



ASSOCIATE DEGREE OF NURSING PROGRAM

2023-2024 HANDBOOK

Revised January 2024

Manhattan Area Technical College
3136 Dickens Ave.
Manhattan, Kansas 66503

Table of Contents

Nursing Program Mission	4
Manhattan Tech Mission Statement.....	4
Our Philosophy	4
End of Program Student Learning Outcomes	5
Course Descriptions	6
NUR 201 RN Transition Course	6
NUR 220 Nursing Across the Life Span	6
NUR 230 Management of Patient Care	6
Program Information.....	7
Personal Standards	7
Address and Telephone Changes.....	7
Background check.....	7
Pearson Vue Vouchers.....	8
Computer System Requirements.....	8
MATC Online and Learning Management System.....	8
Guidelines for Accommodations for Students Enrolled in Nursing Programs	9
Healthcare Agency Contacts	9
Health insurance	9
Basic Life Support.....	9
Counseling.....	9
Teaching and Learning Center	10
Dress Code for Clinical Experience	10
Clinical Uniform.....	10
Test of English as a Foreign Language (TOEFL)	10
Employment.....	10
Convictions or Disciplinary Action	11
Student Representatives and Voice Council.....	11
Emergency Response & Management Plan	12
Student Standards of Conduct	12
Attendance	15
Working Before Clinical.....	16
Grading, Progression, and Completion Standard.....	16
Grading.....	16
Satisfactory progress, academic courses:	17
Satisfactory progress, clinical courses:	17
Progression and Completion.....	17
Medication Math Examination Grading and Remediation:.....	17
ATI Testing/Assessments	18
Testing Procedure:.....	19
Exam Review	20
Late Assignments	21
Late Exam/Quiz and Exemption.....	21
Late Test Deduction Exemption:.....	23
Reinstatement.....	23

Student Success Plan.....	26
Student Health	28
Available Healthcare:	28
Immunizations	28
Pregnant Nursing Student.....	28
Nursing Essential Skills and Functional Abilities	29
Infectious Disease Policy.....	29
List of Policies/Procedures	30

Nursing Program Mission

The Manhattan Area Technical College (MATC) Nursing Division supports the mission of the college with a commitment to prepare students for employment and advancement in technical careers.

The MATC Nursing Division prepares students to pursue nursing careers at the Practical Nursing (ADN) and Associate Degree Nursing (ADN) levels by:

- Providing high quality education using both academic and clinical learning environments
- Promoting awareness of role in health resources within the community and diverse global environment.
- Creating and maintaining a civil working and learning environment.
- Contributing to the advance of the nursing profession through:
 - Emphasis on lifelong learning
 - Use of evidence-based practice
 - Encourage membership in professional organizations



Manhattan Tech Mission Statement

Manhattan Area Technical College provides high quality technical, general, and adult education to prepare individuals to pursue technologically advanced careers and lead productive lives in a dynamic and diverse global environment.

Our Philosophy

We believe:

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

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

values, motives, and lifestyles. Each has the right of privacy in relation to the facts of his or her health and health care.

The goal of nursing is to promote an optimal state of health for the client. This goal is accomplished by developing and implementing planned nursing care based on nursing diagnosis and treatment of human responses to actual or potential health problems utilizing the American Nurses Associations Scope and Standards of Practice (4th ed. 2021) and NLN Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master's, Practice doctorate, and Research Doctorate Programs in Nursing (2010) as guidelines. Planned nursing care creates a safe physical and psychosocial environment to protect the client from injury, infection and harm. The domain of nursing exists along a continuum and is organized and defined by professional and legal parameters. Associate degree nursing is found on this continuum. The associate degree nurse generates data to provide knowledgeable care to individuals or groups of clients.

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

The major concepts embedded within the Associate Degree Nursing curriculum come from the Manhattan Area Technical College Division of Nursing Mission Statement, and from the student learning outcomes for the program. The model shown below displays those concepts.

Upon successfully completing the Associate Degree Nursing program at Manhattan Area Technical College, the graduate is eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN), and will demonstrate beginning competency as a professional nurse.

End of Program Student Learning Outcomes

1. Integrate caring behaviors in practicing the art and science of nursing within a diverse population.
2. Implement professional standards and scope of practice within legal, ethical, and regulatory frame works.

3. Collaborate with clients and members of the inter-professional health care team to optimize client outcomes.
4. Formulate safe and effective clinical judgements guided by the nursing process, clinical reasoning, and evidenced-based practice.
5. Provide leadership in the management of care to meet client needs using available resources and current technology.
6. Generate teaching and learning processes to promote and maintain health and reduce risk for a global population.
7. Demonstrate effective communication methods to manage client needs and to interact with other healthcare team members.

Course Descriptions

NUR 201 RN Transition Course

(2 SCH) (1.5 didactic, .5 lab).

Focus is on the role transition from LPN to RN. Emphasis is placed on the transition of the LPN to RN role, physical assessment skills, communication, and critical thinking skills. The student's responsibility for learning, self-evaluation, and collaboration is also emphasized. Prerequisites: Admission to the ADN program

NUR 220 Nursing Across the Life Span

(10 SCH) 10 credit hours (7 didactic, 3 clinical).

This course focuses on IV therapy, health promotion, illness prevention, and maintenance of health in acute or chronic conditions for individuals experiencing psychological/psychiatric, maternal/child, and medical or surgical problems across the lifespan. Clinical experiences may be gained on the Obstetrical, Pediatric, Psychiatric, and Medical-surgical units. Nursing role emphasis is on organizing care for individuals using the nursing process. Critical thinking differentiates client needs based on age, health status, and acuity of condition, ethnic origins, and prognosis. The client's role within the family, his/her occupation, and society are taken into account. Principles and practices of IV therapy are emphasized. Prerequisite: NUR 201 passed with a grade of "C" or better.

