Southern Missouri Technical Institute

"Developing a high-quality workforce"

2026
PRACTICAL NURSING STUDENT HANDBOOK

www.somotech.edu



Welcome

Practical nurses continue to be extremely valuable members of the health care team and we are very excited to be able to partner with you in accomplishing your personal and professional goals. A strong work ethic, effective time management skills, and high ethical and moral standards are qualities that will be essential to success in this program. Our faculty and staff are committed to providing excellent instruction, learning opportunities and support as you complete our program this year.

The Practical Nursing Program Student Handbook has been prepared to help you successfully function within the program guidelines and assist you in meeting health care facility expectations. Please review it very carefully.

We look forward to working with you in the coming year as you complete your education towards training as a practical nurse and begin your career in nursing!

Sincerely,

Becky Wernsing, MSN, RN
Practical Nursing Program Coordinator

First, let us welcome you to Southern Missouri Technical Institute (SoMoTech). For over 50 years, we have been providing high school students the opportunity to prepare for a rewarding career in a variety of fields. You now join a line of students that we are proud to have helped develop those skills. Whether you plan to enter the field, enlist in the military, or continue your education after high school, this training will benefit you. However, like most anything in life, the benefits of these programs are directly proportional to the commitment a student has to learn the craft. It is a privilege to have access to this kind of training at virtually no cost to you. We know you will find this training both challenging and rewarding. We are very excited to have you on our campus and as a part of a very successful legacy of developing a high-quality workforce.

If you need assistance throughout the year, please do not hesitate to reach out to us, and, again, welcome.

Dr. Josh Cotter, Director
Mrs. Joy Holloway, Student Services Coordinator

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About Our Program

Shaping Bright Futures Since 1968



Opening Doors to a Brighter Tomorrow

December 2, 1968, the first class of (10) ten students were enrolled. Provisional approval was granted by the Missouri State Board of Nursing in 1969. In 1970, the school was fully approved by the Missouri State Board of Nursing. In 1974, the class size grew to (22) twenty-two. In April 1991, the Missouri State Board of Nursing approved the school's request for an increase in student enrollment from 22 to 30 per year. In October 1991, the first class of 30 students was enrolled.

A four-day week class schedule was implemented in September 1992. January 1998, a second class of (10) ten students was admitted. Two classes were admitted annually one in January and one in August. In June 2003 the school was approved for a change of one class of 31 to be admitted annually in January. The graduates of the school may apply to take the National Council Licensure Examination for practical nurses (NCLEX-PN).



SoMoTech Philosophy

Careers of today and tomorrow demand increased technical expertise requiring extended training and education. Since 1970, Southern Missouri Technical Institute provides the quality education and vocational skills training that business and industry expect in their employees. SoMoTech students are prepared with the skills, academic foundation, leadership, and flexibility to be competitive. The workforce of tomorrow needs to be ready to adapt to a constantly changing world of rapid technological advances and new ideas. SoMoTech education also prepares students for a variety of postsecondary options, including higher education, skilled employment, and lifelong learning.

Qualified instructors use industry standards and advanced training equipment to prepare students for numerous career options. Academic preparation is a critical component of the SoMoTech student's career development plan. Success and upward mobility in careers is highly dependent upon the ability to be both academically and technically proficient. A strong academic foundation is important in learning the increasingly complex technical skills required by today's workforce. Student learning styles differ and call for a variety of strategies to successfully teach/learn academic and technical subject matter. Instructors and staff at Southern Missouri Technical Institute will strive to set an example and foster leadership, service, and teamwork for every student.



Administrative Personnel

Dr. Wes Davis, Superintendent, West Plains R-7 School District
Dr. Josh Cotter, Director, Southern Missouri Technical Institute



Faculty

Becky Wernsing, MSN, RN, Program Coordinator
Anita Womack, BSN, RN, Instructor
Jessica McKee, BSN, RN, Instructor
Briawna Wilson, RN, Clinical Instructor
Jamie Hensley, BSN, RN, Instructor



Support Staff

Diana Barnard, Administrative Assistant
Anita Collins, Financial Aid Coordinator
Joy Holloway, Counselor
Sara Chapman, Administrative Assistant
Jessica Weisbrod, Administrative Assistant



Practical Nursing Hours

7:30 a.m. to 4:30 p.m. Monday-Thursday from January thru April
7:30 a.m. to 4:00 p.m. May thru December
Clinical times will vary on Tuesday and Wednesday from May thru December

Mission, Vision, and Philosophy

Mission

The mission for SoMoTech is to develop a high-quality workforce.

Vision

Southern Missouri Technical Institute will provide the West Plains and surrounding region with training that utilizes industry standards and technology. Southern Missouri Technical Institute will provide our students employability skills and a desire to be life-long learners. When a Southern Missouri Technical Institute student completes a program of study, they will:

- Earn a professional certificate within their career and technical field. Demonstrate work ethic skills appropriate to their field.
- Have the technical and academic skills required for employment at an equitable wage.
- Possess the skills necessary to pursue a degree from an institution of higher education

Practical Nursing Program Philosophy

The Southern Missouri Technical Institute Practical Nursing Program faculty believes and functions in accordance with the stated philosophy of the SoMoTech that as educators we are dedicated in developing a high-quality workforce. We believe practical nursing is an integral and essential part of the nursing profession. The faculty of this program is committed to the education of the students entering it. We will provide current information using a variety of teaching methods. We also provide a variety of clinical experiences. These experiences will provide to assist in the development of knowledge, judgement, skill and values necessary to preform effectively and safely as a practical nurse.

The faculty has the following philosophical beliefs:

- We believe nursing is an art. Practice nursing that is patient centered, caring culturally sensitive and based on the physiological, psychosocial, and spiritual needs of patients.
- In accordance to the Missouri Nurse Practice Act, Practical Nursing practice is always under the direction of a Registered Nurse. We believe practical nurses serve as a member of the interdisciplinary health care team to promote continuity of patient care.
- We believe competency and safe practice mandates compliance with the scope and practice of practical nursing and the Nurse Practice Act of the State of Missouri. This provides a safe environment of patients, self and others.
- We believe in using information technology of current evidence from scientific and other credible sources as a basis for nursing practice and clinical judgement. That wellness and health care needs of clients can best be met with the knowledge, skills and assistance of the licensed practical nurse as a member of the health care community.
- We believe practical nursing encompasses and utilizes critical thinking skills to participate in preventative, therapeutic, rehabilitative and restorative care. As a member of the health care team, the practical nurse Southern Missouri Technical Institute 4 2025 Practical Nursing Handbook cooperatively functions to assist clients in the avoidance of illness, in assessing client's needs to planning, implementing and evaluating nursing interventions.
- We believe education is a lifelong process, and that curriculum development is a continuous strategy and that on-going curriculum development is necessary to keep abreast of new developments in health care and the changing needs for employment in the health care provider system.
- We believe the school prepares the graduate for competent, entry level practice into the health care field and that the graduate has an obligation to self, client and the profession for maintaining competencies by continuing his/her education through in-service/staff development and/or formal educational programs.
- We believe that awareness and perception of nursing is crucial to the profession and that the individual nurse has a responsibility through personal behavior and association membership to influence public image. Therefore, the curriculum of the school should reflect the development of a positive self-mage and respect for others.

Americans With Disabilities Act

If you have special needs as addressed by the Americans with Disabilities Act and need special devices or other assistance, notify your course instructor immediately. Reasonable efforts will be made to accommodate your special needs.

Non-Discrimination Statement

Southern Missouri Technical Institute complies with all local, state, and federal laws and regulations concerning civil and human rights. Educational programs, admissions and employment practices of the school are free of any discrimination based on race, sex, color, religion, national origin, handicap or veterans of the Vietnam era military service. The policy of the SoMoTech not to discriminate on the basis of sex or handicap is in compliance with Title IX of the 1972 Educational Amendments, and section 504 of the Rehabilitation Act of 1973 respectively

Accreditation

The Southern Missouri Technical Institute is under the jurisdiction of the West Plains R-7 School District. Southern Missouri Technical Institute is accredited by the Commission of the Council on Occupational Education (COE) and the Department of Elementary and Secondary Education (DESE). The Practical Nursing Program has full approval status from the Missouri State Board of Nursing.

SoMoTech Website - www.somotech.edu
District Website - www.zizzers.org

Please visit the West Plains R-7 School District website to view all policies and regulations. The Adult Education Handbook and Practical Nursing Program Handbook may be located on the SoMoTech website. It is the responsibility of the student to read and understand the above-mentioned handbooks and agree to the policies and regulations contained within each handbook.

Housing

The school does not provide housing but will assist by directing students to the proper agency to locate housing if requested to do so.

Classroom Committee

Practical nursing students are expected to contribute to a clean, organized, and professional learning environment. Daily responsibilities include taking out the trash, keeping the skills lab tidy and orderly, and wiping down desks and workstations at the end of each class day. To support classroom necessities, ongoing instructional needs, conferences (as available), and appreciation gifts for clinical sites, a $5 monthly fee will be collected from each student. Students are expected to uphold these responsibilities as part of maintaining a respectful and functional learning space.

Practical Nursing 2026 Class Calendar

Orientation	Dec 9, 2025
2025 Class Entering Date	Jan 5, 2026
Pre-Clinical Period (Level I) Weeks 1-17	January 5, 2026-May 7, 2026
Spring Break	March 16-19, 2026
Skills Day (to be announced - *if needed*)	March 27, 2026 or April 24, 2026
NEAT HS Graduation	May 2026
Clinical Period (Level II) Weeks 18-31	May 11, 2026-August 27, 2026
Memorial Day Observed	May 25, 2026
Summer Vacation	June 22-July 5, 2026
Labor Day	Sep 7, 2026
Clinical Period (Level III) Weeks 32-46	August 30, 2026-December 17, 2026
Thanksgiving Break	November 23-27, 2026
Graduation Day	Dec 17, 2026

Please Note: Friday class sessions may be scheduled as needed. All students are required to attend the Friday sessions.

