PNE-025</td>
<td>Nursing of Children</td>
<td>2</td>
<td>32</td>
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<tr>
<td>PNE-026</td>
<td>Nursing of the Elderly</td>
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<td>PNE-032</td>
<td>Nursing Seminar</td>
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<tr>
<td>PNE-033</td>
<td>Clinical IV</td>
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<td>96</td>
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<td>Total</td>
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Academic Standards

Academic standards applicable to all Hannibal-LaGrange University students are found in the official University catalog. Standards applying specifically to nursing students are as follows:

A. Grades

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage Grade Scale</th>
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<tbody>
<tr>
<td>A+</td>
<td>99-100</td>
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<tr>
<td>A</td>
<td>93-98</td>
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<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
</tr>
</tbody>
</table>

Any nursing student receiving a final grade BELOW 80% will not be able to progress to the next nursing course.

No grades will be rounded. Example: If the final course grade is a 79.9, the grade will be recorded as a C+.

B. Written Work

Written communication is extremely important in the nursing profession. It is critical that written work be clear, concise, and readable in a format to reflect the professional role. All written assignments or papers of any type must be completed to receive a final course grade and are to be submitted according to the following guidelines:

1. All materials are to be submitted as directed by the instructor of the course (see paper/project rubric).
2. Papers are to be turned in on time. Late papers will be penalized as follows:
   a. Up to 24 hours late - 10% penalty
   b. 24-48 hours late - additional 25% penalty
   c. More than 48 hours late - Grade 0%
3. Assignments with a Satisfactory – Unsatisfactory rating must be turned in on time according to individual course syllabus. Habitual late or unsatisfactory work will make the student subject to review by the Nursing Admission, Promotion, and Retention Committee.

C. Skills Lab:
The lab will be open 0800-1600 Monday through Thursday. Additional hours may be provided based upon faculty availability.

The skills lab is where students will be introduced to new skills, quiz, practice the skills, and be evaluated on nursing skills and situations through simulation and skill check-off exercises. Development of critical thinking is expected as students incorporate the rationale for what is learned and gain understanding of the nursing responsibilities that accompany these skills.

Students have the opportunity to practice independently, with peers, and with faculty to develop these skills. Two, 30-minute practice sessions per skill are required prior to the skill check-off. Practice is completed on the student’s own time; so lab practice time will need to be incorporated into each student’s weekly schedule by the student.

1. Skills Lab/Simulation Guidelines:
   a. NO children allowed in lab
   b. NO cell phones are allowed during practices or check off
   c. Students must review the course syllabus for due dates. Failure to meet deadlines will result in zero points (see Skills Rubric).
   d. Students are expected to arrive on time on scheduled dates for Check-off/Simulation (see Skills/Simulation rubrics for point allocation)
   e. Students may not continue on to the next skill until the previous skill is completed successfully.
   f. Students must sign up for all check-offs. Time slots are available on a first-come first serve basis.
   g. NO check-off or practice will be allowed during times that a student is scheduled to attend any University class, and the skills lab will be closed during chapel services.
   h. Check-off/Simulation apparel: Clinical attire (scrubs) and requirements per clinical dress code
   i. Bring all necessary check-off forms to scheduled appointment. Bring required equipment i.e. stethoscope, pen light, etc…
   j. If students receive less than 80% on a skill check-off, remediation will be required prior to retesting (See Skills Lab Remediation Policy).
   k. No food or drink allowed in lab.

2. Skills Lab Remediation Policy:
   a. 1st attempt:
      1) Mandatory practice with skills lab faculty. Time limit will be based upon student’s performance.
      2) Student must complete a written one paragraph reflection including identification of the potential/actual implications the unsuccessful performance could have on the patient outcomes.
      3) Remediation check-off requirements to be determined by instructor
   b. 2nd attempt:
      1) Mandatory, 1-hour (minimum) remediation under supervision of skills lab faculty
2) Student must complete a written one page reflection including identification of the potential/actual implications the unsuccessful performance could have on the patient outcomes.

3) Student will complete all check-off requirements

   c. 3rd attempt:

      1) Requirements to be determined by skills lab faculty
      2) A third check-off skill below 80% will result in failure of the course

D. Nursing Library and Learning Center

The Nursing Library is open Monday through Friday. Resource materials located therein are for use in the Nursing Library and are not to be removed for personal student use. The Roland Library has a variety of additional resources available for this purpose. Student computer access is required for computer assisted programs on campus.

E. Cell Phones

Cell phones are not allowed during class time or in the clinical setting. Please give family members or those needing to reach you the Craigmiles School of Nursing secretary's phone number: 573-629-3140. For special needs, please see the Instructor.

F. Attendance

Attendance is recorded per University policy and nursing student attendance to all nursing program activities (classes, lab/simulation experiences, orientations, clinical experiences, observations, mandatory meetings, etc.) is an expectation of all HLGU nursing students and is a reflection of professional responsibility and reliability. Regular classroom attendance and clinical laboratory attendance are essential for the nursing student to succeed in the nursing program and be safe and effective in the clinical area.

1. Classroom:

   a. Students are expected to be present and punctual for all classes.
   b. If an absence is necessary, the student is responsible for all material covered and assignments given in class.
   c. Absence from the first week of a nursing course or of greater than 10% of class hours will result in the student being subject to review by the Nursing Admission, Promotion, and Retention (APR) Committee. This amount of missed content may result in dismissal from the nursing program and a grade of failure due to absence (FA). Please refer to University catalog.