NUR 230 Management of Patient Care

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

nursing practice. Prerequisite: NUR 201 and NUR 220 passed with a grade of "C" or better.

Program Information

Personal Standards

1. Students are to model professional behavior in the classrooms, clinical facilities and any other area where they represent nursing.
2. Few designated areas are available for smoking. Hospitals and nursing homes do not allow smoking within their facilities. Smoking in uniform and the odor of smoke on one's breath and clothing are examples of negative health teaching.
3. Neither the college nor clinical sites assume responsibility for lost or stolen articles. It is recommended that all personal items be prominently labeled with the student's name and that only small amounts of cash be kept on hand.
4. Visitors, guests should check in at the front desk. Children always need to be accompanied by a parent and are not allowed in the classroom unless approved by faculty member for learning purposes.

Address and Telephone Changes

It is the student's responsibility to notify the nursing program office of changes in address or telephone number. At times it is critical for instructors to be able to contact students at short notice, so current contact information is essential. In addition, students must complete a change of address form at matc on-line for the college.

Background check

The completion of a criminal background check is one of the admission requirements of the ADN program and is completed upon acceptance in the program. Specific requirements in regards to the background check will be given at orientation. The background check is required to ascertain:

1. The ability of students to eventually become licensed in the profession AND
2. The ability of students to attend mandatory clinical rotations at external facilities in accordance with the requirements of the program.

Because a criminal history can have different effects at the educational, licensure, and employment levels, when a person is considering pursuing a nursing career, it is best to have as much information as possible prior to deciding to enroll in a nursing program. Manhattan Tech encourages individuals who have criminal histories and who are interested in pursuing a nursing career to:

1. Contact approved nursing education programs and ask about the programs' enrollment criteria with respect to criminal convictions;
2. Review the criminal history information available on KSBN's website <https://ksbn.kansas.gov/legal-background-info/>

3. Contact healthcare facilities and inquire about hiring criteria with respect to criminal convictions.

Pearson Vue Vouchers

The cost of the Pearson Vue Voucher is collected in student fees. *Students need not purchase these individually.* Within thirty days of graduation, nursing faculty and staff will inform students on the process of Board of Nursing licensure application, fingerprinting and obtaining the Pearson Vue Voucher.

Computer System Requirements

1. Bring laptops to class daily.
2. Please keep the following information in mind:
 - a) Laptop: Windows 10 or newer
 - b) No Chrome books or Tablets
 - c) Required - Microsoft Office - [Download from MATCOnline](#)
3. At least 4 hours of battery life.
4. See [MATCOnline for operating systems](#). *Windows operating system works best but Mac computer is acceptable. All assignments must be submitted in a Word document form.*
5. MATC courses are best viewed using Internet Explorer 10 or higher.
6. Check with your MATC program regarding specific hardware, software, and app requirements
7. For the Nursing Program at MATC: Students will need access to cable or fiber optic high speed internet or an internet "mobile hot spot" with 4G or higher from a reliable provider. This is provided on the wireless network on MATC's campus but will need this at home when assignments or class work is completed at home or possible MATC shut down and students completing distance learning.

MATC Online and Learning Management System

Tech Support via MATC helpdesk Helpdesk@manhattantech.edu

Netiquette:

Netiquette is a combination of Internet and Network etiquette. Netiquette guidelines are recommended guidelines for personal conduct that apply to all online communications. Good online manners are vital to a productive and supportive online learning environment.

It can be tempting to let yourself go in an environment that feels anonymous, but remember that there are real people reading your messages. Your online classroom may well be bringing you together with a diverse group of people. Keep in mind that you probably have something to gain from exposure to views and backgrounds different than you own.

Be careful when using sarcasm and humor, and don't include any obscenities in your messages. Without face-to-face communications, people may take your humor personally, and you never know who may be offended by expressions that are commonplace to you. Keep in mind that online forms of communication are absent of any emotion. Many times, the instructor cannot determine how a particular comment should be taken. Be sure to word your communications carefully.

Think carefully about what you write about others. Always assume that your electronic messages will be forwarded. Do not write anything that you do not want broadcast to the entire class.

There is zero tolerance for slander, discrimination, and/ or sexual harassment

Guidelines for Accommodations for Students Enrolled in Nursing Programs

The Nursing Programs at Manhattan Area Technical College follow the guidelines outlined by the Kansas State Board of Nursing for NCLEX testing. Students requesting academic accommodation for their nursing courses should refer to the Manhattan Tech Office of Accommodations guidelines at <https://manhattantech.edu/accommodations>

Healthcare Agency Contacts

Students may need a healthcare provider and a list of local agencies is provided on the nursing homepage-online and in the classrooms. These are updated annually.

Health insurance

Individual health insurance for each student is required to cover any illness or injury that may occur during clinical instruction. The student will provide a record of the above information to maintain a department record. This record will be requested before the first clinical rotation.

Basic Life Support

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

Counseling

As identified in the MATC Student Handbook, counseling services are available to all students. A counselor is available through the WellConnect system online or contact your faculty mentor for more assistance.

Faculty Mentoring

At the beginning of the program year, students will be assigned a nursing faculty mentor.

Mentoring sessions can be made during office hours or by appointment. Mandatory sessions will be assigned at the beginning of each semester.

Teaching and Learning Center

Teaching and Learning Center (TLC) is staffed to assist students in locating and using resources to enhance learning. Peer tutors can also be found in this location to help students with most subjects. Walk-in as well as sign up hours are available. Refer to the MATC TLC website for additional resources and services.

Dress Code for Clinical Experience

The student must be neat, clean and appropriately dressed at all times. Contractual agreements with clinical sites require that students are dressed in a standard program uniform with identifying name badge. All aspects of clinical attire (uniform, socks, shoes) should be clean, free of obvious stains and in good repair. Specific dress code policy from each clinical agency will also be considered as mandatory requirements for students (hair color, piercings, tattoos, etc.) MATC prepares graduates to be successful on the licensing exam and in practice; therefore, each clinical setting is considered paramount to achieve this. Clinical agencies may require students to wear specific facility attire in some areas (for example Operating Room, Labor and Delivery, etc.). Students are required to abide by these agency requirements. A student who does not present himself/herself at a clinical site as required by the contractual agreement/policy/handbook may be denied access to clinical for that day.

