

**Practical Nursing Program
Meridian Technology Center
Student Handbook
Policies and Procedures**

2024-2025

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WELCOME

We, the faculty of the Practical Nursing Program at Meridian Technology Center, welcome you as a student. We have a sincere interest in you as an individual and look forward to working with you in the pursuit of your goal of becoming a Licensed Practical Nurse. Your primary responsibility during the months ahead is to learn to be a safe, effective, and dependable Practical Nurse.

This handbook has been designed for the Practical Nursing Program to answer many of the questions which will arise during the next twelve months. Please keep it as a handy reference. From time to time, there may be policy changes and revisions. You should note those changes as they are made, thus keeping your handbook current. You are responsible for familiarizing yourself with the policies and procedures of the program and the school.

We welcome you to the Meridian Technology Center Practical Nursing Program and wish you success in your chosen career.

Dolores Cotton, MSN, RN
Coordinator

Charlotte Prewitt, MSN, RN
Instructor

Jamee Ramsey, BSN, RN
Instructor

Miranda Mitchell, MSN, RN
Instructor

The Practical Nursing Program is accredited by the following agencies:

Oklahoma State Board of Career and
Technology Education
1500 West 7th
Stillwater, OK 74074
405.377.2000

Accreditation Commission for
Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
404.975.5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Practical nursing program is Continuing Accreditation.

The Meridian Technology Center Practical Nursing Program is approved by the Oklahoma Board of Nursing, 2915 North Classen Blvd., Suite 524, Oklahoma City, OK 73106, 405.962.1800. Graduates of this state approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for practical nursing.

**MERIDIAN TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM**

ORGANIZATION

Organization 1.0 Mission

Educate. Enrich lives. Secure economic futures.

Practical Nursing Program Mission

The practical nursing program prepares students to pass the National Council State Boards of Nursing Licensure Exam (NCLEX-PN) and provide safe, competent nursing care.

Organization 2.0 Vision

An extraordinary experience for learning. A passionate partner for success.

Organization 3.0 Values

Relationships – Act in the best interest of others.

Excellence – Deliver superior services.

Innovation – Integrate new ideas with courage.

Integrity – Model honesty and trust in all we do.

Empowerment – Provide the framework and resources to succeed.

Impact – Commit to enrich each life we touch.

Organization 4.0 Compliance Statement

Meridian Technology Center does not condone nor will it tolerate any form of discrimination based on race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. Meridian Technology Center also provides equal access to the Boy Scouts of America and other designated youth groups.

The following person has been designated to handle inquiries regarding the technology center's nondiscrimination policies and any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact:

Coordinator for Title VI, VII, IX/504/ADA, Age Act Meridian Technology Center 1312 South Sangre Road Stillwater, OK 74074 405/377-3333 Outside Assistance may be obtained from:
U.S. Department of Education Office for Civil Rights One Petticoat Lane 1010 Walnut Street, Suite 320 Kansas City, MO 64106 (816) 268-0550 (816) 268-0599 (Fax) (877) 521-2172 (TTY) E-mail: OCR.KansasCity@ed.gov

Organization 5.0 Practical Nursing Program Philosophy

The philosophy of the program expresses the faculty's beliefs concerning:

- A. Individual We believe that each individual is a holistic being with physiological, psychological, sociological and spiritual needs. Because each individual has worth and dignity and reacts uniquely to life experiences, he/she must be allowed to make his/her own choices based on his/her priorities.
- B. Society A society is a group of individuals from varying cultural, economic, and educational backgrounds. Society and the environment have a continuous interaction that affects each individual. We believe nursing must be accountable to provide quality nursing care to all members of society.
- C. Nursing We believe nursing is a dynamic profession whose goals involve knowledgeable application of scientific principles and skills in the prevention of illness, as well as promotion, maintenance, and restoration of health. Nursing goals are best accomplished through utilization of the nursing process. We further believe nursing is accountable to society for the quality of the nursing care delivered.
- D. Practical Nursing We believe the Licensed Practical Nurse provides a unique contribution in the care of the individual throughout the life span based on knowledgeable application of scientific principles and skills in prevention of illness and the promotion, maintenance, and restoration of health.
- E. The Learning Process Learning is a process which results in a change of behavior. We believe the role of the faculty is to facilitate learning. Our goal is to provide a structure within which the student assumes responsibility for learning. We believe the student learns best by active participation. We believe the self-concept moves from dependency toward self-direction and the adult student uses past experiences as a resource for learning and problem solving. The faculty is committed to continual evaluation of the effectiveness of the program of learning and has responsibility for selecting, presenting, and evaluating all materials utilized in the program of practical nursing.
- F. Nursing Education We believe nursing education can best be administered through an educational institution and is most effectively accomplished through cooperation with nursing services in hospitals, nursing homes, and community health agencies. We believe practical nursing education should be available to all who are physically and mentally qualified and have the aptitude and interest to succeed.
- G. Education as a Life-Long Process We believe learning is a continuous process throughout life. We believe nursing education should prepare the graduate practical nurse to function as a competent member of the health care team, as well as stimulate the graduate to seek continuous professional growth and leadership.

Organization 6.0 Student Learning Outcomes

Upon completion of the Meridian Technology Center's program of Practical Nursing, the student will be able to:

- Perform safe and effective nursing care under the supervision of a registered nurse, licensed physician, or dentist based upon evidenced-based practice of nursing principles and skills.
- Establish effective communication with patients, family, and other members of the health care team.
- Identify holistic needs of all patients during the various stages of the life span.
- Utilize the nursing process to provide patient care, which could include making modifications of the plan of care under the supervision of a registered nurse.
- Apply critical thinking skills to the care of patients.
- Understand the professional and legal responsibilities of the Practical Nurse.
- Develop skills to promote career success and mobility.

Organization 7.0 Conceptual Framework

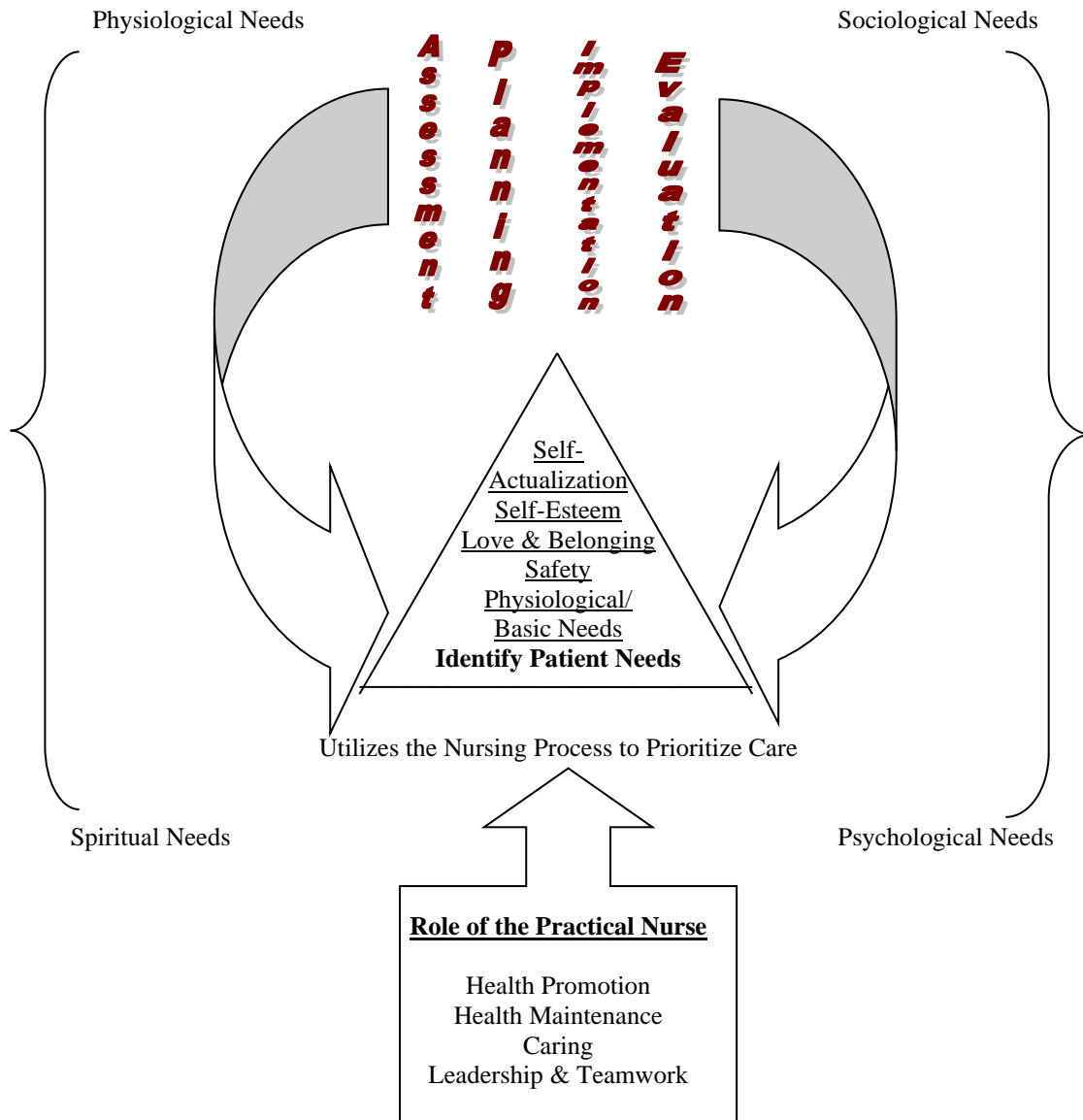
The conceptual framework around which the Practical Nursing Program has been developed (see next page), is depicted in a graphic design which identifies a holistic concept of patient care needs. The four components of the Nursing process (assessment, planning, implementation and evaluation) are surrounded by four sides of the square which represent the physiological, sociological, psychological, and spiritual needs of all human beings. The triangle in the center represents prioritization of client care utilizing Maslow's Hierarchy of Needs, with the most basic of needs (physiological) being met first then progressing to sociological, psychological, and spiritual needs as they occur. The box with the arrow pointing towards the triangle reflects the role of the Licensed Practical Nurse in the restoration of health by utilizing the nursing process to prioritize health care needs while providing health promotion and maintenance through teamwork and leadership skills.

