



Licensed Practical Nursing Nursing Student Handbook

2021-2022

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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.

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.

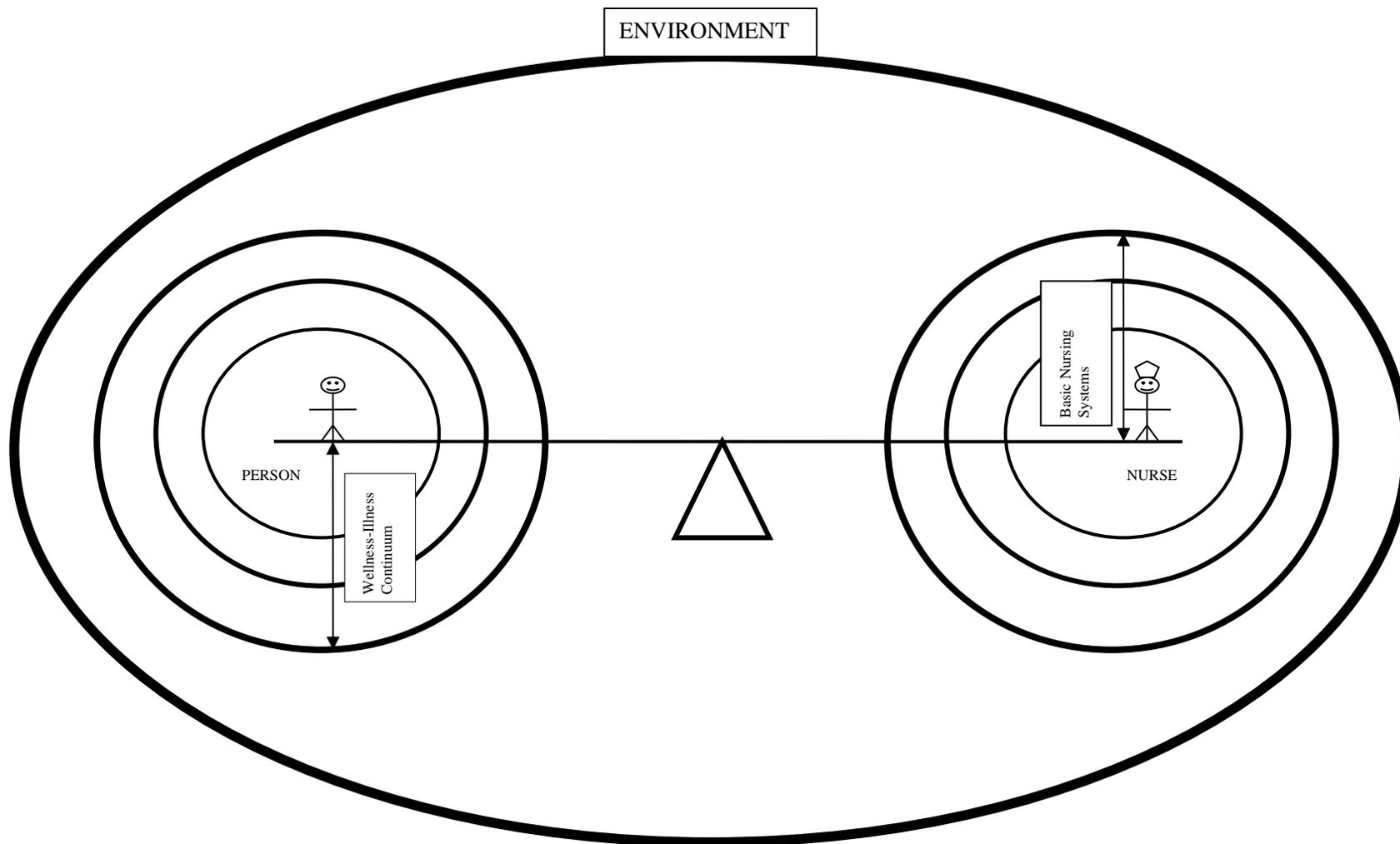


Figure A

Core Values

** Caring * Integrity * Respect * Service*

End-Of-Program Student Learning 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. Exhibit competence with current technology.
6. Engage in the practice of professional nursing within the legal, ethical, and regulatory frameworks.
7. Assume responsibility for lifelong learning, personal, and professional growth.

Program Outcome Measures

1. Graduates of Hannibal-LaGrange University's Practical Nursing Program licensure examination performance for first-time candidates will be 80% or higher for each calendar year (January 1 through December 31).
2. The admission process is such that students admitted are capable of achieving the program objectives. A 70% retention rate will be maintained.
3. The pattern of employment will be that 90% of graduates will be employed in a practical nursing position within 6 months of graduation.
4. Exit Surveys by graduates and follow-up surveys by both graduates and employers will be evaluated for reflection of program satisfaction. (MSBN).