Clinical Uniform

The standard program uniform consists of an identifying program color with required embroidery of MATC logo. Undershirts (either long or short sleeved) need to be one of the following colors: white, black, or gray. Information regarding clinical uniform was provided at ADN orientation. It is required that students purchase two uniform sets so a clean and non-wrinkled garment can be worn each clinical day. Purchase of uniforms are located on the college website.

Test of English as a Foreign Language (TOEFL)

Students who identify English as a foreign language may be required to take the TOEFL. These requirements are identified in the program application and all necessary documentation is completed prior to admission to the program.

Employment

It is strongly advised not to work during the MATC nursing program. If a student must work it is also strongly advised to work no more than 12-15 hours per week. Employment must not conflict with class or clinical time. Students must not work the night before a clinical day (see policy). Students are not to wear their school uniform to their place of employment. If students are employed at the same agency as a program designated clinical site, they are

never to use their work login during their clinical time or vice versa. Individuals who plan to be employed as health care providers in hospitals, home health agencies, or nursing homes during the program may practice only to their scope and current license as defined the Kansas Nurse Practice Act.

Convictions or Disciplinary Action

Kansas laws governing nursing state that an individual may be denied licensure if that person has had certain criminal convictions:

“KSA 65-1120 Denial, revocation, limitation or suspension of license (a) (2) to have been guilty of a felony or to have been guilty of a misdemeanor involving an illegal drug offense unless the applicant or licensee establishes sufficient rehabilitation to warrant the public trust, no license, certificate of qualification or authorization to practice nursing as a licensed practical nurse shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes Annotated and acts amendatory thereof or supplemental thereto.”

Licensure may also be denied because of past disciplinary action on a license or certificate. The Kansas State Board of Nursing (KSBN) staff can answer questions relating to licensure.

Students are asked to notify the Dean of Nursing Education and Health Programs if convicted of an offense as described above during the program year. An individual must maintain a Kansas LPN license in good standing, with no disciplinary action pending.

Student Representatives and Voice Council

The students will be asked to volunteer or student body will select at least two individuals to serve as the Student Voice Representatives twice during the academic year.

The duties of the Student Representative(s) will include:

1. Organize class activities such as celebrations, pot-lucks, service projects, response to illness or other activities.
2. Serve as an advocate for student concerns.
3. Maintain perspective of seeking clarification and referring student questions, rather than assuming a counseling function.
4. Maintain confidentiality.
5. Student Representative(s) will be invited and may attend beginning portion of regular faculty meetings to facilitate communication of student concerns.

Emergency Response & Management Plan

The MATC Emergency Response and Management Plan provide direction for faculty, staff and students in a crisis situation. A copy of the plan is located in-the main nursing office and classroom, as well as online. In addition, maps displaying exit routes, as well as safe areas for fire and weather emergencies are posted in each classroom, including nursing simulation lab areas and online. MATC utilizes a RAVE ALERT system as an early activation notification for any emergency situation for faculty and students. MATC utilizes SafeDefend as an alert system for any emergency situation within the campus. See safety tab on MATC online for details <https://matconline.matc.net/ICS/Safety/>

Student Standards of Conduct

Policy statement:

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

Rationale:

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

Resources and Related Documents:

- [American Nurses Association, Code of Ethics for Nurses](https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/)
- [Kansas State Board of Nursing: Nurse Practice Act Statutes & Administration Regulations](http://www.ksbn.org/npa/npa.pdf)
- MATC Policy: Suspected Drug or Alcohol Misuse by Students. [Policy No. 5.9.4](#)

Policy:

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

General:

Use of Electronic Devices: Use of electronic devices should not be disruptive to others. Electronic devices include but not limited to mobile phones, laptop computers, tablets, laser

pointers, Bluetooth devices, smart watches, and recording devices. NOTE: Professional behavior includes the professional use of technology in the classroom. Today, technology is ubiquitous and when used in the classroom presents both learning opportunities and disruptions. At times the use of technology is appropriate and helpful to conduct in class research and will be encouraged by the instructor when it is appropriate.

The instructor is responsible for the management of the class and has preconceived course and lesson outcomes which may or may not require technology. It is common courtesy to put devices such as cell phones and laptops away during presentations and discussions as alerts and notifications from devices can distract you and others. So, please abide by the following rules:

1. Personal cell phone use is prohibited during class time (no texting, surfing, social media etc.). Students should turn off or place on airplane mode during class time.
2. NO electronic devices (besides a laptop for the exam) may be used during exams or exams review. *NOTE: ALL electronic communication devices-phones, watches, tablets etc. must be placed in the cell phone lockers provided. These items may be retrieved on break time or after the exam or after the exam review. NO electronics may be placed in backpacks or other bags during the exam or exam review. Doing so may disrupt the environment during the exam and lead to possible exam points being deducted.*
3. Laptops are used in the classroom for the purpose of note taking, online textbooks and/or resources for learning, and for exams only.
4. If there is a need to use a device in the classroom, communicate this to your instructor so a discussion can occur and an understanding reached.
5. Conversely, any electronic device for purposes other than learning is inappropriate. Expectations are that you will monitor yourself, but if it consistently interferes with learning (your own or others), you may be asked to leave the class. Time spent in the classroom is designed to promote your learning; try to think of this time as a "reprieve" from your electronic devices. Make the most of that time to grow and be the professional you aspire to become.
6. Substance Abuse: The possession, production, distribution, and/or use of illegal substances is prohibited at MATC and within the nursing profession. The misuse of controlled substances will not be tolerated.
7. Time and Attendance: Students are expected to be on time and to attend all school of nursing functions: class, clinical, and other agreed upon commitments.
8. Professional Language/Respectful Communication: It is important to use respectful and professional language when interacting with faculty, staff, peers, patients, and others.