The rationale for the Organization Conceptual Framework is the program philosophy which states, in part, that a person is viewed as a total (holistic) being with multiple levels of needs. Nursing care is viewed as a process which involves knowledgeable application of scientific principles and skills in the prevention of illness, as well as promotion, maintenance, and restoration of health whenever possible, and, compassionate care of the terminally ill.

The educational process considers the students as active participants in a lifelong process of learning which results in continuous professional growth.

The program is designed to proceed from the known to the unknown, the simple to the complex, and to build new knowledge and skills on previously acquired objectives. Course objectives are based upon the application of the nursing process throughout the lifespan of an individual during health and illness. Course content and clinical learning experiences are concurrent with theory classes. (Evaluation instruments are based upon clinical skills level objectives, utilizing the nursing process.)

Conceptual Framework The Practical Nurse Holistic Concept of Care



Organization 8.0 Curriculum Organization

Meridian Technology Center's philosophy and instructional policies provide the foundation for the Practical Nursing Program. The Practical Nursing Program philosophy reflects the faculty's beliefs and commitment to providing quality nursing education.

The curriculum is divided into courses of instruction. Course objectives are based upon program objectives. The objectives outline achievements the student must obtain before progressing to the next course. Objectives include cognitive, psychomotor, and affective domains. The nursing process is a major element in the development of objectives, courses, and content.

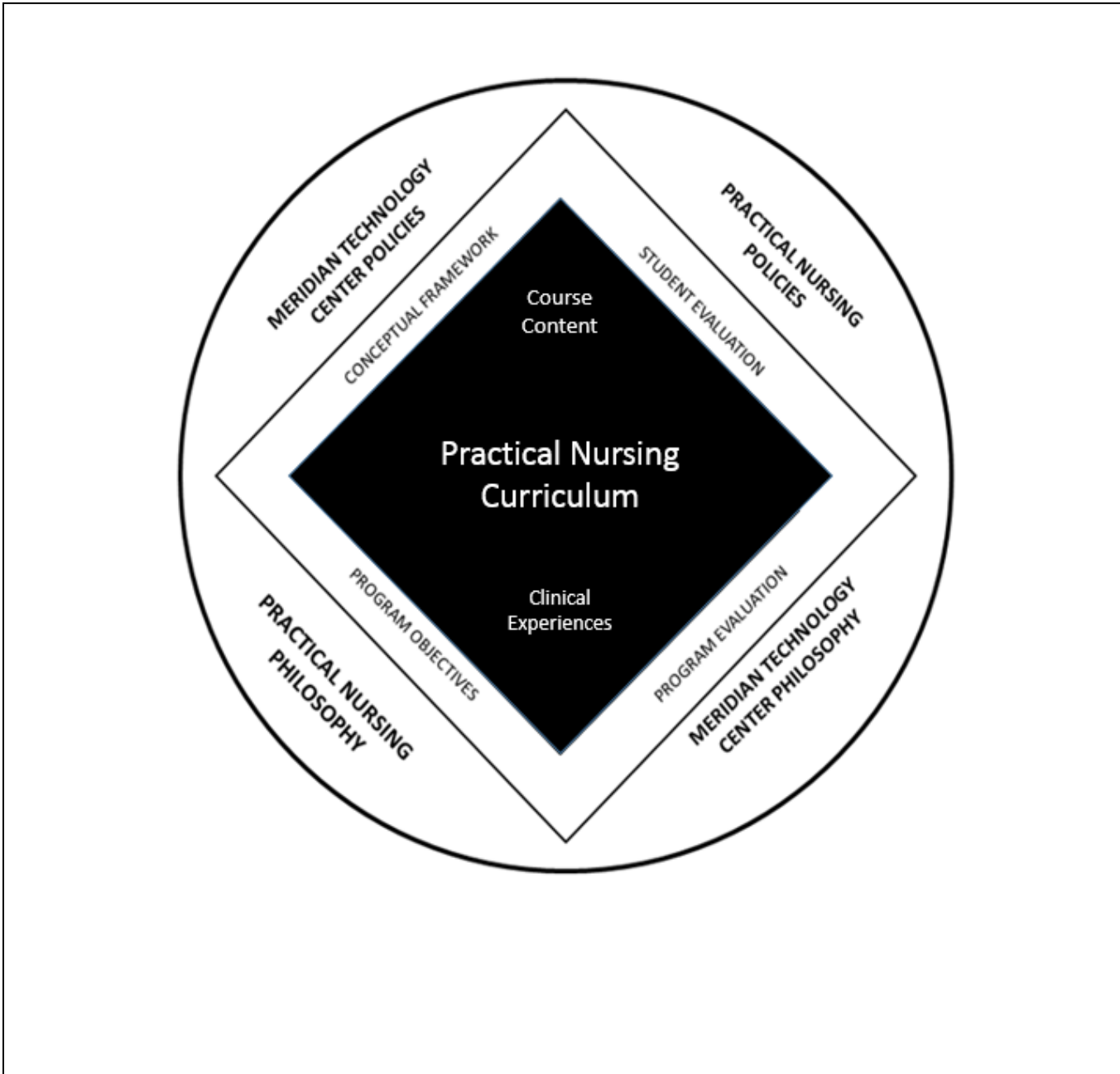
The Oklahoma Department of Career and Technology Education Practical Nursing curriculum framework is used as a foundation for the courses. The curriculum is supplemented through the use of textbooks, audio-visual resources, medical equipment, simulation and professional journals. Curriculum will be utilized in a student-directed method and will incorporate other teaching methods, including: guest speakers, demonstration, group discussion, student teaching, case studies, independent learning activities, computer-assisted instruction, patient-centered conferences, and supervised clinical and laboratory experience.

Clinical experience is concurrent with classroom theory. Clinical rotations are provided in a variety of area hospitals, nursing homes, doctors' offices, home health agencies, and other healthcare facilities. Clinical rotations provide a variety of areas including medical-surgical nursing, surgery, gerontology, maternal/infant care, public health, mental health, pediatrics, medical office, and team leadership.

Student evaluations include formative and summative academic progress, clinical performance, unit tests, PN Predictor Exam, and licensing examinations results from the National Council for Licensure Examination (NCLEX).

A total program evaluation plan is used to evaluate and revise the nursing curriculum annually. The nursing program is also evaluated periodically by the Oklahoma Department of Career and Technology Education, the Oklahoma Board of Nursing, and the Accreditation Commission for Education in Nursing (ACEN).

CURRICULUM ORGANIZATION
AND DEVELOPMENT PLAN



PROGRAM POLICIES

All Meridian Technology Center policies and procedures will be followed. Refer to the student handbook. In addition, the Nursing Program will have the following requirements:

Program Policy 1.0 Program Progression and Attendance

Classroom availability is Monday-Friday and hours are based on the program/curriculum activities scheduled for each course. Students will follow a course and/or clinical calendar provided by the faculty. There would be two entry times each year and all students who start the program will complete it at the same time in approximately 12 months. The pace of the curriculum will involve approximately 30 hours/week.

A \$ 500.00 deposit is due upon notification of acceptance into the Practical Nursing Program. The first one-fourth of the total tuition is due on or before the first day of class. The final three tuition payments will be due after completion of each 450 clock hours. It is the responsibility of the student to assure tuition is paid prior to the beginning of the next block of 450 clock hours. **Students may not attend class until tuition is paid or Career Planning personnel have authorized alternate arrangements.**

All students are expected to attend regularly and must maintain an 80% attendance. This is an average of 24 hours/week based on the program's 30 hour/week pace. Attendance will be checked every 450 program hours. The first time a student has not maintained an 80% attendance, they will be placed on a program improvement plan for the next attendance period. If the student does not meet the 80% attendance requirement for a second time they may be dismissed from the program. All students do have the right to appeal a decision for dismissal by presenting their case to the Attendance Appeals Committee as described in the Meridian Technology Center Student Handbook, "Attendance in Full-Time Programs (I-407A)" under "Attendance Appeals Process".

When circumstances require that instruction be delivered using a method other than regularly scheduled, in-person instruction, attendance may be counted using alternative methods as provided by the program faculty.

Students who are receiving assistance through various financial aid programs (including, but not limited to, Oklahoma Promise, Pell Grants, and Oklahoma Tuition Aid Grant) must follow guidelines related to these programs to continue to receive assistance. **It is the student's responsibility to maintain the required attendance for financial aid purposes.** Circumstances that require extended absences will be considered on a case-by-case basis.

Students are required to clock in and out of the classroom using the attendance management system available. Failure to clock in and out appropriately may result in time not being credited to the student's attendance; which may affect total attendance time as well as financial aid disbursements.

Students are required to wear scrubs, or professional dress with a lab jacket, and their Meridian ID badge everyday while at school. Visible tattoos should not be offensive. Casual dress days may be included per faculty discretion.

Each student will be required to attend the **mandatory** group meeting as scheduled. The meeting dates and times will be given to the student. The length of this meeting will be determined by the Practical Nursing Coordinator but will never exceed three (3) hours. Failure to attend the mandatory meeting without notifying the faculty prior to the start of the meeting will be considered a “no call-no show and 10 points will be deducted from the next exam grade. Any exception will be at the discretion of the faculty. Students who miss any meetings are responsible to obtain any information missed from that meeting.

Dependable transportation is the responsibility of the student. Students are responsible for transportation to and from clinical and classroom activities and all costs associated with this transportation.

The flex scheduling of the program is designed to make it more convenient for students. Academic or clinical responsibilities within the Practical Nursing program take precedence over work. The student uniform may not be worn while working in capacities outside the training program.

Students cannot attend any employment related activities during clinical training assignments.

Students cannot accept financial compensation for any school related activities nor apply any paid work experiences to the required clinical competencies or to the record of procedures performed. The exception to this policy is given to students who apply and qualify for the Academic Practice Partnership program near the end of their program.

Students must keep in mind the periodic changes in class schedules and clinical rotation assignments when accepting employment opportunities.

Only students should be present in the classrooms, study rooms or laboratory areas. Significant others, friends and children are not allowed to stay in the classroom and can wait in The Skywalk or other designated waiting areas if needed. Students who have guests who refuse to wait in the designated waiting area will be asked to leave campus.

(The faculty will attempt to accommodate students and to take into consideration various circumstances, but the education needs of ALL students will take precedence when establishing classroom and clinical schedules.)