Practical Nursing Certificate

Test Scores	Reading	Math:	Critical Thinking
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Pre-Nursing - Summer (8 hrs.)		Cr.	Semester	Grade	Course ID
BIO 254	Human Anatomy and Physiology I	3			
BIO 264	Human Anatomy and Physiology 2	3			
PSY 333	Lifespan Developmental Psychology	2			

Fall Semester (19 hrs)		Cr.	Semester	Grade	Course ID
NUR 102	Clinical Calculations	2			
PNE 010	Fundamentals of Nursing	4			
PNE 011	Skills Lab	2			
PNE 012	Nursing of Adults I	6			
PNE 013	Clinical I	2			
PNE 014	PVC I	1			
PNE 015	Pharmacology	2			

Interim (1.5 hrs.)		Cr.	Semester	Grade	Course ID
PNE 019	Clinical II	1.5			

Spring (19.5 hrs.)		Cr.	Semester	Grade	Course ID
PNE 022	Nursing of Adults II	6			
PNE 023	Clinical III	5.5			
PNE 025	Nursing of Children	2			
PNE 026	Nursing of the Elderly	2			
PNE 027	Maternal & Newborn Nursing	2			
PNE 028	Mental Health Concepts	2			

Summer (5 hrs.)		Cr.	Semester	Grade	Course ID
PNE 024	PVC II	1			
PNE 032	Nursing Seminar	2			
PNE 033	Clinical IV	2			

Curriculum Credits Hours 2021-2022

Credit to Clock Hour Conversion: Theory 1:1; Skills 1:3; Clinical 1:3

Credits Hours

Fall Semester

PNE-001	A&P online	6	96
PNE-002	Human Growth and Development Online	2	32
PNE-014	PVC I	1	16
PNE-010	Fundamentals of Nursing	4	64
PNE-015	Pharmacology	2	32
NUR 102	Clinical Calculations	2	32
PNE-012	Nursing of Adults I	6	96
PNE-013	Clinical I	2	96
PNE 011	Skills Lab (includes IV therapy)	2	96
		27	560

Interim Term			
PNE-019	Clinical II	1.5	72

Spring Semester			
PNE-022	Nursing of Adults II	6	96
PNE-027	Maternal & Newborn Nursing	2	32
PNE-025	Nursing of Children	2	32
PNE-028	Mental Health Concepts	2	32
PNE-026	Nursing of the Elderly	2	32
PNE-023	Clinical III	5.5	248
		19.5	472

Summer Term			
PNE-024	PVC II	1	16
PNE-032	Nursing Seminar	2	32
PNE-033	Clinical IV	2	96
		5	144
Total		53	1248

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

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

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 papers must be referenced using APA format. 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 and 0800-1200 on Fridays. 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; 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). If student fails to be checked off within the scheduled time frame on the calendar (roadmap), the student will receive a "0" (zero) and will still be required to demonstrate the skill satisfactorily to meet course requirements.
- 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). The original grade will be put into the grade book but successful completion of the skill must be achieved as evidence by a grade of 80% or higher on following checkoff.
- 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 for skill missed.

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 and what you will do to improve success.

3) Student will complete all check-off requirements

c. 3rd attempt:

1) 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. Technology Use

1. Cell phone and other electronic devices must be turned off and stored prior to class, clinical and when meeting with faculty. Faculty discretion may allow cellphone usage in certain circumstances.
2. Earphones and smart watches may not be worn during exams.
3. Laptops may be used for note-taking purposes and course activities. Faculty reserve the right to remove laptops if they are used inappropriately during class time such as for homework, emailing, or social media.
4. No recordings allowed unless prior approval from faculty received.

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 reflects 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. 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; not notifying the instructor within time parameters will be considered a no call no show and will be subject to disciplinary action (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 and count as a clinical absence. The clinical day will be required to be rescheduled at the convenience of the instructor.
 - d. Absence from orientation to clinical areas or repeated tardiness 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 and be subject to disciplinary action. Students who arrive more than 30 minutes late to the start of the clinical day, will not be allowed to participate in clinical. Absences of greater than 10% WILL result in failure of the course.
 - 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. A 5% penalty will be applied to the scores of all tests not taken at the designated time. **NO MORE THAN TWO TESTS MAY BE TAKEN LATE IN ANY COURSE WITH THE ASSESSED 5% PENALTY; EVERY LATE TEST THEREAFTER WILL BE RECORDED AT HALF EARNED SCORE.**
 - a. Faculty reserve the right to provide an alternate form of the exam or quiz for make-up.
3. No unauthorized use of resources is allowed, including testbanks, Quizlet, Etsy, Course Hero, Chegg, Stuvia, etc.
4. Students found to be in possession of unauthorized resources or exhibit exams scores that are not consistent with past performance may be asked to take a similar exam to ensure validity of exam score.
5. No smartwatches or hats worn during an exam.