Profanity and other disrespectful language will not be tolerated in the professional environment or via electronic communication including social media.

9. Civility in Professional Relationships/Bullying: Civility is to be exercised in all professional, academic, electronic, and therapeutic relationships and communications. Disagreements should be handled directly with the other party and reported to nursing faculty and/or director of nursing if mediation is necessary.
10. Treatment of Nursing Facilities and Equipment: Students are expected to be respectful of all nursing facilities and property. It is the responsibility of all in the community to ensure that facilities are well-maintained and that property is not abused or stolen.
11. Academic Integrity: All students are expected to adhere to the MATC academic integrity policy. All work is expected to be original or properly attributed. Cheating or sharing of any information appearing on an exam is a violation of the academic integrity policy.

In Class

1. Utilization of Electronic Devices: Electronic devices should only be used for academic purposes.
2. In-Class Behavior: While in class, students are expected to be respectful of the faculty and fellow students. Distractions caused by private conversations, electronic devices, etc. take away from the learning experience of others.

Failure to comply with the Student Standards of Conduct:

1. First notification, there shall be a verbal warning, noted to the student's negative behavior that violates the Student Standards of Conduct. This verbal warning will be documented and noted in the student's file with the student's signature and the signature of two nursing instructors.
2. Second notification, there will be a meeting with nursing faculty and the Dean of Nursing. The negative behavior that violates the Student Standards of Conduct will be documented and noted in the student's file with the student's signature and all nursing faculty and Dean of Nursing that were present at the meeting.
3. Final notification, there will be a meeting with the Vice President of Student Success and the Dean of Nursing. The negative behavior that violates the Student Standards of Conduct will be documented and noted in the students file with the student's signature. All documentation that reflects negative behavior will be submitted at the meeting. This meeting may be grounds for dismissal from the nursing program. A report of student misconduct or infringement with regard to the Code may initiate a grievance process that could lead to dismissal, if appropriate, may be reported to the Kansas State Board of Nursing. Violation of federal, state, and local laws may be applicable and as

appropriate, would be reported to law enforcement officers. These standards of conduct shall not diminish or remove the applicability of MATC –wide policies and procedures.

Attendance

Policy Statement:

Students are expected to attend class, lab and clinicals to enhance the ability to successfully complete the nursing program(s).

Rationale:

- Student participation in learning activities is vital to attainment of knowledge and skills.
- Behaviors demonstrating the responsibility inherent in the nursing role include promptness and reliability.
- Curriculum content and time allocation are approved by the Kansas State Board of Nursing. For these reasons, Manhattan Area Technical College’s nursing programs have established
- A policy and procedure related to appropriate attendance during class or clinical learning experiences.

Procedure:

1. Students have electronic access to the MATC Student Handbook and Nursing program specific Student handbooks.
2. Students are required to attend all classes and clinical to promote optimal learning. Failure to notify instructor of absence or tardy is seen as a poor employability indicator.
3. For absences from the classroom and/or clinical the student must notify the instructor prior to the start of class. If absence occurs on the day of an exam or quiz, refer to the late testing policy.
 - For clinical absences, the student must notify the instructor at least 30 minutes prior to scheduled attendance time to allow the instructor to assign patients accordingly.
4. Student absences of more than 2 days of a didactic and/or clinical course will result in the students being placed on a success plan and may result in failure. Overall attendance status will be monitored on a semester and program basis. A prolonged absence of more than 3 days will require the student to meet with the Dean of Nursing Education.
5. Tardiness is defined as arriving more than 10 minutes late to the beginning of class or after any break. A student is not to interrupt/ disrupt class while in session, the student will wait until the next ‘break’ to join class. If a student is tardy 3 or more

times, the student will be placed on a success plan. Failure to improve attendance will require the student to meet with the Dean of Nursing Education.

6. The instructor may ask a student to leave either class or clinical if, in the judgment of the instructor, the student is unable to perform expected responsibilities, is unsafe in any way, and/or the student is a health hazard or a disruption to others. The student will be considered absent.
7. Failure to comply with or show improvement may result in failure and/or dismissal from the program.

Working Before Clinical

Policy Statement:

To provide patient/client safety during nursing student clinical experiences.

Rationale:

Working within eight hours prior to the start of a morning clinical, can lead to mental as well as physical exhaustion and severely impact patient/client safety and care.

Procedure:

1. Student's night-time employment outside of the nursing program must allow a minimum of an eight-hour rest period prior to a clinical experience in order to promote safe patient/client care.
2. If the faculty believes the student is in violation of or is in any manner jeopardizing patient/client safety, the student will be relieved of their assignment and the Dean of Nursing Education and Health Programs will be notified immediately.
3. A conference between the Dean of Nursing Education and Health Programs, the faculty member, and the student will occur before student may be allowed to return to clinical.
4. Violations of this policy will result in disciplinary action and/or dismissal from the nursing program.

Grading, Progression, and Completion Standard

Grading

Grade reports will be given to students following each term.

The following demonstrates the nursing program grading scale:

Note: Rounding will ONLY occur on the final course grade.

A 94-100%

B	86-93%
C	78-85%
D	70-77%
F	Below 70%

Satisfactory progress, academic courses:

- A grade of “C” is required to pass each course and progress to the next semester.
- If a student’s cumulative score drops below passing levels during a course, the student will be placed on a student success plan. (*see student success plan policy*).