Graduate Competencies, Objectives & Requirements

Graduate Competencies & Program Objectives

1. Quality Improvement (QI): Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of healthcare systems.
2. Safety: Minimize risk of harm to patients and providers through both system effectiveness and individual performance.
3. Teamwork and Collaboration: Function effectively within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
4. Patient-centered Care: Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's, values, and needs.
5. Evidence-Based Practice (EBP): Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
6. Informatics: Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

These Student Learning Objectives allow the faculty to measure the level of competency achieved by each practical nurse based on QSEN competencies. See www.qsen.org.

SLO 1 (Patient-Centered Care): **Demonstrate patient-centered care** by providing culturally sensitive, holistic nursing care that addresses physical, psychological, spiritual, and developmental needs across the lifespan.
SLO 2 (Evidence-Based Practice): **Apply the nursing process** to collect data, plan, implement, and evaluate evidence-based nursing care within the LPN scope of practice.
SLO 3 (Teamwork & Collaboration): **Collaborate and communicate effectively** with clients, families, and members of the healthcare team using therapeutic communication and SBAR reporting.
SLO 4 (Safety): **Demonstrate safe, accurate, performance of nursing skills** including medication administration, wound care, IV therapy, and other procedures while adhering to regulatory and facility policies.
SLO 5 (Informatics): **Utilize informatics** to document care, retrieve information, and support clinical decision-making while maintaining confidentiality and HIPAA compliance.
SLO 6 (Quality Improvement, Safety): **Apply principles of quality improvement** by identifying risks to patient safety and participating in strategies to improve care outcomes.
SLO 7 (Safety, Teamwork, QI): **Demonstrate professional behavior**, ethical decision-making, and accountability within the Missouri Nurse Practice Act and the National Federation of Licensed Practical Nurses (NFLPN) Code of Ethics.
SLO 8 (Patient-Centered Care, EBP): **Promote health and wellness** through patient teaching and community-based interventions, empowering patients for self-care management.
SLO 9 (Teamwork & Collaboration): **Delegate and supervise appropriately**, recognizing the roles and responsibilities of the healthcare team and maintaining accountability for care provided.
SLO 10 (All QSEN Competencies): **Demonstrate readiness for NCLEX-PN and safe entry-level practice** by integrating knowledge, skills, and attitudes into complex clinical decision-making.

Requirements to complete the program, be eligible for graduation, receive the school pin and certificate of completion, the following must be met:

1. Average of 80% or above in all courses, 70% or above in all MSU-WP courses
2. Acceptable physical health and emotional stability to meet performance requirements
3. Acceptable personal grooming habits and appearance
4. Acceptable attendance according to school policy
5. Acceptable clinical performance
6. Personal and professional conduct expected of a practical nurse
7. Satisfactory working relationships and attitudes toward peers, supervisors and faculty
8. Payment in full for school expenses, fees, dues and return of borrowed school property
9. 10 hours of community service completed

Application Requirements & Selection Criteria for Admissions

The following requirements must be met to apply to the Southern Missouri Technical Institute Practical Nursing Program. The applicant must submit the following by the last business day in October prior to each program year.

1. Submit a completed application form (available online at www.somotech.edu)
2. Pay non-refundable application fee of $130.00 (includes cost of first TEAS test).
3. Register with SoMoTech by phone or at the school to schedule TEAS Entrance Exam.
4. Official High School Transcript or original GED score sheet. A student from a Non-English-speaking country must take and pass the Test of English as Foreign Language (TOEFL) and Test of Spoken (TSE) Exams. Applicant is responsible for the cost and scheduling the test date with SoMoTech. If the applicant's transcript is not in English, it is the responsibility of the applicant to find a translator to translate the transcript into English.
5. Official Transcripts or Certificates from all post-secondary schools attended.
6. Copy of Social Security Card (required for Family Care Safety Registry)
7. Submit copy of birth certificate
8. Submit copy of government-issued photo identification
9. Three letters of reference. At least one letter must be personal and at least one needs to be professional. Applicants are strongly discouraged from using relatives as references.

Incomplete records may not be submitted to the Admissions Committee.

Selection Criteria for Admissions
The Practical Nursing Program admits 31 students each program year in January. A TEAS-V score of 55 % or above is highly recommended. Applicants with the top 31 final admission scores will be admitted to the program. All admissions are contingent on required background checks and drug screening that is done after selection.

The final admission score for each applicant is calculated as follows:

TEAS Test	points possible 55
Interview	points possible 24
Personal References	points possible 25
Admissions Committee Ranking	points possible 40

Total Points Possible 144

Admittance will not occur any later than five (5) school days after the school's established entrance date.

Academic Evaluation & Retention Policy

Classroom
1. Students will receive a progress report monthly.
2. After each student has read and signed his/her progress/performance report, a copy will be provided to the student for personal files.
3. Proactive measures will be instituted should a student fail to meet 80% overall in any theory class during the course. The student will be counseled and assisted in developing a written plan for successfully completing the course. This plan will include criteria and a time frame for demonstrating improvement.
4. Theory courses are assigned letter grades.

Dosage Calculation Policy
A dosage calculation exam pass score of 90% is required to begin passing medications starting in the MedicalSurgical Nursing I clinical rotation. Students will not be able to pass medications until they pass the dosage calculation exam. Students are required to provide their own calculator. Calculators on cell phones may not be used during class

Promotion Requirements

The Practical Nursing curriculum is divided into three achievement levels.

Level I Preclinical Weeks 1-17
Level II Clinical Period Weeks 18-31
Level III Clinical Period Weeks 32-46

Students who successfully complete Level I requirements will be eligible to progress and be promoted to Level II. See course objectives for requirements for completion. The student must achieve a final average of 80% or above in each course of study (70% or above in MSU-WP courses) to meet requirements to be promoted each level. Please Note: Regardless of the source of funding, the student is responsible for the payment of all fees.

Job Placement

The school aids the graduate practical nurse in job placement in the following manner:

1. Assisting with job resume, transcripts, references and applications.
2. Notifying graduates of job opportunities as they are made known to the school.
3. Cooperating with employment services in the area.

Financial Assistance & Payment Arrangement

Southern Missouri Technical Institute recognizes the need for financial aid to assist students in reaching their educational goals. Students must complete the Free Application for Federal Student Aid (FAFSA) to be considered for eligibility for Title IV, HEA programs. * The school is an approved institution for the following types of funding:

- Access Missouri Student Financial Assistance Programs
- Federal Pell Grants*
- Federal Direct Subsidized and Unsubsidized Loans*
- A+ Funds
- Workforce Innovation Opportunity Act
- TRA/TAA
- Vocational Rehabilitation
- Veteran's Educational Assistance

Financial assistance and payment arrangement information may be obtained through the Financial Aid Office at 407 W. Thornburgh or call 417.256.6152. Refer to applicant information packet. See the SoMoTech Adult Education Handbook (pages 6-17).

Practical Nursing 2026 Program Cost: $18,000 (1,474 Clock Hours/Full-time Status)
Current cost breakdown is available at www.somotech.edu

Advanced Placement

Purpose:
Southern Missouri Technical Institute Practical Nursing Program advanced placement policy provides the opportunity for applicants to obtain credit for nursing arts learned in a certified nursing assistant class.

Candidate Qualifications:
Candidates must meet the SoMoTech Practical Nursing Program application process and Admission Committee criteria (see SoMoTech Admission Policy) prior to challenge process.

To apply for advanced placement status in Fundamentals of Nursing the applicant is required to hold a current Missouri Division of Aging Nursing Assistant Certificate.

Validating Competency:

1. The student must demonstrate mastery of material by achieving a minimum of 80% on the challenge course written examination.
2. Fundamentals of Nursing candidates must demonstrate laboratory mastery of Fundamentals of Nursing procedures as identified in FON curriculum, the examinations are designed to reflect the proficiency required of students completing the courses.
3. Candidates applying for Advanced Placement status are expected to identify learning needs and appropriately and adequately prepare for each area of testing according to the study guide outline.

Transition Course:
Candidates successfully challenging the Fundamentals of Nursing examination and practicum will be required to attend a 20-hour Fundamentals of Nursing transition course. The course is designed to instruct the student on Fundamentals of Nursing principles and concepts that are curriculum requirement not covered by the Nurse Assistant curriculum. Students are required to demonstrate mastery of course material by scoring 80% or greater on unit examinations.

Advanced Placement Information
Qualified Practical Nursing applicants only will be considered for advanced placement in the SoMoTech Practical Nursing Program.

Advanced Placement data will be provided in the school recruitment publications, as well as the proficiency examination dates, which will be scheduled yearly.

Candidates desiring Advanced Placement consideration must indicate intent by completing and returning an Advanced Placement application. Applicants must adhere to the established application process to be considered for Advanced Placement in the SoMoTech Practical Nursing Program.

Advanced Placement Criteria
1. Meet application process deadlines.
2. Comply with candidate verification process.
   i Name and address of program/facility.
   ii Date Nurse Assistant course was completed.
   iii Copy of current Missouri Division of Aging Nurse Assistant Certification and course certification on (final examination) record.
   iv Official transcript where challenge procedure is being requested for post-secondary courses completed in other schools. These course(s) must be compatible with the Practical Nursing school curriculum requirement in content and hours.
3. Signed permission form allowing verification of information including Nurse Assistant Certification.

Advanced Placement testing may not be repeated within one application year. The Practical Nursing faculty reserves the right to make the final determination for Advanced Placement eligibility.

Advanced Placement Application

I,_____ , am a Certified Nursing Assistant. I am applying for advanced placement in the Fundamentals of Nursing class. I understand that I will need to pass a written examination of basic skills with 80% and show competency in basic skills in the laboratory.