2. Clinical:

   a. It is the student’s responsibility to personally inform the clinical instructor of an absence as early as possible prior to the scheduled clinical/observation. Texting the instructor or calling the instructor’s office are not acceptable means of communication. Do not call after 2100 on the evening before clinical or before 0500 on the day of clinical. Clinical instructors must be notified of any absence at least one hour before the scheduled time for the clinical day (please refer to clinical syllabus).

   b. Any clinical absence or lack of preparation will require make-up work at the instructor’s discretion (this may include clinical reassignment and/or written work). Clinical make-up time will be scheduled at the instructor’s convenience and may require additional fees at the rate of $40.00/hour (regardless of the cause of the absence), and will be charged through the University business office.
c. Students tardy and/or unprepared for clinical may be sent to the Hannibal-LaGrange Nursing Department and will receive an unsatisfactory grade for that clinical day. The clinical day will be required to be rescheduled at the convenience of the instructor.

d. Absence from orientation to clinical areas, repeated tardiness, or absence of greater than 10% of clinical hours will make the student subject to review by the Nursing APR Committee. On the occasion that the student may be tardy, the clinical instructor must be notified immediately.

e. One clinical absence due to instructor cancellation or University closing will be allowed without makeup, per semester. *If there is no cause for cancellation, students are not “owed” one day per semester.

f. Students with greater than 10% absence and/or a failing grade in the theory component of the nursing course may be restricted from the clinical area until, in the professional judgment of the nursing faculty, sufficient theoretical knowledge is acquired to assure safe patient care.

G. Tests/Make-up Tests

1. Unit assignments for test preparation are due prior to taking exams (as assigned). Please see class syllabus for specific details/dates. If results are not turned in by the specific date/time, an automatic 5% will be deducted from the test grade.

2. Absences on the day of an exam or quiz will result in an automatic 5% deduction from the student’s exam/quiz score. Students who are tardy on the day of an exam/quiz will be expected to complete the exam/quiz upon arrival within the allotted time left for the exam/quiz or take a 5% deduction from the exam/quiz score. There will be no exceptions other than approved absences through the Vice President for Academic Affairs (VPAA), or a valid physician’s excuse for the date absent. If you have an approved absence through the VPAA, arrangements for making up the exam or quiz must be done prior to the absence. Tests missed due to absence must be made up within two school days after returning from the absence. It is the student’s responsibility to schedule with the instructor. Failure to take an exam/quiz within the specified time will result in the student receiving a “0” for the exam/quiz. Tests made up due to absences will cover the same material but may have different test questions.

H. Student Evaluation Process

1. Classroom:

   a. The syllabus for each nursing course contains the academic requirements for promotion.

   b. All requirements must be met for promotion.

   c. If a student is not meeting classroom/academic requirements, a conference with the student will be requested.

2. Skills Lab:

   a. It is the student’s responsibility to prepare for return demonstrations, sign up for available check-off times, and successfully demonstrate mastery of each skill.

   b. The grading system/rubric for Skills Lab can be found in the course syllabus.
3. Clinical:
   a. Students are provided with clinical objectives at the beginning of each semester and students will be made aware of their progress continuously throughout the semester.
   b. Weekly clinical evaluations will be provided and mid-term and semester evaluation conferences will be held.
   c. The grading system for clinical can be found in the clinical syllabus.
   d. A student receiving a clinical unsatisfactory on three occasions in one semester may be dismissed from the course with a grade of "F" (See Appendix B for Unsafe Student Practice Policy).

4. Professional Behavior:
   a. Students are expected to conduct themselves in a professional and prudent manner even when the course work and demands are great.
   b. Students will function in stressful conditions and are expected to demonstrate mature, appropriate coping mechanisms.
   c. When unacceptable behavior or attitudes are identified, students may be counseled.
      1) The instructor will request a conference with the student during which the unacceptable attitude or behavior will be discussed.
      2) The student may be placed on probation and given a chance to correct the behavior or attitude.
      3) A written plan for correction, which could include professional counseling, will be developed and agreed upon by the student and instructor to be completed within a specified time frame.
      4) At the end of the specified time frame, if there has not been sufficient improvement to meet all objectives required by the agreement, the student may be dismissed from the nursing program.
      5) If the required improvement is accomplished the probationary status will be removed.
      6) Depending upon the nature of the unprofessional behavior, the student may be subject to immediate dismissal (Please refer to section M of the Nursing Student Handbook).

I. Clinical Experience
   1. Students are responsible for following the policies of Hannibal-LaGrange University and the policies of the assigned clinical agencies.
   2. Students are responsible for their own transportation to and from the clinical agencies. Carpooling is encouraged.
   3. Students are required to purchase malpractice liability insurance before they may practice in the clinical area. This is included in tuition fees.
   4. Students reporting for clinical unprepared for their assignment or demonstrating unsatisfactory performance may be sent to the Hannibal-LaGrange University Nursing Department and receive an unsatisfactory grade for that clinical day. The clinical day will be required to be rescheduled at the convenience of the instructor.
   5. All student/client relationships are to be maintained on a therapeutic level only. Contact with clients will be limited to the clinical assignment unless otherwise approved by the appropriate instructor.
6. Nurses, and therefore nursing students, are expected to accept all assignments when given. If the student holds religious beliefs that could prevent their carrying out certain assignments, a discussion with the instructor should take place at the beginning of the semester.

7. Students must maintain patient confidentiality both inside and outside of the clinical setting. Health Insurance Portability and Accountability Act (HIPAA) Federal Regulations are followed per clinical institution policy.

J. Student Employment Rules

1. In accordance with the Missouri Statutes and the Rules and Regulations of the Department of Registration and Education, the student may be employed only in a capacity which does not require a practical nursing certification.

2. Students may not wear the school uniform in any type of employment for pay.

3. The nursing faculty strongly advises students not to work full-time and carry a full class load during the school term. Alertness in class and clinical is expected for academic and clinical success and for the safety of patients. Students are expected not to work the eight hours prior to a class or clinical day.