Satisfactory progress, clinical courses:

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

Progression and Completion

1. Courses are to be completed in sequence, as identified in the college catalog.
2. A course grade of “D” requires that a course must be repeated.
3. Associate Degree Nursing graduates are awarded an Associates of Applied Science Degree (A.A.S.).
4. Graduates of the programs are eligible to take the National Council Licensure Exam (NCLEX) for the Registered Nurse.
5. If the student fails to comply with established academic or clinical performance standards or at the discretion of the instructor, the student may be placed on a student success plan or considered for failure. (*See Student Success Plan*).
6. All assignments given within the course are required to be completed regardless of point value. Assignments must be submitted by the last scheduled day of the course before grades are submitted to the MATC registrar.

Medication Math Examination Grading and Remediation:

A medication math exam will be given to all incoming ADN students at the beginning of NUR 201, and students will be required to pass the exam with a 90% or higher prior the end of the course. Students in NUR 220 and NUR 230 will be given a medication math exam at the beginning of each course and will be required to pass the exam with a score of 100% prior to the start of each course’s clinical rotations.

Students who score 80% or greater on any of the ADN medication math exams will be required to see their instructor for individualized remediation and retesting. After instructor remediation, the student will be required to successfully complete a math problem similar to each problem they missed on the exam. Once the student successfully completes this

remediation and retesting, and he/she has completed the exam at 100% (or 90% for NUR 201), the student will have met the course requirement.

Students who score less than an 80% on any of the ADN med math exams must make an appointment with the Director of the Teaching and Learning Center to schedule formal math remediation, and will be required to take a medication math exam retake, and will be required to score a 90% in NUR 201 or 100% in NUR 220/230.

ATI Testing/Assessments

Policy Statement:

All students enrolled in the ADN program will purchase (with program fees) an Assessment Technologies Institute (ATI) assessment program. The program consists of proctored assessments (online assessments that will be given and monitored by ADN program faculty) and online practice assessments (online but available to students from any internet connection).

Rationale:

The set of assessments will be used throughout the ADN program to monitor learning and provide additional learning activities to ensure content mastery.

Procedure:

1. Online practice assessments complement the proctored assessments and review modules. These assessments are interactive, and provide immediate feedback.
2. Practice assessment exams are designed to prepare for initial proctored assessments, and/or remediation.
3. The following exams are part of the ATI assessment program, and will be given to ADN students during the program.

Entrance/Exit

Critical Thinking Assessment Entrance

Critical Thinking Assessment Exit

Content Mastery

Fundamentals of Nursing

Adult Medical-Surgical

Nursing Care of Children

Maternal Newborn

Mental Health

Pharmacology

Community Health

Nursing Leadership

Nutrition

NCLEX® Predictors

Comprehensive Predictor

4. ATI exam proctored assessments will be administered; points will be awarded for the content mastery portion of the tests.
5. A minimum of Level 2 is expected. If a level 2 is not obtained on the first attempt, one retake exam will be given.
6. Retake exams will be scheduled by the student with the Teaching and Learning Center by the due date identified on the course schedule. The due date is typically no later than 7-14 days from initial exam.
7. No points are awarded for the Comprehensive Predictor Exam.
8. These exams are subject to the same late testing policy (refer to nursing student handbook).
9. No extra points will be awarded if testing is not done on the scheduled date.
10. The following shows the points that will be awarded based on testing scores:

Exam	Points Awarded
Critical Thinking Entrance and Exit	<ul style="list-style-type: none"> • Score achieved meets/exceeds national mean = 10 points • Score achieved is within 15% of national mean = 5 points • Score achieved is less than 15% of national mean = 0 points
Remaining Exams	<p>Initial Exam:</p> <ul style="list-style-type: none"> • Level 3 = 40 points + 5 extra credit points • Level 2 = 35 points • Level 1 = Retake required • Level 0 = Retake required <p>Retake Exam:</p> <ul style="list-style-type: none"> • Level 3 = 40 points • Level 2 = 30 points • Level 1 = 15 points • Level 0 = 0 points

Testing Procedure:

1. Administer test on scheduled day and time specified, unless extenuating circumstances occur at the discretion of the instructor and Dean of Nursing Education and Health Programs.
2. Students must have their exam downloaded 30 minutes prior to the start date and time for the exam. If the student has failed to download prior to this time, the "Late

Test Policy" will go into effect. (Instructors will check for downloaded exam prior to start of exam).

3. Personal belongings will be removed from the student's immediate area (outside classroom or front of classroom) during testing. No caps or hats will be allowed. Calculators will be provided online within the test management system. (See Nursing Student Handbook-Testing Procedure).
4. Cell phones and other electronic devices (including smart watches) using WiFi will be placed on airplane mode or turned off and placed in assigned cell phone locker.
5. No food will be allowed on tables during testing.
6. Accommodations in any form will not be allowed without prior arrangements from the Office of Accommodations. This includes testing in an area other than the assigned classroom.
7. A randomized password will be provided directly before the start of the exam by the instructor.
8. Students must submit the exam prior to leaving the testing area, including ATI exams.
9. Scratch paper, provided by the instructor will be distributed directly before start of the exam and must be turned in to the instructor at the end of the test period labeled with the student name and accounted for prior to the student's leaving the classroom.
10. The late test policy/procedure will be followed for students who are late or absent from a test. (See grading and completion standards in program handbooks.)

Exam Review

1. Test scores will be posted on the online grade book after grades are finalized.
2. Test scores will be posted no later than one week after test administration.
3. After all students have taken the exam, an exam review may be provided at the discretion of the faculty. The review must be password protected and no electronic devices, writing instruments or discussion will take place during the review. The review will be timed. Those students not present for the review may request a review per appointment at a later date with the faculty member in charge of the exam. All rules applied to test review will apply to 1:1 review by appointment with faculty member. This means no discussion of questions, no writing instruments, time limit for review etc.
4. Guidelines for test review include:
 - a. No discussion of questions will be allowed while reviewing tests.
 - b. Notes will not be taken during test review.
 - c. Students must review on the same device in which they took the exam unless completing an independent review with an instructor.
 - d. Nothing is allowed on the desk during review except a laptop. All electronic devices including cell phones and other electronic devices will be secured in their bags or designated cell phone locker.
 - e. Students questioning an item should make an appointment with the

instructor responsible for the material, and submit, in writing, a citation supporting the student's rationale for an alternate correct answer.