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 may 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.
6. 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).
7. 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 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.
4. 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.
5. 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.
6. 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 "B-" grade in each preceding nursing course and a "C-" grade in each 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 will be required to remediate at the instructor's discretion. The remediation must be completed before the student can progress into the next nursing course.
2. Students may be 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)

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 (this procedure is specific to reasons from L.1).**

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 Administration 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 Administration 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.

Nursing Program **Grade Related Review Procedure**

When students feel that a grade does not reflect the quality of their academic work, they must follow the general procedure listed:

1. Ask the instructor to review the record and explain how the grade was determined.
2. If, after this review, there is still reason to believe the grade is unjust, a request in writing to review the case should be given to their advisor and the chair of the division. This request must be submitted prior to the official midterm date of the subsequent term. If one faculty member is both advisor and chair, another member of the division may be asked by the students' advisor to review the case with the advisor.
3. Students wishing to pursue the appeal should submit a written request for a hearing before the vice president for academic administration. In some cases, the vice president for academic administration may submit the matter to the Academic Administration Committee and a student representative may be asked to participate in this hearing.

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 PN Program Coordinator.
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 PN Program Coordinator, 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 may 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. Students are required to participate in a minimum of 16 hours of community service projects each year for graduation cords and 8 hours to graduate. (See Appendix F).
2. Fundraising:
 - a. There will be at least one fundraiser each school year.
 - b. All nursing students are expected to participate in fundraising.
 - c. Should a student not participate in the fundraising, the student will be expected to contribute a fair monetary amount.
 - d. The money collected by fundraising will go towards nursing seminars, community projects, pinning ceremony, clinical achievement award, etc. as funds allow.
3. Student attendance at pinning practice and ceremony is mandatory. Excusal must be obtained from the PN Program Coordinator.
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.

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 scrub jacket

Scrubs must be clean and without wrinkles. Pants are not to touch the floor. Students may wear a *plain gray, black or navy* 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.
3. HLGU picture ID and “student nurse” nametag identifier/badge reel. *The student uniform is not complete without the HLGU ID badge!*
4. Watch with sweep second hand, bandage scissors, pen light, and stethoscope.
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 that are *offensive*, 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. **No nail polish may be worn.** 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.

APPENDIX A

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 or resources.
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.

APPENDIX B

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.
3. Demonstrate accountability in preparation, documentation, and continuity of care.
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.

APPENDIX D

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**.

APPENDIX E

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 8-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:

Community Service
Total of 16 hours
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.

APPENDIX F

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^R.

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:
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.

The unique divine inspiration, entire trustworthiness and authority of the Bible.

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.

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.

Justification by God's grace to all who repent and put their faith in Jesus Christ alone for salvation.

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.

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

Craigmiles School of Nursing COVID-19 Guidelines/Policy

Engagement Policy (for remote students):

If for any reason, a student is approved for remote learning throughout the semester, the following minimal expectations will be met:

1. The student will attend all lectures virtually utilizing the online platform Zoom.
2. The student's camera will remain "on" throughout the lecture to ensure that the student is virtually present. Camera placement needs to allow for visualization from the shoulders up.
3. If the student is not able to attend the lecture virtually, he/she must email the professor at least one day prior to the lecture scheduled on the syllabus course outline.
4. For students who are unable to attend lectures in seat, they may be required to complete an engagement activity related to the material covered in class. This activity will be administered through Canvas at the discretion of the professor (*i.e., they may take a variety of forms adequate to cover and make-up for the missed in-seat class time*). If a student fails to complete the engagement activity, it will be recorded as an unexcused absence for the class period. As a result, the remote student will be held to the same attendance policy expectations as students who are in-seat (*see Attendance Requirements above*).

Social Distancing Policy (for in-seat students):

Students who desire to practice social distancing during in-seat lectures (*6 feet of space, etc.*) must initiate and take a self-advocacy position so reasonable accommodations may be made for them. Self-advocacy could be any form of written or verbal communication with the professor. The professor will make every effort to ensure that the student's needs are met and that they feel safe inside the classroom. Students will be allowed to wear masks during lectures if they so choose.

Shelter in Place Policy:

In the event that the semester is cut short due to shelter-in-place orders, the following course completion policy will take effect.

1. All course lectures will be transferred to a virtual platform and will still correspond to the dates and times listed on the course map.
2. Assignments, quizzes, and exams will be administered via the Canvas platform where possible.
3. The professor reserves the right to alter these requirements, but will do so with the intent of benefitting the student rather than creating additional burdens for the successful completion of the semester.

**All policies related to masks and social distancing are subject to change.*

APPENDIX I

**HANNIBAL-LAGRANGE UNIVERSITY
PRACTICAL NURSING PROGRAM
STUDENT AGREEMENT**

I have read and understand the 2021-2022 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.