Communication to students by faculty may consist of the following:

1. In person
2. E-mail students must use their my.meridian.edu email account for all school related communication
3. Text
4. Phone

All students are expected to check communication sources on a regular basis to insure they are informed of program information.

Program Policy 2.0 Withdrawal Policy

Should a student find it necessary to withdraw from the program of Practical Nursing, the student must meet with the Coordinator of the Practical Nursing Program, and submit, in writing, the date of proposed withdrawal from the program.

Withdrawals will be reflected on the transcript as follows: withdrawal passing; or withdrawal failing. Any completed course will be transcribed according to the final grade.

This policy must be followed in order to maintain status in good standing. Students not in compliance with the withdrawal policy will not be eligible for re-admission to the program.

The PN program may have school owned equipment or books that can be checked out for student use. It is the student's responsibility to maintain the condition of this equipment while it is in their possession and return it when requested and/or prior to completing the PN program. The student will be responsible for full repair or replacement costs of any item not returned in the appropriate condition. Law enforcement may become involved as needed to ensure return of all items.

Any applicable refund and transcripts would not be given until all program equipment has been returned.

Program Policy 3.0 Nontraditional Entrance to Program

Applicants who have obtained previous training from another nursing school (or equivalent training program) may be able to enter the nursing program outside of the traditional enrollment dates. To do so, the applicant must complete the following:

All admissions are subject to space availability.

- Meet all program entrance requirements
 - Complete the current academic assessment
 - Proof of completion of a medical math course (or equivalent)
 - Attend an applicant orientation session
 - Complete the Written Communication Skills Assessment.
 - Submit a high school transcript or GED scores
 - Submit application
- Provide proof that they have taken and passed the nursing courses (or equivalent) that have already been completed by the current student cohort the applicant wishes to join.
- Provide proof of completing a Medical Terminology course and Anatomy & Physiology course with a grade of “C or better” within the last five (5) years.
- Provide proof of current Long Term Care Aide certification (or equivalent)
- Verify retained competency from previously passed coursework by taking and passing an academic assessment. In addition to didactic competency, the applicant will have to show competency in selected skills for those courses that include mastering nursing skills (as applicable). If an applicant requests credit for the Pharmacology course they will be given a medication competency exam which must be passed with a “90% or greater” in one (1) attempt.
- The program coordinator will determine the assessment(s) (both didactic and skills) needed to verify competency. Any fees required for the assessment(s) will be the responsibility of the student and paid prior to testing.
- After completing the necessary competency assessment(s) the faculty will determine placement within the program. However, all students must complete 105 hours of didactic curriculum as well as complete Clinical 3 & 4 to be considered a graduate of Meridian Technology Center.

Tuition and fees will be determined based on the number of hours needed to complete the program. A deposit to hold their slot may be required following school policies.

A student who requests transfer to our program must provide a letter from the head of their previous nursing program stating that the applicant left their program in good standing and would be eligible to re-enter their program. Applicants who exited their previous program **not in good standing** would need to apply to the program using the traditional application process. Applicants requesting nontraditional entrance into the program who are using previous military training equivalent to nursing school training must also provide proof of honorable discharge or provide evidence of continued military service.

Program Policy 4.0 Health Regulations

- Students are encouraged to carry hospitalization insurance.
- Emergency care will be provided for injuries occurring in the clinical area. (STUDENTS ARE RESPONSIBLE FOR ANY COSTS INCURRED). It is the responsibility of the students to seek the services of their individual physician for any other injury or illness.
- An illness resulting in absence of three consecutive days requires verification from the physician to return to school without activity restrictions. Students not able to return to school without restrictions will be allowed to return to classroom activities but will not be able to participate in clinical activities. See clinical policy regarding clinical absences.
- Students may be asked to contact their physicians regarding appropriate measures to be taken in the event of exposure to infectious and communicable diseases in the clinical area when deemed advisable by the faculty. Students are responsible for any cost incurred. Students are also expected to report ANY exposure to communicable diseases that have occurred outside the clinical area. It is our responsibility to assure that the health and safety of students, faculty, and patients are adequately safeguarded.
- Required immunization verification for clinical agencies must be completed and turned in as directed.

Program Policy 5.0 Communicable Disease

Short-Term or Transitory Diseases or Conditions

Any employee or student with a contagious or communicable disease or condition of short-term or transitory duration may be prohibited from having contact with others at Meridian Technology Center when such contact presents a significant risk of communicating the disease or condition. The prohibition may continue until the employee or student no longer presents a significant risk to others. For example, this temporary prohibition could cover employees or students with the flu, head lice, chicken pox, etc. whose continued contact with others while infected/contagious would present a substantial risk of infection.

Students with a temperature of 100° or higher should not attend school or clinical for at least 24 hours fever free without use of fever reducing medications per CDC guidelines.

Long-Term Diseases or Conditions

If the Superintendent has cause to believe that an employee or student has a contagious or communicable disease or condition of long-term duration that presents a significant risk of substantial harm to others, the Superintendent may require the individual to be examined by a physician licensed by the State of Oklahoma and selected by the Superintendent, to consent to having the results of that examination forwarded to the Superintendent as soon as such results are available, and to consent to the release of medical information of the employee or student to the examining physician. If the physician concludes that the individual poses a significant risk of substantial harm to the health of others in the workplace, the Superintendent or designee will determine whether the employee or student is an "individual with a disability" as defined by the Americans with Disabilities Act and, if so, whether reasonable accommodations may eliminate or reduce the risk to others to a safe level. If reasonable accommodations are proposed, the Superintendent may ask the examining physician to issue a medical opinion stating whether or not such contemplated accommodations would eliminate the risk of communicating the disease or condition to others in the workplace or classroom or reduce such risk to a safe level. If reasonable accommodations cannot be made to address a significant risk of substantial harm to the health of others in the workplace or classroom, then the employee may be placed on appropriate leave, with or without pay, or terminated, or the student may be removed from the classroom environment. For example, this process could cover employees or students with drug-resistant tuberculosis, etc.

The cost of such medical examination and review will be borne by Meridian Technology Center.

Program Policy 6.0 Leave of Absence (LOA)

A student, for legal, medical, military service, or personal/family reasons, can apply for an extended leave of absence. Except as otherwise provided, in this policy, a student is not eligible for more than one extended leave of absence during the academic year.

To be eligible for a leave of absence the student must:

1. Complete the leave of absence application form, sign and date it before the leave begins.
2. Not have had a prior leave of absence during the current academic year.
3. Have maintained a minimum of a “C” average on current course work.
4. A student may apply for a second leave of absence in the event the student can show extenuating circumstances, beyond the student’s control, that warrant a second extended leave. Extenuating circumstances that would qualify for a second leave are those that involve catastrophic medical conditions of a student or his/her immediate family or involuntary military service.

Extended Leave Procedure:

1. Student shall meet with the student’s program coordinator. The coordinator will, if appropriate, sign the extended leave form.
2. Student shall meet with the Executive Director, Career Planning/Career Development for a review of the leave application and supporting documentation and to receive final approval of the leave or an explanation for the denial of leave.
3. The leave shall, to qualify as an extended leave of absence, be no less than one (1) week and no more than nine (9) weeks.
4. The dates of leave must be consecutive and not intermittent.
5. The student must return to the program at the end of the extended leave of absence. If the student fails to return to the program at the end of the approved leave period, an automatic dismissal will be recorded for the student. Also, failure to return from an approved leave of absence may result in the student owing repayment of financial aid previously received by the student.

Failure to comply with any of the above conditions and procedures may result in automatic dismissal from the program.

Students who have physical restrictions, as ordered by a healthcare provider, may not be allowed to attend clinical rotations but may be able to continue with in-person theory classes. These circumstances will be considered on a case-by-case basis and would not require a leave of absence. Students with ordered physical restrictions preventing them from attending both in-person theory courses and clinical rotations will need to consider taking a leave of absence.

Any delay in the completion of clinical rotations or theory coursework may delay the student’s program completion date.

An approved leave of absence has the effect of placing the student’s aid and tuition on hold for the period of time the student is on approved leave. However, students receiving financial

aid should meet with the Financial Aid Officer to discuss any affect the leave could have on disbursement dates. A student who violates the terms of an approved leave risks automatic dismissal as well as liability for the repayment of financial aid received by the student.

Upon the students return from an approved leave of absence, the program coordinator, instructor(s), and student will develop a makeup calendar to complete missed hours, assignments, labs, quizzes, or tests as outlined in each course syllabus and/or course calendar.

Approval of a LOA will be considered on a case by case basis. Withdrawing from the program and returning with the next cohort may be recommended by the faculty, based on the situation and the projected length of leave time required.

Program Policy 7.0 Grading System

Student Evaluation		Grading Scale	
Average of Quizzes/Assignments	20%	93-100	A
		85-92	B
Average of Examinations (includes mid-terms and final exams)	80%	77-84	C
		0-76	F

All written work (assignments, quizzes, lab check-offs) within a given module must be turned in prior to testing out of a module unless otherwise directed. If it is not, it will result in a zero (0). Any exception is at the discretion of the faculty. Assignments for the next module should not be turned in before taking the current module exam.

The student must pass a skill with 90% or greater in any course that includes showing competency at nursing skills. The student will be allowed two (2) attempts to attain a 90%. Also, if a “**bolded**” item is missed on the skill competency sheet, the student will need to repeat the skill, even if a 90% was obtained. If a student does not pass the skill he/she must make an appointment to perform this skill with an instructor within one week of the original skill check off. The student must wait until the next day between repeated skill check off to allow for practice/study time. The original skill grade will be recorded for each skill, not the repeated skill grade. If 90% is not attained after two (2) attempts, it would be considered a failed course. If a student fails to pass three (3) skills on the first attempt they will be dismissed from the program.

During the Pharmacology course the student will be required to demonstrate competency in dosage calculation as outlined in the course syllabus. Failure to complete this requirement will result in failed course and dismissal from the program.

Each course must be completed with a minimum grade of 77% in order to continue to the next course.

Student - Faculty conferences may be called at the discretion of a faculty member.

Extra Credit:

Throughout the program there may be opportunities for students to assist with outside health related activities for extra credit points. Extra credit will be given 0.5% points per hour of participation. These points can be credited to any concurrent course. However, extra credit points will only be awarded to those students who participate in all aspects of scheduled assignments. Credit will be given to the final theory or clinical grade at the end of the course, provided the student has a passing grade prior to the extra credit. Any excess extra credit will be applied to the next course, up to the maximum allowed. Any extra credit activity not assigned by the faculty must be approved by the faculty in order to receive credit. **A maximum of 2% extra credit points can be earned for each activity and for each course. Passing a course cannot be dependent on extra credit.**

Any non-health related outside activities will be recorded as community service, not extra credit.