- i. Materials will be reviewed by faculty and compared to tools and texts used in instruction.
 - ii. The faculty member responsible for the test content will respond to the student in writing within three classroom days of citation submission.
5. Final exams are not reviewed.

Late Assignments

Policy Statement:

Assignments are an integral part of the nursing education program. Assignments assist students to learn and apply the required knowledge to promote student success in the course of study.

Rationale:

Faculty value the benefit of learning from a variety of methods, including assignments. This value and benefit are reduced when assignments are missing or turned in late.

Procedure:

1. All assignments given within a course are required to be completed regardless of the point value.
2. Assignments must be submitted by the last scheduled day of the course before grades are submitted to the MATC registrar.
3. Assignments submitted after the submission deadline will lose 5% of the assignment points per day late.
4. If the assignment is submitted after five school days, no points will be awarded.

Late Exam/Quiz and Exemption

Policy Statement:

The student is expected to take examinations and quizzes as scheduled in the syllabus and avoid any conflicts with course requirements.

Rationale:

To provide timely exam and exam review and maintain a testing environment free from disruptions to promote learning without undue advantage for any student.

To discourage a pattern of consistent absences on scheduled exam/quiz day.

Procedure:

1. Taking an exam or quiz later than the scheduled time will result in a reduction in the student's exam/quiz score, unless this testing absence is excused.
2. If a student misses an examination/quiz due to lateness or unexcused absence they will receive a 5% reduction of their test score.
3. A student is considered late when they arrive 10 minutes or later for a scheduled test/quiz, who failed to download their exam/quiz by the download deadline, does not bring their device to take the exam/quiz, or does not have a device to take the exam/quiz prior to the start time. Each of these instances will be considered unexcused, will require the exam/quiz to be rescheduled, and will result in a reduction of 5% of the student's quiz or exam score.
4. Missed exams must be taken on the first day of return to class.
5. If a student has a testing absence that is excused, the student will complete the examination/quiz on the 1st day returning to class, or the 5% late policy deduction (see #7) will be applied.
6. Excused absences for testing are defined as:
 - a. Illness/injury of self or child *accompanied by a release note from a medical provider.*
 - b. Birth of a child.
 - c. Bereavement of immediate (1st degree) family. For all other types of bereavement, see Item d.
 - d. Any additional absence that meets special or extenuating circumstances as determined by the Dean of Nursing Education or a panel of nursing faculty, on a case-by-case basis.
 - e. If a testing absence is reviewed by the Dean of Nursing Education or nursing faculty panel and found to be unexcused, the late test deduction will apply.
7. Failure to take the exam on the first return to class date, will result in a 5% per day deduction. If the exam has not been completed by the third class day, the exam score is a zero.
8. Exam rescheduling occurs through the TLC and is the responsibility of the student. If a TLC proctor is not available and the student is unable to take the exam the next day, the student must communicate this to the instructor. Proctoring may be provided by a nursing department faculty/staff member.
9. It is the responsibility of the student to notify the faculty member when the exam is rescheduled.
10. Rescheduling of exams must not interfere with scheduled class, lab, or clinical.
11. At the instructor's discretion, rescheduled exams may follow a different format and/or question bank than the original. The plan shall be approved by the program faculty members.

12. In the case of a prolonged absence, when the student has missed several exams, faculty will work with the student to develop a written plan for becoming current with coursework and testing.

Late Test Deduction Exemption:

Faculty understand the rigor of the nursing program and life outside of nursing school. Therefore, students have the opportunity for one late exam/quiz consequence exemption per semester.

1. The student will notify the faculty member responsible for the exam/quiz prior to the exam/quiz via email their desire to utilize the exemption.
2. When entering the student exam score in the Learning Management System, faculty will note the use of the exemption policy.
3. Faculty will communicate the use of the exemption for that student to any co-faculty teaching in that semester.
4. The exemption policy can be utilized on any course exam/quiz excluding final and ATI exams.

Reinstatement

Policy Statement:

A student who has academically been dismissed or who has withdrawn from the nursing program may apply for reinstatement. Students whose dismissal was caused by unsafe clinical practice, unprofessional behaviors, or violating Academic Dishonesty Policy & Code of Conduct will not be readmitted.

Rationale:

To allow students who qualify an additional attempt to meet program objectives and competencies.

Procedure:

1. A student may only be reinstated into Manhattan Area Technical College's Nursing program one time at the PN level and one time at the ADN level.
2. A student's application for reinstatement may be reviewed by the Nursing Admissions & Progression Committee no more than two (2) times. If Reinstatement is not granted after the second application, the student becomes ineligible for Reinstatement.
3. If health concerns are a factor for the student leaving the College, then documentation for ability to continue in the program must be provided with Reinstatement paperwork.

4. Students must adhere to nursing curriculum and program policies and procedures in effect at the time of reinstatement.
5. Meet acceptable criteria for placement at clinical agencies for clinical experiences.
6. Reinstatement into the Manhattan Tech Nursing program will be dependent on the clinical space available to accommodate additional students.
7. A student repeating a clinical nursing course must repeat both the theory and clinical components of the course.
8. No more than two calendar years can elapse between withdraw and Reinstatement.
9. As per college policy, students must meet graduation requirements.
10. The Admission Committee must approve any exceptions to the above policies.