_____ _____

Signature Date

CNA Certificate #_____

Written Exam Score_____%

Basic Skills: Pass or Fail (please circle)

_____ _____

Test Administrator's Signature Date

_____ _____

Coordinator's Signiture Date

Policies

Transfer Student Policy

Requirements for admission and completion of the Practical Nursing Program:

1. Transfer students must submit an official transcript from his/her former accredited nursing school. This refers to both Practical and Professional Nursing Schools.
2. The student's transcript and course curriculum materials will be reviewed by the Nurse Coordinator and instructors of the school to determine transfer eligibility.
3. A personal interview with the applicant for transfer will be held as soon as feasible. Present at this interview will be the Coordinator or an instructor from the Practical Nursing program. A decision with respect to the acceptance of the transfer student shall be made by those noted, based upon all information supplied to them on the transfer student. The student will be notified in writing within one week of the committee's decision.
4. An individual course study will be put into writing for each transfer student accepted into the school. This course of study will be written by the Nursing Coordinator and instructors of the school.
5. **Transfer applicants will be requested to complete finals in all courses being transferred.** The transfer student's grades appearing on transcripts from other practical nursing programs will be reflected on the student's final record.
6. Tuition Payment due will be prorated according to the amount of actual time spent in the school. (75% of time spent in the school, 75% of tuition due, etc.)
7. All transfer students must comply with the school requirements as outlined by the State Board of Nursing Minimum Standards for Practical Nursing Schools.
8. **Transfer students will be accepted contingent upon the current school enrollment (not to exceed the Missouri State Board of Nursing established enrollment numbers).**
9. Transfer students shall meet all of the criteria required of graduating students. A course of study shall be planned and implemented to enable the students to meet these criteria.
10. Non-English-speaking students shall meet the same general admission requirements as other students

Transfer of College Credit Policy

Requirements for transferring college credit hours to the Practical Nursing Program:

1. A student may transfer college credit hours in the following courses; Psychology, Anatomy & Physiology, Human Growth & Development if certain requirements are met and if student made a C or above in the said course.
2. All classes must have been taken in the last 5 years. Student will be required to show course description and/or syllabus and submit a transcript for verification.
3. Psychology must be a 3-hour course that includes normal and therapeutic Psychology.
4. Human Growth & Development must be a 3-hour course that includes all stages of development from infant to geriatric.
5. A & P must be a total of 8 hours. The student must have taken A & P I and II (3-hour lecture and 1-hour lab of lab) or Anatomy (3-hour lecture and 1-hour lab) and Physiology (3-hour lecture and 1-hour lab)

Readmission Policy

Policy

Students of SoMoTech Practical Nursing Program who have been dismissed for failing classes and/or clinicals or who have voluntarily withdrawn for personal reasons may apply for readmission to the Practical Nursing Program.

Purpose

To facilitate student re-entry into SoMoTech Practical Nursing Program

Procedure:

1. Students may reapply only for the next class. If the student is not accepted in that class, they reapply and repeat all classes.
2. Students must complete application form. Entrance exam scores from previous year will be used in application process.
3. The student's application will be presented to the Admission Committee with the new applicant files.
4. If a student is selected for the next, they have the option of taking the ATI proctored exam for that subject. If there is not an ATI proctored exam available for a subject, an instructor constructed final will be administered. The student will be required to receive an 80% or above on the instructor constructed final. The student fulfilling these requirements may have the option of not repeating the subject.
5. If the student does not take instructor constructed final or does not pass, they will be required to repeat all classes and be responsible for all fees.
6. Students are eligible for readmission only once.
7. Students terminated for the following reasons will not be eligible for readmission:
    a. Insubordination
    b. Excessive tardiness and absenteeism
    c. Failure to consent to take a drug and/or alcohol screening
    d. Placement on Division of Aging's Disqualification List
    e. Undisclosed information from a background check
    f. Unprofessional/Unethical conduct.
8. There will be a $100.00 non-refundable readmission fee.

Withdrawal Policy

Students may voluntarily withdraw from the program at any time. A conference should be scheduled with the Program Coordinator prior to withdrawing. Students are to complete the Change of Student Status form received from the Program Coordinator.

Refund Policy

If a student leaves the Practical Nursing Program for any reason (dismissal or withdrawal) the following refund policy shall apply to all students. Refunds will be based on tuition only. For students who begin classes, 100% of the books, uniforms and miscellaneous fees will not be refunded. The student is required to meet with the Financial Aid Office to plan for payment of adjusted balance of tuition and fees. For detailed information, please contact the Financial Aid Coordinator or see the SoMoTech Adult Education Handbook (pages 28-29)

SoMoTech/MSU-WP Dual Enrollment Policy

Dual Enrollment Policy for the SoMoTech Practical Nursing Program and Missouri State University-West Plains

College credit through MSU-WP may be given for the following courses:

Anatomy & Physiology I	3 credits theory	1 lab
Anatomy & Physiology II	3 credits theory	1 lab
Psychology	3 credits theory	

11 total hours

If the above classes have been taken previously, credit will be issued upon verification that a student has successfully completed prior to enrollment. The student must provide proof with an official transcript.

Library Policy

The school maintains a virtual reference library for student use. Reference material may be accessed at the following websites:

1. Nursing Central app subscription given to each student
2. www.zizzers.org/mslibrary click on Useful Links for Students then click on Ebscohost
3. www.youseemore.com/westplains for public library access
4. www.gale.com for periodical searches

With the articulation agreement with MSU-WP, SoMoTech students have access to MSU-WP campus library, tutoring services, and access to the Lybyer Enhanced Technology Center. For more information, please visit helpdesk.wp.missouristate.edu/garnett-library

Assessment Technology Institute (ATI) Policy

ATI, an e-learning system, is used in this program to prepare students for the NCLEX-PN. Assessment Technologies Institute® (ATI) offers an assessment driven review program designed to enhance student NCLEX-PN success. SOMOTECH integrates ATI as a comprehensive assessment and review program for all nursing students. The comprehensive program offers multiple assessment and remediation activities. These include assessment indicator for academic success, critical thinking, and learning styles, online, skills modules, online practice testing, and proctored testing over the major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content. Data from student testing and remediation is used for the PN program's quality improvement and outcome evaluation.

The ATI package includes:

- online tutorials
- online practice testing
- online proctored testing
- video case studies
- Skills modules for pharmacology, dosage calculation, medical-surgical nursing, and fundamental skills
- NCLEX Review Product

Completion of the ATI virtual or live NCLEX review within the specification of the product is a graduation requirement.

Proctored Assessments Include:

- Critical Thinking (entrance & exit)
- Fundamentals • Pharmacology
- Nursing Care of Children
- Mental Health
- Maternal Newborn
- Management
- Adult Medical Surgical
- Comprehensive Predictor
- Custom-built exams at instructor discretion

ATI End-of-Course/Predictor Exams

1. Students are required to take the ATI NCLEX-PN Predictor Exam prior to program completion and expected to achieve a passing score. If the student has not achieved a passing score a remediation plan will be required prior to taking the NCLEX-PN exam one additional time at no cost to the student. The student will be required to retake the NCLEX-PN Predictor. Retakes of ATI exams will be scheduled at the discretion of the Program Coordinator.
2. Standardized ATI End-of-Course Final Exams will count for 50-100 points towards the related course grade with the Level 2 score being the equivalent of the total points or 100% of the exam score. Students are expected to score at least a Level 2 on all ATI End-of-Course Mastery Exams prior to program completion per ATI exam policy. If a student does not achieve a Level 2 on ATI End-of Course Mastery Exams a remediation plan will be recommended prior to taking the NCLEX-PN Exam. Our goal is for all students to reach proficiency levels 2 or 3 in all areas.
3. Proctored Exams - In support of ATI guidelines, students are prohibited from having electronic devices (including cell phones and watches), food/drink, purses, books, backpacks, etc. at or under their testing station/location during proctored exams. Students who do not follow these guidelines risk losing the opportunity to complete his/her exam and may be assigned a “0” for his/her exam grade. Any student noted to be involved in cheating during an ATI proctored exam may be given a zero “0” for his/her exam grade.

For courses in which an ATI proctored assessment is assigned, the assessment will be worth 10% of the course grade. ATI assessments are scored in proficiency levels: below level 1, level 1, level 2, and level 3. Proctored Assessment scores will be applied as follows:

- Below Level 1: 7.5/10pts
- Level 1: 8.5/10pts
- Level 2: 9.5/10pts
- Level 3: 10/10pts

If the student scores Level 2 or 3 this will be entered into the grade book of the respective course.

If the student scores Level 1 or below he/she will be required to complete a focused review assignment and take a second proctored assessment with the ability to earn a 1 point increase for each level increased; i.e. if the student scores below Level 1 on the first attempt the student will receive 8 points in the grade book then on the second attempt if a Level 2 is earned, the student will receive 9 points.

For each course in which an ATI proctored assessment is required the ATI e-learning system will be implemented per course and instructor.

- Step 1: Practice Assessment A
- Step 2: Practice Assessment B
- Step 3: Proctored Assessment (10% of course grade)
- Step 4: Remediation of Proctored Assessment (Remediation policy per instructor)
- The ATI Predictor score will be recorded as a Med Surg grade.

Beginning the week of September 1st, if a student is below the 90th percentile in ATI with an average probability of passing NCLEX, the student will be required to complete 2 hours of remediation weekly with an instructor to increase probability.

ATI Fundamentals Binders

A 3-ring binder with 2” rings will be utilized for ATI transcripts, focused review, active learning templates, and skills module logs. The student will be expected to maintain this folder with appropriate documents per directions of course instructor.

Progam Policies

1. Class schedules will be posted. Changes will be verbally announced and/or will be posted.
2. Clinical schedules will be posted and/or announced as indicated. Transportation to and from the clinical facilities and scheduled field trips is the responsibility of the student.
3. At no time should a student's child(ren) remain in the school during regular hours or class sessions.
4. Any visitors during regularly scheduled hours must be cleared with the Office.

Attendance Policy

Attendance at SoMoTech is modeled after the workplace. Students are expected to be in class/clinicals every day and punctual in their attendance. They are responsible for their own learning in the classroom and for the patients they are to care for in the healthcare facilities. Personal business must be taken care of on your own time. Dependability is extremely important in the workplace and especially critical in the healthcare setting where fellow co-workers and patients are relying on us. Good attendance is a mark of dedication and professionalism that is very important to future employers. In nursing education, if instruction and training opportunities are missed, it can be reflected in the academic performance of the student and potentially compromise the student's ability to provide safe and competent patient care.

Each student is required to clock in and out and approve time at the end of the week using school time tracking system. If time is missed or a mistake is made, forms must be filled out, an instructor signature required, and given to the SoMoTech Attendance Officer.

An attendance warning may be initiated when a student has missed 24 clock hours. After a student accumulates more than 32 clock hours absent, he/she is placed on attendance probation and required to meet with the Program Coordinator to discuss how he/she will demonstrate improved attendance. If he/she accumulates up to 40 hours during the program year, he/she will be required to meet with the Faculty/Administration and could be dismissed from the program.