K. Promotion/Retention Policies

1. In order to be eligible to register for succeeding courses in nursing, the student must:
   a. Meet the health requirements for nursing.
   b. Maintain a minimum of a 2.0 cumulative grade point average and a "C" grade in each preceding nursing course and support courses. See syllabi for individual course requirements.
   c. Students will be required to take standardized tests prior to the conclusion of all nursing courses. The student must pass with a score at or above a 900 or the student will be required to remediate. This remediation will be assigned at the discretion of the course instructors. The remediation must be completed before the student can progress into the next nursing course. The cost of remediation is the sole responsibility of the student.

2. Students who are required to audit previously passed nursing courses before re-entry into the nursing program must satisfactorily meet all faculty requirements of the audited course.

3. Medication and Clinical Calculations Requirements (See Appendix D)

4. Exit Exam Requirements (See Appendix E)

L. Dismissal

1. A student may be dismissed from the Nursing Program for the following reasons:
   a. Unprofessional/Unethical behavior
   b. Unsafe clinical performance
   c. Appearance in class or clinical under the influence of alcohol, recreational drugs, or medications that impair judgment

2. Dismissal will be determined by the APR Committee on the basis of either a single incident or patterns of unprofessional or unsafe behavior.
3. Action to dismiss a student is to be brought to the APR Committee as soon as possible following the relevant incident(s), but no later than three University business days.

4. The student will be informed of his or her dismissal as soon as possible following such a determination on the part of the APR Committee, but no later than 2 University business days for a total of 5 business days from the incident.

M. Nursing Program Dismissal/Grievance Procedure

1. The student may ask for a hearing before the Academic Affairs Committee within two University business days of receiving notice of dismissal. Failure of the student to request a hearing or an extension of the time constraints of two University business days will indicate that the student has waived the right to appeal. The Academic Affairs Committee will hold a hearing within three University business days of receiving the written request. The student will be advised in writing of the date, time, and nature of the hearing.

2. If the decision of the Academic Affairs Committee is in agreement with the decision of the APR Committee, notification of dismissal will be sent to the registrar. The student will be responsible for withdrawing from the course and from the nursing program.

3. In the event that the Academic Affairs Committee is not in agreement with that of the APR Committee, both decisions will be sent to the Vice President for Academic Affairs who will make a decision within two University business days.

4. If further appeal is sought, the student may request a hearing before the President within one University business day of notification of the Vice President for Academic Affairs decision. If still further appeal is sought, the student may request a hearing before a delegated committee from the University Board of Trustees. Decisions will be made and communicated to the student within one University business day.

5. The time element is crucial as its intent is to minimize the loss of time from theory and the clinical area as much as possible should the student be allowed to return to the course. In this case, every effort will be made to give the student opportunity to make up missed theory and clinical experiences.

Appeal Hearing Procedure by the Academic Affairs Committee

1. The Vice President for Academic Affairs will preside.

2. A nursing faculty representative will present documentation showing the student's progress to date. The recommendation made by the nursing faculty regarding the student's dismissal is presented.

3. The student is then given an opportunity to present his/her side of the case. The student may want to bring witnesses or written statements on his/her behalf, ask for clarification, and/or additional information. The student is also invited to have a support person present. The support person, however, is to be a silent observer.

4. The committee may want to have individuals present with expertise in the practice of nursing or nursing education for their consultation.

5. The committee may ask questions of both parties regarding this issue to provide further information and clarification.

6. The parties involved are excused, a decision is reached, and this decision is made known to both the student and the Craigmiles School of Nursing orally and in writing.
N. Withdrawal

If a student withdraws from a nursing course for any reason, the steps outlined in the HLGU Catalog must be followed.

O. Readmission

1. A student who has failed or withdrawn from a nursing course or program must submit in writing a request for readmission to the Director, Craigmiles School of Nursing. The student must request readmission for the next semester that the course will be taught.

2. Permission to re-enroll will be determined by the reason for the failure, withdrawal, or dismissal, recommendations made at the time, behavior of the prospective student in regard to the above recommendations, and the performance of the prospective student during any audit experience in nursing courses.

3. The student applying for readmission must inform the Director, Craigmiles School of Nursing, of the date of his/her desired return. Readmission will be contingent upon approval of the Nursing Admission, Promotion, and Retention Committee and space availability.

4. Because nursing requires the successful mastery and maintenance of knowledge and skills, students seeking readmission will be required to successfully audit the previously passed nursing course. All costs for auditing or repeating a course are the sole responsibility of the student. Refer to Promotion/Retention Policies.

5. The requirements for an audited course will be based upon the Nursing Department Faculty’s judgment of the student's needs and will be established in writing prior to the beginning of the course.

6. A student who has failed, withdrawn, or been dismissed from the nursing program and does not request to return the next semester the course is taught may need to audit all nursing courses previously passed.

7. A student seeking readmission must present evidence that all previous faculty recommendations have been satisfactorily met (ex. counseling, work experience, etc.).

8. A student seeking readmission must have a minimum of a 2.0 Cumulative Grade Point Average (CGPA) at the beginning of the semester in which a course is repeated for credit.

9. A student may repeat a nursing course only once. No more than one nursing course may be repeated.

P. Other Grievances

See the HLGU University Student Handbook for grade related and non-grade related appeals procedures.

Q. Professional Activities and Organizations

1. Membership in the Hannibal-LaGrange University Student Nurses’ Association is required for all nursing students, active participation is highly encouraged.
   a. HLGU SNA meetings are held monthly.
   b. Members are required to participate in a minimum of 20 hours of community service projects each year (See Appendix F).
   c. Fundraising:
      1) There will be at least one fundraiser each school year.
2) All nursing students are expected to participate in fundraising.
3) Should a student not participate in the fundraising, the student will be expected to contribute a fair monetary amount.
4) The money collected by fundraising will go towards nursing seminars, community projects, pinning ceremony, Clinical Achievement Award, etc. as funds allow.