When a student signs up for extra credit they are expected to attend as scheduled for that activity. Failure to attend without prior notice will result in a “no call, no show” penalty. (see page 24)

Program Policy 8.0 Testing Policy

*All exams are closed book/closed note unless otherwise specified by the instructor. Students caught with unauthorized materials or devices during testing will receive a zero (0) for that exam and may result in dismissal from the program.

*No talking or other forms of communication during exams

*No use or possession of cell phones or smart watches, etc. during exams. These devices are to be placed in the appropriate location before testing begins.

*Exam monitoring software may be used during exams

*Students are highly encouraged to review each exam with an instructor.

*Students are allowed to review the two (2) previous exams before testing in the next module.

*Exam times are due according to the course calendar set by the course instructor. Students who have a conflict with the test due dates and times must make arrangements with the instructor **PRIOR** to the scheduled exam. Failure to arrange alternate test time may result in a zero (0) for that exam or reduced test grade per faculty discretion.

*Exams taken off campus **WILL** use exam monitoring software unless otherwise specified by course instructor. Students are required to have access to the appropriate computer equipment that is compatible with the monitoring software and a reliable internet connection.

*Any student taking an exam off campus will adhere to the following guidelines:

- The student will be in a private, well lit room while taking the exam
- Students will follow the directions on the exam monitoring software which includes taking a photo of the student and scanning the entire room/environment before testing
- The camera should be in view of the student at all times during testing.
- There should be no communication of any kind during the exam
- If a calculator is required for the exam it will be provided on the monitoring software
- The student will not be able to access any other applications while testing

Students are not to discuss exam questions with other students while the exam is open or until **all** students have completed the exam.

Violations of any of the above will result in a reduced grade for the exam and may result in dismissal from the program.

Program Policy 8.1 HESI Testing Policy

Students will complete both practice and proctored exams as well as case studies and other assignments throughout the program.

After taking each proctored HESI exam, students will utilize the following process of remediation, related to their HESI exam scores, as directed by the faculty.

Greater than 850-no required remediation, however, remediation is recommended.

800-849- a minimum of 3 hours remediation of recommended essential packets, including passing all case studies and clinical judgment skills as well as retake the exam as directed by the faculty.

799-700-a minimum of 5 hours remediation of recommended essential packets, including passing all case studies and clinical judgment skills as well as retake the exam as directed by the faculty.

Less than 700- a minimum of 8 hours remediation of recommended essential packets, including passing all case studies and clinical judgment skills as well as retake the exam as directed by the faculty.

All HESI specialty exams and retake exams, as applicable, must be completed before the student is allowed to take the HESI EXIT exam at the end of the program. Any student who does not score 850 or greater on the HESI Exit exam will be required to complete remediation as directed above, and retake the exam, before their transcript will be sent to the Oklahoma Board of Nursing. This may delay the student's eligibility to take the NCLEX-PN licensure exam.

Students will be awarded the following grades based on their HESI scores and/or required remediation as directed in each course syllabus:

HESI proctored exam score of 850 or greater = 100% assignment or exam grade (as directed in the course syllabus)

HESI proctored exam score < (less than) 850, without completed required remediation by the assigned date = 0% assignment or exam grade (as directed in the course syllabus)

Program Policy 9.0 Grading Parameters for all Written Work:

- Unidentifiable work may result in a zero (0) for that assignment
- Failure to label assignments/work appropriately may result in a zero (0) for that assignment/work. All assignments must be labeled correctly and turned in separately. (Do not staple multiple assignments together).
- Failure to correct mistakes appropriately (one line and initialed) may result in a one (1) point reduction in grade.
- Each spelling error may result in a one (1) point reduction in grade, this applies to all assignments.
- Each grammar error may result in a one (1) point reduction in grade.
- All written work needs to be submitted using black ink or will result in a zero recorded for that assignment
- Illegible hand writing may result in a reduction in the grade for the total points possible for that question. (It will be counted as a wrong answer if the instructor cannot read the answer.)
- Any assignments turned in electronically must be turned in using Microsoft office software. All students have access to obtain Office 365 software from Meridian if they do not currently have it on their personal computer. If a student is submitting an assignment electronically it must be submitted using their “my.meridiantech.edu” email or uploaded to canvas as directed, or a zero will be recorded.

Note: All points are subtracted from the net percent score.

Late assignments will not be accepted and will result in a zero recorded for that assignment.

Program Policy 10.0 Laboratory Procedures:

Scrubs, closed toed shoes, and a professional appearance, are required when working in the lab

If a student has signed up to complete a skill “check-off” or demonstration and does not attend any mandatory or scheduled lab activity at the assigned time, it will result in a “no call, no show” (see page 28) and 10 points will be deducted from that competency skill grade. Any exception to this policy will be at the discretion of the faculty. The student is responsible to gain the information that they missed.

The student must notify the instructor personally to cancel or change times of skill check-offs or demonstration.

Skills Check-off Procedure

1. Identify the skill to be learned as outlined in your module, e.g. Handwashing.
2. Follow the learning steps provided, e.g. reading, video, and/or computer assignments.
3. Attend the skills demonstration during the predetermined time as scheduled by the faculty.
3. Sign-up for skills check-off as directed by your instructor.
4. Practice the skill/s. Please note that students must share the lab resources to allow ALL students the opportunity to practice.
5. Once you have signed up for a check-off, the following is necessary:
 - You are expected to have the lab set-up with all needed supplies prior to the time you are to check-off.
 - You are expected to have your check-off sheet filled out with PIN #, date, and any other required information; give the check-off sheet to the instructor.
 - Immediately prior to the check-off, inform the skills lab instructor that you are ready.
 - You are expected to know how to perform that skill, and respond to any questions from the instructor.
 - If your skill requires a live patient, have a peer ready and available, e.g. Vital Signs, Transfers, Phlebotomy.
 - Verify that any person in which the student will perform an invasive procedure (i.e. venipuncture, injections, etc.) has signed the appropriate consent form and is 18 y/o or above.
 - You are expected to bring the appropriate Skills Log and give to the instructor before performing the skill
 - You are expected to perform the skill following the step-by-step procedure.
 - After you have completed the skill, clean up the laboratory area and put supplies away.
 - Your skills check-off sheet will be graded and returned to you.
6. Students will have 2 attempts to pass each skill up to two (2) skills.
If a student fails to pass three (3) skills on their first attempt they will be dismissed from the program. (see Academic Dismissal)

Program Policy 11.0 Promotion

Promotion: Each course must be completed with a minimum grade of 77% in order to progress to the next course. Student assessment end of course exams must be completed as directed by the faculty in order to continue progression in the program.

Program Completion: Successful completion of the entire program will allow the graduate to take the national licensure examination administered by the National Council of State Boards of Nursing (NCSBN).

Graduation Requirements: In order to be considered a graduate of Meridian, and participate in the graduation ceremony, the following must be achieved:

- Completed all course work with a grade of “C” or above and achieved required Industry Based Certifications for the Career Major
- Achieved WorkKeys scores at or above the level required for the Career Major* **OR** earned an ACT Composite Score of 19 or greater.

*Applied Mathematics 3

*Graphic Literacy 3

*Workplace Documents 3

Licensure: Near successful completion of the program, the student will complete the Oklahoma Board of Nursing and the National Council State Boards of Nursing application forms online as directed by the program coordinator.

Licensure application/registration fees are collected by the school as part of the tuition payments and will be applied to the student’s first NCLEX application/registration payment.

All program requirements must be met and all fees due Meridian Technology Center must be paid in full before transcripts will be sent to the Oklahoma Board of Nursing. This will delay the student in taking their NCLEX exam.

The PN program may have school owned equipment or books that can be checked out for student use. It is the student’s responsibility to maintain the condition of this equipment while it is in their possession and return it when requested and/or prior to completing the PN program. Transcripts will not be sent to the Oklahoma Board of Nursing until all equipment/books have been returned. This will delay the student in taking their NCLEX exam. The student will be responsible for full repair or replacement costs of any item not returned in the appropriate condition. Law

enforcement may become involved as needed to ensure return of all items.

*All students must take the comprehensive assessment exam before graduating from the program. Any student who does not attain the minimum passing score will be required to complete extra directed study and retake the assessment, as determined by the coordinator, before their transcript will be sent to the Oklahoma Board of Nursing.

**Additional
Endorsements
Available:**

Citizenship Ready

- Completed Employment Profile: resume, job application, cover letter, mock interview, Job Search Training (OKJobMatch.com)
- Documented active membership in a Career Tech Student Organization or professional association related to the program of study
- Documented 10 hours of volunteerism or service in a community activity

Post-Secondary Ready

- Earned high school diploma or GED
- Achieved a sub score of 19 or greater on the ACT in Math, English, Reading and Science

National Career Readiness Certificate:

- Completed WorkKeys assessments in Applied Mathematics, Graphic Literacy, and Workplace Documents and received a Silver, Gold or Platinum National Career Readiness Certificate through the Oklahoma Department of Career and Technology Education.

Program Policy 12.0 Disciplinary Action

Students will be disciplined at the discretion of faculty members when school and/or program policies and procedures are not followed appropriately. This disciplinary action can be, but is not limited to, the following but not in any particular order:

- *Verbal warning of policy violation

- *Written warning with improvement plan

 - Failure to meet the expectations of the improvement plan or any other infraction outside the improvement plan may result in immediate dismissal

- *Immediate Termination

The type of disciplinary action to be taken will be determined by the faculty and administration based on the infraction. Disciplinary actions shall be consistent with relevant provisions of the Student Handbook and the Meridian Technology Center policy manual.