Steps for Reinstatement

A student who has been academically dismissed or who has withdrawn from the Nursing program and would like to seek reinstatement must submit items listed below online according to the following schedule:

- Reinstatement for the next semester
 - E.g. a student is dismissed from the fall semester and would like to be reinstated for the spring semester
 - 10 business days from the last day of the semester in which the student was dismissed

- Reinstatement for a future semester
 - E.g. a student is dismissed from the spring semester and plans to sit out the summer semester and return for the fall semester
 - Associate Degree of Nursing
 - Spring Semester (January) – October 1st
 - Fall Semester (July) – February 1st
 - Practical Nursing
 - Fall Semester – March 1st

The following items will be required:

1. A completed Reinstatement Application Form requesting reinstatement into (semester, year). Within the application the applicant will be asked to develop an action plan for success consisting of:
 - a. Description of the reason(s) leaving the program
 - b. Analysis of factors that led to this outcome
 - c. Goals to be accomplished during your remaining time at Manhattan Tech's Nursing program
 - d. Plan of action to meet your goal(s); be specific.
2. The Nursing Admissions & Progression Committee (NAPC) will review the student

- request, determine the reinstatement status, and notify the student of their status.
3. The decision may include reinstatement (dependent of space availability), a directive to complete remedial coursework and reinstatement, or denial of reinstatement.
 4. If openings occur after this notification, students will be contacted immediately, and be required to pay the necessary seat deposit.
 5. It is not uncommon for students to be notified just prior to the start of a semester due to sudden unexpected openings.
 6. Available seat openings do not guarantee reinstatement.
 7. Consideration of extenuating and unusual student circumstances is at the discretion of the NAPC. The committee decision will be based on the review of the following documentation:
 - a. Student's Reinstatement application
 - b. Student's clinical evaluations for all courses completed and attempted
 - c. Student's updated transcripts and prior academic performance (GPA, exams)
 - d. Student's compliance with current health requirements
 - e. Test scores
 - f. Other pertinent data
 8. Reinstated students may be subject to repeating nursing and/or other selected general education courses, successfully pass competency exams in theory and/or clinical skills, subject to meeting the requirements of an academic progression plan, or any other factors as determined by the NAPC. The committee will make the determination of these possible requirements on an individual basis.
 9. Students cannot bypass the NAPC and go directly to any member of the Department of Nursing, College Administration, or the Board of Directors to request reinstatement.
 10. Any grievance of the NAPC's decision must be filed in writing following the Grievance Procedure published in the college catalog.

Absences

1. If a student is reinstated under the NAPC, pays a seat deposit and is registered, and then fails to attend class, the student forfeits their seat deposit for that semester.
2. This absence will be considered an attempt.

Withdrawals

1. If a student leaves for medical reasons, they must provide a letter from their medical provider upon exiting the program stating that they are unable to continue in the program until medically cleared to return. For refund information refer to the medical refund policy located within the college handbook.
2. The student upon seeking reinstatement must then complete the reinstatement

application and provide medical clearance prior to the start of the semester for reinstatement.

3. A medical withdrawal, per college policy, does not count as a failed attempt and the student will be allowed to re-apply when medically cleared.
4. If a student withdraws from the nursing program, the student must notify the instructor immediately. If the student does not attend per the attendance policy this is considered a failure of the course.
5. If a student withdraws from the course, the student forfeits their seat deposit for that semester and will only be allowed one reinstatement into the program.

Student Success Plan

A. Student Success Plan

1. The student success plan is a period of time during which student activity is directed toward improvement and/or correction of identified deficiencies in academic or clinical performance.
2. Length of Plan
 - a. Academic – until the student’s cumulative average in a course is raised to a passing level (minimum of 4 weeks).
 - b. Clinical
 - i. Patient care areas – the subsequent rotation, or the remaining part of the last rotation of a course.
 - ii. Resolution of clinical probation – the outcome of the plan will be pass, extension of the plan, or failure, with final clinical course grades identified as pass or fail.

B. Failure

1. Reasons for failure include, but are not limited to:
2. Inability to change identified negative behavior(s) during the success plan period.
3. Inability to comply with existing college, program, or agency policies.
4. Any behavior which significantly compromises patient or staff safety. This could include, but is not limited to:
 - a. leaving assigned patient unprotected.
 - b. lack of preparation for patient care.
 - c. leaving assignment without proper notification.
 - d. physical or verbal abuse of individuals.
 - e. substance abuse.
 - f. working immediately preceding a scheduled clinical rotation.
5. Academic dishonesty or falsification of records, including plagiarism.
6. Failure to successfully demonstrate competency with core skills.
7. Failure to maintain confidentiality of patient records or information.

8. Individual faculty members may recommend failure, but the full faculty must concur with the final decision.
- C. Procedures to be Followed for the Success Plan and Failure
1. Notification: A statement of the success plan will be dated and signed by the student and the faculty advisor when the student is notified of academic or clinical issues. The student will receive a copy of this plan.
- D. Academic Success Plan
1. The student will be informed when the cumulative course grade is below 78%.
 2. The student will create an action plan for improvement, which is recorded on the success plan form.
 3. The student will sign the plan during a conference with the faculty advisor.
 4. Classroom work will be closely monitored during the success plan period.
 5. The student will remain on the success plan for the identified period (at least four weeks).
- E. Clinical Success Plan
1. The student will be informed verbally by the clinical instructor whenever unsatisfactory or unsafe nursing care is noted.
 2. At the completion of each clinical rotation, a scheduled conference will be held by the student and instructor to review the student's progress in meeting clinical performance standards. The conference includes the giving of a grade (pass, probation, or fail) and the signing of the evaluation form by both the student and the instructor. A student may be placed on a success plan during a rotation if the instructor judges the student's performance to be consistently below established level objectives or clinical absence that results in failure to obtain a grade of 78% for the clinical rotation.
 3. The student placed on a success plan will have a conference with the faculty advisor or clinical instructor, will create an action plan for improvement, and sign the success plan form.
 4. Clinical work will be closely monitored during the next rotation or the remaining weeks of the current rotation, consistent with the time determined.
 5. If the performance standards have been met satisfactorily at the end of the next clinical rotation, the student is informed and removed from the success plan by the instructor.
 6. If the negative behavior that caused the issue is still being shown or progress utilizing new learning is not evident, the clinical instructor may recommend failure. This recommendation must be acted upon by the full program faculty. If the faculty decision is to support the instructor's recommendation of failure, the student will be notified of the decision in a conference.
 7. If a student is grossly negligent concerning patient or staff safety, the clinical instructor may recommend failure for the student to the faculty without the student's having been on a success plan. The student will be notified of the decision in a conference.