2. Student attendance at pinning practice and ceremony is mandatory. Excusal must be obtained from the Director of the Craigmiles School of Nursing.

3. Student attendance at graduation practice and ceremony is mandatory. Excusal must be obtained from the office of the VPAA.

4. Membership in the Hannibal-LaGrange University chapter of Nurse Christian Fellowship (NCF) is open to all nursing students. The Purpose of Nurses Christian Fellowship, as a ministry of InterVarsity Christian Fellowship/USA, is to establish and advance in nursing, within education and practice, witnessing communities of nursing students and nurses who follow Jesus as Savior and Lord: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world.

R. Scholarships, Awards, and Student Assistantship

1. Scholarships:
   a. Beth Haven Community Licensed Practical Nurse Scholarship
      Funded by Beth Haven Community, this scholarship is awarded to a practical nursing student who has a minimum of a 3.0 GPA. Selection is made by the Beth Haven Board of Directors based on essays.
   b. Hannibal Clinic Scholarship
      Funded by the Hannibal Clinic, this scholarship is awarded to a practical nursing graduate who demonstrates strong performance in nursing theory and clinical practice, leadership and attendance. Selection is made by Hannibal Clinic staff based on essays submitted.
   c. Maple Lawn Academic Scholarship
      Funded by Maple Lawn, this scholarship is awarded to the Valedictorian and Salutatorian of the class based on the GPA earned in the Practical Nursing Program.

2. Awards:
   a. General Proficiency Award
      Funded by the Northeast Missouri Medical Society, these awards are given to a graduating LPN student. The recipient should have a minimum of a 3.0 CGPA. The students are selected by the nursing faculty.
   b. Clinical Achievement Award
      Funded by Hannibal Regional Hospital, these awards are based on nursing skills and judgment, maturity and dependability. Students are selected by HRH nursing staff.
   c. Brandie Kearns Memorial Nursing Personality Award
      Funded by Brandie Kearns family and friends to honor her memory. The student selection is made by faculty.
   d. Perfect Attendance Award
      Awarded to practical nursing students who have perfect attendance in the classroom skills lab, and clinical.
3. Student Skills Lab Assistant:
   One student skills lab assistant position is available to one student enrolled in first and second year. The students will be selected by the faculty on the basis of application.

S. Provisions for Health and Wellness of Students

Provisions applicable to all Hannibal-LaGrange University students are found in the official University Catalog and the Hannibal-LaGrange University Student Handbook.

Provisions applying specifically to nursing students are as follows:

1. Health Policy
   a. The nursing student is required to meet the specific health requirements of HLGU and each assigned clinical agency. Current immunization status, and selected diagnostic testing must be on file.
   b. If evidence of a potential or actual physical and/or mental health problem is noted, the nursing faculty may require additional health evaluation. Failure to obtain additional evaluation may result in suspension or dismissal from the program. Evidence of adequate physical and mental health is necessary for continuation in the program, therefore a written release of information may be required.
      The following medical services are available to all students (at their own cost), as well as the Emergency Room physicians at Hannibal Regional Hospital which is covered 24 hours/day.

   **Hannibal Regional Medical Group**
   6500 Hospital Drive
   Hannibal, MO 63401
   573-248-1300

   **Express Care at Wal-Mart**
   3650 Stardust Drive
   Hannibal, MO 63401
   573-231-0660

   **Hannibal Clinic, Inc.**
   100 Medical Drive
   Hannibal MO 63401
   573-221-5250

   **Hannibal Ambulatory Care Center**
   100 Medical Drive
   Hannibal MO 63401
   573-248-3333
Hannibal Regional Hospital  
6000 Hospital Drive  
Hannibal MO 63401  
573-248-1300

c. Students who are pregnant or who have an altered health status must have written approval from their physicians to continue in the clinical setting and must meet all of the stated clinical outcomes with a satisfactory performance.

d. HLGU and the clinical agencies are not responsible for any occupational hazards encountered during the course of study (i.e. infections, communicable diseases or injury). Students are responsible for their own health care and health insurance throughout the nursing program.

2. Student Services

Refer to online HLGU University Catalog, Calendar, and Handbook for general information on services such as academic advisement, career services counseling, financial assistance, student housing, and food services. Social, athletic, cultural, professional, and religious activities are planned by the University staff, and by members of student organizations. These activities are designed to appeal to a broad scope of interests and to encourage participation by all students. The Director of Financial Aid is responsible for counseling students who need financial assistance and such students are encouraged to seek help from that office. See the HLGU University Catalog for further information.

T. Nursing Student Dress Code

1. Complete HLGU Nursing uniform packages (ordered through HLGU) include:
   a. Two blue scrub tops
   b. Two pair blue scrub pants
   c. One blue polo shirt with HLGU logo (worn during orientations/observations, pre-clinical activities, and nursing service activities, etc.)
   d. One blue scrub jacket

   Scrubs must be clean and without wrinkles. Pants are not to touch the floor. Students may wear a plain white T-shirt, tank top, or cami under scrub tops, tucked into the pants.

2. White, non-permeable (leather or synthetic) shoes are required. Canvas shoes or sandals are not acceptable. Closed-toe, backless shoes or clogs may be worn. Clinical shoes are to be used for clinical only (including lab/simulation and observation/orientation), and must be clean and in good repair. Solid white socks must be worn, and cover the ankle completely.

3. HLGU picture ID and “student nurse” nametag identifier/badge reel. The student uniform is not complete without the HLGU ID badge!

4. Wrist watch with sweep second hand, bandage scissors, pen light, and stethoscope. Absolutely no smart watches, digital watches, or electronic activity trackers may be worn.