Program Policy 13.0 Performance Improvement Plan

A performance improvement plan allows the student a period of time to improve his/her grades or behavior. If the behavior does not improve within the specified period of time, the student may be dismissed from the program. A student will be placed on an improvement plan at the faculty discretion and/or when:

- the Student Behavior Code is violated as specified in the Meridian Technology Center and/or Practical Nursing Student Handbook.
- Course grade falls below 80%
- Clinical grade falls below 85%
- Failure to meet minimum program attendance requirements

Improper Reporting of Absences for Scheduled Activities:

If a student is not present within 15 minutes of a scheduled activity, and has not notified an instructor, it will be considered a “No Call and/or No Show”. The following procedure will be followed:

- The first time a student is a “No Call and/or No Show” they will receive a verbal warning
- The second time a student is a “No Call and/or No Show” they will receive a written warning with improvement plan.
- The third time a student is a “No Call and/or No Show” they may be dismissed from the program

Program Policy 14.0 Dismissal from Program

Academic Dismissal

A grade of less than a 77% average at the end of a course* will be considered a failed course and the student will be dismissed from the program. If a student is re-admitted to the program a failed course can be repeated once and only **one** failed course may be repeated during the program.

*Exceptions to less than 77% average are: not attaining 90% or greater within 2 attempts on skill competencies, the need to repeat more than two (2) skills in the entire program and failure to show competency in dosage calculation in the Pharmacology course.

Students dismissed for academic reasons can apply for re-entry into the Practical Nursing program (see Program Policy Readmission to Program). Re-admission will be dependent on the course availability. A deposit will be required to hold the student's enrollment slot as per school policy. Any student granted an opportunity to re-enroll in the program will be held to any new policies, procedures, and program requirements.

Failure to maintain a 77% at the end of the repeated course, or any other course in the program will result in dismissal from the program. After a second (2nd) academic dismissal, any student who wishes to return to the program must re-apply, and if selected, restart the program from the beginning.

Professional Dismissal

A student may be dismissed because of unsafe nursing practices (regardless of grade averages) or because of a violation of any policy as outlined in the Practical Nursing Student Handbook, the Meridian Technology Center Student Handbook, or the Meridian Technology Center Policy Manual. Examples are as follows:

- Involvement in deceit
 - ◇ False representation of facts.
- Gross negligence
 - ◇ Omission of something which the student has been taught to do that causes the patient or others to be endangered.
 - ◇ Doing something which a reasonable and prudent Practical Nursing student would not do under the same or similar facts and circumstances in the practice of nursing.
 - ◇ Conscious disregard or indifference for the health, safety or welfare of another person which would be considered a substantial departure from the accepted standard of care.
- Possessing or reasonable suspicion of being under the influence of alcohol, narcotics, or controlled dangerous substances
 - ◇ Shall include, but not be limited to, use of hallucinogens, stimulants, depressants, or intoxicants, which could result in behavior that interferes with the responsibilities of the student.

- Mental incompetence
 - ◇ Those situations in which a court has adjudged a student incompetent.
- Unprofessional conduct in the clinical setting*
 - ◇ Inaccurate recording, falsifying, or altering patient's records.
 - ◇ Administering medications and/or treatment in a negligent manner.
 - ◇ Misappropriating supplies, equipment, or drugs.
 - ◇ Leaving a nursing assignment without properly advising appropriate personnel.
 - ◇ Violating the confidentiality of information concerning a patient.
 - ◇ Acting in detriment to the public interest.
 - ◇ Discriminating in the rendering of nursing services as they relate to human rights and dignity of the individuals.
 - ◇ Fraternalizing with patients.
- Unacceptable behavior in the classroom, clinical or school setting*
 - ◇ Open or persistent defiance of authority to any school personnel.
 - ◇ Assault upon student or school personnel.
 - ◇ Creating, or attempting to create, a disturbance.
 - ◇ Willful disobedience, profanity, or vulgarity.
 - ◇ Disrespect for school property or causing damage to school property.
 - ◇ Thief, concealment or damage to another's property.
 - ◇ Discussion of quiz or exam content with other students.
 - ◇ Inappropriate dress (refer to Meridian Technology Center Handbook)
- Cheating
 - ◇ Resorting to fraud, misrepresentation or deceit in taking examinations or in any written work.
 - ◇ Representing someone else's work as your own or allowing someone else to do so.
- Failure to comply with the rules and regulations stated in the PN Student Handbook
- Failure to comply with the school policies stated in the Meridian Technology Center Student Handbook

*These are examples; other behavior may also warrant recommendation for dismissal as judged inappropriate by the faculty.

Students who are dismissed from the program have the right to appeal this decision using the procedure listed in the Meridian Technology Center Student Policies and Procedures Handbook.

Program Policy 15.0 Readmission to Program

If a student withdraws from the program or fails a course he/she can make a request for readmission to the program. This request must be in writing and received within 30 days of the dismissal/withdrawal.

If re-applying, the student must show proficiency in the nursing courses they had previously completed up to the point of leaving the program. This will be done by scoring 77% or greater on the final exam of each “nursing” course previously taken or by completing the respective standardized assessment at an appropriate proficiency as defined by the assessment. The assessment taken will be determined by the program coordinator. Any required assessment fees will be the responsibility of the student.

The student would need to repeat the course(s) starting at the earliest course where proficiency was not met. That course and all of the courses that follow in the program would need to be completed in order to graduate. Tuition will be figured on total hours required for program completion.

Any readmissions are subject to space availability.

If a student is dismissed from the program due to unprofessional behavior they will be required to complete the entire application process in order to be considered to return to the program. The re-application will be considered along with other applications. In addition to the above required for re-admission, the student must provide documentation related to improvement and/or change in their situation that they feel will allow them to succeed if re-entered into the program. A committee consisting of a counselor, practical nursing faculty, another health program faculty, and an administrator will meet to determine if re-admission will be granted. If re-admission is granted, the student need to re-take the program in its entirety.

Students who re-enter the program will be required to pay a deposit (as required by the school policy) and tuition for all coursework to be completed upon readmission.

Program Policy 16.0 Grievance

A grievance is a complaint by a student whereby the individual alleges a violation, misinterpretation, or inequitable application of an established policy governing the person involved individually or collectively.

1. Prior to the filing of a written complaint, the student should first speak with the person involved to make reasonable effort to resolve the problem or complaint.
2. Should the problem or complaint not be resolved after the first meeting with the person involved, the student should prepare a written statement of complaint or problem occurred, and submit the written complaint to the Coordinator of the Practical Nursing Program within 3 days of the discussion with the person involved.
3. Within 10 days after receiving the student complaint, the Coordinator may
 - a) indicate acceptance or rejection of the student's requested action or outline an alternative;

or

 - b) call a hearing before the faculty at which time the student must be present.
4. Should the student feel the conflict is not yet resolved, a written complaint should be prepared by the student and submitted to the administrator in charge of the Practical Nursing program within 3 days of the Coordinator of Practical Nursing's last communication with the student.

The administrator supervising the practical nursing program will then proceed with investigation of the conflict, complaint, or problem as outlined in the Meridian Technology Center Student Handbook Policy I-412 or Policy I-433.

*Failure to follow the above policy would negate the complaint and it would be considered null and void.

Program Policy 17.0 Cell Phones

1. Cell phones should be set on silent ring while in the classroom(s); not on vibrate.
2. Phone calls should be taken in designated lounge or break areas or outside. Do not talk on the phone in classrooms, skills laboratories or hallways.
3. Students must follow clinical agency policies regarding cell phone use during clinical rotations.
4. Cell phones and smart watches are NOT allowed in the testing room and must be placed in the designated location before getting a testing code.
5. Cell phones are NOT allowed in the skills lab unless recording the instructor's demonstration.

Program Policy 18.0 Drug Screening

All students enrolled in the Meridian Technology Center Practical Nursing program will be required to complete a drug screening.

The student will adhere to each individual clinical training institution's drug screening protocol and/or policy. Clinical affiliate orientations may be inclusive of drug screening tests.

Personnel, as designated by the affiliate clinical education setting, will notify the program coordinator in the event a student is prohibited from training in the assigned clinical facility. In the event of clinical dismissal and/or behavior is deemed unprofessional, Meridian Technology Center Policy will govern all decisions regarding school related disciplinary actions.

Students who have a positive drug screen may not be able to continue in clinical courses. Any student who cannot continue in clinical course work would not be able to meet the objectives for the clinical course and ultimately of the nursing program. Therefore, if the student cannot meet the objectives of the clinical courses they would be dismissed from the program.

Students who refuse drug screening or tamper with, contaminate, or otherwise alter the specimen for the drug test will be terminated from the program.

Students are expected to disclose any possible reason why an unfavorable test result may occur.

Students should expect random drug testing to be performed at any time during their educational experience. Students are responsible for any expenses incurred for drug screens.

A student who re-enters the program after **any** lapse in being actively enrolled in the program will be required to obtain an updated drug test as required by clinical facilities.

Program Policy 19.0 Medical Marijuana

Federal law clearly indicates that medical professions fall under what are considered safety sensitive professions. Given this status, individuals within these professions should refrain from taking any substance that may affect their ability to safely perform essential functions and thereby result in a direct threat to the safety of others.

Regardless of a student, employee, parent or any individual's status as a medical marijuana licenses holder, marijuana is not allowed on the premises of Meridian Technology Center or in any school vehicle or any vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of Meridian Technology Center and in school vehicles; going to and from and attending Meridian sponsored functions, events, including those technology center sponsored functions, events which occur in a location other than the premises of the technology center; utilizing Meridian equipment or transportation; and in any other instance in connection with Meridian Technology Center where Meridian reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, Meridian Technology Center will proceed with all actions and consequences that are afforded under any state or federal law, employment contract, technology center policy, student handbook provision, or any other authority applicable to or adopted by Meridian.

See "Medical Marijuana, Hemp & Cannabidiol (CBD) Policy (I-458) in the Meridian Technology Center Student Handbook

If clinical agencies adopt any policies regarding Medical Marijuana students would be obligated to follow those policies.

Student Services

Student Services 1.0 Library Policy

The library is intended for the use of all Health Occupations students and faculty. Books may be checked out for a two-week period using the program's "Equipment/book Checkout" form and then must be returned. Periodicals are on reserve and cannot be checked out. When you are through using the book or periodical, please return it to the designated area.

Student Services 2.0 Counseling and Guidance

Students will be faced with many new situations during their educational experiences and may frequently need help in making adjustments or solving problems. They should not hesitate to consult the faculty in these matters. Individual conferences will be arranged as necessary for the purpose of private discussions. Trained guidance counselors are available to assist with financial aid, academic difficulties, job readiness and placement, and personal issues.

Student Services 3.0 Educational Enhancement Center

The Educational Enhancement Center is an individualized opportunity for students to focus on basic skills such as reading, math, language, and spelling. This service is available to all Meridian Technology Center students.