See p. 19 (Attendance Policy) of the Adult Education Handbook for more information

An excused absence is considered one that is unforeseeable, unavoidable, and/or unusual. Examples may include: illness, disability, hospitalization, funeral, or religious observances. Each excused absence will require documentation to the main office prior to approval. **Students must make up ALL unexcused absences.**

Make-Up Hours
Students may make-up attendance hours for hours of absence on class days from 7:00-7:30 and on Fridays when SoMoTech is open and a nursing instructor is present. Make up hours are only permitted for hours missed. Students may not make up attendance hours ahead in anticipation of upcoming planned hours of absence with prior written approval from the program coordinator. Students must complete the Attendance Documentation Form and return to the SoMoTech Attendance Office. . The student is responsible for making arrangements for make-up time and completing the documentation. Attendance forms are available at www.somotech.edu or at the SoMoTech Main Office and should be turned in to your instructor.

EXCESSIVE ABSENCES: Any student who (without PRIOR arrangements through SoMoTech administration) misses five consecutive days or exceeds 20% of the program hours per payment period may be dismissed from the program. The "20% Rule" considers both excused and unexcused absences.

Call-in Policy

SoMoTech Practical Nursing Program is designed to create an employment type atmosphere to teach job keeping skills. If, in an employment situation, an employee must be absent or tardy from work, he or she would be expected to notify the employer prior to shift time. Therefore, the following policy is implemented: If a Practical Southern Missouri Technical Institute 25 2025 Practical Nursing Handbook Nursing Student is going to be tardy or absent on a classroom or clinical rotation day, he or she must notify the appropriate Instructor.

- On a classroom day, notify the Program Coordinator one hour PRIOR to classroom time.
- On a clinical day, notify the Clinical Instructor, at designated number, with whom you are assigned, **one hour PRIOR** to the beginning of the rotation time.
- On a clinical day when assigned to a "Specialty Area", notify the Program Coordinator, at designated number, **one hour PRIOR** to the beginning of the rotation time, and the specialty area at the time of business opening.

Failure to follow these guidelines will result in Disciplinary Procedures

NO CALL/NO SHOW:

Failure to properly notify the program coordinator/faculty is considered "No Call/No Show" and will result in a disciplinary action. (per call in policy). The first instance will result in a meeting with the program coordinator where the student will be advised that they are on attendance probation and will be required to sign an attendance probation form. Any further episodes of "No Call/No Show" are grounds for dismissal from the program. In addition, students are not allowed to leave the SoMoTech grounds or an assigned clinical site without approval from the coordinator/clinical faculty and doing so will be considered an instance of "No Call/No Show".

The review committee will decide if the student will remain in the program. If the student is allowed to remain, they are placed on an attendance contract with a set of rules to follow.

If absent for any medical of personal injury or become pregnant the student must have a return to school/clinical release from care giver.

If a tardy or an absence is necessary, you must notify an instructor prior to the start of school.

Failure to call or be present (no call/no show) is reason for dismissal from the program.

Federal law states Financial Aid payments will be withheld when a student has missed any hours. Make up hours must be completed before payments are released.

Make up time will be scheduled at the Director's and or the instructor's discretion.

The student is responsible to check in with the coordinator returning to school following an absence. If you arrive late, sign in the book in the office or if leave early, sign out of the book in office with a reason. It is the student's responsibility to contact their instructor regarding assignments in person.

If the student is absent the day of a test, 10 points will automatically be deducted. The test will be taken the first day the student returns. The student is responsible for requesting the test. The student will receive a zero on the test if not taken the first day back. The student is to see the faculty upon return to take the exam during the first hour. If the student attends class / clinicals then leaves for any amount of time, that time will be counted as an absence.

Cheating and Plagiarism Policy

See the SoMoTech Adult Education Handbook (page 26).

Sexual Harassment Policy

See www.zizzers.org, click on Board of Education, Board Policies and Prohibition Against Discrimination, Harassment, and Retaliation.

Social Media Policy

Social Media and the internet provide unparalleled opportunities for rapid knowledge exchange and distribution among many, but the exchange does not come without risks. Nursing and nursing students have an obligation to understand the nature, benefits, and consequences of participation in social media of all types. Online content and behavior have the potential to enhance or undermine not only the individual nurse's career, but also the nursing profession.

Principles for social networking:

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, organizations, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing organizational policies governing online conduct. (ANA, n.d.)

Social media tips

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers, or co-workers, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy. (ANA, n.d.)
7. Do not judiciously share content with those in your personal network to whom you feel it provides value.
8. Be mindful of your relationship with other students: As an educational institution, the PN Program plays a unique role in the lives of its students. Any online activity by students that could interfere with another student's relationship with the PN Program, or adversely affect the value of the education provided by SoMoTech PN Program, may be grounds for disciplinary action.

Consequences for posting unprofessional photos of themselves while in uniform, derogatory comments concerning faculty, school, and fellow students, or discussing patient information on social media include probation or dismissal from the program. This will be determined by the faculty. Pretend that what you are writing is appearing on a permanent billboard. Think twice before posting.

American Nurses Association (n.d.) Social media. Retrieved from www.nursingworld.org/social.

Program Media Policy

Any part of the program (including but not limited to lecture, skills, simulation, and clinicals) photographed or recorded (audio or video) is intended for instructional use and should only be utilized by SoMoTech faculty/staff unless student obtains permission from administration. It is unacceptable at any time to photograph or record a student, instructor, or any person in relation to program training and post on a public platform, social media such as Facebook, Snapchat, YouTube, etc., or any other sharing options. If this occurs without permission, the student in violation of this policy may be dismissed from the program.

Substance Abuse Policy Drug Free Workplace

Policy

To comply with terms of affiliation agreements between our clinical agencies and Southern Missouri Technical Institute Practical Nursing Program entering students, prior to confirmed enrollment, must provide evidence of a negative drug screen.

Purpose

Promote drug free environments to provide increased safety for all persons in the physical care environment.

Procedures

1. Once admitted, all students are required to complete a negative drug screen. This must be completed prior to the first day of class at the Zizzer Clinic.
2. Testing must be completed prior to the first day of class. Refusal to complete, student will not be accepted. Testing will be done for methamphetamine, marijuana, cocaine, opiates, barbiturates and benzodiazepines.
3. If results are positive on initial screening, immediate confirmation testing will be done. Any repeat of screening cost will be paid by the student.
4. Should clinical sites require confirmation of negative drug results, the school Administrator will obtain written release of information permission from the student. Students are required to authorize written permission for results of a drug screen to be released to a clinical learning site as requested. Failure to do so may result in student withdrawal from the school as students cannot complete the educational training if clinical learning sites are not available because of failure to comply with learning site policy.
5. The school reserves the right to require random drug testing through the school year. Any student who drug tests positive or refuses a drug test (when instructed) during the year will be dismissed.
6. Student transcripts will show student “Withdrawal” status. If applicable the school will notify sponsoring agencies of student withdrawal from school.
7. See SoMoTech Adult Education Handbook on Abuse Policy (pages 20 and 21).

West Plains R-VII School District and Southern Missouri Technical Institute maintain tobacco and smoke free campus facilities. The use of tobacco is prohibited on school grounds and clinicals. Violators may face disciplinary action

Pregnancy Policy

To remain in the Practical Nurse Program, a pregnant student must be able to perform the same minimal functional abilities during medical lab sessions and clinical rotations as outlined in the student handbook, in the same manner, as other students. Pregnant students are NO EXCEPTION to the student attendance policy as outlined in the SoMoTech Practical Nursing Student Handbook. Attendance and Attendance Review Board Polices apply to students who are pregnant. If a student is required to come before the Attendance Review Board due to absences or potential absences as outlined in these policies, the following procedures are required:

1. A monthly statement in writing from physician/nurse practitioner stating the student can perform the same minimal functional abilities as other students during medical lab skills sessions and clinical rotations.
2. The student must sign a form releasing West Plains R-7 School District and Southern Missouri Technical Institute Practical Nursing Program (faculty, administration and clinical facilities) from any responsibility should harm occur related to the condition of pregnancy.

Southern Missouri Technical Institute Practical Nursing Program Pregnancy Release of Liability Form

To remain in the Practical Nurse Program, a pregnant student must be able to perform the same minimal functional abilities during medical lab sessions and clinical rotations as outlined in the student handbook, in the same manner, as other students. The following procedures are required:

1. A monthly statement in writing from physician/nurse practitioner stating student is capable of performing the same minimal functional abilities as other students during medical lab skills sessions and clinical rotations.
2. Student must sign a form releasing West Plains R-7 School District and Southern Missouri Technical Institute Practical Nursing Program (faculty, administration and clinical facilities) from any responsibility should harm occur related to the condition of pregnancy.

Statement of Release:
This is to certify that as a pregnant student, I understand the potential risks of participating in the mandatory medical lab sessions and clinical rotations which are scheduled throughout the Southern Missouri Technical Institute Practical Nursing Program. Potential risks might include, but are not limited to, exposure to disease and illness, physical exertion from transferring or caring for a client, falls, or other job-related occurrences. I will not hold West Plains R-7 School District, Southern Missouri Technical Institute or its faculty, administration, and/or clinical facilities responsible or liable should any harm occur to myself or unborn child during the course of this program. I further understand that during the course of the school year, I might unknowingly be exposed to infectious diseases (in spite of using standard/universal precautions) that may compromise the health of either me or my child.

_____ _____

Student Signature Date

Southern Missouri Technical Institute Practical Nursing Program
Monthly Physician's Statement For Pregnant Student

The participation in clinical rotations is mandatory for a student to remain in the nursing program. During clinical rotations, it may occasionally be necessary for nursing students to perform certain physically strenuous activities. They may also unknowingly be exposed to certain communicable diseases. Please review the Performance Standards that are required for the program. The completion of this form is mandatory for the student to be allowed to participate in medical lab skills sessions and clinical rotations which are scheduled throughout the program from January through December of each program year.

Please complete one of the following options:

OPTION 1

_____ was seen in my office on_____.
Student Name Date

Student MAY continue participating in clinical rotations currently.

OPTION 2

_____ was seen in my office on _____.
Student Name Date

Student MAY NOT continue participating in clinical rotations currently.