5. Jewelry – No large or gaudy jewelry: One wedding band/engagement ring may be worn. One pair of small post-type earrings (one in each ear) may be worn by students. No bracelets or necklaces may be worn.
6. Students may not have exposed tattoos, nose rings, tongue rings, ear gauges/bars, or any other form of visible flesh piercing or body "art."

7. Hair should be clean, neat, a natural color, and away from the face. Shoulder-length or longer hair (i.e. if hair of any length falls in front of chin or face with head bent forward) must be securely up and off the collar. All facial hair including sideburns, mustaches, and beards must be kept neatly trimmed and clean.

8. Nails should be kept short, clean, and neatly manicured. Clear or subdued shades of nail polish may be worn. No nail polish may be worn in clinical. No artificial nails or artificial tips are permitted.

9. No strong perfume, cologne, after-shave, perfumed lotions or body sprays may be worn on clinical days. Personal hygiene must be maintained. No offensive body odor or unpleasant odors such as smoke will be permitted.

10. Students are prohibited from smoking while in the HLGU student nursing uniform or on student assignment. No smoking is permitted on the HLGU or clinical campuses.

U. Selected Requirements for Licensure

A person who has a criminal history may not be eligible to apply for licensure to practice nursing. Consequently, successful completion of a nursing program does not guarantee eligibility to take the licensure examination. To apply for licensure students must meet the standards in section 335.066 of the Missouri Nursing Practice Act. For other states and countries, please see their respective Nurse Practice Act.
Academic Dishonesty Policy

Policy: Academic dishonesty is subject to disciplinary action. Offenses of academic dishonesty shall be cumulative for the entire program.

Purpose: The purpose of this policy is to define academic dishonesty and the procedure for the consequences of the behavior.

Academic dishonesty includes but is not limited to the following:

1. Cheating or knowingly assisting another student in committing an act of cheating or other academic dishonesty
2. Unauthorized possession of examinations
3. Unauthorized changing of grades or markings on quizzes and/or examinations
4. Plagiarism, which may include, but is not necessarily limited to, submitting test papers, research reports and writing, illustration, laboratory results, or any other assigned responsibilities as one's own work, when in reality it has been done by another person or copied from another author or from written, published or unpublished material including internet sources.

Procedure:

1. Each incident of academic dishonesty shall be reported by the instructor to the APR Committee and to the Vice President for Academic Affairs for action. Decisions could range from written warning to dismissal.
2. The student may use the Appeals Procedure if dissatisfied with the penalty for dishonesty.
Unsafe Student Practice Policy

Policy: The student will:

1. Demonstrate patterns of professional behaviors which follow the legal and ethical codes of nursing.
2. Promote the actual or potential well-being of clients, health care workers, and self in the biological, psychological, sociological, and cultural realms.
4. Show respect for the human rights of the individuals.

Purpose: The purpose of this policy is to:

1. Protect the safety of the clients, peers, staff members, and clinical instructors.
2. Ensure compliance with the Missouri Nurse Practice Act.
3. Maintain nursing practice within the Standards of Nursing Care.
4. Promote an awareness of the responsibility and accountability for student’s clinical performance.

Indicators to be used as guidelines for evaluating safe practice are:

- **Regulatory**: The student practices within the boundaries of the Missouri Nurse Practice Act, and the guidelines and objectives of the Practical Nursing Program. The student follows the rules and regulations of the cooperating health care agencies. Guidelines and objectives are found in the Student Handbook.
  - Examples of unsafe practice include but are not limited to the following:
    - Failure to notify the agency and/or instructor of clinical absence
    - Presenting for clinical practice under the influence of alcohol and/or other drugs
    - Repeated tardiness to clinical

- **Ethical**: The student practices according to the American Nurses Association Code of Ethics, Standards of Practice, and the Missouri State Nurse Practice Acts.
  - Examples of unsafe practice include but are not limited to the following:
    - Refusing assignments based on client's race, culture, or religious preference
    - Placing personal values and standards above institutional values and standards
    - Failing to report unethical behavior(s) of other health care persons in the clinical setting(s) which affects client welfare

- **Biological, psychological, social, and cultural realms**: The students practice meets the holistic needs of the client, utilizing basic knowledge acquired from the biological, psychological, sociological and cultural sciences.
  - Examples of unsafe practice include but are not limited to the following:
    - Failure to display stable mental, physical, or emotional behavior(s) which may affect others’ well-being
    - Failure to follow through on suggested referrals or interventions to correct deficient areas which may result in harm to others
    - Acts of omission or commission in the care of clients, such as but not limited to: Physical abuse, placing clients in hazardous positions, conditions, or circumstances, mental or emotional abuse, and repeated medication errors
- Miscommunications, disruption of client care and/or unit functioning
- Lack of physical coordination necessary for carrying out nursing procedures

- **Accountability**: The student's practice demonstrates consistency in the responsible preparation, documentation, and promotion of the continuity of the care of clients.
  - **Examples** of unsafe practice include but are not limited to the following:
    - Failure to provide concise, inclusive, written and verbal communication
    - Failure to accurately record comprehensive client behaviors
    - Failure to report questionable nursing practice (Refer to standards of nursing care of the respective agency)
    - Attempting activities without adequate orientation or theoretical preparation or appropriate assistance
    - Dishonesty

- **Human rights**: The student's conduct shows respect for the individual, client, health team member, faculty, and self (including, but not limited to, the innate, legal, ethical, and cultural realms)
  - **Examples** of unsafe practice include but are not limited to the following:
    - Failure to maintain confidentiality of communications
    - Failure to maintain confidentiality of records
    - Utilization of stereotypical assessments which are detrimental to patient care
    - Failure to recognize and promote every patient's rights
    - Preceptor or clinical agency refusal to continue working with the student due to clinical safety issues
    - Defamation of character
    - Assault or battery