Student Services 4.0 Financial Aid Information

Meridian Technology Center participates in federal and state programs for financial assistance. Contact a financial aid officer for more details. Students receiving financial aid must maintain Satisfactory Academic Progress throughout the entire program. Satisfactory progress means that a student is progressing in a positive manner toward fulfilling career major certificate requirements within the stated length of time. To remain eligible for financial aid at Meridian Technology Center, students are expected to progress toward satisfactory completion of a course of study, during each payment period, as stated below:

- Maintain a cumulative grade point average of 2.0 "C" or greater
- Maintain 90 percent attendance during each disbursement period
- Complete an acceptable percentage of the program's scheduled objectives

Student Services 5.0 Tuition Refund Policy

Upon written notification of withdrawal*, a tuition refund less the deposit will be remitted to individuals enrolled in full-time programs according to the following guidelines.

1. A 100% refund, less the deposit, will be remitted to students who officially withdraw within the first five (5) days of a payment period.
2. No tuition will be refunded to a student who has not officially withdrawn within the first five (5) days of a payment period or is dismissed due to breach of MTC policy.

3. A 100% refund, including the deposit, will be remitted only to students who have documented extenuating circumstances that have been approved by the Superintendent or his/her designee.

*Written notice of withdrawal is considered to be the completion and submission of an official withdrawal form or a letter that is dated and signed by the student, and addressed to the Director of the Career Planning Center.

Refund Policies for Recipients of Title IV Financial Aid

A federally-mandated refund must be calculated for all Title IV financial aid recipients who withdraw prior to the completion of the period of enrollment for which he/she has been awarded aid according to the following federal regulations. If a student withdraws on or before the 60% point for the current period of enrollment, a portion of the total of Title IV funds awarded a student (Pell Grant and Oklahoma Tuition Aid Grant) must be returned, according to the provisions of the Higher Education Amendments of 1998. The calculation of the return of these funds may result in the student owing a balance to the school and/or the Federal Government.

Student Services 6.0 Activities

Social recreational activities depend largely upon the wishes of the class. The faculty believes that social activities play an important part in the development of well-adjusted individuals. Activities should be planned with the advisement of the Practical Nursing faculty.

Student Services 7.0 Organizations

All students at Meridian Technology Center are provided the opportunity to become a member of a student organization. Student organizations provide leadership opportunities.

Practical Nursing students may choose to become a member of the Future Health Professionals (HOSA). Information about this organization is included in the orientation.

CLINICAL POLICIES

Introduction

During the clinical experience, the student will have the opportunity to build upon the theory taught in the classroom and laboratory. Students are held accountable for knowing and abiding by the clinical policies as outlined in this handbook.

Confidentiality

***IS A MUST AT ALL TIMES**

It is illegal to discuss patients or their care in areas such as the elevator, the cafeteria, in any public place, or outside the clinical area. A confidentiality statement must be signed before going to clinicals and must be strictly adhered to. It must also be understood that confidentiality pertains to other types of information, such as the medical record and computer systems. Unauthorized access to the medical record and/or computer systems is prohibited and may result in dismissal from the Practical Nursing program. It is understood that students will only access the medical records of their assigned patients and other records as designated by the instructor to gain learning experiences.

Clinical Experience

While in the clinical area, the student will be supervised, directly or indirectly, by a faculty member with assistance from staff employed by the clinical affiliates. Planned instruction and informal learning opportunities will be provided daily. The student should use initiative and self-direction in seeking out learning opportunities. Each student is responsible for putting forth every effort to make the most of the clinical experience to gain greater understanding, knowledge, and experience in all areas of nursing.

Students are subject to the rules and regulations of the participating health agencies. The participating health agencies may request the removal of a student from that particular clinical site. Removal, in that instance, is automatic and controlled by the clinical site.

Clinical Requirements

All students must meet the requirements set forth by clinical facilities. This may include immunizations, background checks, drug testing and other required information. The specific requirements are subject to change at any time by the clinical site and the student will be required to adhere to those changes.

Clinical Policy 1.0 Criminal Record Background Checks

CRIMINAL RECORD BACKGROUND CHECKS *For Students in Health Related Occupations*

Meridian Technology Center seeks to provide eligible students with clinical opportunities consistent with their occupational choices. These clinical opportunities may be an elective of the student or may be a requirement essential to successful program completion.

In either case, when applicable a national felony search will be required of the student prior to the student's commencement of the clinical experience. The purpose of national felony record search is to ensure the safety and security of patients and the public and to ensure that, upon program completion, the student will meet the requirements for professional certification and/or licensure required by the profession. In accordance with this requirement MTC has established the following student requirements:

1. To be considered for placement in a clinical site requiring a criminal record search, the student must comply with the request for a national felony record search and must also present a satisfactory search. Any reference to a national felony record search in this policy includes a Sex Offender and Violent Offender Registry check.

2. The cost of and arrangements for the national felony record search are the responsibility of the student.

3. International students are subject to the same criminal history information review as required in paragraph 2 above. It may be necessary for the student to contact his/her embassy, or utilize a commercial investigative service in order to comply with this requirement. International students are responsible for obtaining required record search at the student's expense.

4. Faculty members are required, upon initial hiring, to have a national felony record search that comply with this policy and must obtain a new search following any breaks in employment, if other than the normal summer break or authorized leaves.

5. The student's national felony record search must be dated after their acceptance into their respective program. If the student leaves the program and is later readmitted, another search must be completed at the student's expense.

6. Students may obtain information on how to obtain the national felony record search from the Program Coordinator. The student is responsible for insuring that the records search that includes a Sex Offender Registry (SOR) search.

7. The national felony record search must be conducted by the designated third party authorized by the health occupations area. No other forms, photocopies, or record searches will be accepted.

8. Students should understand that by enrollment in the program they agree to obtain a national felony record search in accordance with this policy and also understand that information obtained through the national felony record search may be furnished to the clinical site(s).

9. MTC reserves the right to request additional information from its students as needed by an affiliate training site and/or of concerning offenses committed in other states, expunged offenses, municipal offenses and pending offenses.

10. A copy of the national felony record search, copies of court records and related correspondence shall be included in the student's permanent record.

PROCEDURE FOR REVIEWING CRIMINAL RECORD CHECKS

Meridian Technology Center shall ensure that all national felony record searches are examined for the purpose of: (1) ensuring the student's compliance with the District's policy concerning national felony record searches; (2) ensuring the safety and security of patients and the public; and (3) ascertaining the student's eligibility to continue in the health related program and participate in clinical rotations.

Meridian Technology Center personnel assigned to review national felony record searches shall examine the report(s) to determine:

1. Whether the report discloses any criminal history on file.
2. Whether in the sex offenders section of the report the report shows that there is no sex offender record or registration.
3. If a criminal history is identified, the examiner will determine the criminal offenses and report them to his or her supervisor for the purpose of determining whether the offense is one which will jeopardize the security or safety of others and whether the offense is one which affects the student's ability to successfully complete the program or to participate in clinical rotations.
4. The examiner shall specifically inspect the criminal history to determine felony charges and/or registration as a sex offender or violent offender and not other charges or convictions.
5. If the review of the report indicates a felony charge or registration on the Sex Offenders Registration list, Meridian Technology Center shall request the student obtain certified copies of court records related to the charge. If the student declines to obtain the records, Meridian Technology Center shall obtain those records from the courthouse in the state and county in which the charges were filed. The purpose of obtaining the records will be to determine whether a charge filed as a felony was reduced to a misdemeanor and to determine the judgment and sentence rendered by the court.
6. If the student has a history of felony charge or charges or registration as a sex offender, the examiner will review the case with the appropriate administrative official and, if relevant, with its clinical facility or facilities to determine whether the student will be able to commence or complete the clinical rotation. This process should also be used to determine whether placement of the student in clinical rotations could jeopardize the safety of others.

7. Based on the information obtained, the evaluation of the criminal history on the safety and security of others, and the student's ability to complete the clinical requirements of the program, Meridian Technology Center will notify the student of the effect of the record and any related information on the student's continuation in the program or any restrictions placed on the student.

8. In the event a decision is made that the student, for reasons arising out of the national felony record search, is not eligible to continue the program, the student will be advised of the determination, the basis for the determination, and opportunities for alternative programs (if any). If the effect of the national felony record search is to disqualify the student from the program the student may appeal the decision using the procedures provided for adult students suspended, dismissed, or removed from school.

A student who re-enters the program after a period of time away from the program will be required to obtain a background re-check at the student's expense.

Clinical Policy 2.0 Absences

Students are expected to be in the clinical area at the assigned time. The instructor will determine the correct action to take regarding questions about illness and the advisability of patient contact.

When calling to report an absence in the clinical area, the student must notify the clinical site of their absence **and** also notify the clinical instructor at least 30 minutes prior to start of the clinical rotation including the name of the person they contacted at the facility. No call, no show for a clinical rotation will result in a zero (0) for the day. Students who call in appropriately will receive ten (10) points for the daily grade, with the opportunity to make up the day (maximum of 2 days) if space and time is available. Any absence after the first 2 will result in a (0) for the day. If the student assigned to an observation rotation in which the agency opens at the same time the student is scheduled to arrive—notify the agency at the time they open as well as the coordinator of the nursing program.

If the student is tardy to the clinical site and arrives after report has begun, the student may be sent home; or a patient assignment may be given at the discretion of the instructor. If a student is sent home a zero (0) will be recorded for the daily grade. All tardiness should be communicated to the instructor prior to scheduled arrival time.

Note: Leaving the clinical site before the assigned time will result in a reduction of the daily grade at the instructor's discretion.

It is the student's responsibility to provide documentation to the instructor related to an absence if requested.

Circumstances that require extended absences will be considered on a case-by-case basis. (See Leave of Absence Policy)

Any delay in the completion of clinical rotations may delay the student's program completion date.

Clinical Policy 3.0 Clinical Observation Rotations

A student can reschedule one (1) clinical observation (specialty rotation) per clinical course.

If the student is absent during a clinical observation rotation, and has reported the absence appropriately, he/she will be able to reschedule the rotation. Failure to report an absence correctly will result in a zero (0) for that rotation without the option of rescheduling.