_____ _____
Practitioner Signature Physician/Nurse



Policy Agreement

I have read, understand and agree to the policies contained in the Southern Missouri Technical Institute Adult Education Handbook and the Southern Missouri Technical Institute Practical Nursing Student Handbook and more specifically the sections listed below.

Handbook sections:

1. Required background checks and drug screening (PNH page 16)
2. Attendance (PNH pages 26-28)
3. Cheating (PNH page 28 and AEH page 26)
4. Reasons for Dismissal (PNH page 45)
5. Cell phones / electronic watches (PNH page 23)
6. Social Media Policy (PNH page 28)
7. Substance Abuse Policy / Smoking (PNH page 30)
8. Missouri Nurse Practice Act – NCLEX-PN Rule (PNH pages 46-51)
9. HIV/HBV Position (PNH pages 51-52)
10. Confidentiality / HIPAA (PNH page 52)
11. Pregnancy Policy (PNH pages 31-32)
12. FERPA (PNH pages 53-54 and AEH pages 24-25)
13. Insurance (PNH page 41 and AEH page 19)
14. Student Computer/Internet Usage Agreement (AEH pages 32)

_____

Student Name (please print)

_____ _____

Student Signature Date

Program and Course Descriptions

Organization of the Education Program

The SoMoTech Practical Nursing Program is a 46-week course of study. The introductory period (Level I) is 17 weeks in length and consists of classroom instruction in nursing theory and skills. A period of orientation to clinical nursing is planned during this time.

The clinical period is 29 weeks in length. It is divided into Level II, the first 14 weeks of clinical period and Level III, the second 15 weeks of the clinical period. Classroom and clinical instruction are planned to assist the student to apply and correlate nursing skills, principles and theory in the clinical setting. Students are assigned to patient care areas for a minimum of 14 hours per week with an additional 2 hours per week of clinical conference.

School hours during Level I are 7:30 a.m. - 4:30 p.m., Monday – Thursday and Level II & III are 7:30 - 4:00 p.m. on Monday & Thursday for Classroom hours. Clinical hours are Tuesday & Wednesday and vary depending on the clinical site. One half half-hour lunch period is observed.

School holidays are noted on the school calendar provided to each student. School cancellation due to inclement weather will coincide with school district policy the first day of cancellation and will be announced on local radio stations to follow the Missouri State University-West Plains inclement weather cancelation unless notified by phone or email. Make-up days necessary, will be held on Fridays and scheduled in advance so students can plan.

Clinical Learning Sites

Acute Care Hospitals	Ozarks Healthcare (OZH)- West Plains, Missouri Texas County Memorial Hospital- Houston, Missouri Baxter Health- Mountain Home, Arkansas
Long Term Care Facilities	Brooke Haven Healthcare - West Plains, Missouri Mountain View Healthcare - Mountain View, Missouri NHC Healthcare - West Plains, Missouri West Vue Nursing & Rehabilitation Center - West Plains, Missouri Willow Health Care -Willow Springs, Missouri
Physicians Offices	OZH Orthopedics and Spine - West Plains, Missouri OZH Walk-In Clinic - West Plains, Missouri OZH Wound Care - West Plains, Missouri OZH Pain Management - West Plains, Missouri OZH Heart and Lung Center - West Plains, Missouri OZH General Surgery - West Plains, Missouri OZH Behavioral Health Center - West Plains, Missouri Burton Creek Rural Clinic - West Plains, Missouri Southern Missouri Community Health Center - West Plains, Missouri
Schools	West Plains R-7 School District - West Plains, Missouri

Clinical sites are subject to change to meet the needs of SoMoTech PN Program

SoMoTech/MSU-WP Articulation

Attendance
SoMoTech Practical Nursing Program requires students to physically be at the SoMoTech campus for all MSU-WP classes. Attendance is based on SoMoTech attendance policy.

Payment
Tuition for MSU-WP classes taught through the SoMoTech Practical Nursing is included in the cost of the PN program.

Schedule
The students will receive a calendar with their class syllabus. Holidays will be observed as stated on this calendar. This schedule may not follow MSU-WP's holidays and vacations.

Curriculum Plan

The Curriculum, in general, is outlined below. Detailed planning is completed by the faculty for each class. Credit is granted by Missouri State University-West Plains

Course	Theory Hours
Anatomy and Physiology I & II *8 Credit Hours MSU WP	150
Introduction to Psychology *3 Credit Hours MSU WP	45
Personal & Vocational Concepts I & II	55
Fundamentals of Nursing (Theory, Lab, & Clinical) IV Certification I & II	264
Growth and Development Across the Lifespan	45
Pharmacology (Dosage Calculation) I, II, & III	70
Medical Surgical Nursing of Adults/ Elderly I & II	242
Maternal & Newborn Nursing	40
Nursing of Children	40
Mental Health Concepts	40
Leadership/ Management Concepts	15
Clinicals* Level II & III	392
Orientation/ NCLEX Review/ Swift River	76
* Nursing of Adults, Elderly, children, MaternalNewborn, Mental Health	
IV Therapy/ Nurtrition Integrated	1474

Course Descriptions

Fundamentals of Nursing
The Fundamentals of Nursing (FON) course is a comprehensive nursing course designed to provide the student nurse with the knowledge and skills essential to meeting the basic needs of any client. This course will embody all related subjects in teaching the student the principles and rationales underlying the nursing care to be given, so that the student will develop skills in nursing judgment. The nursing process format will be utilized so the student can develop a systematic and organized method of providing nursing care, individualized to each client. Students are presented with a theory base, demonstration of technique or procedure, allowed practice time and then will return the physical demonstration of selected skills in the school lab and finally a demonstration of skills in carefully controlled and supervised clinical setting. The clinical experience is gained by caring for patients in the cooperative health care facilities under the guidance and supervision of the clinical instructor and/or approved preceptor.

Anatomy & Physiology I (4 credit hours) (BMS 267)
Anatomy & Physiology is an introduction the form and function of the human body. This course is the first of a twosemester sequence. Attention will be given to cells, tissues and metabolism, as well as skeletal, muscular, respiratory and digestive systems.

Anatomy & Physiology II (4 credit hours) (BMS 268)
This course is a continuation of Anatomy & Physiology I. (BIO 2204) Areas of study will include: the nervous, endocrine, circulatory, lymphatic, and urogenital systems.

Growth & Development Across the Lifespan
Basic principles that govern human development from the prenatal period to death; developmental tasks and interrelations of family members through the life span.

Introduction to Psychology (3 credit hours) (PSY 121)
Principles of human behavior; human growth and development; motivation; behavior organization; related research methods.

Personal Vocational Concepts I & II (PVC I & PVC II) This course will introduce the practical nursing student to his/her role as a member of the healthcare team. Course content identifies specific factors necessary for personal and vocational adjustments, the legal and ethical responsibilities of nursing and caring for multiple diverse populations. This course will also prepare the graduating practical nurse student with resources required for entry into the workforce. These resources include resumes, interview process, application and the resignation process. Assessment testing will also be included to help the student identify areas of weakness for the NCLEX.

Nursing of the Adult and Elderly I & II
This course correlates Level I concepts with etiology, diagnosis, symptoms, treatment and nursing care common to medical surgical conditions of illness which affect physical, psychological and social homeostasis. The clinical component gives the student opportunity to incorporate theory presentation into bedside practice. The focus is on health problems of specific body systems with the integration of geriatrics, nutrition and diet therapy, pharmacological and psycho-social aspects. This course also is designed to provide the student practical nurse with the basic

knowledge necessary to meet the needs of the geriatric & rehabilitation population in a multitude of settings. The course applies the nursing process to normal and abnormal changes related to aging and frequently identified disease processes. Physiological and psychosocial needs of the elderly are addressed. The clinical component for geriatrics will consist of caring for the older client in a long-term care facility.

Maternal and Newborn
The Obstetric nursing course is a comprehensive course designed to provide the student with knowledge and skills essential to meet the specialized needs and nursing care required by the maternal family before, during and after pregnancy. Also included in the course is care for the neonate, from conception through the first 28 days of life, with specialized needs and care required by the newborn. Building upon the knowledge and skills acquired in Level I, the student will learn basic care needs of mother and newborn in health and illness with emphasis placed on family centered maternal/newborn nursing. A satisfactory clinical performance and completion of maternal/newborn clinical reports are mandatory for the clinical component of this course.

Nursing of Children
The Pediatrics nursing course is a comprehensive course designed to provide the student with the knowledge and skills essential to meet the needs of children. The ultimate goal of Pediatric care is the promotion of optimum health and development for children at any stage of health or illness. Building upon the knowledge and skills acquired in Level I the student will learn basic care needs of children in health and illness with the emphasis placed on growth Southern Missouri Technical Institute 18 2025 Practical Nursing Handbook and development and safety needs. A satisfactory clinical performance and completion of pediatric clinical reports are mandatory for the clinical component of the course. * Obstetrics and Pediatrics are taught consecutively.

Pharmacology I/II/III
This Pharmacology course is a comprehensive course designed to provide the student practical nurse with the basic knowledge needed to meet the medication need of their patients. The course is divided into three segments. The first segment incorporates the mathematic skills needed to competently pass medications to patients. The second segment of the course concerns the medications themselves, their actions, uses, dosages and side effects. The nursing process is applied to all medications. The student will be taught the basic skills needed to pass medications safely.

Mental Health Concepts
This course will focus on the Practical Nurse's responsibility to assess, plan, implement and evaluate measures to encourage mental wellness and to utilize therapeutic nursing intervention when caring for patients/clients exhibiting maladaptive behavior or mentally ill patients/clients. The introductory units include basic information of the theories of psychological developmental and behavioral patterns in the healthy person as well as in the ill person. Therapeutics communications and crisis intervention skills will be emphasized. The remainder of the course instruction will encompass behavioral characteristics, diagnostic measures, treatment modalities and nursing interventions for individuals displaying mental illness behaviors.

Leadership Management Concepts
This course involves the discussion of various leadership styles and techniques, utilized not only by the individual but as a team leader. It emphasizes the student's need for a variety of management skills, as the graduate prepares to work with the patient, family and staff.