**Procedure:**

1. Each incident of unsafe student practice shall be reported by the instructor to the Nursing Admissions, Promotion and Retention Committee and to the Vice President for Academic Affairs for action. Decisions could range from written warnings to course failure and/or dismissal from the nursing program. All records will be contained in the students file.
2. A student who is observed by a faculty member to have put a patient in danger will be dismissed from the clinical setting immediately.
3. **Immediate termination** will result from the following:
   a. Knowingly causing harm to a client
   b. Appearance in class or clinical under the influence of drugs or alcohol
4. The student may appeal the decision by following the grievance procedure.
APPENDIX C
Criminal Background Checks, Substance Abuse, and Drug Testing Policy

Policy:

Students in the Nursing major who have contact with patients or residents must provide disclosure regarding his/her criminal background and evidence of negative substance abuse and drug screens. In addition, the Craigmiles School of Nursing adheres to the Hannibal-LaGrange University student policies and regulations, which include disciplinary action for criminal behavior, use and/or possession of drugs and alcoholic beverages, use of tobacco on campus and while representing the University off campus, as stated in the University’s yearly Handbook.

Purpose:

In order to comply with terms of affiliation agreements between Hannibal-LaGrange University Nursing programs and clinical agencies, any student who is to have contact with patients or residents must provide disclosure regarding his or her criminal background and have a criminal background check by the Missouri State Highway Patrol Criminal Records and Identification Division, the Missouri Department of Health and Senior Services, and any agency thereof required by the clinical agencies (i.e. Employee Disqualification List (EDL), Office of Inspector General (OIG), General Services Administration, FBI and/or any other law enforcement agency of the state and of the United States). State law prohibits a hospital, or other provider, from knowingly allowing those who have been convicted of, pled guilty to or nolo contendere in this state or any other state, or has been found guilty of a crime, which is committed in Missouri as a Class A or B felony violation, to give care to clients in their agency.

In addition, clinical agency sites with which the University has affiliation agreements require evidence of negative substance abuse and drugs screens. The Hannibal-LaGrange Craigmiles School of Nursing requires all students to report for their clinical experience free from the effects of illegal drugs, alcohol, or any other drugs that may impair their performance and jeopardize patient safety.

Procedure:

1. Prior to clinical experiences, all students are required to submit completed consent forms and documents required for criminal background checks. Consent forms for specific clinical agency sites that require substance abuse and drug screens will be completed as needed. Costs incurred for the background checks and clinical substance abuse and drug screens are the responsibility of the student.

2. Each student must provide evidence of a negative criminal history search through CastleBranch. Any student convicted of a felony or misdemeanor while in the nursing program must report the conviction immediately to the Director, Craigmiles School of Nursing.

3. Students who do not complete a criminal background disclosure or who do not request criminal background history check may be unable to complete clinical rotations in affiliating clinical agencies.

4. Any student who refuses to submit to initial or subsequent substance abuse and drug testing will be dismissed from the Nursing Program immediately for any such refusal.

5. Any student who tests positive for a drug or controlled substance must be able to verify that it was obtained legally and legitimately. If an initial drug or controlled substance test is positive, a second test will be performed to confirm the initial result. A positive test result on the confirming test will result in dismissal from the nursing program immediately as a result of such positive testing.
6. If an alcohol test is positive, a second test will be performed immediately to confirm the initial result. Any confirmed alcohol result above 0% will be considered positive. A positive test result on the confirming test will result in dismissal from the nursing program immediately as a result of such positive testing.

7. Any student dismissed following a positive drug, controlled substance, or alcohol test will be removed from all nursing courses and will also be referred for disciplinary action from the University. A grade of “W” (withdrawal) will be noted on the transcript if prior to the University withdrawal date. A grade of “F” (failure) will be noted on the transcript if the student is removed from courses following the University withdrawal date.

8. Clinical agencies and Hannibal-LaGrange University reserve the right to conduct random drug and alcohol screens on all students.

9. Students must abide by the terms of the above policy and must report any conviction under a criminal drug statute for violations occurring on or off University premises. A conviction must be reported within 72 hours after the conviction. Convictions include pleas of guilty and nolo contendere. Students convicted of involvement in a criminal drug offense will be dismissed from the nursing program.
Clinical Calculations Policy

Policy:
Nursing students must demonstrate expertise in medication calculations. A clinical calculation exam will be administered during PNE 032 to assess the student’s proficiency in accurately performing calculations utilizing a 6-function (basic) calculator.

Purpose:
It is a vital responsibility of nurses to accurately calculate medication dosages. If mathematical errors occur, a patient can be seriously or fatally injured.

Procedure:

1. To meet the requirements of the HLGU nursing program, the student must successfully pass the Clinical Calculations exam during PNE 032 and score a 90% or higher.
2. The student will have unlimited attempts to pass the exam with a 90% or higher throughout the course, however there must be at least one week between each attempt to allow for remediation.
3. The first exam will be scheduled and administered within the first month of class. If subsequent exams are needed, they will be administered during class, but not scheduled (i.e. self-paced).
4. If the student has not passed the exam by the end of the semester with a score of 90% or higher, s/he will receive an “Incomplete” but may participate in pinning and graduation ceremonies given all other HLGU graduation requirements are met. The student will be required to return after graduation ceremonies and continue taking exams until a score of 90% or is achieved. At this time, all course requirements will have been considered to be met.