Note: Leaving the observational rotation site before the assigned time will result in a reduction of the daily grade. This will be based on the amount of time missed. Reduction in grade will not result if the agency dismisses a student early. The student must notify the nursing program coordinator when leaving the clinical rotation site before the scheduled dismissal time. Failure to do so will result in a zero (0) for the rotation.

Note: Students will not be allowed to complete clinical rotations (including observations, team leading, and preceptorship) during scheduled faculty breaks.

Clinical Policy 4.0 Assignments

1. Students will be responsible for obtaining clinical assignments as instructed by the clinical instructor.
2. Students are expected to be knowledgeable and prepared regarding medication, diagnosis, and nursing care for the clinical week according to the level of instruction.
3. If a patient has any questions or concerns about having a student nurse, the student should notify the instructor.
4. It is not permissible to make copies of patient medical records.
5. Any papers with patient information should not leave the clinical agency and should be placed in a shred box before leaving for the facility. Patient information, such as patient report papers, found on student outside of the clinical agency may result in reduction of the student's clinical grade.

The student is expected to be knowledgeable of the care required for the diagnosis of the patients assigned in clinical rotations. Should a student come to the clinical area unprepared, the instructor may send the student home. A student is "unprepared" when he or she has not obtained the patient assignment and/or comes without proper tools, i.e.; stethoscope, name badge, proper attire, etc.

The student is expected to be knowledgeable regarding ALL medications they will be administering. This can be done by using a drug handbook, purchased medication cards, or student-produced medication cards.

Students are expected to increase clinical responsibilities as they progress in the program.

Students are expected to complete and turn in all clinical assignments as directed

Note: Students may not be allowed to complete clinical rotations (including preceptorship) at an agency in which they are currently employed in the nursing area. Any exception will be determined by the Practical Nursing faculty.

Clinical Policy 5.0 Performing Clinical Procedures

When students perform a procedure at the clinical site, they should:

1. Make sure there is an order in the patient's chart before administering any treatment or medication.
2. If this is the first time a procedure is being performed at this clinical facility the students should review the facility policies, go over the procedure step-by-step with the instructor before entering the patient's room.
3. Assemble needed supplies and equipment.
4. Keep the patient informed as to what they are doing. A student must not expect the instructor to do the talking for them.
5. Be prepared to critique your performance to the instructor after leaving the patient's room.
6. Have the instructor initial the skill on the clinical skill checklist.

Clinical Policy 6.0 Safety Precautions

1. Be knowledgeable of use of all equipment and supplies before attempting use in the clinical area.
2. Check all equipment and supplies for defect or damages before each use and report any discrepancy immediately.
3. Handle equipment carefully to prevent injury to self or others.
4. Store all equipment and supplies in the proper place.
5. Use principle of body mechanics when lifting, pulling, or pushing objects.
6. Use transfer and lift devices when indicated.
7. Remove any hazardous objects or spills from the floors or hallways immediately.
8. Minimize distractions; concentrate on the procedure being performed.
9. Any question about the ability to perform or knowledge of a procedure should be discussed with an instructor prior to entering the patient's room.
10. Walk, never run, in rooms or hallways. Be aware of voice levels—do not shout.
11. Know the agency's procedure to report a cardiac or respiratory arrest. Follow designated procedures.
12. Know the policy of the clinical institution for fires or tornadoes and be able to follow designated procedures to report these emergencies.
13. Know and carry out standard precaution procedures at all times.
14. Dispose of contaminated sharps properly.
15. Be alert at all times to the needs and safety of patients. Report any unusual conditions immediately to the clinical instructor.

Accidents, Incidents, and Errors

These guidelines are to be followed when reporting accidents, incidents, or errors:

1. All accidents, incidents, or errors should be reported immediately to the instructor and to the nurse in charge of the unit. This is the student's ethical and legal responsibility.
2. The patient's doctor will be notified by the nurse in charge for appropriate action to be taken in regard to the incident if deemed necessary.
3. An incident report will be completed by the student involved and given to the designated person. The instructor will provide documentation for Meridian Technology Center files and a copy will remain in the student's individual file.
4. All errors will be considered on an individual basis; the faculty will determine action to be taken.
5. **Students are responsible for their own medical expenses resulting from treatment of illness or accidents, including injuries at school or in the clinical setting.**

Exposure Control Policy

1. The principle of Standard Precautions will be taught in connection with other safety measures as a part of the curriculum plan.
2. Any incidence of exposure to a body substance in the clinical area will follow the established protocol of that institution, including all follow-up required, at the student's cost.
3. A Meridian Technology Center Accident Report Form will be completed, placed in the student's file, and submitted to administration.

Clinical Policy 7.0 Clinical Responsibilities

Each student's primary responsibility is to learn to be a safe, effective, and dependable practical nurse. The following guidelines are given to aid the student in achieving this goal:

1. Carry out those nursing duties which have been assigned by the instructor.
2. Follow all directions and procedures as instructed.
3. Check with the instructor if there is any doubt about having knowledge, information, or skill necessary for an assignment.
4. Verify that there is a current written order on the patient's chart before administering any treatment or medication.
5. If the instructor is not available to help a student with a procedure, a staff nurse may assist the student if prior permission has been obtained from the instructor and the staff nurse.
6. Report all accidents and errors immediately to the instructor and/or nurse in charge. (See Accidents, Incidents, and Errors)
7. Be alert at all times to the needs and the safety of patients. Immediately report changes or unusual conditions to the nurse in charge and to the instructor.
8. **Notify the instructor and the nurse in charge of the student nurse's patient when leaving the assigned clinical area for any reason.**
9. Use initiative and self-direction in seeking out learning opportunities.
10. Be responsible for obtaining clinical assignments, researching, and coming prepared to meet the clinical rotation objectives. (See Clinical Assignments.) Notify the instructor if the patient has any questions or concerns about a student nurse administering their nursing care.
11. Demonstrate professional attitude and conduct by:
 - a) Establishing and maintaining effective professional communication and interpersonal relationships with patients and family members, staff, classmates, and faculty, including proper phone etiquette.
 - b) Avoiding fraternizing with patients and staff members in the clinical areas.
 - c) Avoid discussion of patients except as necessary in the classroom or clinical settings with authorized staff.
 - d) Avoid discussion of personal life and problems with patients or hospital personnel in the clinical setting.
 - e) Avoid gossip by refusing to repeat it or, preferably, by refusing to listen to it.
 - f) Adhere to the Practical Nursing Code of Ethics.
 - g) Practice within the limitations of the student practical nurse.
14. Follow rules and regulations of the participating health agency.

15. Students are responsible to the charge nurse or nurse in charge of the unit or patient, as well as the instructor.
16. Use clinical facility property carefully and correctly.
17. When available, students may use the health agency's library facilities. Students may not check out books.
18. Confine eating and drinking beverages to designated break time and area. Limit breaks to 15 minutes; stagger breaks with other students. Eating and drinking may be allowed during post-clinical conference, at the instructor's discretion.
19. Students are responsible for their own meals. Meals may be purchased in the cafeteria of some facilities, or students may bring their own lunch. Students are not allowed to leave the clinical site unless directed otherwise.
20. Be responsible for maintaining an up-to-date record of competencies that have been supervised and checked off as satisfactorily performed.
21. Cell phones should be set on silent. Personal phone calls are not to be made in patient care areas. Any use of cell phones at a clinical site should be reserved for emergencies or looking up information pertinent to patient care only.
22. Students with fever blisters, fever of 100° or higher or any contagious illness should not attend clinical. It is the responsibility of the student to contact the clinical instructor regarding these issues.
23. Students who have physical restrictions as ordered by a healthcare provider may not be allowed to attend clinical rotations.
24. Students who return to the program after an absence may have to pay for the clinical scheduling program re- registration.

Clinical Policy 8.0 Uniforms and Appearance

As professionals we must be aware of our appearance. Therefore, personal cleanliness is essential, especially when one is in close personal contact with others. It is recommended that as health professionals we use great discretion with regard to personal grooming, cosmetics, dental hygiene, and tobacco usage.

Safety factors should be considered when jewelry is worn so as not to be hazardous to patients or students.

Tobacco items will not be carried on the uniform and should not be smoked while in uniform, before, during, or after clinical rotations. Each clinical site is a tobacco free campus. "Tobacco" breaks will not be allowed during a clinical rotation.

Students are to be in uniform at all times while in the clinical area or upon designated outside occasions. It is the responsibility of the student to keep the uniform neat and clean at all times.

Students in inappropriate or incomplete dress will be released from clinical duty for the entire day.

A student entering the profession of Practical Nursing must understand that they are entering a field of medicine that requires certain professional standards that other career choices may not.

Professional dress, appearance, and models of communication must be of certain standards in order to maintain the confidence and care of the patient. Patients under the care of a practical nurse present themselves in all ages, cultures, and various ethnic origins; therefore, the practical nurse shall refrain from trendy modes of dress and appearance.

The student uniform has been designed to provide a neat, comfortable, and convenient attire which identifies the individual as a student from Meridian Technology Center. The required student uniform and equipment includes:

1. School uniform with Meridian Technology Center patch attached securely on left sleeve 2" below the shoulder. Uniform/scrub legging pants are not acceptable.
 - a. a long sleeve top may be worn under your uniform top if needed, however it must be a solid color without logos, designs, or other writing on it, and must be of a neutral color (navy, white, grey, or cream/Khaki)
2. Navy or white lab jacket (waist length) with Meridian Technology Center patch attached securely on left sleeve 2 inches below the shoulder. (Lab jacket does not need to be worn at all times.)
3. Official student name tag worn on upper chest area of the uniform/lab coat. Stillwater Medical Center badge must be worn when completing **any** clinical rotations at Stillwater Medical Center.
4. Clean and in good repair, fluid resistant, closed-toed shoes. If a strap is present on the shoe, it must be placed over the heel. These shoes should be reserved for nursing activities only.

5. Socks must be worn.
6. Watch with a second hand (or digital with seconds display).
7. Black pen (permanent—no gel pens) and small note pad which can fit into uniform pocket.
8. Bandage scissors, penlight or small flashlight, and hemostat.
9. Stethoscope.
10. Safety goggles and face masks as required.

The student will be responsible for the following principles of hygiene and etiquette.