Grading System

SoMoTech Grading Scale A: 94-100 B: 87-93 C: 80-86 F: Below 80

MSU-WP Grading Scale Refer to the class Syllabus for grading scale by MSU-WP Instructor

Practical Nursing students must complete courses with a C or above to progress within the program. Grades will reflect student performance and participation in the classroom and clinical area. The course instructor will be responsible for complete disclosure in writing of grading criteria for the course(s) taught.

Examination Policy: Your final exam and unit tests will consist of computer based, multiple choice questions or dynamic, patient scenario-type exams or both. Students are required **to maintain at least an 80% overall** in class scores to remain in the program. If this score is not maintained the student will be placed on academic probation.

All course requirements must be met before a final grade will be assigned in any course. Students are required to complete all written assignments and submit on schedule to instructors. Assignments will be counted as part of the course grade. **Faculty may refuse late work and/or deduct points accordingly.** Comprehensive exams will be administered in each subject area. The comprehensive examinations will be administered at the completion of each subject area or at the end of the level during which the subject is taught. Course syllabus will outline grading criteria for each course. All MSU-WP classes taught at the SoMoTech Practical Nursing Program will be subject to the MSU-WP grading scale.

All test and exams will be scheduled and announced at least one day prior to administration. Quizzes may be administered at any time; announced or unannounced. Students are to take all scheduled exams on the day they are administered. If a student is absent the day of a test, 10 percent will be automatically deducted. **The student is required to take the make-up test upon returning first thing in the morning.** The student is responsible to Southern Missouri Technical Institute 19 2025 Practical Nursing Handbook contact instructor for test. Failure to complete the assignments can lead to the inability to graduate. **Pop quizzes may NOT be made up. If student has a Doctor's excuse, points will not be deducted from test grade. This is allowed twice during the school year.**

Grades below 80% on any test may necessitate an individual remedial study program and testing over the material in question. Any remedial testing request by the instructor is intended to demonstrate mastery of the subject material. Students who fail to follow the prescribed remedial action plan may be subject to probation or dismissal.

Students wishing to challenge a test question will be required to research a question and present findings in writing to the instructor including the following information. Challenges must include:

1. The complete question
2. Rationale for answer
3. Resource utilized for rationale

Student clinical performance is evaluated by using competency-based criteria. Evaluation will reflect clinical mastery for each nursing course that includes a clinical component. Students must maintain an average grade of 80% or above in each Theory Course and meet school standards on competency-based evaluations to remain in the program. Clinical and theoretical grades must reflect satisfactory achievement for students to be promoted from each level to the next level. **Failure to do so will be grounds for dismissal.**

Probation/Remediation

Student progress evaluations will be made based on assignments, tests and instructor evaluations of clinical performance. Satisfactory performance must be maintained theoretically and clinically. Students not meeting the required level in each subject may be subject to probation or dismissal. **It is the responsibility of the student desiring clarification or assistance in subject matter or clinical performance, to contact the instructor in that area and ask for assistance.**

As noted, there are violations for which a student may be sanctioned. The offenses listed in these policies may not cover all behaviors that could result in disciplinary action against a student. Serious offenses, as noted in the Dismissal policy, may lead to immediate dismissal. Patient safety and personal integrity are the foundation for nursing care. Students who violate these trusts may be dismissed from the program without remediation.

Probation may include any of the following steps. The general procedure will include:

1. **First offense/Student contract** When a student has violated a given policy, or when previous instructions fail to bring about acceptable results, a written remediation will be issued and kept in the student's file in the nursing office. The faculty and the student will formalize a plan to correct the behavior, with a follow-up meeting to be scheduled at the time of remediation. For a serious offense a student may be required to meet with all of the Nursing Faculty.
2. **Second offense/Student contract** When a student violates a policy a second time, violates a second policy, or when the first remediation plan fails to bring the student into compliance, a second written remediation will be issued. The student will meet with the Nursing Faculty Organization and receive written instructions that any further violation will result in dismissal from the program.
3. **Third offense/Dismissal** On the third offense, the student will be dismissed from the program.

Probation status is used to encourage the student to correct undesirable performance and behavior. Probationary status may be initiated by any faculty member at any time.

Types and Indications for Probation

1. Clinical Probation – initiated for failure to master clinical skills and performance.
2. Academic Probation – initiated for below passing average in any course or failure to pass with an 80% or greater of the course material
3. Professional Probation – initiated for inappropriate, unethical or unprofessional behavior and/or attitude during the student's enrollment period
4. Attendance Probation – **see Attendance Policy** (pages 24-25)

Academic Probation

Monthly progress reports will be given and students performing unsatisfactory in his/her academic progress during any course may be placed on academic probation. Students are responsible for keeping track of own grades in each Southern Missouri Technical Institute 22 2025 Practical Nursing Handbook course. A student's progress will be considered unsatisfactory when he/she is below an 80% in one or more of SoMoTech theory courses or a 70% in MSU-WP courses. A student will remain on probation until overall grade is at or above 80% in SoMoTech courses or 70% in MSU-WP courses. If probation continues and the student is performing unsatisfactory by the end of the course (Med Surg and Pharm at Midterm or August 1st), the student may be dismissed from the PN program.

Exams

When taking exams, students must have desk clear except for school provided laptop if taking an online test. All electronics (cell phones and electronic watches) must be put away. Electronic watches are not allowed to be worn during an exam. If a student is caught wearing electronic watch or using cell phone during an exam, automatic dismissal from the program will occur. This is considered cheating. Personal laptops are not allowed. SoMoTech PN program provides a laptop to use while in class.

On-line Exams: On-line exams will be completed in class during program hours. If a test is given online the answer that is submitted is what stands as the final answer.

Take-Home Exams: 10% will be deducted from take-home exam scores for each day late. An exam not turned at the beginning of class on the date due as directed by the instructor will be considered late and an automatic 10% will be deducted from the exam score.

Tests/Assignment Results/Scores: Individual results will be distributed to the student. Students shall be responsible for monitoring their own grades.

Late Work: Assignments not turned in on the date due will be considered late. Faculty will determine if late work is accepted. Points will be deducted.

If a student is absent the day of a test, 10 percent will be automatically deducted. The test must be taken the first day the student returns. **The student is responsible for requesting the test. The student will receive a zero on the test if not taken the first day back.**

Code of Conduct

Professional Expectations

"Professional behavior is manifest in person, acts and attitudes including elements of what we wear, how we perform, and how we think – if we make our thoughts and beliefs public…It is how others see nursing that is so important to the nursing profession. And, it is how others see us in our behavior to each other as well as to our clients that defines us as professionals." Veronica D. Feeg, Copyright, 2001. Pediatric Nursing and Jannetti Publications, Inc. used with permission of the publisher. Therefore, how one presents him or herself either elevates or diminishes their professional image in the eyes of others. We expect candidates to maintain the highest standards of professionalism in the classroom, all clinical settings, in any campus building or property, in the community, and in related public settings.

Candidates must

- possess the ability to reason morally and practice nursing in an ethical manner.
- must be willing to learn and abide by standards of practice for nursing.
- possess the attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance.
- be able to engage in patient care delivery in all settings.
- be able to deliver care to all patient populations including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised patients, and vulnerable adults.

As a practical nursing student, you represent always, not only nursing as a profession, but also the class and the school. It is expected that you conduct yourself in a positive, professional manner always. Faculty members and members of the administration have the right to place a student on conditional LOA for any action that could have a detrimental effect on any aspect of the school.

As a practical nursing student in the affiliating agencies, you will be involved with doctors, nursing personnel and with patients. This will require that you conduct yourself in an attitude of quiet and maturity. The hospital is a therapeutic and learning environment, where rowdiness, inappropriate language and unprofessional behavior is prohibited and grounds for dismissal. Students are required to display conduct and attitudes appropriate and complimentary to the nursing profession.

You are considered a "student" while at the various affiliating agencies. The clinical instructor has the authority and responsibility for student assignments and activities; students are responsible for adherence to instructors' guidance. **When in doubt on any matter, you are to contact your clinical instructor for direction.**

You are expected to familiarize yourself with and conform to all personnel policies of the institution. Students are expected to be on time for classroom and clinical duty. Consistent tardiness will necessitate make-up time. **Excessive tardiness will be cause for dismissal.**

When in the classroom or at the hospital, students are to park in the **designated parking lot.** Classroom conduct is expected to reflect respect for classmates, faculty and guests. Students preferring to study in a group should do so in the commons area tables or other designated study areas; the classroom is to remain quiet so those choosing to study independently may do so. Gum chewing is not permitted. Offensive language is prohibited while in the school and on school grounds.

Cell phones are NOT to be utilized in the classroom, hospital or any clinical sites but are permitted on scheduled breaks and/or as faculty directs. Do not have cell phones out in the hallway, bathrooms, or common areas where high school students may be present.

It is not recommended that students work while in the practical nursing program and it should be considered only if there is a critical need and the health and scholastic standing of the student permits.

Dress Code & Conduct

Classroom

- Clothing reflecting alcohol, drugs, sexual topics or abusive language is not allowed in the classroom. Revealing clothing is not appropriate for the classroom, this includes but is not limited to spaghetti straps, strapless, tank tops, sheer materials, any item considered "sleepwear" or lingerie. **Shorts of any kind are not permitted in the classroom.** No display of abdomens, excessive cleavage or thong undergarments. Sleeveless shirts MUST be the width of a dollar bill. If leggings are worn the top must cover the gluteus maximus. Classroom attire should be modest. See SoMoTech Adult Education Handbook (pages 26 and 27).
- Nose rings/studs, eyebrow rings, tongue studs and multiple earrings are not allowed.
- Footwear is to be worn always.
- Cell phones are not to be used in the classroom unless otherwise instructed by the faculty. Cell phones must be left in your book bag and silenced.
- When the class has independent study time, the classroom is to be a quiet place. Study groups may go out to the commons area to study together.
- Only emergency phone calls will be given to the student. Messages will be taken for all others.
- All visitors must stop downstairs and check in.

Clinical

- Clinical attire must include the following: a clean and pressed uniform, faculty approved shoes with covered heels, socks (support hose recommended but not required), ID badge provided by school and replacement badge $5.00 paid by student, and watch with a second hand (electronic watches not allowed). Please note that all clothing and accessories must be white, gray, dark blue, or black.
- The student should have available; scissors, stethoscope, pen light, and a black / blue ink pen.