Grading rules will include the following:

- No partial credit will be given on any problem on a test (ex. If the problem has four steps or parts and you miss one, the entire problem will be wrong)
- Follow all directions on the tests
- For parenteral drugs, if the amount to be given is less than 1 ml round to the nearest one hundredth, (2 decimal places). For example, 0.239 is rounded to 0.24. In addition, if the amount to be given is more than 1 ml round to the nearest tenth, (1 decimal place). For example, 1.28 is rounded to 1.3.
- For manually regulated IV calculations you can only visually count whole drops. It is impossible to calculate 14.7 drops per minute. Round to the nearest whole number. For example 14.7 is rounded to 15 drops per minute. Carry calculations to one decimal place, then round drops per minute (gtt/min) to the nearest whole number.
- When writing decimals, eliminate unnecessary zeros to avoid confusion. Never use a trailing 0. For example, write 0.2, do not write 0.20. Although the last zero does not change the value of the decimal, it is not necessary and may lead to confusion.
- To avoid missing a decimal point and interpreting the numeric value as a whole number always place a zero to the left of the decimal point to emphasize that the number has a value less than one. For example, write 0.35, 0.15, 0.003.
Community Service Requirements

As part of the learning experience in the nursing program at Hannibal-LaGrange University, students are required to complete community service hours. Participation is mandatory for successful completion of the Practical Nursing Program. This experience provides the student with an opportunity to be actively engaged in the community while fulfilling the Mission and Purpose of the University, specifically to promote the life of service in keeping with the example of Jesus Christ and with the University motto “Knowledge for Service”. The nursing department values service and believes it is a rewarding part of the nursing profession.

The 16-hour community service requirement mutually benefits the campus and community and is the responsibility of each student to identify and successfully complete the required hours as follows:

<table>
<thead>
<tr>
<th>Community Service</th>
<th>Total of 20 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>All service hours must be approved prior to performing and must be validated by the activity coordinator. No paid hours may be counted towards community service hours. As part of the requirement, the student will provide a reflection journal of the experience. Thoughtfully reflect on each experience, identifying your role and the benefit the service provided to the community.</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX F
HANNIBAL-LAGRANGE UNIVERSITY
PRACTICAL NURSING PROGRAM
MEMBERSHIP IN THE HANNIBAL-LAGRANGE UNIVERSITY STUDENT PRACTICAL NURSES’ ASSOCIATION

POLICY: All students in the Practical Nursing Program at Hannibal-LaGrange University will have membership in The Hannibal-LaGrange Nurses’ Association.

PURPOSE: In order to encourage professional behavior in nursing students during school and in the future, membership and participation in a state organization is a good beginning. Additional benefits come from participation in the local organization.

PROCEDURE:

All students are expected to participate in the school chapter both in attendance at scheduled monthly meetings, as well as fundraising activities.
HANNIBAL-LAGRANGE UNIVERSITY
PRACTICAL NURSING PROGRAM
GUIDELINES FOR CONDUCT OF THE HLGU-SPN (MOSALPN) MEETINGS

POLICY: The HLGU-SNA meetings shall be conducted on a monthly schedule, modified to fit need and the school calendar as necessary.

PURPOSE: Participation in the HLGU-SNA organization is designed to develop a spirit of cooperation, fellowship, and responsibility in nursing students.

PROCEDURE:
1. The by-laws of the HLGU-SNA organization shall be used for guidance of elected officers and faculty advisors.

2. Robert’s Rules of Order shall be the guideline for Parliamentary Procedure.

3. The secretary will take minutes at each regular meeting and a copy will be delivered to the PN Coordinator within one week.

4. The treasurer will give a financial report at each regular meeting. This will be recorded in the minutes.

5. Failure to attend two consecutive regular meetings without advance notice/reason by the elected officers shall be cause for the membership to remove said officer from responsibility, and another member to be appointed/elected to the vacated office.

6. Any consequences voted on by the majority of the members for non-participation by absent or uninterested members are binding upon the offending member.
Practical Nursing Student Organization
Constitution

Article I
This program shall be known as the Hannibal-LaGrange University Practical Nursing Program.

Article II
This Program is established to educate Practical Nurses. Each student in this program shall maintain the standard of integrity, honor, and character; shall furnish information regarding Practical Nursing to interested parties and the general public, and shall promote fellowship among its members and members of other organizations of nurses.

Article III
Membership shall be open to any person of good moral character who can meet the qualifications and requirements of the program in accordance with the minimum standards of the Missouri State Board of Nursing.

Article IV
The control, direction and management of affairs and finance of the program shall be by the executive board. The executive board shall consist of all elected officers. The elected officers will be President, Vice-President, Secretary and Treasurer.

The manner of elections shall be governed by the By-Laws and in case of a vacancy of any officer it shall be filled by appointment of the executive board until the next annual election.

Article V
There shall be regular meetings held once monthly. Special meetings may be called at any time by the executive board or when one-third of the members request such a meeting. At the special meeting only the special business specified shall be taken up. A two-thirds majority of the members must be present to constitute a quorum.

Article VI
We as a student body shall be under the supervision of our University administration.

Article VII
Amendments may be made at any time if there is a two-thirds majority vote. An amendment may be made at either a regular or special meeting. The By-Laws may be amended in the same way.
By-Laws

Article I  Membership

Any student who is enrolled in the program in accordance with the minimum standards of the Missouri State Board of Nursing.

Article II  Officers

Officers shall be elected by the student body and those officers shall be President, Vice-President, Secretary and Treasurer, and said officers shall serve for a term of one year and will be known as the Executive Board. In case of vacancy of office the Executive Board can appoint someone to fill the vacancy. The President shall preside at all meetings and shall be ex-officio member of all committees. The Vice-President shall preside in the absence of the President and shall perform any duties designated by the President or the Executive Board. The Secretary shall keep the records of the proceedings of all meetings and all other matters of which a record shall be deemed advisable. She/He shall conduct all correspondence of the program with the concurrence of the President and Vice-President. The Treasurer shall collect any funds of the program. She/He shall keep accurate records and shall report at the regular scheduled meetings.