1. Well groomed, neat, clean, and professional appearance.
2. Uniforms must be clean (laundered daily) and free of stains or wrinkles. Uniform pants should be hemmed, and not touching the floor.
3. Shoes must be clean and polished. Socks must be clean, and free from holes or runs.
4. Hair must be neat and clean and out of the eyes at all times. Shoulder length or long hair must be worn up or pulled back, so it will not contaminate the work area when the head is lowered. Fashion colored hair is not acceptable.
5. Fingernails are to be well manicured. Artificial nails are not allowed. Nail polish is allowed as long as it is well manicured (no chips) and all nails must be the same color. Nail length is not to exceed beyond the finger tips.
6. The student will not chew gum; use any fragrant toiletries; or wear jewelry other than a watch, stud earrings, and one simple ring.
7. Males must be clean shaven or the beard and/or mustache must be neatly trimmed.
8. Appropriate foundation garments must be worn.
9. Uniforms are to be worn as directed by each clinical rotation guidelines.
10. Visible tattoos must be free of offensive images and language (see page 35 in Meridian Student Handbook). Practical nursing students are also required to follow clinical agency policies regarding tattoos.
11. No visible body piercing, except studs in the ears; limited to no more than 2 in each ear. Ear gauges must be solid skin toned.

Clinical Policy 9.0 Clinical Performance Evaluation

Students will be evaluated on clinical performance daily by the clinical instructor. Input from agency staff may be reflected in the evaluation. Utilizing a rating scale, student evaluations will be based on clinical performance evaluation criteria and documented on an evaluation instrument. Students are expected to read and sign the instrument each week.

Clinical grades, given at the end of each clinical course, are based upon performance and written assignments. The students will be graded daily for clinical performance. A percent grade is then calculated from the number of points received divided by the number of points possible.

Students must receive a minimum of 77% at the end of each clinical course to proceed to the next course.

Miscellaneous

Miscellaneous 1.0 Curriculum Plan

CURRICULUM PLAN

PRACTICAL NURSING

<u>REQUIRED APPLICATION COURSES:</u>				
MEDICAL MATH, BASIC COMPUTER CONCEPTS				
<u>COURSE TITLE</u>	<u>THEORY HOURS</u>	<u>LAB HOURS</u>	<u>CLINICAL HOURS</u>	<u>TOTAL COURSE</u>
Medical Terminology (Pre-requisite)	45			45
Anatomy & Physiology (Pre-requisite)	120			120
Long Term Care Aide (Pre-requisite)	75			75
Introduction to Nursing	40			40
Fundamentals of Nursing	130	30		160
Mental Health Nursing	40			40
Clinical Nursing I		10	80	80
Pharmacology & IV Skills	56			66
Medical Surgical I	78			78
Clinical Nursing II			224	224
Medical Surgical II	78			78
Pediatric Nursing	45			45
Maternal Newborn Nursing	45			45
Clinical Nursing III			232	232
Transition to Practice	15			15
Clinical Nursing IV			120	120

TOTAL HOURS FOR CURRICULUM:	
THEORY:	767
(INCLUDES 240 HOURS OF PRE-REQUISITE/ADVANCED STANDING COURSES)	
SKILLS LAB:	40
CLINICAL:	656
TOTAL PROGRAM HOURS:	1463

Miscellaneous 2.0 Course Descriptions

Practical Nursing is the practice of nursing under the supervision or direction of a registered nurse, licensed physician, or dentist. The Licensed Practical Nurse provides a unique contribution in the care of the individual throughout the lifespan. This care is based on the knowledge and application of principles and skills in the prevention of illness, and the promotion, maintenance, and restoration of health.

The Practical Nursing Program curriculum is divided into 16 courses of instruction. Each course has objectives the student should achieve before moving to the next course of instruction. Clinical experience is concurrent with classroom theory. Upon successful completion of the Practical Nursing Program, graduates may apply to take the National Council Licensure Examination for Practical Nurses and use the title of LPN.

Once licensed, employment opportunities for LPNs are found in hospitals, nursing homes, doctor's offices, and various healthcare agencies.

Medical Terminology (Pre-requisite course)

Medical Terminology is designed to develop in the students a working knowledge of the language of medicine. Students acquire word building skills by learning prefixes, suffixes, roots and abbreviations. By relating terms to body systems, students identify proper uses of words in a medical environment. Knowledge of medical terminology enhances students' ability to successfully secure employment or pursue advanced education in healthcare.

Anatomy and Physiology (Pre-requisite course)

Anatomy and Physiology for Practical Nursing is the study of the structures and functions of the human body. The areas studied will be an integration of biology and chemistry and will include, but are not limited to: Organization of the Body; Chemical Basis for Life; Cells & Tissues; Integumentary System; Skeletal System; Muscular System; Nervous System; Endocrine System; Blood, Circulatory System; Lymphatic and Immune System; Respiratory System; Digestive System and Metabolism; Urinary System, and Reproductive System. The course may include laboratory experiences.

Long Term Care Aide (Pre-requisite course)

Nursing assistants make valuable contributions in providing health care. Nursing assistants are trained to care for people who are ill or need help in caring for themselves. The care given is always under the guidance and supervision of licensed health care providers such as nurses or physicians. The competencies needed to successfully complete the objectives for this course are identified from the skill standards produced by the Oklahoma Department of Career and Technology Education's Testing Division for the Health Certification Project of the Oklahoma State Department of Health using the DACUM process. Students may exit from the course after obtaining Long Term Care aide certification.

Introduction to Nursing

This course focuses on use of nursing and related concepts by practical nurses as providers of care and members of discipline in collaboration with health team members. Emphasis is placed on the Concepts of Adult Learning; Communication; Professionalism; Nursing Ethics and Law; Wellness; Holistic Care; and Health Care Delivery Systems.

Mental Health Concepts

This course presents an introduction to Mental Health Nursing. The course provides an introduction into mental health care and prevalent mental health disorders.

Fundamentals of Nursing

This course is an introduction to nursing care. Topics include safety; asepsis; focused assessment; documentation; nursing process; admission, transfer and discharge; pain, comfort and sleep; geriatric care; basic nutrition; mobility; care of the dying patient; therapeutic procedures and surgery; wound care; heat and cold; phlebotomy; respiratory care; urinary care; digestive care and skills competency. Emphasis will be given to the practical nursing student developing critical thinking skills, recognizing legal/ethical responsibilities, acting as a patient advocate, maintaining positive patient/colleague relationships, and by implementing appropriate standards of care.

Clinical Nursing I

Clinical Nursing I is an introduction to the clinical setting. It provides an opportunity for the student to apply knowledge and skills acquired in theory to the holistic care of the patient. Care will be provided to patients across the lifespan with a focus on the geriatric. Supervised clinical experiences may be provided in long term care, acute care and extended care facilities. These experiences include mastery of basic nursing skills.

Pharmacology and Intravenous Therapy Skills

This course provides instruction in basic pharmacology and medication administration skills, including IV therapy, as well as skills needed for safe and effective medication administration. A brief introduction to fluid and electrolyte balance will be included. Content includes components of medication preparation and administration including the essential knowledge needed to adequately contribute to the assessment and evaluation of the effect of medication on clients across the lifespan.

Medical Surgical Nursing I

The Medical Surgical I course addresses disorders while incorporating concepts from previous courses. This course focuses on deviations of health in adults. Student will learn how the nursing process guides the holistic care of the individual. The body systems included in this course are: Integumentary; Musculoskeletal; Respiratory; Cardiac; Vascular, Hematology and Immune.

Clinical Nursing II

Clinical Nursing II focuses on the care in a diverse patient population across the lifespan. It provides an opportunity for the student to apply knowledge and skills acquired in theory and clinical courses. Clinical rotations may include: long term care, community health, and acute care. The clinical experiences may include maternal-newborn, pediatric and mental health nursing.

Medical Surgical Nursing II

Medical Surgical Nursing II continues to address disorders while incorporating concepts from previous courses. This course focuses on deviations of health in adults. Student will learn how the nursing process guides the holistic care of the individual. The body systems included in this course are: Sensory; Neurology; Digestive; Endocrine; Urinary; Reproductive and Oncology.

Pediatric Nursing

Pediatric Nursing course expands upon the concepts learned in Medical Surgical Nursing to address disorders specific to pediatric patients. The student will be able to relate normal growth and development, concepts of wellness and needs of the hospitalized child. The physical, emotional, social needs of the pediatric patient and their family will be explored.

Maternal Newborn Nursing

Maternal Newborn Nursing is designed to familiarize the student with the holistic approach to care for the antepartum, intrapartum, postpartum patient and the neonate. The normal processes of conception, fetal development, labor and delivery, postpartum period, and family involvement will be included. The course includes the care of the normal patient and newborn as well as those with complications.

Clinical Nursing III

Clinical Nursing III focuses on the care in a diverse patient population across the lifespan. It provides an opportunity for the student to apply knowledge and skills acquired in previous theory and clinical courses. Clinical rotations may include: long term care, community health, and acute care. The clinical experiences may include maternal-newborn, pediatric and mental health nursing.

Transition to Practice

This course provides concepts related to the transition from student licensed practical nurse.

Clinical Nursing IV

Leadership and delegation skills are enhanced as the student functions in the role of team leader. The course assists the student to prepare to independently assume the role of the LPN in professional practice. A preceptor rotation assists in the completion of this transition.

Miscellaneous 3.0

Guidelines for NCLEX Candidates with a History of Arrests/Convictions and/or Prior Disciplinary Action

Oklahoma Board of Nursing
2915 N. Classen Blvd., Suite 524
Oklahoma City, OK 73106
(405) 962-1800

Licensure Examination Information

Refer to the following website for information regarding *Applicants for NCLEX Licensure with History of Arrests, Convictions, or Prior Disciplinary Action*.

<https://oklahoma.gov/content/dam/ok/en/nursing/documents/nclex9.pdf>

The Meridian Technology Center Practical Nursing Program is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for practical nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status [59 O.S. §§567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status. The Board has the authority to deny a license, recognition or certificate; issue a license, recognition or certificate with conditions and/or an administrative penalty; or to issue and otherwise discipline a license, recognition or certificate to an individual with a history of criminal background, disciplinary action on any professional or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made. Potential applicants to state-approved education programs, with a criminal history, may obtain a determination of eligibility for licensure or certification from the Oklahoma Board of Nursing for a fee. The determination of eligibility for licensure petition can be accessed at <https://oklahoma.gov/content/dam/ok/en/nursing/documents/initialdeterm.pdf>

Information for Bulletins and Catalogues of Nursing Education Programs
Revised: 4/22/2024