- Hair must be short and off the face or up and off the face if long. Men's faces are to be either clean shaven or beards short/trimmed and groomed. *Unnatural (pinks, greens, blues, purples, etc.) hair coloring is unacceptable.
- Nail tips or false fingernails are not allowed by hospital policies due to possible infection sites. Nails are to be kept short and no nail polish including shellac and dip polish. Make-up should be appropriate for clinical sites.
- No perfume, fragranced body lotion, or aftershave is to be worn
- No smoke odor on breath or clothes
- Nose rings, eyebrow rings, tongue studs and multiple earrings are not allowed. Necklaces and multiple rings are not appropriate due to safety concerns.
- Tattoos should be covered if possible (however, infection control standards dictate nothing worn below the elbow for patient care) Tattoos that cannot be covered must be conservative and must not convey a message that is contrary to nursing professional standards. Visible tattoos that are lewd, obscene and crude or that portray nudity, vice, crime or contain profanity are forbidden.
- Cell phone use at the clinical sites is not allowed due to the policies of the facilities and the SoMoTech Practical Nursing Program unless otherwise instructed by the faculty. Cell phones must be left in your book bag and silenced. Urgent and/or emergency calls ONLY are to be made from clinical sites. You must have permission from a faculty or staff member before using your cell phone. When calls can wait until breaks, lunchtime or after school hours, they should be made on personal time. Family and friends need to understand that they should NOT call you while at school unless it is a real emergency.
- When the students are at clinical sites, the student is to wear their uniform. Uniforms are to be clean, ironed, and without stains.
- Maintain a professional appearance at all times.

Reasons for Dismissal

A student may be terminated from the nursing program due to excessive absenteeism, unprofessional or unethical conduct, failure to master course or clinical objectives, violation of rules and regulations, unpaid tuition, falsifying application information, or academic dishonesty. In addition, nursing students may be dismissed from the program based on patient care safety issues, a positive drug screen without appropriate documentation, or failure to maintain clinical site expectations.

I understand that upon the recommendation of the administration, I may be dismissed from the Practical Nursing Program for any of the following reasons:

1. Inability to perform job requirements
2. Grade average in Theory of below 80% (70% in MSU-WP courses) or failure to master clinical objectives
3. Non-Observance of school rules
4. Conflict of interest and family responsibilities
5. Clinical habitual carelessness
6. Insubordination
7. Cheating will not be tolerated. Anyone found cheating will be dismissed immediately. Possession and use of a cell phone or electronic watch during a test will be considered cheating.
8. Possession or consumption of alcoholic beverages or controlled substances. A refusal to take a drug/alcohol test when deemed necessary by instructors.
9. Commission of a felony on or off school grounds or clinical environment
10. No call/no show
11. HIPAA or Social Media – **Policy violation will not be tolerated.**

_____ _____

Signature of Student Nurse Date

Missouri Nurse Practice Act NCLEX-PN Rule

All students must comply with the Missouri Nurse Practice Act section 335.066 to sit for the NCLEX-PN Board exam. The decision to take the board exam rests with the Missouri State Board Nursing and graduation from this program does not guarantee eligibility to take the NCLEX-PN Board exam

Section 335.066. Denial, revocation, or suspension of license, grounds for, civil immunity for providing information —complaint procedures.

1. The board may refuse to issue or reinstate any certificate of registration or authority, permit or license required pursuant to this chapter* for one or any combination of causes stated in subsection 2 of this section or the board may, as a condition to issuing or reinstating any such permit or license, require a person to submit himself or herself for identification, intervention, treatment, or monitoring by the intervention program and alternative program as provided in section 335.067. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621.
2. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621 against any holder of any certificate of registration or authority, permit or license required by sections 335.011 to 335.096 or any person who has failed to renew or has surrendered his or her certificate of registration or authority, permit or license for any one or any combination of the following causes:

(1) Use or unlawful possession of any controlled substance, as defined in chapter 195, by the federal government, or by the department of health and senior services by regulation, regardless of impairment, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096. A blood alcohol content of .08 shall create a presumption of impairment;
(2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated pursuant to sections 335.011 to 335.096, for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;
(3) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096;
(4) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;
(5) Incompetency, gross negligence, or repeated negligence in the performance of the functions or duties of any profession licensed or regulated by this chapter*. For the purposes of this subdivision, "repeated negligence" means the failure, on more than one occasion, to use that degree of skill and learning ordinarily used under the same or similar circumstances by the member of the applicant's or licensee's profession; (6) Misconduct, fraud, misrepresentation, dishonesty, unethical conduct, or unprofessional conduct in the performance of the functions or duties of any profession licensed or regulated by this chapter, including, but not limited to, the following:

(a) Willfully and continually overcharging or overtreating patients; or charging for visits which did not occur un-less the services were contracted for in advance, or for services which were not rendered or documented in the patient's records;
(b) Attempting, directly or indirectly, by way of intimidation, coercion or deception, to obtain or retain a patient or discourage the use of a second opinion or consultation;
(c) Willfully and continually performing inappropriate or unnecessary treatment, diagnostic tests, or nursing ser-vices;
(d) Delegating professional responsibilities to a person who is not qualified by training, skill, competency, age, experience, or licensure to perform such responsibilities;
(e) Performing nursing services beyond the authorized scope of practice for which the individual is licensed in this state;
(f) Exercising influence within a nurse-patient relationship for purposes of engaging a patient in sexual activity;
(g) Being listed on any state or federal sexual offender registry;
(h) Failure of any applicant or licensee to cooperate with the board during any investigation;
(i) Failure to comply with any subpoena or subpoena duces tecum from the board or an order of the board;
(j) Failure to timely pay license renewal fees specified in this chapter;
(k) Violating a probation agreement, order, or other settlement agreement with this board or any other licensing agency;
(l) Failing to inform the board of the nurse's current residence within thirty days of changing residence;
(m) Any other conduct that is unethical or unprofessional involving a minor;
(n) A departure from or failure to conform to nursing standards;
(o) Failure to establish, maintain, or communicate professional boundaries with the patient. A nurse may provide health care services to a person with whom the nurse has a personal relationship as long as the nurse otherwise meets the standards of the profession;
(p) Violating the confidentiality or privacy rights of the patient, resident, or client;
(q) Failing to assess, accurately document, or report the status of a patient, resident, or client, or falsely assessing, documenting, or reporting the status of a patient, resident, or client;
(r) Intentionally or negligently causing physical or emotional harm to a patient, resident, or client;
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(s) Failing to furnish appropriate details of a patient's, client's, or resident's nursing needs to succeeding nurses legally qualified to provide continuing nursing services to a patient, client, or resident;
(7) Violation of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096, or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096;
(8) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;
(9) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;
(10) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;

(11) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;
(12) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
(13) Violation of any professional trust or confidence;
(14) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;
(15) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;
(16) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency;
(17) Failure to successfully complete the intervention or alternative program for substance use disorder;
(18) Knowingly making or causing to be made a false statement or misrepresentation of a material fact, with intent to defraud, for payment pursuant to the provisions of chapter 208 or chapter 630, or for payment from Title XVIII or Title XIX of the federal Medicare program;
(19) Failure or refusal to properly guard against contagious, infectious, or communicable diseases or the spread thereof; maintaining an unsanitary office or performing professional services under unsanitary conditions; or failure to report the existence of an unsanitary condition in the office of a physician or in any health care facility to the board, in writing, within thirty days after the discovery thereof;
(20) A pattern of personal use or consumption of any controlled substance or any substance which requires a prescription unless it is prescribed, dispensed, or administered by a provider who is authorized by law to do so or a pattern of abuse of any prescription medication;
(21) Habitual intoxication or dependence on alcohol, evidence of which may include more than one alcoholrelated enforcement contact as defined by section 302.525;
(22) Failure to comply with a treatment program or an aftercare program entered into as part of a board order, settlement agreement, or licensee's professional health program;
(23) Failure to submit to a drug or alcohol screening when requested by an employer or by the board. Failure to submit to a drug or alcohol screening shall create the presumption that the test would have been positive for a drug for which the individual did not have a prescription in a drug screening or positive for alcohol in an alcohol screening;
(24) Adjudged by a court in need of a guardian or conservator, or both, obtaining a guardian or conservator, or both, and who has not been restored to capacity;
(25) Diversion or attempting to divert any medication, controlled substance, or medical supplies;
(26) Failure to answer, failure to disclose, or failure to fully provide all information requested on any application or renewal for a license. This includes disclosing all pleas of guilt or findings of guilt in a case where the imposition of sentence was suspended, whether or not the case is now confidential;
(27) Physical or mental illness, including but not limited to deterioration through the aging process or loss of motor skill, or disability that impairs the licensee's ability to practice the profession with reasonable judgment, skill, or safety. This does not include temporary illness which is expected to resolve within a short period of time;
(28) Any conduct that constitutes a serious danger to the health, safety, or welfare of a patient or the public.