Student Health

Available Healthcare:

A list of healthcare agencies available to the students is posted on the Nursing Homepage on the Learning Management System (LMS).

Immunizations

These requirements are in place for the health and safety of Manhattan Tech ADN students and their patients. By contract with the academic institution, all students participating in patient care must meet the following health and safety requirements. All documentation must meet requirements at all times during a clinical course.

The requirements outlined below must be current to apply to the ADN program and participate in clinical hours.

1. MMR Documentation
 - a. Two (2) doses or proof of immunity by titer
2. Chickenpox (Varicella)
 - a. Two (2) doses or proof of immunity by titer
 - b. **Will not accept history of chickenpox.** Chickenpox is an immunization that is often incomplete. Only proof of vaccination or a titer is accepted. Paperwork for a low titer will not be accepted.
3. Tetanus (TDAP)
 - a. One (1) dose received less than 10 years ago.
4. Hepatitis B (Hep B)
 - a. Three (3) doses or proof of immunity by titer - Hepatitis B is required by vaccine or titer. If the titer is low, a vaccine is required. Paperwork for a low titer will not be accepted. As the Application Information and Instructions state, get the Hepatitis B early, as it takes 6 months to complete the series.
5. Covid-19 immunization required as recommended by the Center for Disease Control.

Pregnant Nursing Student

If a student becomes pregnant during the nursing program, they should immediately notify in writing their advisor, faculty member and Director of Nursing Education. The following procedure is required.

1. The student must obtain 100% medical clearance from their medical healthcare provider to continue their didactic, clinical rotation and lab sessions. The required documents must be presented to the Director of Nursing prior to starting or

continuing in all nursing didactic/clinical/lab courses and sessions. A copy of this document will be maintained in the student's file.

2. The student will be permitted to continue in the clinical rotation provided the ability to perform the necessary activities and is approved by the healthcare professional. If a student develops complications, they must present a note from their healthcare professional to support the ability to continue with the clinical experience. If the student is unable to complete the clinical rotation, they can apply for a medical withdrawal from course(s), concurrent didactic/clinical.
3. If a student completes 75% of the clinical experience, faculty's discretion will determine if the student is able to fulfill the remaining required clinical time through simulation to meet state/accreditation requirements.
4. After delivery, the student may return to the clinical experience with written authorization by the healthcare provider that states that they can participate 100% without restrictions in their courses (didactic, clinical, lab).

Nursing Essential Skills and Functional Abilities

The Associate Degree Nursing Program is a practice discipline with cognitive, sensory, affective and psychomotor performance requirements. Based on these requirements, the following list (see ADN information packet), highlights the Nursing Essential Skills and Functional Abilities that have been developed. Each standard has an example of activities which a student will be required to perform, with or without an accommodation, while enrolled in the ADN program at Manhattan Tech. The Nursing Essential Skills and Functional Abilities should be used as a guide to assist applicants in determining whether or not accommodations or modifications are necessary in order to meet program participation requirements.

Applicants who identify potential difficulties with meeting the Nursing Essential Skills and Functional Abilities should communicate their concerns to the Director of Nursing. If the concern is related to a documented disability, applicants are responsible for contacting the Student Retention Specialist. Determination of reasonable and appropriate accommodation will be made on an individual basis in consultation with the Student Retention Specialist. Additionally, applicants should assess their aptitude and ability to perform professional duties by reviewing the Nursing Essential Skills and Functional Abilities and discussing them with their healthcare provider.

Infectious Disease Policy

Students showing signs of infectious disease processes including but not limited to influenza and gastrointestinal infections will be expected to remain at home until the illness is no longer infectious. The faculty within the Division of Nursing will work with ill students as possible to reschedule exams, and review information presented in class. Extended class or clinical absences

will be handled on an individual basis. The faculty reserve the right to request a physician statement before the student returns to class/clinical.

Rationale:

The spread of infection is minimized when persons exhibiting signs of an infectious disease are isolated until they are no longer infectious.

Procedure:

1. Students showing signs of an infectious disease to include but not limited to: fever, aching, coughing, diarrhea, vomiting, will not attend class or clinical.
2. The student will notify instructors via email (or instructor specified method) prior to the beginning of class and/or clinical.
3. Ill students will not be allowed to return to class or clinical until no longer infectious.
 - a. Fever free for 24 hours without use of fever-reducing medications
 - b. Absence of nausea, vomiting or diarrhea for 24 hours.
 - c. If on antibiotic therapy, must have completed a full 24 hours of doses and meet criteria stated in a and b.
4. Are required to contact their advisor and/or clinical instructor within 24 hours of absence with illness to receive direction for missed content or make-up assignments.
5. If absence occurs on exam or test date, refer to handbook for late testing policy.

List of Policies/Procedures

Please review the policies found online in the Learning Management System (LMS) Nursing Homepage and the College Catalog on manhattentech.edu. By agreeing to the ADN student Handbook, you are also agreeing to abide by the Nursing Program and college-wide policies.

- Cell Phone Lockers
- Bloodborne Pathogen Exposure
- Influenza/Infectious Disease Policy
- Nursing Skills Laboratory
- Social Media Policy
- Student Access to Clinical Sites
- Student Conduct Policy
- Student Test Item Protest Form
- Substance Abuse Policy
- TB Screening Process
- ADN Program Clinical Uniform