Article III  Order of Business

Call to Order
Reading of the minutes of preceding meetings
Report of Treasurer
Report of other Committees
Report of Special Committees
Elections if any
Miscellaneous Business

Article IV  Advisory Council

The Advisory Council shall consist of the Coordinator of the program and one other member of the faculty.

Article V  Committees (Amended by the class of 1988-89)

The committees shall be: Constitution & By-Laws; Class History (scrapbook); Class Motto, Class Flower, and Class Color(s); Class Will and Prophecy; Ways & Means: (a) Program and Activities (b) Fund Raising.

Established by the Class of 1964-65 (Reviewed Annually)
Practical Nursing
Student Organization Objectives

1. To develop leadership characteristics.
2. To develop self-confidence and self-acceptance.
3. To develop a greater understanding of the nursing profession.
4. To further develop occupational competencies needed for a career in nursing.
5. To develop high ethical standards in personal and professional relationships.
6. To develop an effective state organization.
7. To develop a greater awareness of career opportunities in nursing.
8. To develop a greater proficiency in communication.
9. To develop greater appreciation of the responsibilities of citizenship.
10. To realize the importance of continuing education.
11. To participate in planned social activities.
APPENDIX G
Hannibal-LaGrange University Nurses Christian Fellowship

Student Chapter Constitution

Article I  NAME

Section 1.  The name of this organization is Hannibal-LaGrange University Chapter of Nurses Christian Fellowship of InterVarsity Christian Fellowship/USA®.

Article II  PURPOSE

Section 1.  *In response to God’s love, grace and truth:* The Purpose of Hannibal-LaGrange University Nurses Christian Fellowship is to be an organization of nurses who follow Jesus as Savior and Lord: growing in love-for God, God’s Word, God’s people of every ethnicity and culture and God’s purposes in the world.

Article III  DOCTRINAL BASIS

Section 1.  The Doctrinal Basis of this organization includes the basic biblical truths of Christianity. We believe in:

1. The only true God, the almighty Creator of all things, existing eternally in three persons Father, Son, and Holy Spirit full of love and glory.
2. The unique divine inspiration, entire trustworthiness and authority of the Bible.
3. The value and dignity of all people: created in God’s image to live in love and holiness, but alienated from God and each other because of our sin and guilt, and justly subject to God’s wrath.
4. Jesus Christ, fully human and fully divine, who lived as a perfect example, who assumed the judgment due sinners by dying in our place, and who was bodily raised from the dead and ascended as Savior and Lord.
5. Justification by God’s grace to all who repent and put their faith in Jesus Christ alone for salvation.
6. The indwelling presence and transforming power of the Holy Spirit, who gives to all believers a new life and a new calling to obedient service.
7. The unity of all believers in Jesus Christ, manifest in worshiping and witnessing churches making disciples throughout the world. The victorious reign and future personal return of Jesus Christ, who will judge all people with justice and mercy, giving over the unrepentant to eternal condemnation but receiving the redeemed into eternal life.

To God be glory forever.

Section 2.  All leaders/officers of this organization, leaders of Bible study groups and speakers must agree to the NCF Purpose and Doctrinal Basis in Articles II and III.

Article IV  MEMBERSHIP and PARTICIPATION
Section 1. Membership and participation in this organization is open to all nurses and nursing students.

Article V LEADERSHIP

Section 1. The leadership of this organization will consist of an Executive Committee which includes elected leaders and the nursing faculty advisor.

Section 2. The responsibilities of the leadership of this chapter are:

   a. To carry out the purpose, general policies, and program of this organization.
   b. To call an annual meeting for selection of new leadership and to evaluate the various activities of the year.
   c. Be responsible for the continuance of this chapter from year to year.

Article VI MEETINGS

Section 1. Meeting will be held monthly on the third Monday of the following months: October, November, January, February, March, April. Meetings for bible study and prayer may be held at different times than chapter meetings.

Section 2. Other meetings for the discussion and presentation of matters pertaining to the life and purposes of the organization will be held as occasion warrants.

Article VII SELECTION OF LEADERSHIP

Section 1. The Selection Committee will consist of the Executive Committee and other leaders whom the Executive Committee feels would be helpful for the process.

Section 2. The Selection Committee will receive recommendations and application for new leaders from the members of the chapter.

Section 3. The Selection Committee will be responsible to see that all prospective leaders subscribe to the NCF Purpose and Doctrinal Basis as stated in Articles II and III.

Section 4. New leaders will be selected on an annual basis by the selection committee for a term of one year.

Article VIII CONSTITUTION and AMENDMENTS

Section 1. This constitution will be adopted with a general consensus of the leadership of the organization or a two-thirds vote of the committed membership.

Section 2. This constitution may be amended by a general consensus of the leadership of the organization or a two-thirds vote of the committed membership, providing that no change is made in Article II, Article III, Section 2.

Section 3. Amendment to this constitution will not become valid until a copy of said amendment has been placed in the office of Nurses Christian Fellowship, Professional Chapter Liaison, PO Box 7895, Madison, WI 53707-7895
APPENDIX H
I have read and understand the 2018-2019 Nursing Student Handbook and agree to abide by the rules and regulations which are established within the handbook.

______________________________
Student Signature

STATEMENT OF RELEASE FROM RESPONSIBILITY FOR EXPOSURE TO COMMUNICABLE DISEASES OR INJURY IN THE NURSING PROGRAM

I understand that I may be exposed to communicable diseases or injury during my clinical experiences as a student of the Hannibal-LaGrange University Practical Nursing Program. I understand that any cost incurred as a result of exposure will be at my expense. I will not hold the school responsible.

______________________________
Student Signature

______________________________
Date

NOTE: This page is to be returned to the Craigmiles School of Nursing at the end of the first week of classes. Failure to comply with this deadline will result in prohibition from further class attendance.