3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621. Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of Southern Missouri Technical Institute 32 2025 Practical Nursing Handbook this section, for disciplinary action are met, the board may, singly or in combination, censure or place the person named in the complaint on probation on such terms and conditions as the board deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license, certificate, or permit.
4. For any hearing before the full board, the board shall cause the notice of the hearing to be served upon such licensee in person or by certified mail to the licensee at the licensee's last known address. If service cannot be accomplished in person or by certified mail, notice by publication as described in subsection 3 of section 506.160 shall be allowed; any representative of the board is authorized to act as a court or judge would in that section; any employee of the board is authorized to act as a clerk would in that section.
5. An individual whose license has been revoked shall wait one year from the date of revocation to apply for relicensure. Relicense-sure shall be at the discretion of the board after compliance with all the requirements of sections 335.011 to 335.096 relative to the licensing of an applicant for the first time.
6. The board may notify the proper licensing authority of any other state concerning the final disciplinary action determined by the board on a license in which the person whose license was suspended or revoked was also licensed of the suspension or revocation.
7. Any person, organization, association or corporation who reports or provides information to the board of nursing pursuant to the provisions of sections 335.011 to 335.259** and who does so in good faith shall not be subject to an action for civil damages as a result thereof.
8. The board may apply to the administrative hearing commission for an emergency suspension or restriction of a license for the following causes:
(1) Engaging in sexual conduct as defined in section 566.010, with a patient who is not the licensee's spouse, regardless of whether the patient consented;
(2) Engaging in sexual misconduct with a minor or person the licensee believes to be a minor. "Sexual misconduct" means any conduct of a sexual nature which would be illegal under state or federal law;
(3) Possession of a controlled substance in violation of chapter 195 or any state or federal law, rule, or regulation, excluding record-keeping violations;
(4) Use of a controlled substance without a valid prescription;
(5) The licensee is adjudicated incapacitated or disabled by a court of competent jurisdiction;
(6) Habitual intoxication or dependence upon alcohol or controlled substances or failure to comply with a treatment or aftercare program entered into pursuant to a board order, settlement agreement, or as part of the licensee's professional health program;
(7) A report from a board-approved facility or a professional health program stating the licensee is not fit to practice. For purposes of this section, a licensee is deemed to have waived all objections to the admissibility of testimony from the provider of the examination and admissibility of the examination reports. The licensee shall sign all necessary releases for the board to obtain and use the examination during a hearing; or
(8) Any conduct for which the board may discipline that constitutes a serious danger to the health, safety, or welfare of a patient or the public

9. The board shall submit existing affidavits and existing certified court records together with a complaint alleging the facts in sup-port of the board's request for an emergency suspension or restriction to the administrative hearing commission and shall supply the administrative hearing commission with the last home or business addresses on file with the board for the licensee. Within one business day of the filing of the complaint, the administrative hearing commission shall return a service packet to the board. The service packet shall include the board's complaint and any affidavits or records the board intends to rely on that have been filed with the administrative hearing commission. The service packet may contain other information in the discretion of the administrative hearing commission. Within twenty-four hours of receiving the packet, the board shall either personally serve the licensee or leave a copy of the service packet at all of the licensee's current addresses on file Southern Missouri Technical Institute 33 2025 Practical Nursing Handbook with the board. Prior to the hearing, the licensee may file affidavits and certified court records for consideration by the administrative hearing commission.
10. Within five days of the board's filing of the complaint, the administrative hearing commission shall review the information sub-mitted by the board and the licensee and shall determine based on that information if probable cause exists pursuant to subsection 8 of this section and shall issue its findings of fact and conclusions of law. If the administrative hearing commission finds that there is probable cause, the administrative hearing commission shall enter the order requested by the board. The order shall be effective upon personal service or by leaving a copy at all of the licensee's current addresses on file with the board.
11.
(1) The administrative hearing commission shall hold a hearing within forty-five days of the board's filing of the complaint to determine if cause for discipline exists. The administrative hearing commission may grant a request for a continuance, but shall in any event hold the hearing within one hundred twenty days of the board's initial filing. The board shall be granted leave to amend its complaint if it is more than thirty days prior to the hearing. If less than thirty days, the board may be granted leave to amend if public safety requires.
(2) If no cause for discipline exists, the administrative hearing commission shall issue findings of fact, conclusions of law, and an order terminating the emergency suspension or restriction.
(3) If cause for discipline exists, the administrative hearing commission shall issue findings of fact and conclusions of law and order the emergency suspension or restriction to remain in full force and effect pending a disciplinary hearing before the board. The board shall hold a hearing following the certification of the record by the administrative hearing commission and may impose any discipline otherwise authorized by state law.
12. Any action under this section shall be in addition to and not in lieu of any discipline otherwise in the board's power to impose and may be brought concurrently with other actions.
13. If the administrative hearing commission does not find probable cause and does not grant the emergency suspension or restriction, the board shall remove all reference to such emergency suspension or restriction from its public records. Records relating to the suspension or restriction shall be maintained in the board's files. The board or licensee may use such records in the course of any litigation to which they are both parties. Additionally, such records may be released upon a specific, written request of the licensee.
14. If the administrative hearing commission grants temporary authority to the board to restrict or suspend the nurse's license, such temporary authority of the board shall become final authority if there is no request by the nurse for a full hearing within thirty days of the preliminary hearing. The administrative hearing commission shall, if requested by the nurse named in the complaint, set a date to hold a full hearing under the provisions of chapter 621 regarding the activities alleged in the initial complaint filed by the board.

16. (1) The board may initiate a hearing before the board for discipline of any licensee's license or certificate upon receipt of one of the following:
(a) Certified court records of a finding of guilt or plea of guilty or nolo contendere in a criminal prosecution under the laws of any state or of the United States for any offense involving the qualifications, functions, or duties of any profession licensed or regulated under this chapter, for any offense involving fraud, dishonesty, or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;
(b) Evidence of final disciplinary action against the licensee's license, certification, or registration issued by any other state, by any other agency or entity of this state or any other state, or the United States or its territories, or any other country;
(c) Evidence of certified court records finding the licensee has been judged incapacitated or disabled under Missouri law or under the laws of any other state or of the United States or its territories. Southern Missouri Technical Institute 34 2025 Practical Nursing Handbook

(2) The board shall provide the licensee not less than ten days' notice of any hearing held pursuant to chapter 536.

(3) Upon a finding that cause exists to discipline a licensee's license, the board may impose any discipline otherwise available

(L. 1975 S.B. 108 § 12, A.L. 1981 S.B. 16, A.L. 1995 S.B. 452, A.L. 1999 H.B. 343, A.L. 2007 H.B. 780 merged with S.B. 308, A.L. 2013 H.B. 315, A.L. 2018 H.B. 1719) *Words "chapter 335" appear in original rolls. **Section 335.259 was repealed by S.B. 52, 1993.

Disclaimer — All statements in this publication are announcements of present policy and are subject to change at any time without prior notice. This handbook is meant to be purely informational and does not serve as a contract or offer to contract with any student.

Missouri State Board of Nursing Position Statement on HIV or HBV Infection

The Missouri State Board of Nursing recognizes the serious implications the spread of HIV or HBV has on the health, safety and welfare of the public, and the Board's mandated responsibility to the public for assuring safe and competent nursing care.

Mandated by Section 191.694 RSMo, 2002, all licensed nurses and nursing students, shall immediately implement and adhere to the universal precautions recommended by the Centers for Disease Control and Prevention in the care of all clients.

All licensed nurses and nursing students who discriminate against a client on the basis of HIV or HBV infection, or makes HIV or HBV testing condition of treatment shall be subject to the denial of licensure or the disciplinary processes of the Missouri State Board of Nursing.

All licensed nurses and nursing students who perform invasive procedures are encouraged by the Missouri State Board of Nursing to voluntarily participate in the Department of Health's evaluation process.

All licensed nurses and nursing students who violate a restriction or limitation placed on their practice by the Department of Health shall be subject to denial or licensure or the disciplinary processes of the Missouri State Board of Nursing.

It is the position of the Missouri State Board of Nursing that all licensed nursing students(s) with HIV or HBV are entitled to the same reasonable accommodation guaranteed by the American with Disabilities Act. MSBN 5/01

Confidential Records and HIPAA

Students in health agencies, in the performance of their duties, often have access to information and records which are confidential. It is the responsibility of the faculty to provide students with instructions on maintaining security of records and each student is responsible for assuring confidentiality of information. Questions regarding release of information should be referred to the appropriate nursing supervisor or clinical instructor. Students revealing confidential information to unauthorized agencies or individuals are subject to disciplinary action and when in violation of the law, may be subject to fine and/or imprisonment. Each student affiliated with the practical nursing program is required to sign a statement certifying knowledge of and agreement to comply with this policy. The statement will be filed with the student's official records. Also see Students Records Notice of Privacy Act in the SoMoTech Adult Education Handbook (pages 24-25).

Counseling and Guidance

All faculty members are available for counseling during the school year. Students are assigned a faculty member for advisement and individual students are encouraged to seek academic advice from the faculty member responsible for the course of study in question. Open communication between student and faculty is encouraged. Students are responsible for scheduling meetings with faculty at a time convenient to both.

In addition to impromptu sessions, counseling and evaluation sessions will be conducted at a minimum of every 16 weeks. Evaluations may be conducted by the Coordinator and/or faculty member.

Student Organizations

Students will join the following organizations:

- Missouri League of Nursing (MLN)
- Practical Nursing Association of SoMoTech (dues levied by each class)

Student Rights and Responsibilities

1. The right to inspect and review educational records upon request, within 14 days of the request.
2. May request and expect an explanation and/or interpretation of the contents of the record.
3. May challenge record. a. By informal talk. b. By informal hearing in front of an impartial person.
4. May insert an explanatory statement into the record

Student Records-Notice of Privacy Rights

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. A student should submit to the Director of Southern Missouri Technical Institute a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed West Plains R-VII School District or Southern Missouri Technical Institute in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Education; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or Southern Missouri Technical Institute 41 2025 Practical Nursing Handbook her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901 DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that West Plains R-VII School District and Southern Missouri Technical Institute, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from you or your child's education records. However, the school may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow the school to include this type of information from you or your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production; The annual yearbook; Honor roll or other recognition lists; Graduation programs; Sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student or parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories — names, addresses and telephone listings — unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the school to disclose directory information from you or your child's education records without your prior written consent, you must notify the school in writing by September 1st. Southern Missouri Technical Institute has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports: Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Appeal/Grievance Procedure by Student

See SoMoTech Adult Education Handbook (pages 27-28)

Health Care

The school does not provide health or medical care or treatment for students. Students should consult their personal physician when medical attention is needed. It is recommended that students obtain personal health insurance. Any injury or illness during class or clinical time should be reported immediately to the Coordinator and/or instructor. In case of an emergency, student will be referred to personal physician or emergency room services at the nearest health care facility. Financial obligation of such care shall be the student's responsibility. Physical examinations are required as part of the admission procedure along with required immunizations. Health data is noted in the student's record. The Program Coordinator may require a physician's statement to verify a student's health status at any time during the school year.

Liability Insurance

Student's professional liability insurance coverage is included in student fees.

Contact Information

Get in Touch with Us



Contact Us

We’re here to answer your questions and guide you through the journey Practical Nursing.

Contact Information

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Office Information

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407 W. Thornburgh, West Plains, MO 65775

Nursing Program Hours
Monday to Thursday 7:30 AM – 4:30 PM

Building Office Hours
Monday to Friday 8:00 AM – 4:00 PM